



# Afterschool Club®

*Division of Luco Education Partners, Inc.*

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1015 N. Corporate Circle, Suite C • Grayslake, IL 60030

Phone: 847.548.2445 • Fax: 847.548.0772 • [www.afterschoolclub.com](http://www.afterschoolclub.com)

## Afterschool Club is ready for FUN!

### **Are you prepared for before and after school care, holiday breaks or school days off?**

After 26 years of serving Lake County school districts Afterschool Club is ready for another fun-filled year. Afterschool Club offers a combination of educational and recreational activities that teach, challenge and delight young minds with more activities than any other local child care provider.

Afterschool Club offers convenient before and after school care starting at **6:00 A.M. until 6:00 P.M.** including school holidays, winter break and spring break. Nowhere else can you find such convenience and flexibility to accommodate your child care needs. At Afterschool Club, your child is sure to develop new skills, friendships, and have a blast all year long.

**To Register:** Complete all forms along with a copy of your child's birth certificate and return to the address indicated or drop off at an Afterschool Club site. Be sure to include your registration fee and deposit to secure your child's space in the program. Once the paperwork has been processed you will receive a confirmation letter. If you have questions, please call the Registration Office at **(847) 548-2445**. We look forward to another action-packed school year!

Sincerely,

**AFTERSCHOOL CLUB® Staff**

**NOTE:** Incomplete, unsigned, or missing registration and deposit fees may delay enrollment and place your child on a waiting list.

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***Afterschool Club... We make great memories!™***



# AFTERSCHOOL CLUB® 2011-2012 REGISTRATION

FILL OUT BOTH SIDES COMPLETELY TO GUARANTEE YOUR CHILD'S SPACE! (Please Print)

Child #1 Full Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Fall '11 Grade: \_\_\_\_\_  Boy  Girl

School: \_\_\_\_\_ Teacher: \_\_\_\_\_ Afterschool Club Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Kindergarten Session:  AM  PM (If applicable)

## FAMILY INFORMATION

### Legal Guardian #1

First & Last Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

### Legal Guardian #2

First & Last Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Child #1 Lives With:  Both Parents  Mother  Father  Guardian Special Custody Information: \_\_\_\_\_

Physician: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Any allergies, special problems or physical limitations that we should be aware of? \_\_\_\_\_

NOTE: If child(ren) require Medication you must fill out a MEDICATION AUTHORIZATION FORM. Contact the office or download the form from [www.afterschoolclub.com](http://www.afterschoolclub.com).

### Emergency Information (other than Legal Guardian(s) listed above)

Contact 1: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Contact 2: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## CHILD #1 SCHEDULE

SESSIONS	TIMES	DAYS OF THE WEEK				
		CIRCLE DAYS				
SESSION 1	6:00 a.m. until school starts	Mon.	Tues.	Wed.	Thurs.	Fri.
SESSION 2	Start of school until Lunch	Mon.	Tues.	Wed.	Thurs.	Fri.
SESSION 3	Lunch until school dismissal	Mon.	Tues.	Wed.	Thurs.	Fri.
SESSION 4	School dismissal until 6:00 p.m.	Mon.	Tues.	Wed.	Thurs.	Fri.
OAK GROVE BUS CLUB	School dismissal until 3:30 p.m.	Mon.	Tues.	Wed.	Thurs.	Fri.

ROTATING SCHEDULE (Check only if your child's days of attendance will change regularly, i.e., weekly or monthly)  
 1-day rotator (2-day charge)  2-day rotator (3-day charge)  3-day rotator (4-day charge)  4-day rotator (5-day charge)

PLAY DATE PROGRAM (Check only if enrolling in the Play Date Program)  
 Oak Grove  Lake Forest  St. Patrick

### INTERESTED IN EARLY DISMISSAL AND SCHOOL DAYS OFF ONLY?

Register your child for early dismissal and school days off. Check below what you are interested in. You will need to contact your site in advance when your child will be attending!

