



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

2015-2016 BEFORE & 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 7/1/15</u>	<u>Due 12/1/15</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 sign in their child at a central location daily. This procedure is 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 director and staff will assist them in providing a safe, enriching quality environment. The children will attend mass on the days that before school mass is held and participate in other planned activities when mass is not held.

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.

Payment options are:

	<u>Due 7/1/15</u>	<u>Due 12/1/15</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 7/1/145</u>	<u>Due 12/1/15</u>
1 day/week \$555	\$277.50	\$277.50
2 day/week \$1,110	\$555	\$555
3 day/week \$1,665	\$832.50	\$832.50
4 day/week \$2,160	\$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.

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, 2015.

___ 2) Balance of full year fee in two EQUAL installments on July 1, 2015 and December 1, 2015.

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

Initials _____

Emergency Information:

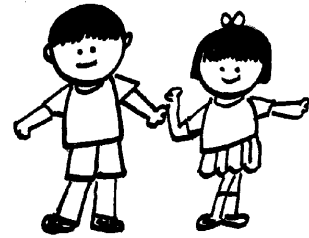
Dad _____ Wk. Phone _____ Cell _____ Home _____

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 \$18.00 per hour** for one child and **\$13.00 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 3:30 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. 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.
8. 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 - 3:15 Staff Planning and Preparation
- 3:15 Pick up K-3rd grade and take to homework area.
4th Grade and up will come directly down to after-school.
- 3:30 - 4:00 Snack time
Attendance
Bathroom break
Divide children into homework/play groups
- 3:25 Sign in all drop-in children. (Teachers bring children who have not been picked up to after-school area. This will happen directly after pick up.)
- 4:00 - 4:45 Homework/Outdoor Play
- 4:45 - 5:00 Bathroom/Water Break
- 5:00 - 5:45 All children in activity areas:
Centers/Craft Activity/Board Games
- 5:45 - 6:00 Clean up and prepare to go home.



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AFTER-SCHOOL CARE PROGRAM
RULES OF CONDUCT

1. Listen carefully. Do not interrupt someone who is talking.
2. Upper grade students (4th-8th) will come directly to after-school care. No wandering around campus.
3. Work quietly. 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 in the after-school care area.
6. Use your best table manners during snack time. Clean up your area after eating.
7. Respect East Lake Academy, the after-school care program, and personal property.
8. Fighting, name calling and bad language are unacceptable behavior. Express anger in a positive way. If you have a problem let a staff member know immediately.
9. Keep hands, feet, and other objects to yourself. No running in the after-school care area.
10. Playing or making a mess (water fights, wasting paper towels, etc.) in the restroom is unacceptable. This is disrespect for school property.
11. Respect staff, classmates, and any visitors to after-school care.
12. Please do not bring any toys or electronic games and equipment (CD players, Gameboy, etc.) to after school care. They are disruptive and may get lost or broken. If brought to after-school care, a staff member will hold until a parent retrieves it from them.
13. School uniform must be worn in after-school care.
14. A child will complete homework before any participation in activities, unless otherwise noted by a parent.