



After School Activity Program (ASAP) Before School Pilot Program 2009-2010 Registration

Welcome

to a quality before school program for your child.

Family Network is excited to pilot our first before school care in District 112. With the cooperation of Oak Terrace and Wayne Thomas along with our bus company, we will offer a before school program Monday through Friday from 7:00am to 8:00am at Oak Terrace. At 8:00am, Oak Terrace will assume responsibility for both Oak Terrace and Wayne Thomas students. At 8:15, Wayne Thomas students will be bussed to their school.

The After School Activity Program (ASAP), initiated in the 2004-2005 school year, is a **Family Network program in collaboration with North Shore School District 112** that meets the needs of working families with children in afternoon kindergarten through fifth grade who seek affordable, convenient and safe quality care for their children. **We are grateful to District 112 for providing us with space for our program during the past five years and we're anticipating another great year.**

The program goals are to:

- Offer a school-based home-like before school environment.
- Provide a setting that promotes social, emotional, physical, intellectual and moral development.
- Encourage sensitivity to others and a sense of group belonging.
- Foster autonomy, initiative, independence, cooperation, freedom of choice and responsibility.
- Present a fun, challenging and predictable experience.

During our before school hour, qualified staff will be supervising a time to complete homework; engage in activities including puzzles, drawing and reading; and finish breakfast brought from home.

Please contact Bobbie Hinden, ASAP Director, at 847-433-0377 or bobbie.hinden@family-focus.org if you have any questions or need additional information.

Sincerely,

Bobbie Hinden, MEd
Director, ASAP Program

Dr David Behlow, Ph.D. Superintendent
North Shore School District 112

Before School by ASAP (ASAP) 2009-2010 School Year Schedule

Dates: School days beginning 8/26/09 through 6/9/10.

Time: 7:00am – 8:00am

Fee per day: \$10

Registration Information

Registration Policy: Enrollment is on a first-come, first served basis. Space is limited. Current ASAP participants and their siblings are given priority registration. If the program is full, you will be notified and placed on a waiting list. **This is not a drop-in program. Your child can only attend the before school program on the days for which he/she is registered.** Registrants must fill out the Before School Parent Packet of forms available on our website. These forms must be filled out and submitted prior to the first day your child attends ASAP. **These forms do not need to be filled out if your child is attending ASAP after school.**

Deposit Policy: A one-time \$25 non-refundable application fee is due at time of registration for new families. There is **no** deposit for current ASAP families..

Payment Policy: Bills are issued the first of the month prior to receiving service. Payments are due on the 15th of the month prior to receiving services (first payment due August 15th). August invoices for the month of September will be issued upon receipt of your registration form, and must be paid before your child attends the morning program. The last payment is May's tuition (due April 15th). Fee adjustments will not be made for missed days. Parents are responsible to pay tuition for the entire period during which their child is enrolled. If a child is absent from school (illness, vacation, etc.), the parent is still responsible for tuition payments during that period of time.

Delinquent Fees Policy: If current tuition is not received by the 15th of the month prior to service, a \$10 late fee will be charged. **If tuition is not received by the 1st of the month following your bill, your child cannot attend ASAP until the bill is paid. Further, ASAP administration reserves the right to terminate services if late or no payment continues to be an issue.** Enrollment in ASAP is contingent upon all payments being current.

Full Days and School Break Policies: There will be **no** before school care on school vacation days. However, optional selected school non-attendance days (listed on back of form) will be offered from 8:00 a.m.-6:00 p.m. for an additional fee that will cover activities and staffing for these full days. You must sign-up in advance. The full day charge of \$50 (includes lunch and 2 snacks) will appear on your bill the following month.

ASAP/Family Network reserves the right to cancel a full day program one week in advance due to insufficient enrollment. **ASAP will not be offered during the weeks of winter and spring breaks and during the Thanksgiving holiday.**

Discontinuation of Services Policy: ASAP/Family Network reserves the right to suspend, expel or deny participation to any person whose behavior interferes or disrupts the quality of the program.

NSF Checks: A \$25 fee will be assessed for each check returned due to non-sufficient funds.

Return form to: Family Network, 330 Laurel Ave., Highland Park, IL 60035
Phone: 847-433-0377~ Fax: 847-433-0461

Date Received: _____

Student Name (Complete a separate form for each child)

Home Address (Billing Address)

City State Zip

Male Female

Grade in Fall 2009 Birthday

School Name: Wayne Thomas Oak Terrace

Desired Enrollment: Monday Tuesday Wednesday
 Thursday Friday Total # days: _____

Parent Name (One)

Please Write:

Relationship to Child (mother, father, stepmother, stepfather, guardian)

Home Phone

Place of Employment Occupation

Work Phone

Business Address

City State Zip

Mobile Phone

Preferred Email Address

Parent Name (Two)

Relationship to Child (mother, father, stepmother, stepfather, guardian)

Home Phone

Place of Employment Occupation

Work Phone

Business Address

City State Zip

Mobile Phone

Payment:

After School Activity Program fees are due monthly and are due one month in advance. If payment is not received by the 15th of month prior, a \$10 late fee will be assessed. Enrollment in ASAP is contingent upon all payments being current.

Payment Method for Deposit Fees Due Now:

\$25 per child for new families – no deposit for current ASAP families

MasterCard Visa American Express Cash Check*
***Please make check payable to Family Network, not to ASAP!**

Account #

Expiration Date

Signature

Print Name of Cardholder

Cardholder Address

City State Zip

Registration valid ONLY with signatures.

Payment Agreement: I have read the payment information on both pages of this form. I understand the provisions, and I agree to the payment obligations stated.

Signature

Date

Permission to Participate: My child, _____, has my permission to participate. Family Network is hereby released from any liability of actions, suits, etc. for accidents or sickness through participation.

Parent/Guardian Signature

Date

ASAP Policies: I agree to abide by all the ASAP policies listed on this form.

Signature

Date

2009-2010 Calendar

ASAP Holidays and Full Days Off of School Available to ASAP Students

ASAP Holidays:

(NO Program on these days)

First Day of School: August 26

Labor Day: September 7

Thanksgiving Break: November 25-27

Winter Break: Monday, December 22—Friday,
January 2

Spring Break: Friday, March 26—Monday, April 5

Memorial Day: May 31

Full Days off of School Available:

(Available at an extra fee. Must sign-up one week in advance)*

Monday, September 28: No School

Monday, October 12: No School, Columbus Day

Tuesday, November 3: Teacher Institute Day

Wednesday, November 11: Veteran's Day

Monday, November 23: Conferences

Tuesday, November 24: Conferences

Monday, January 18: Martin Luther King Day

Tuesday, February 2: Teacher Institute Day

Monday February 15: President's Day

Thursday, March 18: Conference

Friday, March 19: Conferences

Tuesday, June 8: starting at 11:40 AM

Wednesday, June 9: starting at 10:00 AM

**ASAP/Family Network reserves the right to cancel a full day program due to insufficient enrollment one week in advance.*

*****Please Note: ASAP starts on the first FULL day of school, Wednesday, August 26, 2009.*****



ASAP ROCKS!

ASAP Site Information:

330 Laurel Ave.
Highland Park, IL 60035
Phone: 847-433-0377
Fax: 847-433-0461
E-mail: bobbie.hinden@family-focus.org
www.familynetworkcenter.org

Oak Terrace School
240 Prairie Ave.
Highwood, IL 60040
847-433-0930
ASAP cell – 847-636-3632