

After School Activity Program (ASAP) 2014-2015 Registration

Welcome to ASAP

a quality before/after-school program for your child.

It's time to register for next year's ASAP!

The After School Activity Program (ASAP), initiated in the 2004-2005 school year will be celebrating its eleventh year during 2014-2015. It 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. We offer affordable, convenient and safe quality care for children when the school day ends. **We are grateful to District 112 for providing us with space for our program during the past ten years. For our eleventh year we will, again, be located at:**

- Oak Terrace School with bus service from Wayne Thomas School for students at the end of the school 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.

The program goals are to:

- Offer a school-based home-like after school environment.
- Provide a setting that promotes social, emotional, physical and intellectual development.
- Encourage sensitivity to others and a sense of group belonging.
- Foster curiosity, independence, cooperation, and responsibility.
- Present enriching, motivating, fun afternoons.

As of April 7, registration is open to District 112 families with children attending the schools mentioned above. Spots in ASAP are not reserved until your registration form has been received and your deposit has been submitted! Registration is on a first-come, first-served basis, so get your form in ASAP. Additional information and registration forms are available on our website: www.familynetworkcenter.org .

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

David L. Behlow, Ph.D.
Superintendent of Schools



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, putting the family first.

After School Activity Program (ASAP) 2014-2015 School Year Schedule

Dates: School days beginning 8/22/14 through 6/5/15.

Time: 3:17 p.m.—6:00 p.m.

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

Days	Tuition
Three Days/Week	\$220/Month
Four Days/Week	\$284/ Month
Five Days/Week	\$336/Month

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. During the summer, registrants will receive a packet of forms to fill out. 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 each month (from August to April). 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 full days (listed on back of form) will be offered from 8:00 a.m.-6:00 p.m. for an additional fee. Advance sign-up is required. Cancellation of full day attendance with less than 24 hours notice may incur a cancellation fee. 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. **ASAP will not be offered during the summer, 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.

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

Scholarship applications are available on our website: www.familynetworkcenter.org.

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

Student Name (Complete a separate form for each child)

Home Address (Billing Address)

City State Zip

Male Female

Grade in Fall 2014 Birthday

School Name: Wayne Thomas Oak Terrace Indian Trail

Lincoln Ravinia

Desired Enrollment

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

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

BEFORE SCHOOL ONLY FOR OAK TERRACE AND WAYNE THOMAS

Parent Info (One)

Please Print:

Name & Relationship to Child (mother, father, stepparent, guardian)

Home Phone

Place of Employment Occupation

Work Phone

Business Address

City State Zip

Mobile Phone

Preferred Email Address

Parent Info (Two)

Name & Relationship to Child (mother, father, stepparent, 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 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 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

Tentative 2014-2015 Calendar

ASAP Holidays and Early Dismissal & Full Days Off of School

Early Dismissal Days Available:

(Included in monthly tuition)

Friday, September 12, 1:00 PM dismissal
Thursday, October 23, 1:00 PM dismissal
Wednesday, December 3, 1:00 dismissal
Tuesday, January 13, 1:00 PM dismissal
Wednesday, February 4, 1:00 dismissal
Wednesday, March 25, 2:10 PM dismissal
Wednesday April 29, 1:00 PM dismissal
Friday, May 15, 1:00 PM dismissal

ASAP Holidays:

(NO Program on these days)

First Day of School: August 21
Labor Day: September 1
Thanksgiving Break: November 26-28
Winter Break: Monday, December 22—Friday,
January 2
Spring Break: Monday, March 30 – Tuesday, April 7
Memorial Day: Monday, May 25

Full Days off of School Available:

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

Thursday, September 25: No School
Monday, October 13: Columbus Day
Tuesday, November 4: Institute Day
Tuesday, November 11: Veterans Day
Monday, November 24: Conferences
Tuesday, November 25: Conferences
Monday, January 19: Martin Luther King Day
Monday February 16: President's Day
Thursday March 26, Conferences
Friday, March 27: Conferences
Thursday, June 4: starting at 11:40 AM
Friday, June 5: 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, Friday, August 22, 2014.*****



ASAP ROCKS!

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

ASAP Site Information:

Oak Terrace School
240 Prairie Ave.
Highwood, IL 60040
224-765-3100
ASAP cell – 847-636-3632

Indian Trail School
2075 St. Johns Ave.
Highland Park, IL 60035
224-765-3500
ASAP cell – 847-613-0682