



# St. John the Evangelist Catholic School

513 Parkside Circle, Streamwood, IL 60107

## BEFORE AND AFTER SCHOOL CARE PROGRAM 2018-2019

PLEASE COMPLETE and RETURN TO THE SCHOOL OFFICE. Please PRINT.

Family Last Name: \_\_\_\_\_ Parish ID: \_\_\_\_\_

Names of Children: \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\*\* Medical problems/allergies we should be aware of: \_\_\_\_\_

Put a **CHECKMARK** on the day(s) and **CIRCLE** the times your child/children will be attending (Standard p.m. fees are reduced to \$3.50/hour for additional children within a family; see program guide):

Before School Care (circle time/CHOOSE 1 arrival)      After School Care (circle approximate time)

	Early Arrival *\$6.00/ day	*\$4.50/day	\$6.00/1 hr.	\$12.00/2 hrs.	\$18.00/3 hrs.
<input type="checkbox"/> Monday	*6:45-7:40 am	*7:00 - 7:40 a.m.	2:45 - 3:45	2:45 - 4:45	2:45 - 5:30**
<input type="checkbox"/> Tuesday	*6:45-7:40 am	*7:00 - 7:40 a.m.	2:45 - 3:45	2:45 - 4:45	2:45 - 5:30**
<input type="checkbox"/> Wednesday	*6:45-7:40 am	*7:00 - 7:40 a.m.	2:45 - 3:45	2:45 - 4:45	2:45 - 5:30**
<input type="checkbox"/> Thursday	*6:45-7:40 am	*7:00 - 7:40 a.m.	2:45 - 3:45	2:45 - 4:45	2:45 - 5:30**
<input type="checkbox"/> Friday	*6:45-7:40 am	*7:00 - 7:40 a.m.	2:45 - 3:45	2:45 - 4:45	2:45 - 5:30**

Drop-In/Emergency Use Only (\$7.00 day/a.m., \$7.00/hour p.m.)

**NOTE: NO ARRIVALS BEFORE \*6:45 am/\*7:00 am and \*\*LATE FEE after 5:30 pm is \$10.00/MINUTE. NO exceptions.**

I AM AUTHORIZING the following people (including parents' names) to pick up my child/children (picture ID may be required). Unless notified otherwise, only these people will be allowed to pick up your child/children. Name and day-time/work phone number(s) (include cell phone, please):

Mother \_\_\_\_\_ Phone number(s): \_\_\_\_\_ cell: \_\_\_\_\_

Father \_\_\_\_\_ Phone number(s): \_\_\_\_\_ cell: \_\_\_\_\_

\_\_\_\_\_ Phone number(s): \_\_\_\_\_ cell: \_\_\_\_\_

**In case of an emergency (between 6:45/7:00-7:40 a.m. and 2:45-5:30 p.m.)**

Father's work/cell number(s): \_\_\_\_\_ Mother's work/cell number(s): \_\_\_\_\_

EMAIL(S) home/work \_\_\_\_\_

In case we are unable to reach a parent, please list two people that we can call to handle an emergency/illness during Before or After School Care or to pick up after 5:30 p.m. (LATE FEE APPLIES):

\_\_\_\_\_ Relationship: \_\_\_\_\_ Phone/cell number(s): \_\_\_\_\_

\_\_\_\_\_ Relationship: \_\_\_\_\_ Phone/cell number(s): \_\_\_\_\_

**I understand the billing procedures, billing cycle, and that a \$50.00 registration fee will be added to my first bill.**

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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## BEFORE AND AFTER SCHOOL CARE PROGRAM GUIDE 2018-2019

### GRADES Preschool – 6<sup>th</sup> (7<sup>th</sup>-8<sup>th</sup> by written request)

For the 2017-2018 school year, Before and After School Care will be offered from \*6:45/7:00 to 7:40 a.m. and from 2:45 to 5:30 p.m. OPEN/CLOSE TIMES ARE FIRM! \*Early arrival fee will be added for arrivals between 6:45-7:00 a.m. After School Care will only be available on *REGULAR, FULL DAYS* of school. (Before School Care will be available on 11:30 a.m. dismissal days.) *THERE WILL BE NO BEFORE or AFTER SCHOOL CARE ON HOLIDAYS, or during CHRISTMAS or SPRING BREAK. (If school is cancelled due to weather or emergency, the Before and After School Care Program is also cancelled.)* Occasionally After School Care may be cancelled due to special school programs or emergency conditions; you will be informed as early as possible when you need to make alternate arrangements for 2:45 p.m. pick-up, and to minimize any inconvenience.

