

PARENT HANDBOOK



BEFORE & AFTER SCHOOL 2021/2022

Families are responsible to abide by all contents of the Parent Handbook.

Policies are subject to change based on updates from local, state and federal COVID-19 guidelines.



www.barringtonparkdistrict.org | (847) 381-0687 | [facebook.com/barringtonpd](https://www.facebook.com/barringtonpd)

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INTRODUCTION

Dear K.E.E.P. Families,

Welcome to the Mary Sieja Kids Enrichment Experience Program (K.E.E.P.) . It is our goal to provide a well-balanced, recreational program for children kindergarten-fifth grade. The K.E.E.P. program provides the opportunity for all participants to develop a positive self-image through new experiences in a learning and recreational environment.

Procedures to help prevent the spread of the COVID-19 virus will be practiced each day at K.E.E.P. Frequent hand washing, equipment sanitization, 6 ft. physical distancing, spatial awareness, keeping hands to self and wearing a face covering (while indoors) will be incorporated into our daily routines. The Barrington Park District is following the guidelines and safety protocols from the Illinois Department of Commerce & Economic Opportunity (DCEO), Illinois Department of Public Health (IDPH), Lake County Health Department (LCHD) and Park District Risk Management Agency (PDRMA) to minimize the risk to participants and our staff.

Participants will be expected to meet Park District expectations while at K.E.E.P. Due to the seriousness of COVID-19 and the park districts continual effort to keep our participants safe while at K.E.E.P., participants that cannot comply with these expectations will not be able to attend K.E.E.P.

ADMINISTRATIVE OFFICE CONTACT INFORMATION

Front Desk Hours: M - F 7:00am - 8:00pm, Saturday 8:00am – 4:00pm & Sunday 9:00am – 12:00pm

Office Phone: (847) 381-0687

Fax: (847) 381-8794

Mailing Address: 235 Lions Drive, Barrington, IL 60010, Attn: K.E.E.P.

ADMINISTRATIVE STAFF

Program Email:	keep@barringtonparkdistrict.org
Program Supervisor	Anna Siegel: (847) 304-5272 asiegel@barringtonparkdistrict.org
Assistant Program Supervisor:	Connor Schwarz: (847) 304-5278 cschwarz@barringtonparkdistrict.org
Superint. of Rec.:	Jodi Krause: (847) 304-5291 jkrause@barringtonparkdistrict.org

K.E.E.P. Mission Statement

The care of young children is a delicate and sensitive undertaking. The goal of K.E.E.P. is to provide a safe, recreational-based program for children whose parent or guardian cannot be home before or after school. The program is staffed by qualified, caring individuals who strive to develop a warm and constructive relationship with the children. K.E.E.P. provides a creative and stimulating environment in which children can learn, grow and thrive at their own pace. K.E.E.P. strives to meet the individual needs of each child.

PROGRAM STRUCTURE/GENERAL INFORMATION

- The Recreation Supervisor will be the designated staff to be responsible for responding to COVID-19 concerns. Please contact either staff member if you have questions or concerns regarding K.E.E.P.
 - Anna Siegel, Recreation Supervisor (847) 304-5272 or asiegel@barringtonparkdistrict.org
 - Connor Schwarz, Recreation Supervisor (847) 304-5278 or cschwarz@barringtonparkdistrict.org
- K.E.E.P. staff will display visual markers to encourage physical distancing in practical areas (e.g. eating area). Activities will be set up to allow for distancing between participants and staff.
- K.E.E.P. will emphasize outdoor, socially distant activities as much as possible.
- The K.E.E.P. Supervisors and Site Supervisor will monitor capacity limits and social distancing.
- **Face Coverings.** Employees and participants must wear properly fitting face coverings, fitting snugly over their nose and mouth at all times indoor, and outdoor (when applicable) double layered face mask preferred.
- Participants and staff will sanitize hands regularly. Participants and staff will practice proper hand hygiene and will wash hands with soap and water for 20 seconds before and after activities, eating and using the bathroom

PROGRAM LOCATION & CONTACT INFORMATION

You must contact the staff at the appropriate location if:

- Your child is going to be absent from the After School program.
- There will be an alternate pick-up person.
- You are going to be late picking up your child.