Early Dismissal Only \_\_\_\_\_ School Days Off Only \_\_\_\_\_

I acknowledge that the information is correct. Further, I understand and agree that it is my responsibility to notify Afterschool Club, in writing, of any changes to this information.

 Print Legal Guardian Name: \_\_\_\_\_

Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE FILL OUT REVERSE SIDE FOR CHILD #2!



# AFTERSCHOOL CLUB® 2011-2012 REGISTRATION

FILL OUT BOTH SIDES COMPLETELY TO GUARANTEE YOUR CHILD'S SPACE! (Please Print)

Child #2 Full Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Fall '11 Grade: \_\_\_\_\_  Boy  Girl

School: \_\_\_\_\_ Teacher: \_\_\_\_\_ Afterschool Club Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Kindergarten Session:  AM  PM (if applicable)

## FAMILY INFORMATION

Check if Legal Guardian information is the same as Child #1.

### Legal Guardian #1

First & Last Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

### Legal Guardian #2

First & Last Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Child #2 Lives With:  Both Parents  Mother  Father  Guardian Special Custody Information: \_\_\_\_\_

Physician: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Any allergies, special problems or physical limitations that we should be aware of? \_\_\_\_\_

**NOTE:** If child(ren) require Medication you must fill out a MEDICATION AUTHORIZATION FORM. Contact the office or download the form from [www.afterschoolclub.com](http://www.afterschoolclub.com).

### Emergency Information (other than Legal Guardian(s) listed above)

Contact 1: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Contact 2: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## CHILD #2 SCHEDULE

SESSIONS	TIMES	DAYS OF THE WEEK				
		CIRCLE DAYS				
SESSION 1	6:00 a.m. until school starts	Mon.	Tues.	Wed.	Thurs.	Fri.
SESSION 2	Start of school until Lunch	Mon.	Tues.	Wed.	Thurs.	Fri.
SESSION 3	Lunch until school dismissal	Mon.	Tues.	Wed.	Thurs.	Fri.
SESSION 4	School dismissal until 6:00 p.m.	Mon.	Tues.	Wed.	Thurs.	Fri.
OAK GROVE BUS CLUB	School dismissal until 3:30 p.m.	Mon.	Tues.	Wed.	Thurs.	Fri.

ROTATING SCHEDULE (Check only if your child's days of attendance will change regularly, i.e., weekly or monthly)  
 1-day rotator (2-day charge)  2-day rotator (3-day charge)  3-day rotator (4-day charge)  4-day rotator (5-day charge)

PLAY DATE PROGRAM (Check only if enrolling in the Play Date Program)  
School dismissal until 6 p.m.  Oak Grove  Lake Forest  St. Patrick

INTERESTED IN EARLY DISMISSAL AND SCHOOL DAYS OFF ONLY? Register your child for early dismissal and school days off. Check below what you are interested in. You will need to contact your site in advance when your child will be attending!  
Early Dismissal Only \_\_\_\_\_ School Days Off Only \_\_\_\_\_

I acknowledge that the information is correct. Further, I understand and agree that it is my responsibility to notify Afterschool Club, in writing, of any changes to this information.

Print Legal Guardian Name: \_\_\_\_\_

Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# AFTERSCHOOL CLUB® POLICIES & BEHAVIOR GUIDELINES

## Afterschool Club® Before & After School Care — School-Year Activity Schedule —

SESSION 1 (Entering K - 6th) 6 a.m. – School	SESSION 2 (PM Kindergartners) School – Lunch	SESSION 3 (AM Kindergartners) Lunch – Dismissal	SESSION 4 (Entering K - 6th) Dismissal – 6 p.m.
<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Reading</li> <li>• Quiet Games</li> <li>• Homework</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Group Time</li> <li>• Snack Time</li> <li>• Arts &amp; Crafts</li> <li>• Dramatic Play</li> <li>• Group Games</li> <li>• Free Play</li> <li>• Manipulatives</li> <li>• Outside Play</li> <li>• Lunch</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Group Time</li> <li>• Snack Time</li> <li>• Arts &amp; Crafts</li> <li>• Dramatic Play</li> <li>• Group Games</li> <li>• Free Play</li> <li>• Manipulatives</li> <li>• Outside Play</li> <li>• Lunch</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Snack Time</li> <li>• Outside Play</li> <li>• Table Games</li> <li>• Gym Games</li> <li>• Art Activities</li> <li>• Playshops</li> <li>• Special Interest</li> <li>• Fantastic Friday</li> <li>• Homework</li> </ul>

