



**East Lake Academy**  
13911 W Laurel Drive  
Lake Forest, Illinois 60045  
Ph: (847) 247-0035 Fax: (847) 247-1937  
www.eastlakeacademy.org

**2016-2017 BEFORE SCHOOL & AFTER SCHOOL CARE**  
**ENROLLMENT FORM**

**Before-School Care Policy:**

The before-school care hours of operation are from 7:10 am to 8:00 a.m. for those days that school is in session.

Payment options are:

	<u>Due 7/1/16</u>	<u>Due 12/1/16</u>
1. Before-school care only (1 payment plan)	\$730	Ø
2. Before-school care only (2 payment plan)	\$365	\$365

The above rates are for services provided Monday through Friday, 7:10 am to 8:00 am. Families not registered for before school care service will be assessed the drop-in rate of \$13.00 per day for one child, and \$7.75 per day for each additional child from the same family. Drop in rates will also be turned into the business office and billed directly to parent.

Parents are required to walk their child into the designated Before Care classroom. Drop-in students must also be signed in by a parent. These procedures are for the security of the children and will also assist the before-school care staff with accurate record keeping. Your cooperation with the before-school care staff will assist them in providing a safe, enriching quality environment.

**After-School Care Policy:**

The after-school care hours of operation are from 3:15 p.m. to 6:00 p.m. for those days that school is in session.

There is no After Care offered on 11 am dismissal days.

Payment options are:

	<u>Due 7/1/16</u>	<u>Due 12/1/16</u>
1. After-school care only (1 payment plan)	\$2,219	Ø
2. After-school care only (2 payment plan)	\$1,109.50	\$1,109.50

The above rates are for services provided Monday through Friday, 3:15 p.m. to 6:00 p.m. **Late fees begin at 6:05 p.m. Late fees are \$3.00 per minute (\$10.00 minimum).** Fees due will be turned into the business office and billed directly to the parent.

If you need specific day coverage instead of the full week (i.e. Tuesdays and Thursdays only), the rate is as follows, **per child:**

	<u>Due 7/1/16</u>	<u>Due 12/1/16</u>
1 day/week <b>\$555</b>	\$277.50	\$277.50
2 day/week <b>\$1,110</b>	\$555	\$555
3 day/week <b>\$1,665</b>	\$832.50	\$832.50
4 day/week <b>\$2,160</b>	\$1,080	\$1,080

**You must set up a specific schedule and pay in advance** to have this specific rate. Otherwise, please follow the drop in rate information. Days *cannot* be alternated or changed to substitute days missing or needed once schedule is set and paid for. You will be invoiced the amount due. **This option is only available for after-school care.**

**Any child not picked up from dismissal by 3:15 p.m. will be sent directly to after care.** Families not registered for the monthly aftercare service will be assessed the drop-in rate of \$18.50 per hour for one child and \$13.25 per hour for each additional child from the same family. Drop-in rates will also be turned in to the business office and billed directly to parent. If a child signed up for after-school care will not be attending after-school care on a particular day, the parents must notify (by note or phone call) the school by 12:00 pm so that the child will be prepared for pick up at 3:00 pm.

Parents are required to sign their child out at a central location daily. This procedure is for the security of the children and will also assist the aftercare staff with accurate record keeping. Your cooperation with the after-school director and staff will assist them in providing a safe, enriching quality environment where the children will be assisted with their homework and enjoy a variety of planned activities.



**BEFORE SCHOOL & AFTER SCHOOL CARE ENROLLMENT**

Please fill out and return to the Admissions Office with your deposit.

**FAMILY NAME:** \_\_\_\_\_

Care Option (Please check where appropriate)

\_\_\_\_\_ Before-school care **only** Days Needed, circle: **Full Week**

\_\_\_\_\_ After-school care **only** Days Needed, circle: **Full Week** or **M T W Th F**

\_\_\_\_\_ Before and After-school care Days Needed, circle: **Full Week** or **M T W Th F**

(Please note the only option for before-school care is **full week** as a pre-paid option. Families not registered for before-school care will be assessed a drop in rate.)