Before and After School Care is open to St. John the Evangelist School students only, Preschool through 6<sup>th</sup> Grade. *Through special circumstances, the program can be used for 7<sup>th</sup> and 8<sup>th</sup> grade students; special written request and/or a conference with the principal and program staff is required.* If you are interested in using the program, please COMPLETE THE BEFORE AND AFTER SCHOOL CARE REGISTRATION FORM AND RETURN IT TO THE SCHOOL OFFICE. If you have any questions, please call 630-289-3040, ext. 56. All participating students (full-time, part-time, drop-in, and emergency use) must have an up-to-date, completed Before and After School Care registration form on file.

#### FEES AND OTHER PERTINENT INFORMATION:

**Registration Fee.** There is a yearly registration fee of \$50.00 per family; it will added to the first month's billing statement. Do not pre-pay registration fee. If you use the program on a drop-in/emergency basis, the registration fee will be added to your first billing statement after use.

#### 1a. Fees for REGULARLY SCHEDULED Before and After School Care (early arrival and standard arrival):

- The fee for \*EARLY ARRIVAL Before School Care is \$6.00 per day (6:45-7:40 a.m., no earlier) OR \$4.50 per day for STANDARD ARRIVAL after 7:00 a.m. (7:00-7:40 a.m.)
- YOU MUST CHOOSE ONE Before School Care OPTION: early arrival or standard arrival 7:00 a.m. on your application. Unfortunately, we cannot switch as needed, because *early arrival* staffing must be pre-arranged.
- If you arrive before 7:00 a.m., you will be charged EARLY ARRIVAL fee of \$6.00. NO ARRIVALS BEFORE 6:45 a.m.
- EARLY ARRIVAL Before School Care MAY BE CANCELLED on certain days if a substitute is not available at 6:45 a.m. YOU WILL BE NOTIFIED BY TEXT IF EARLY ARRIVAL IS CANCELLED; normal Before School Care will open at 7:00 a.m.
- The fee for After School Care is \$6.00 per hour for the first child, \$3.50 per hour for each additional child within a family – ASCare CLOSSES AT 5:30 p.m. (no later).

#### 1b. Fees for DROP-IN or EMERGENCY USE of Before and After School Care:

- The fee for drop-in/emergency use for Before School Care is 7.00 per day – OPENS AT 7:00 a.m. (6:45 a.m. if pre-arranged).
- The fee for drop-in/emergency use After School Care is \$7.00 per hour for the each child – CLOSSES AT 5:30 p.m. (no later). Please send a note to your homeroom teacher(s) and school office to request drop-in service so that appropriate staffing can be arranged and an application can be sent home. If an emergency occurs during the school day and After School Care is needed, please call the school office at 630-289-3040, ext. 56 - before 2:00 p.m. NOTE: The school office closes at 3:00 each day.
- Drop-in/ emergency use fees apply to families that do not use the program on a regular basis. For example, if you are a regularly scheduled, part-time ASCare user and you have an occasional need for Before School Care or an occasional change in your part time schedule, your fee will not change.

#### 2. Before School Care is billed as a daily fee:

- EARLY ARRIVAL \$6.00/day (6:45-7:45 a.m.) OR
- REGULAR ARRIVAL \$4.50/day (7-7:45 a.m.).

After School Care is billed in hourly increments (the school has "atomic" clocks for accurate time):

- You are billed 1 hour if your child is picked up by 3:45 p.m.
- You are billed 2 hours if your child is picked up by 4:45 p.m.
- You are billed for 3 hours if your child is picked up after 4:45 p.m.

Phone 630-289-3040

Fax 630-289-3026

www.mystjohns.org



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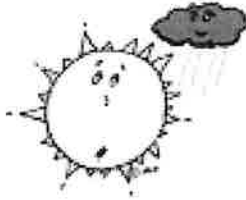
513 Parkside Circle, Streamwood, IL 60107