You can call and leave a message or text the site cell phone numbers by noon (listed below). Please note, site cell phones are not checked until 2:00pm, Monday thru Friday.

For all other questions, issues and/or concerns, please call the Barrington Park District at (847) 381-0687 or email keep@barringtonparkdistrict.org.

PROGRAM LOCATION & CONTACT INFORMATION

BEFORE SCHOOL LOCATIONS

Roslyn Road Elementary: serves children from Roslyn, Countryside and North Barrington.

Grove Elementary: serves children from Grove, Hough and Lines.

If your child DOES NOT attend Roslyn or Grove, the parent/guardian is responsible for contacting the School District for transportation. See page 5 for more information.

AFTER SCHOOL LOCATIONS

We offer the After School program at the six elementary schools listed below.

School Site	Program	Site Cell Phone #	Pick-up Location
Countryside	P.M ONLY	(847) 791-2198	Entrance: Door 14 Location: Multi-Purpose Room
Grove	A.M. & P.M.	(847) 791-2734	Entrance: Door 14 Location: Multi-Purpose Room
Hough	P.M ONLY	(224) 580-0897	Entrance: Main Doors Location: Multi-Purpose Room
Lines	P.M ONLY	(847) 791-2196	Entrance: Loading Dock Doors- Door 3 Location: Multi-Purpose Room

North Barrington	P.M ONLY	(224) 580-0893	Entrance: Main Doors Location: Multi-Purpose Room
Roslyn	A.M. & P.M.	(847) 791-2011	Entrance: Door 14 Location: Multi-Purpose Room

PROGRAM TIMES

The Before School program runs from 6:30a.m. until the start of school. The After School program starts immediately after school until 6:00p.m.

TRANSPORTATION

Transportation is not included with K.E.E.P.

BEFORE SCHOOL: Children attending the Before School program must be dropped off in the assigned program space and signed in by an authorized adult.

AFTER SCHOOL: Transportation is not included with K.E.E.P. Children will arrive at their designated after school site by walking within their own school.

BUSING: If your child is attending another school for a language program or other reasons and you would like to have them bused to their “home” school for K.E.E.P., you must receive prior approval from School District #220 and then update your child’s “student portal” before registering them for K.E.E.P. **The Park District CANNOT approve or schedule any transportation needs.**

ABSENCE REPORTING POLICY

BEFORE SCHOOL: Parents/guardians of children who are enrolled in the **Before School** program **DO NOT** need to call/text when a child is absent from program.

AFTER SCHOOL: If your child is enrolled in the **After School** program and is going to be absent, **you must notify your individual K.E.E.P. site via call/text by 1:00pm.** Phone numbers for each After School site are on page 4. If it is a planned absence (i.e. vacation, etc.), please inform the After School staff in advance. If for any reason your child will not be attending the After School program and we do not receive a call/text, a \$5 no call charge (per incident) will be added to your account.

If your child does not arrive at the designated After School site, the staff will attempt to locate the child through the school and transportation department. If your child can’t be located, you will be called. The school does not share absentee records with K.E.E.P. Please be advised, the After School staff is not responsible for your child until they are checked-in to the program by a K.E.E.P. staff member.

CHANGE REQUESTS

If you need to change program options after school starts (i.e. 5 days to 3 days, etc.), all requests must be submitted in writing to the Recreation Supervisor via email: keep@barringtonparkdistrict.org or complete the form that is available at your child’s site or on our website at www.barringtonparkdistrict.org. All change requests must be submitted **by the 10th of the month prior to the month the change will take place.** After the 10th of the month, you will be responsible for the upcoming month’s tuition. There is a maximum 2 changes per year. A charge of \$30.00 will be applied per change after the max of 2 per year. **Change requests are based on availability and may not be granted.**

CANCELLATION REQUESTS

If for any reason you need to cancel participation in K.E.E.P., all requests must be submitted in writing to the Recreation Supervisor via email: keep@barringtonparkdistrict.org or complete the form that is available at your child's site or on our website at www.barringtonparkdistrict.org. All cancellations must be requested no later than 7/15/21 or your August tuition payment will be forfeited. If you need to cancel after school starts, all cancellations must be submitted **by the 10th of the month prior to the month the change will take place.** After the 10th of the month, you will be responsible for the upcoming month's tuition.