### ADMISSION REQUIREMENTS

When attending AFTERSCHOOL CLUB (ASC) school-year program, children must be in Kindergarten through 6th grade (depending on the school district's policy).

ASC accepts SEDOL students, ages 3-21 years of age, on an individual basis. ASC must be able to meet the needs of a SEDOL student in order for him/her to attend.

Children other than SEDOL students must be self-sufficient with regard to eating, using the toilet, and dressing. No same-day registrations or "drop-ins" are allowed.

Parents/guardians must complete all required forms and pay all required deposits/fees before the child is admitted into the program. A registration fee per child is required. All registration fees are non-refundable.

### SPECIAL EDUCATION DISTRICT OF LAKE COUNTY (SEDOL)

See Admission Requirements.

### ARRIVAL/PICK-UP

In today's society there are many different family structures. The primary concern of the ASC staff is the safety of the children in their care from the time they arrive until they are picked up. Given this premise, ASC hopes that everyone will be tolerant of the rules.

1. Children are not to be dropped off at the site. They are to be escorted in and signed in (and out) by the parent/guardian or designated adult.
2. Designated adults must be listed on the Emergency Contacts form.
3. In the event court orders exist dictating custody issues or a restraining order exists pertaining to access to a registrant's child, the registrant must provide the legal documentation setting forth custody restrictions, restraints, prohibitions, and rights.

### SIGN-IN/SIGN-OUT TABLE

In addition to being a place for parents/guardians to sign their children in and out every day, the table also provides important information about the program. Flyers and other communications about program changes, school days off, field trips, special sign-ups, etc., will be displayed there.

### LATE PICK-UP

Any parent/guardian who is frequently late (after 6:00 p.m.) picking up his/her child will be asked to leave the program. "Frequent Late Pickup" means more than twice a year. We understand that an occasional emergency arises. Should this occur, it is the responsibility of the parent/guardian to call the site to advise the director of his/her arrival time or to call the emergency contact to pick up the child.

ASC will attempt to call the parent/guardian if a child is not picked up by 6:15 p.m. After 7:00 p.m., if there is no contact with the parent/guardian, the police will be called to pick up the child.

A late pick-up fee will apply. A fee of \$5.00 per child for every 10 minutes (or portion thereof) after 6:00 p.m., will be payable when the child is picked up. This fee must be paid the same evening.

### STATEMENTS

ASC provides weekly tuition statements, which indicate current charges and are available at the sign-out table or by e-mail. In the event a discrepancy exists in the statement, registrants must contact ASC within 45 days of the date on the statement to dispute the charge. Charges not disputed within 45 days are assumed correct. ASC recommends that registrants maintain statements for tax purposes, but provides additional copies for a fee upon request.

### TRANSPORTATION

Effective January 1, 2004, the Child Passenger Protection Act requires parents/guardians to transport children under the age of eight in an appropriate child restraint system. The law

places the responsibility upon the parents/guardians for providing boosters to any person who transports his/her child. Further, the law provides that a child weighing more than 40 pounds may be transported in the backseat of a motor vehicle while wearing only a lap belt if the backseat of the motor vehicle is not equipped with a combination lap and shoulder belt.

The ASC vans are equipped with seat belts and have no booster seats available. Parents/guardians must provide a booster seat on any day, including field trips, that ASC is transporting children under the age of 8. ASC will return the child restraint seat to the parent at the end of the day.