**Students to be enrolled**

**Grade**

**Age**

1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____

EAST LAKE ACADEMY has two payment plans available to assist parents in meeting the costs of child care at EAST LAKE ACADEMY. These options are provided for parents' convenience and may be limited or withdrawn if parents fail to fulfill their contractual obligations under the option selected. EAST LAKE ACADEMY reserves the right to demand full tuition payment or suspend student(s) should parents fail to fulfill their tuition obligations as selected by them in this enrollment agreement. **Please check the tuition payment plan you contractually agree to abide by:**

\_\_\_\_ 1) Balance of full year fee by July 1, 2016.

\_\_\_\_ 2) Balance of full year fee in two EQUAL installments on July 1, 2016 and December 1, 2016.

I understand that the fee will be prorated for late applicants who apply after the academic year begins.

Initials \_\_\_\_\_

**Emergency Information:**

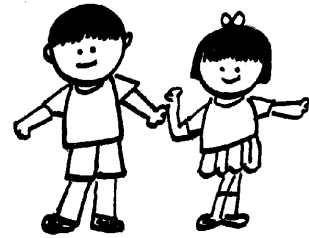
Dad \_\_\_\_\_ Wk. Phone \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

Mom \_\_\_\_\_ Wk. Phone \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

Other \_\_\_\_\_ Wk. Phone \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_



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### **AFTER SCHOOL CARE** **POLICIES**

1. After-School Care hours are from 3:15 p.m. to 6:00 p.m. on regular school days.
2. Late fees begin at 6:05 p.m. The late fee is \$3.00 **per minute** (\$10.00 Minimum). Please call the director if you are going to be late. **Excessive late pick-ups are not acceptable.**
3. **Drop in rates are \$18.50 per hour** for one child and **\$13.25 per hour for each additional child** from the same family. Drop in rates will be turned in to the Accounting Office. Late fees also apply.
4. After-School Care has a discipline policy following the rules stated in the East Lake Academy Handbook. Parents will be given the rules of conduct and ask to **read, sign, and return** them to the director. Discipline is most effective when the child, parent, and staff clearly understand what is expected.
5. The children have snack time at 3:00 p.m. every day. We ask that the children bring healthy snacks from home. **Snacks are not provided by After-School Care.**
6. The philosophy of After-School Care is “**Homework First**”. Homework will be done before any participation of activities. If you wish to do homework at home with your child, please let us know. It is also the child’s responsibility to let the staff know his/her homework assignments.
7. Please sign out your child at pick up.
8. In the event that your child is ill and has a low-grade temperature, you will be asked to pick up your child as soon as possible.
9. Please contact the school (847-247-0035) if you have any questions or concerns regarding your child’s care.



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**AFTER SCHOOL CARE**  
**DAILY SCHEDULE**

3:00 - 3:15pm	Snack time
3:20pm	Attendance K-8 <sup>th</sup> grade Homework Club begins Pre-school playtime Sign in all drop-in children. (Teachers bring children who have not been picked up to After Care area. This will happen directly after pick up.)
4:20pm	Outdoor Play/Gym
5:00 - 5:45pm	All children in activity areas: Centers/Craft Activity/Board Games/Gym/Outdoor play
5:45 - 6:00pm	Clean up and prepare to go home.



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**AFTER SCHOOL CARE PROGRAM**  
**RULES OF CONDUCT**

1. Listen carefully. Do not interrupt anyone who is talking.
2. All students will go directly to after care. No wandering around campus.
3. Work quietly during homework time. Do not disturb others who are doing homework.
4. Work and play safely (indoors and outdoors). Follow school playground rules. No running when returning from the playground.
5. Use your inside voice at all times.
6. Use your best table manners during snack time. Clean up your area after eating.
7. Respect East Lake Academy, the After Care program, personal property, other students, and staff.
8. Fighting, name calling and bad language are unacceptable behavior. If you have a concern or conflict, please let the After Care teacher know immediately.
9. Keep hands, feet, and other objects to yourself. No running in the hallways and classrooms.
10. All toys or electronic games and equipment (ipod, ipads, etc.) are not to be brought to school. If brought to after care, a staff member will hold these items until a parent retrieves it from them.
11. School uniform must be worn in after care.
12. A child will complete homework before any participation in activities, unless otherwise noted by a parent.
13. Ask for permission to leave the room (ie. bathroom us, to retrieve equipment, etc.).