

After School Activity Program (ASAP) 2010-2011 Registration BEFORE AND AFTER SCHOOL

Welcome

to a quality, before and after school program for your child.

We understand that selecting the right before and after school programs for your child is a big decision for you. Thank you in advance for considering the After School Activity Program (ASAP).

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. **For the 2010-2011 school year we plan to offer ASAP at two locations:**

- Oak Terrace School with bus service provided from Wayne Thomas School and from Red Oak School (only for children of military families residing at Fort Sheridan) at the end of the day to the program..
- Indian Trail School, with bus service provided from Lincoln and Ravinia Schools for students at the end of the school day to the program.
- Before school will be offered at Oak Terrace from 7am to 8am with transportation to Wayne Thomas at 8am.

The program goals are to:

- Offer a school-based home-like before and after 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 enriching, engaging and stimulating options.

Registration for the 2010-2011 after-school programs is now open for families attending the schools we serve. We encourage you to register for ASAP as soon as possible. **Our registration is on a first-come, first-served basis and we are unable to guarantee spots.** Please don't wait to register!

If you are a new family and have not had a chance to visit ASAP, we are always willing to schedule a time to meet with you in person or by phone. Also, we would be happy for you to observe the program and introduce you to our wonderful teachers.

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. We look forward to hearing from you soon.

Sincerely,

Bobbie Hinden, MEd
Director, ASAP Program

Dr. David Behlow, Superintendent
North Shore School District 112



Special points of interest:

ASAP ensures that children whose parents cannot be home after school have a safe, nurturing, fun and enriching time after their academic day.

ASAP includes a daily nutritious snack, enrichment activities, homework time, and indoor & outdoor active play.

ASAP offers a scholarship opportunity if needed.

ASAP is a community-created and planned program, endorsed by North Shore District 112, which puts the family first.

After School Activity Program (ASAP) 2010-2011 School Year Schedule

Dates: School days beginning 8/25/10 through 6/8/11.

Time: 3:17 p.m.—6:00 p.m.

There is a three-day per week minimum enrollment requirement.

Days	Tuition
Three Days/Week	\$210/Month
Four Days/Week	\$270/ Month
Five Days/Week	\$320/Month
Before School	\$10 per day

Registration Information

Registration Policy: Enrollment is on a first-come, first served basis. Space is limited. Re-enrolling participants and their siblings are given priority registration. If the program is full, you will be notified and placed on a waiting list. A packet of forms will be sent to registered families toward the end of June. These forms must be filled out and submitted prior to the first day your child attends ASAP.

Deposit Policy: A one-time \$50 non-refundable application fee is due at time of registration for new families. Re-registration fee for returning families is \$25.

Payment Policy: Bills are issued the first of the month prior to receiving service. The monthly fee is based upon a total yearly cost and divided into nine equal monthly payments, as seen above. Payments are due on the 15th of the month prior to receiving services (first payment due August 15th). Last payment is May's tuition (due April 15th). Fee adjustments will not be made for early pick-up. 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 \$20 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.

Early Dismissal, Full Days and School Break Policies: Early dismissal days (listed on back of form) are offered to students of ASAP and are included in the monthly fee. 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 one week in advance. The full day charge 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. **No before school will be offered when there is not school. ASAP will not be offered during the weeks of winter and spring breaks and 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.

Financial Need Policy: A Family Network scholarship application is available for families needing financial assistance. Families in financial need should indicate this need on the registration form, as indicated. All requests for fee assistance are handled with complete confidentiality. For more information or to receive a fee assistance application, contact Family Network at (847-433-0377).

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

2010-11

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 2010 Birthday

School Name: Wayne Thomas Oak Terrace Red Oak
 Indian Trail Ravinia Lincoln

Desired Enrollment

After School: Monday Tuesday Wednesday
 Thursday Friday Total # days: _____

Before School: 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 \$20 late fee will be assessed. Enrollment in ASAP is contingent upon all payments being current.

I am interested in fee assistance information.

Payment Method for Non-refundable Deposit Fees Due Now: \$50 per child for new families or \$25 per child for returning families

MasterCard Visa American Express Cash Check*
****Please make checks 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

2010-2011 Calendar
ASAP Holidays and Early Dismissal & Full Days Off of School
Available to ASAP Students

Early Dismissal Days Available:

(Included in monthly tuition)

Friday, September 17, 1:00 PM dismissal
Wednesday, October 20, 1:00 PM dismissal
Tuesday January 11, 1:00 PM dismissal
Wednesday, March 16 2:10 PM dismissal
Monday, April 18, 1:00 PM dismissal
Thursday, May 19, 1:00 PM dismissal

ASAP Holidays:

(NO Program on these days)

First Day of School: August 24
Labor Day: September 6
Thanksgiving Break: November 24-26
Winter Break: Monday, December 20—Friday,
December 31
Spring Break: Monday, March 28 – Monday, April 4
Memorial Day: May 30

Full Days off of School Available:

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

Thursday, September 9: No School
Tuesday, November 2: Teacher Institute Day
Thursday, November 11: Veteran's Day
Monday, November 22: Conferences
Tuesday, November 23: Conferences
Monday, January 17: Martin Luther King Day
Monday February 21: President's Day
Thursday, March 17: Conference
Friday, March 18: Conferences
Tuesday, April 5: Teacher Institute Day
Friday, April 22: No School
Tuesday, June 7: starting at 11:40 AM
Wednesday, June 8: 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 25, 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

Indian Trail School
2075 St. Johns Ave.
Highland Park, IL 60035
847-432-9257
ASAP cell – 847-613-0682