### FINANCIAL AGREEMENT

The Afterschool Club Registration Form is a contract for childcare for specific days and weeks. The registrant (the parent/guardian who signs the form) is legally responsible for the cost, regardless of whether or not the child attends. There is no credit given for absences, vacations, or holidays. The registrant is responsible for payment of all days and weeks indicated on the Registration Form or subsequently added.

By completing and signing the Registration Form, the registrant understands and agrees to the terms set forth in the Parent Policy Behavior Guidelines and Registration Form. The registrant also agrees to be responsible for all costs incurred with collecting debts more than 30 days past due, including but not limited to, fees for late payments, returned payments, uncollected payments, court costs, interest, and attorneys' fees.

### PAYMENT PENALTIES

Payment is due no later than the Thursday prior to the first day of attendance each week. Payment made on the second day of attendance is considered one week late and may be subject to a ten-dollar (\$10.00) late fee. Returned checks or declined credit card payments will incur an additional thirty-five dollar (\$35.00) fee.

If the registrant falls one (1) week behind in tuition payments, the child may not be allowed to attend ASC. In the event the child shows up at ASC after being dismissed from the program, he/she will be escorted to the school office where the school staff will notify the parent/guardian to come pick up the child. In order for the child to return to the program, the registrant will be required to pay the outstanding balance in addition to one (1) week's tuition in advance.

### ROTATORS

A rotating schedule allows parents/guardians to change the days of attendance weekly. A 1-day rotator pays for two days, a 2-day rotator pays for three days, a 3-day rotator pays for four days, and a 4-day rotator pays for five days. The parent/guardian is responsible for notifying the director a week in advance, in writing, of the child's new weekly schedule.

### SCHEDULE CHANGE/WITHDRAWAL FROM PROGRAM

A minimum of one (1) week's advance notice, in writing, is required to change a child's

permanent schedule or withdraw a child from the program during the school year (September through May). If one (1) week's written notice is not given, the registrant will be responsible for one (1) additional week's tuition. Excludes winter break and spring break.

### ATTENDANCE/ABSENCE

ASC follows a rigorous attendance procedure. Because the staff searches for every child who is not present, it is essential that the parent/guardian notify the director in the event the child will be late or absent due to illness, doctor or dentist visits, etc. It is for the child's protection that ASC needs to be informed of any change in his/her schedule.

### EARLY DISMISSAL/DAYS-OFF ONLY

If a child is signed up as Early Dismissal/Days-Off Only, it is the responsibility of the parent/guardian to notify the director, by the deadline, of the days the child will be attending.

### SNOW DAYS

If your school district is closed, ASC will be closed.

### SCHOOL DAYS OFF (school year only)

ASC is open on school days off. A full-day charge is a flat rate, which is due regardless of the length of time a child, attends. A minimum number of children are required for the site to be open. If a child needs care on these days, parents/guardians must sign up the child on the pink sign-up sheets located at the site.

Sign-up deadline date will be posted at the site. If a child is signed up but does not attend, he/she will, nevertheless, be charged for that day. The deadline date is also the last day to withdraw your child from the Day Off Program.

Further, if a field trip is scheduled and a child is absent for any reason, neither the field trip fee nor the tuition is refundable. A parent/guardian missing the deadline to sign-up may call the director to see if space is available. A late sign-up fee may be assessed if the child is allowed to attend. Prepayment will be required for winter break and spring break.

### HOLIDAYS

ASC will be closed on the following holidays: New Year's Eve, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the day after, Christmas Eve, and Christmas Day. Parents/guardians are required to pay for Memorial Day, Labor Day, and Thanksgiving and the day after, if the holiday falls on a day of the week the child normally attends.

### FIELD TRIPS

Occasional field trips are part of the school year. The field-trip fee, which is in addition to the full-day tuition, covers the cost of the activity and transportation. Parents/guardians will be notified in advance if a field trip is planned for a school day off. By signing the Registration Forms, the parent/guardian is giving ASC permission to take the child on field trips.

