

Millburn District 24

Before and After School Care Program



Parent Handbook

Millburn Central School-18550 West Millburn Road Wadsworth, Illinois 60083 (847) 356-8331
Millburn West School-640 Freedom Way Lindenhurst, Illinois 60046 (847) 245-1600

Welcome to Millburn District 24's Before and After School Care Program!

About our Program

Millburn's Before and After School Care program is designed to meet the needs of working parents and create a structured environment for children to have an enjoyable and memorable experience. Children in grades kindergarten through sixth grade can attend. The Before and After School Care Program is held at Millburn Central. Our program will follow the District 24 calendar. We are open Monday through Friday, including early dismissal days, days off, Winter Break, and Spring Break.

Sessions Available

Session 1 (before school)	Session 2 (after school)
6:00 a.m.-start of school	school dismissal-6:00 p.m.

Our Mission

Our mission is to provide your child(ren) with the opportunity to interact with others and participate in various enrichment activities which include, but are not limited to:

- ✓ Gym activities
- ✓ Indoor and outdoor activities and games
- ✓ Homework time
- ✓ Crafts
- ✓ Academic activities

How to Contact Us

Site Director

Cortney Shea

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Site Director

Jimichael Slaby

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Tuition Fees for the 2012/2013 School Year

There is a \$50 deposit due at the time of registration which will be applied to the last registered week for each student enrolled in the program. Tuition payments may be made by check, cash, or online through our RevTrak system. The tuition fees are as follows:

Session	Daily Fee	Weekly Fee
Session 1 (6:00 a.m. until start of school)	\$7.25	\$33.50
Session 2 (school dismissal until 6:00 p.m.)	\$13.00	\$61.00
Early Dismissal (dismissal until 6:00 p.m.)	\$20.00	
Full Day (school days off; 6:00 a.m. to 6:00 p.m.)	\$35.00	

Billing

Bills will be available every Thursday on a weekly basis. Payment must be made prior to your student attending the program the following week.

Each student who attends a full week, Monday through Friday, will receive a \$2.75 discount on a weekly basis for attending Session 1, and a \$4 discount on a weekly basis for attending Session 2.

Additional family members will receive a \$1 discount per child, per day. Millburn District 24 teachers will also receive a 50% discount per week.

There will be a \$10 late fee assessed after the second week of non-payment for each week (i.e. payments will be considered late if not paid before the bill for the following week is received).

Arrival and Departure

Please be sure to come inside the building to sign your child in and/or out for the day. We will not allow your child to leave the building alone. The sign-in/sign-out sheet will be on the desk. Please write your initials on the appropriate day.

Students will only be allowed to be picked up by individuals noted on the pick up list. Please notify staff if you would like to validate an individual to pick up your child. We will then add him or her to the pick up list.

Please note: An individual picking your child(ren) up will need to show a valid I.D. in order for your child to be released.

Late Pick-Up

After 6:00 p.m. there will be a five minute period in which you can pick your child(ren) up free of charge. However, there will be a charge of \$1 for each additional minute after 6:05 p.m. In the event that you are late, you must have cash readily available when you pick up your child(ren) to pay the staff member who is present.

Absences

In the instance where your child will not attend our program, please notify us. Each child will be allowed a total of five "Sick Days" each school year. These sick days will prevent you from being charged when your child is not attending our program. If you would like to use one of these "Sick Days," please notify staff. Each "Sick Day" will be accounted for. "Sick Days" will reflect as a credit on your bill the following week.

Please note: After these five "Sick Days" are used, you will be charged for the days your child does not attend the program.

Early Dismissal/School Days Off

We are open on early dismissal days and school days off. The charge for early dismissal days is \$20 and a full day charge is \$35, regardless of the length of time your child is in attendance on these days.

On days off, the program will be held at Millburn Central, regardless of which school your child attends. There needs to be a 10 student minimum in order for full day care to be available on days off. Care will be available for your child from 6:00 a.m. to 6:00 p.m. Please send your child with a lunch and snack(s), as food is not provided.

Holidays/Snow Days

Our program will be available during Winter Break and Spring Break. We will go on field trips during these breaks. The field trip cost is an additional cost to the full day charge and must be paid in cash. This additional fee will cover the cost of the field trip and the cost of transportation. There will be a sign-up sheet when these times come near. Please be sure to indicate which day(s) your child will be attending so we can plan accordingly.

We will be closed on the following holidays: Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day, New Years Eve, New Years Day, and Memorial Day.

Please note: We will be closed on all snow days. Please check the website for updates if inclement weather occurs.

Injuries/Accidents

In the event that a student encounters a serious injury or accident, parents will be notified as soon as the instance occurs. If a parent cannot be reached, then an emergency contact will be notified. Staff members are required to complete a Report of Student Incident for each injury or accident that occurs. There will be a CPR, AED, First Aid certified staff on site at all times.

Behavior

The Before and After School Care Program will follow the behavior guidelines outlined in Millburn District 24's Parent/Student Handbook.

Please refer to the *Student Management Code* on page 29 of the Parent/Student Handbook for additional information.

Personal Belongings

Students are allowed to bring their own personal belongings to the program. Millburn District 24 is not responsible for lost or stolen items.

Withdrawal

If you are withdrawing your child from the program, please notify us as soon as possible. Your \$50 deposit will be applied to the last week your child attends our program.



I have received a copy of the Millburn District 24 Before and After School Care Program Parent Handbook. I have read the above information and I am aware of what is expected out of my child as a participant. I am also aware of what is expected as parents of participants who are enrolled in the program.

Child's Name

Parent/Guardian Signature

Date