PARTICIPANT INFORMATION UPDATES

If at any time the participant or parent/guardian's telephone number, address, or other pertinent information changes, please notify the Site Supervisor at your child's K.E.E.P. site. If information needs to be updated before the program starts, please contact the administrative office at (847) 381-0687 or email: keep@barringtonparkdistrict.org.

DROP-OFF & PICK-UP

BEFORE SCHOOL: Each child participating in the Before School program must be walked into the building and signed in by a parent or guardian. Children may not be dropped off earlier than the program start time. Children will not be allowed to enter before 6:30a.m.

AFTER SCHOOL: A program participant must be in attendance during the school day in order to participate in After School program that same day. **Once a child has been picked up by a parent/guardian from After School, the child may not return that day.** When you pick up your child, you must enter the building, sign the roll sheet and note the time. The staff cannot dismiss any child without a parent or guardian coming in to sign the child out. Participants will only be released to an authorized adult with photo ID. If you need to have someone that is not on the participant's registration form pick up, please text the site cell phone or submit written permission directly to the Site Supervisor.

LATE PICK-UP

The After School program ends at 6:00p.m. Parents/guardians must sign out **when they are leaving the location with the child, not when the parent arrives at program.** Any parent/guardian picking-up after 6:00p.m. will be charged a late fee of \$25.00 for every 15 minutes past 6:00p.m. The actual late arrival departure time is determined by the time noted on the site cell phone. If late pick-up becomes habitual, your child will be dismissed from the program. Children who are still not picked up 30 minutes after their scheduled time will be turned over to the Barrington Police Department for supervision. If you are going to be late to pick up your child, you must call the site cell phone listed on page 4.

FOOD

BEFORE SCHOOL: Children will be offered a light breakfast daily between 6:30 - 7:30a.m. Two days a week, children will be offered "hot" breakfast items (i.e. waffles, breakfast sandwiches, etc.). Any morning a child does not want the hot breakfast, they will be offered cereal and milk as an alternative.

AFTER SCHOOL: Children will be served a light afternoon snack (i.e. Goldfish, pretzels, Pirate's Booty, etc.) and water daily after school. If your child would like more than a light snack, please send them with additional snacks in their backpack. If your child/children have any dietary restrictions or allergies, be sure to indicate it on the K.E.E.P. registration form.

TOYS/PERSONAL PROPERTY FROM HOME

Children are **NOT ALLOWED** to bring personal items to K.E.E.P. other than those which are school related. Personal items include, but are not limited to: cell phones, hand held video games (PSP, DS, tablets, etc.), iPods/MP3 players, toys, sporting equipment, pets or any violence related item. If personal items are brought to program, children will be instructed to keep them inside their backpacks. **The Barrington Park District is not responsible for any damage to personal property that occurs during K.E.E.P. hours.**

EMERGENCY & FIRST AID PROCEDURES

In cases of minor injury, the staff will administer simple first aid and will notify the parent/guardian at the time of pick-up. For more serious injuries requiring medical attention, the staff will call 911 and contact the parent/guardian. If parent/guardian cannot be reached, the staff will try to reach the emergency contact person specified on the student's registration form. **Please be sure to keep all telephone numbers updated on file with the Park District.**

HEALTH CARE/ILLNESS POLICIES & PROCEDURES

Since we are unable to take care of a sick student (no access to the school nurse), we ask that you be especially aware of impending illness. Parents will be called to come pick up their child if the child is vomiting, has a fever and/or has diarrhea. You must take your child home if we feel that he/she needs to see a doctor, is contagious or requires prolonged individual staff attention which interferes with the safety of the remaining children. **Parents must arrive within one hour from when the phone call is placed. If a parent cannot pick-up they must send another adult. Sorry, no exceptions.** K.E.E.P. staff is required to report any cases of communicable diseases to the local board of health. Such reports shall include the name and home address of any individual in the program known to have or suspected of having a communicable disease. **PLEASE DO NOT SEND A SICK CHILD TO PROGRAM.**

SICK CHILD POLICY

The Barrington Park District will be strictly enforcing our "sick child" policy.