# AFTERSCHOOL CLUB® POLICIES & BEHAVIOR GUIDELINES CONT.

## CLOTHING

Due to safety issues, all students should have tennis shoes on at all times while in our care. No flip-flops or backless shoes/sandals are allowed.

## CONDUCT

For the safety of each child, ASC follows specific behavior and discipline procedures.

ASC believes that discipline is an ongoing process to help a child develop inner control so he/she can manage his/her own behavior. ASC expects a child to behave in a respectful and orderly manner, to use proper language, and to ask permission to participate in various activities. If a behavior or a disciplinary problem cannot be resolved, the parent/guardian will be notified and expected to pick up the child immediately. It is likely that the child will be dismissed from the program. Parents/guardians and children should discuss and understand that, while participating in the ASC program, the staff is in charge.

Children should be aware that all rules and/or instructions made by the staff are to be followed. In the event that a child is temporarily suspended from the ASC program, the parent/guardian is still liable for the daily tuition.

Parents/guardians who do not support ASC behavior guidelines will be asked to remove their children from the program. Children may also be removed from the program based on inappropriate behavior on the part of the parent/guardian. This includes, but is not limited to, harassing counselors, directors, students, and ASC office staff; making threatening remarks to any ASC staff member; or generally acting unruly.

## BEHAVIOR

1. Respect other people's bodies - no negative touching, fighting, throwing or hitting.
2. Walk while you are indoors; no running or sliding across the floor.
3. Use inside voices while indoors. Appropriate language is expected.
4. No ball throwing or bouncing of balls against the walls is allowed inside, except in the gym area.
5. Respect the games - put all games and games pieces back in the proper place.
6. Gum chewing is not allowed.
7. Be quiet and remain seated during attendance.
8. ONLY parents or authorized parent-substitutes may sign out children.
9. Treat adults with respect.
10. Children must have permission to leave the room.
11. Respect the belongings of other people - do not touch them or take them.
12. If your child brings a cell phone, it must be turned off and kept in the child's backpack during the time he/she attends ASC.

## SNACK/LUNCH TIME

1. Remain seated at all times.
2. Appropriate voice level is required inside.
3. Raise your hand during snack if you want to get up.
4. Be responsible and clean up your area after snack/lunch.

5. Keep your hands on your own food. Trading is not allowed.
6. Food throwing is not allowed.
7. Place your garbage in the trash can. Do not toss or throw garbage.

## OUTSIDE PLAYTIME

1. Jumping off a swing is not allowed.
2. Monkey bars are off-limits.
3. No throwing of stones, wood chips, sticks, garbage, mud, or sand.
4. Tackle sports are not allowed.
5. Appropriate outside clothing must be worn.
6. Children may not leave the school grounds.
7. Children may not leave the group for any reason without a staff member.
8. Children must go down the slide, not climb up.
9. Respect for Afterschool Club property and staff is expected.

## TOYS FROM HOME

Toys may only be brought from home on special occasions authorized by the director. Before allowing a child to bring a toy from home, the parent/guardian needs to discuss his/her child's responsibility for keeping track of his/her toy. ASC is not responsible for lost, stolen, or broken toys; and therefore, recommends not sending a toy that has great value to the child. Trading cards of any kind are not allowed.

## ACCIDENTS

If a serious accident occurs, the ASC staff will immediately attempt to notify the child's parents/guardians. In the event parents/guardians cannot be reached, a staff member will contact the child's emergency contact person. The staff, trained in CPR and first aid, will attend to your child's emergency needs until someone arrives. NOTE: In an emergency, ASC reserves the right to practice standard emergency procedures regardless of the child's religious background. This might include calling 911 and, based on the assessment of the emergency medical technician, a trip to the nearest hospital.

## INSURANCE

Medical costs resulting from injuries incurred while attending ASC and requiring professional medical attention will be the responsibility of the parent/guardian. Parents/guardians are the primary insurance holders. ASC is the secondary holder.