3. **Late Charge. Students in After School Care MUST BE PICKED UP BY 5:30 p.m. YOU WILL BE CHARGED \$10.00 PER MINUTE PER CHILD AFTER 5:30 p.m.** If continuously late (after 5:30 p.m.), we will regretfully ask you to make other arrangements for your child/children. In order to avoid late charges, please have a planned, alternate arrangement for pickup in cases of severe weather, an unexpected delay at work, or unexpected traffic. **IF YOU ARE DELAYED PLEASE, CALL THE AFTER SCHOOL CARE PHONE BEFORE 5:30 p.m. TO ALERT THE STAFF @ 630-289-3040, ext. 43. Do not leave a message on the ASCare phone; the ASCare staff cannot access messages. PLEASE CALL BACK.** Do not call the school office after 3:00 p.m. Please provide an emergency number where you or another authorized adult on file can be reached after 5:30 p.m., if necessary. We realize the late fee is extreme; however, it is a great inconvenience to keep our staff after 5:30 p.m. and they must be fairly compensated for staying late. For safety reasons and per Archdiocese of Chicago guidelines, ALL staff members must remain until all children are picked up.
4. **Billing Cycle. Family billing statements will be issued on a monthly basis.**
  - Your balance due at the end of each month will be *automatically transferred to your tuition account* (this will be noted on your statement), to be paid as one combined payment during the month following billing. For example, your September fee total for Before and After School Care will appear as a separate line item on your October tuition bill.
  - All payments must be received in the Parish Office. No Before and After School Care payments **WILL NOT BE ACCEPTED** at school. You will be able to use your same method of paying tuition when paying your Before and After School Care balance (monthly check or Internet payment).
  - Note: If you pre-pay your school tuition, you will still be billed for Before and After School Care use on a monthly basis on your tuition statement, and payment must be made through the parish office.
5. **Emergency contact.** In case of an illness or an emergency in Before or After School Care, please make sure that someone in authority is accessible at all times through the phone number(s) on the program registration form. If work or cell phone numbers change, please inform the school office and Before and After School staff.
6. Children in Before and After School Care may bring their own healthy snack (no carbonated drinks, sweet desserts, cookies, or candy). Snacks are not provided to children who do not have a snack from home.
7. **Children must be "signed in" for Before School Care, and "signed out/pick up time indicated" for After School Care** by a parent or authorized adult/guardian. Pick-up and drop-off instructions will be provided.
8. In case of any change in regularly scheduled care, or for drop-in requests, please send a note to school OR call the school office BEFORE 2:00 p.m. at 630-289-3040 ext. 56. Please keep the office and the program staff informed of any changes in phone numbers.
9. Children in the After School Care Program have a designated snack time; homework/quiet time, game/craft time, and outside play time (weather permitting) each afternoon. On inclement weather days, a video may be shown when homework is complete. We do not provide formal tutoring or individual homework help during Before and After School Care. *Children/parents are not allowed to return to their locker/homeroom after 2:45 p.m. for forgotten items.*
10. Parents may send a change of clothing for After School Care, if needed for *extracurricular* activities; please send a note to request change of clothing. PLEASE mark all clothing/belongings with your child's name, especially school sweatshirts, sweaters, backpacks, and lunchboxes. **NO PERSONAL TOYS are allowed in Before or After School Care.**
11. All children in the Before and After School Care Program are expected to behave as Catholic, Christian students of St. John the Evangelist School: treating themselves and others respectfully, being respectful of all staff, respecting and taking care of the Before and After School Care supplies, following the program schedules and procedures, being safe, and cleaning up after themselves. Any inappropriate behavior issues will be discussed with parents on an individual basis.
12. Before and After School Care is staffed by teachers and trained staff and adults. For billing or program questions or concerns, feel free to contact Mrs. Kruse at [dkruse@mystjohns.org](mailto:dkruse@mystjohns.org). For tuition statement questions, contact the Parish Bookkeeper.



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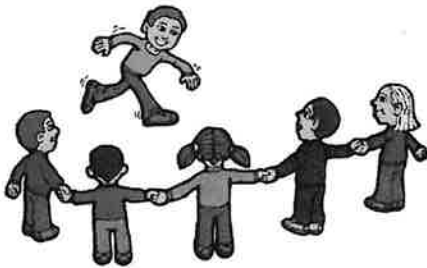


## SJE After School Care Severe Weather Procedures

If weather conditions become severe during After School Care and the weather sirens at Park Place are sounded, we will move the children to the downstairs hallway as a safety precaution. During After School Care, we will try to put a note on Door #2 and Door #4 (north door Kyle Hall) to indicate that we have moved. However, if the weather is severe and there is no one in Kyle Hall, please pick up/sign out your child(ren) downstairs at Door #5 (west door at bottom of ramp).

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## SJE After School Care Occasional Parking Lot Play Time



- Normally, outdoor play time is in the grassy area East of KH. During the nice fall and spring weather when the grassy area is wet, we *may occasionally* take the children to the parking lot to play (for safety reasons, the gates will be closed). If this occurs, we will place a sign/indicator at the Kyle Hall doors to let you know that sign-out/pickup is in the parking lot, just before the gate at the end of the ramp from the church parking lot.

*Thank you for your support. If you have any questions or concerns, feel free to contact Mrs. Billmeyer [principal@mystjohns.org](mailto:principal@mystjohns.org) or Mrs. Kruse [dkruse@mystjohns.org](mailto:dkruse@mystjohns.org).*

### REMINDER:

The After School Care phone number is 630-289-3040 ext. 43, and the school office phone number is 630-289-3040 ext. 56 and school email is [school@mystjohns.org](mailto:school@mystjohns.org) (school office open until 3:00 on school days).