- **If your child is experiencing ANY symptoms for COVID-19 or any other illness do not bring them to program**
- A sick child should stay home:
 - Until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared.
 - Or until they have had 2 negative COVID-19 tests in a row at least 24 hours apart.
- For a participant to return earlier they must have a note from their doctor.

Please note, our sick child policy is subject to change based on updates and changes from the IDPH, DCEO, and CDC as well as local, state and federal guidelines.

CLEANING & DISENFECTION GUIDELINES

- Cleaning and disinfecting of premises will be conducted in compliance with CDC protocols.
- K.E.E.P. staff will clean and disinfect common areas (e.g., tables & supplies) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings).
- K.E.E.P. staff will clean each area before moving on to another area.
- Any shared equipment will be cleaned in between each use.
- When one space is used by multiple participant groups at different points in time, all common areas and high-touch surfaces will be disinfected between groups.
- K.E.E.P. staff will supervise children when using sanitizer.

MEDICAL ACCOMMODATION REQUIREMENTS & PROCEDURES

Special accommodations can include, but are not limited to, diabetes or severe allergies which require insulin or an Epi-pen. The Barrington Park District must be notified in advance of any conditions that can affect an individual and the proper medical protocols must be followed as explained in this handbook. If the request, along with all needed documentation, is not presented to the Park District in a timely manner, participation within the program can be delayed or denied. Submit a completed Permission to Dispense Medication waiver (available at www.barringtonparkdistrict.org or at site) as well as a Medical Plan (i.e. Asthma Action Plan, etc.).

The Barrington Park District will review and seek any clarification as needed to ensure the accommodation is met. Timeliness of all the information is important to ensure participation.

INCLUSION REQUEST PROCEDURE

If an accommodation is needed to support an individual participating in any Barrington Park District program, please make note under “Participant Information” on the registration form. An accommodation may be made for any individual based on their IEP goals and/or diagnosis. Support available can be, but is not limited to, a 1:1 aide, rule modification or supply adaptation. If you need assistance and you did not make notation at the time of registration, contact the Barrington Park District at (847) 381-0687 or email keep@barringtonparkdistrict.org. All accommodations require approval from NISRA (Northern Illinois Special Recreation Association). A Park District staff member will follow up with you accordingly after the request is reviewed.

WAITLIST

If the program is full, registrations will still be accepted but participants will be placed on a waitlist. If a space becomes available, participants on the waitlist will be contacted on a first come, first serve basis.

DAYS OFF OF SCHOOL

On the dates that District #220 is not in session due to institute days, conference and winter/spring break, the Barrington Park District may offer a Day Off of School program that is held at the Fitness & Recreation Center at an **additional cost**. This program runs from 7:00a.m. - 6:00p.m. These days may include a special program or field trip. If there is a field trip, all children must be dropped off and picked up from the Barrington Park District. They may not be dropped off or picked up from the field trip location. **Sorry, no exceptions.** Detailed information about each day will be available through a parent letter that will be distributed at program or found online and emailed prior to the scheduled activity date.

SCHOOL CLOSINGS

K.E.E.P. follows the District #220 school closures. When school is cancelled (or dismissed early) due to snow or other reasons, K.E.E.P. **will also be cancelled.** There will be no credit given.

CODE OF CONDUCT

The Park District has implemented a code of conduct policy for all of its programs. **These rules apply to all participants and parents/guardians.** The following are rules that **ALL participants** will need to follow in a joint effort to make K.E.E.P. positive and successful for everyone enrolled. Parents/guardians and children alike are asked to read over these guidelines and sign that they have read and understand the policy (included on the registration form).

- No bullying, verbal or physical abuse, threats, obscenity, disrespect or physical violence will be tolerated.
- All threats and threatening behavior will be taken seriously and reported to the proper authorities.
- Participants must show respect to all staff, participants, all property, equipment and facilities.
- There may be no physical contact, verbal or physical harm toward any participant or staff.
- Participants may not place themselves or others in dangerous situations through actions or behavior.

- No weapons or items that may be used as weapons may be brought to the program.
- Participants may not leave the program area without permission.
- Participants are responsible for their actions and belongings (i-pad, cell phone, bags, jackets, school supplies, items brought from home with permission, etc.)
- No refunds will be issued for suspensions or suspended days of program.