## ILLNESS

Any child who becomes ill while at ASC, or who is suspected of being ill, will be separated from the other children. The parent/guardian will be notified and the child must be picked up from the facility as soon as possible. Your child must be symptom free for 24 hours before returning to the site.

## MEDICATION - Dispensing Medication

Children should not take medication during ASC hours unless it is necessary for a child's health and well-being. When a child's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the child to take a medication during ASC

program hours, ASC will administer medication to the child if the following procedures are followed:

1. Completion of a Medication Authorization Form signed by both the child's physician and parent/guardian and provided to ASC prior to the child starting the program.
2. Provide ASC with medications with a safety cap and labeled with the name of the drug, the child's name, directions for administering, including dosage and frequency (time to be administered), the date, physician's name and contact information, prescription number, and drug store or pharmacy.
3. Medications will not be administered without the completed forms and current properly labeled medication container. Students are not permitted to carry medication at any time, except for asthma medication upon physician approval
4. The parent/guardian must assume responsibility for informing ASC of any changes in the child's health or medication, in compliance with a physician's written order.
5. Non-prescriptive medication will not be administered by ASC unless a Medication Authorization Form is on file with the physician's order and signature for the non-prescriptive medication.
6. The medication will be stored in a locked cabinet or drawer.

7. ASC will keep a record of daily administration of the child's medication.
8. ASC will return to the parent/guardian any unused medication.
9. The parent(s)/guardian(s) agree that LUCO EDUCATION PARTNERS, INC., and Afterschool Club shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a child's medication or the medication's storage by school personnel.
10. Parent(s)/guardian(s) must indemnify and hold harmless LUCO EDUCATION PARTNERS, INC. and Afterschool Club, its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of the administration of the medication or the storage of the medication by school personnel.
11. Nothing in this policy shall prohibit any LUCO EDUCATION PARTNERS, INC. or Afterschool Club employee from providing emergency assistance to students, including administering medication.

## Afterschool Club's BEFORE AND AFTERSCHOOL CARE

serves the following Districts:

- DIAMOND LAKE
- FOX LAKE
- GAVIN
- GRAYSLAKE/WOODLAND
- HAWTHORN
- LAKE FOREST
- LIBERTYVILLE
- MILLBURN
- OAK GROVE
- SEDOL
- ST. PATRICK



— 6:00 A.M. to 6:00 P.M. —

Select the location that's best for you!

NOTE: A minimum enrollment is required for a site to be open.



# AFTERSCHOOL CLUB® 2011-2012 PAYMENT FORM

FILL OUT COMPLETELY TO AVOID DELAYS IN RESERVING SPACE!

Child(ren) Full Name(s): \_\_\_\_\_ Site(s) Attending: \_\_\_\_\_

Email Address for Tuition Statements: \_\_\_\_\_

*TUITION STATEMENTS ARE EMAILED EACH WEEK.*

May Afterschool Club use this email address for upcoming promotions?  Yes  No

**Registration Fee:** \$60 (Non-refundable)

**Deposit:** \$50 per child and is applied toward the last registered week.

## STEP 1: Registration & Deposit Payment Information / Playdate Registration

Check Enclosed for Registration Fee & Deposit

*(Checks Payable to: Afterschool Club)*

Charge Registration Fee & Deposit

*(Complete Payment Information Below)*

Check Enclosed for Registration Fee & 10 Playdate Sessions

*(Oak Grove, Lake Forest & St. Patrick Only)*

Charge Registration Fee & 10 Playdate Sessions

*(Oak Grove, Lake Forest & St. Patrick Only)*

## STEP 2: Weekly Tuition Payment Information / Playdate Renewal (10 Sessions)

Payment by Check

Payment by Automatic Credit/Debit Card

*(Enter Card information and sign below)*

**Payment Type:**  Discover  Visa  
 MasterCard  American Express

Cardholder's Name: (PRINT) \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

OR

Payment by Automatic ACH/Electronic Check Transfer

*(Enter financial information, attach copy of VOIDED Check and sign below)*

Account Holder's Name: (PRINT) \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_

*(Must be 9 digits)*

Bank Account #: \_\_\_\_\_

Account Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### REGISTRATION AGREEMENT

I agree to the policies and procedures set forth in the Afterschool Club Policy and Behavior Guidelines and Addendum (for DCFS Licensed facilities) and acknowledge that my child is self-sufficient with regard to toileting, eating and dressing. My child and I have discussed and understand that while participating at LUCO EDUCATION PARTNERS, INC./AFTERSCHOOL CLUB, the staff is in charge. My child is aware that any rules and/or instructions made by a staff member are to be followed. I accept LUCO EDUCATION PARTNERS, INC./AFTERSCHOOL CLUB behavior policy. I give permission for my child to ride to and from LUCO EDUCATION PARTNERS, INC./AFTERSCHOOL CLUB in buses and company vehicles. LUCO EDUCATION PARTNERS, INC./AFTERSCHOOL CLUB also has my permission to take my child on field trips. I agree to provide a booster seat for my child if he/she is under eight years old. I will be notified in advance when any field trips are to take place. LUCO EDUCATION PARTNERS, INC./AFTERSCHOOL CLUB has my permission to use any photographs of my child taken during the program or during any activity the program sponsors for the purpose of display or publicity.

**Emergency Treatment:** I grant LUCO EDUCATION PARTNERS, INC./AFTERSCHOOL CLUB permission to administer emergency treatment to my child. This may include, but is not limited to, emergency first aid, local rescue squad or local hospital/trauma center.

**Agreement:** I understand this registration form is a contract for child care for specific days and weeks and that I am liable for the cost regardless of whether or not my child attends. I agree to pay LUCO EDUCATION PARTNERS, INC./AFTERSCHOOL CLUB my weekly tuition in advance. I understand that there is no credit given for absences, vacations or holidays. Further, I am responsible for payment of all days and weeks that I have indicated or added. One (1) week's advance notice is required in writing to change my child's permanent schedule or withdraw from the program. I understand I am liable for these charges if one week's notice is not given for any permanent changes in scheduled attendance or withdrawal from the program.

**Payment:** Payments are due no later than the Thursday prior to the first day of attendance for the payment period. I, the registrant, (parent or guardian who signs the form) agree to make payments to AFTERSCHOOL CLUB no later than the due date or pay an additional \$10 dollars per late payment. Returned checks or declined credit card/ACH payments will incur an additional \$35.00 fee, plus the late fee if payment is not received in full by the due date. In the event of a payment more than one week past due, your child may be dismissed from the program. If your child is allowed to return, you will be required to make payment in full for the past-due amounts in addition to one week's tuition in advance before readmitting your child to the program.

By completing and signing the Registration Form, I, the registrant, understand and agree to the terms, policies, and guidelines set forth in the Afterschool Club Policy and Behavior Guidelines and Registration Form. I agree to be responsible for all costs incurred with collecting debts more than 30 days past due, including but not limited to, fees for late payments, returned payments, uncollected payments, filing fees, court costs, and attorney's fees.

By signing below you understand and agree to LUCO EDUCATION PARTNERS, INC./AFTERSCHOOL CLUB'S tuition payment terms and authorize LUCO EDUCATION PARTNERS, INC. (d/b/a Afterschool Club) to process your tuition payments weekly prior to your child's participation in the program. LUCO EDUCATION PARTNERS, INC will securely maintain your financial information.

Parents/Guardians are responsible for updating with LUCO EDUCATION PARTNERS, INC./AFTERSCHOOL CLUB any changes to your payment information, including card number, expiration date, card verification number, and billing address changes.

**I have read and agree to the Afterschool Club Policy and Behavior Guidelines included with this form.**

**Print Name:** \_\_\_\_\_

 **Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_