CODE OF CONDUCT: PARENTAL

Parents/guardians are expected to follow the program rules and treat the staff with respect. **All program, staff issues, comments or concerns should be directed to the Recreation Supervisor, not the staff.** If a parent/guardian (or anyone who picks up) is verbally abusive toward staff, the child will be removed from the program. This includes sarcasm, criticism, negative comments, yelling and/or screaming directed at staff and/or other parents, guardians or participants. The police will be called to remove any individual who becomes threatening in any way. Please be respectful to all school/BPD patrons, staff and other parents/guardians.

PARENTAL INVOLVEMENT

Cooperation with all policies and procedures is imperative. Fliers and emails will be sent home periodically to inform you of upcoming events. All comments, questions and/or concerns should be directed to the Recreation Supervisor at the Barrington Park District. See page 3 for contact information.

BEHAVIOR REQUIREMENTS & DISCIPLINE POLICY: STUDENT

PARTICIPANT EXPECTATIONS

- Participant must be able to practice physical distancing with verbal and visual reminders.
- Participant must be able to independently put on and wear a face covering when directed.
- Participant must be able to follow and comply with established behavior guidelines, code of conduct and staff directions without physical intervention.
- Participant must be independent of managing personal care (e.g. toileting, feeding, personal hygiene, handwashing, application of hand sanitizer).
- Participant must be independent in managing additional activities of daily living, where in the past assistance might have been given:
 - Tying shoes: consider Velcro instead of shoe laces
 - Pants with buttons and zippers: consider elastic waist pants.

PARTICIPANT DISCIPLINE

It is our philosophy for discipline to teach participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive reinforcements, motivation and through leading by example. Staff will encourage self-discipline, allowing the children to solve their own interpersonal conflicts, when appropriate. Since each participant may have different ways of learning, several methods may be used. However, if unacceptable behavior continues, the staff will implement the following policy:

- **1st Offense:** Verbal warning (depending on the severity, several warnings may be given).
- **2nd Offense:** A behavior report will be filled out and filed with the Recreation Supervisor and the parent/guardian. The parent/guardian will be required to sign the report, which will remain in the participant's file. The staff will work with the participant and parent/guardian to correct the behavior. **This may be issued immediately, without warnings for serious infractions.**
- **3rd Offense:** Suspension - the participant will be suspended from the program for three days. Suspensions are implemented on the child's program participation days. The parent will be notified by a Site Supervisor or the Recreation Supervisor. Upon return from suspension, if behavior continues, the Recreation

Supervisor may dismiss a participant from the program.

- **4th and/or 5th Offense:** Dismissal and/or further disciplinary action is at the discretion of the Program Supervisor based on the degree of the offense.

Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the issuance of a Behavior Report (see below).

IMMEDIATE DISMISSAL

It is our goal to help every child be as successful in our program as possible. However, the best interest of all K.E.E.P. participants must be our focus. The Park District reserves the right to dismiss any participant (without previous warning) whose behavior endangers the safety of themselves or others. **No exceptions will be made.**

A child may be dismissed immediately if:

- They run away from the staff and/or the K.E.E.P. site, they will be removed from the program. If the child leaves the site, and the staff cannot convince the child to return, the police will be called. The staff are not permitted to leave the site under any circumstances.
- They physically abuse themselves, another child or staff member.
- They bring any type of weapon to program (consistent with all school rules).
- There is a violation of the payment policies, late pick-up policy and/or payment due dates.
- Parent/guardian does not follow the Parent Code of Conduct (verbally abusive, flagrantly rude, etc.)
- For any serious offense without previous written notice.

COMMUNICATION WITH SCHOOLS

The Barrington Park District works closely with School District #220 staff. At times we may ask for assistance from school teachers and administrators. Please inform the Park District staff if there are any problems your child has at school that will affect behavior during K.E.E.P. Please keep us informed of any concerns so we can be sensitive to your child's needs. If you do not want us communicating with the School District, please contact the Recreation Supervisor at keep@barringtonparkdistrict.org.

EXTRACURRICULAR AFTER SCHOOL ACTIVITIES

Children may take part in after school activities at their school (i.e. Brownies, Scouts, Clubs, etc.). The parent/guardian is responsible for completing the "Program Notification" form (available at www.barringtonparkdistrict.org or at site) prior to the scheduled activity. If we do not receive a request form, the child will not be released from K.E.E.P. or picked-up from the extracurricular activity. K.E.E.P. fees will not be prorated for time spent at after school activities. Credit will not be granted due to lack of notification of after school activities.

SUSPECTED ABUSE OR NEGLECT

Any K.E.E.P. staff having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to the Recreation Supervisor. The Recreation Supervisor will notify the proper authorities in accordance with the Abused and Neglected Child Reporting Act.

PARENTS/VISITORS AT PROGRAM

Parents/guardians and/or visitors are not permitted to remain with their children during K.E.E.P. or attend the field trips. We do not allow non-park district employees around the children during program. All K.E.E.P. staff have undergone criminal background checks. This rule is for the safety of the children and will be enforced.

SOLICITING

Staff is prohibited from purchasing items from the children. Parents/guardians are not permitted to solicit goods or services during program hours and/or on Park District property.

PHOTOGRAPHS

Pictures may occasionally be taken of the K.E.E.P. participants throughout the school year. These pictures are used for historical and marketing purposes and will remain on the property of the Barrington Park District. By registering for K.E.E.P., you have granted us permission to use these images. If you do not wish to have your child photographed, please make sure you have contacted the Recreation Supervisor at keep@barringtonparkdistrict.org.

WEBSITE INFORMATION

The Barrington Park District website, www.barringtonparkdistrict.org, is your 24/7 information source on everything the Park District has to offer. The home page will let you know the status of various programs and you can download the seasonal brochure and various forms, contact personnel, view upcoming events and find information about our parks, facilities and recreational programs. The K.E.E.P. Parent Handbook, Days Off of School and Summer Camp information will be posted on the K.E.E.P. page found under the “Program” tab.

K.E.E.P. TAX INFORMATION

Retain your monthly receipts for tax purposes. The K.E.E.P. Before & After School and Summer programs are recreation programs but depending on your circumstances, the cost of the program may qualify as child care for a tax deduction. If you and your tax advisor decide you can use this, the tax ID number is 36-6000-234.

Please retain your monthly receipts for tax purposes.

FEES 2021/2022 SCHOOL YEAR

Program Option	Monthly Tuition 1st Child 10 equal payments	Monthly Tuition Additional Children (per child)* 10 equal payments
A.M. 3 Days	\$150	\$135
A.M. 5 Days	\$220	\$198
P.M. Wednesday Only	\$110	\$99
P.M. 3 Days	\$210	\$189
P.M. 4 Days	\$280	\$252
P.M. 5 Days	\$320	\$288

*Additional children must reside within the same household. There is a 10% discount for additional children.

PAYMENT INFORMATION:

The following payment options are available:

1. Online: Contact the Fitness & Recreation Center front desk to get your username and password
2. Check by mail (payable to: Barrington Park District, Attn: K.E.E.P., 235 Lions Drive, Barrington, IL 60010)
3. Credit, cash or check in person at the Fitness & Recreation Center front desk.

Families who are not signed up for auto payment will receive a bill via email on the 15th of each month prior and payments are due by the 1st of the following month. **If payment is not received by the 1st of the month, you will be assessed a \$30 late processing fee. If payment is not received by the 15th, your child will be removed from**

the program. Failure to receive the invoice via email will not negate your late payment fee.

PAYMENT CALENDAR

- **Payments are calculated by the total number of school days divided by 10 (not by a specific number of school days in a particular month).**
- Each payment amount is the same. Below is the billing schedule.
- AUTOMATIC WITHDRAWAL (EFT) payments will be deducted from your account on the 1st of each month (starting 9/1/21 thru 5/1/22).
- **August’s tuition payment, along with a \$30 non-refundable registration fee per child is charged at the time of registration.**

PAYMENTS	BILLED ON	DUE BY/CHARGED ON
1	Due at time of registration.	
2	8/15/21	9/1/21
3	9/15/21	10/1/21
4	10/15/21	11/1/21
5	11/15/21	12/1/21
6	12/15/21	1/3/22
7	1/15/22	2/1/22
8	2/15/22	3/1/22
9	3/15/22	4/1/22
10	4/15/22	5/1/22