



Everest Academy of Lemont, Inc.
Extended School Care Program Enrollment
2017-18 Registration Form (August 21 – May 25)

Family Last Name: _____

Child 1 First Name: _____ Grade: _____

Child 2 First Name: _____ Grade: _____

Child 3 First Name: _____ Grade: _____

Child 4 First Name: _____ Grade: _____

Child 5 First Name: _____ Grade: _____

Father's Name _____ Best Phone Number _____

Mother's Name _____ Best Phone Number _____

Alternate Pick-up Contacts: Please list all alternate persons authorized to pick-up your child from the Extended School Care Program. These people should live in the vicinity of the school. Please list older siblings if they will be picking up a younger child.

1) Name _____ Best Phone Number _____

Relationship to Child _____

2) Name _____ Best Phone Number _____

Relationship to Child _____

Extended School Care Hours: Mon- Fri: 7am-7:45am and 3pm-5:00pm (Wed: 2pm-5:00pm)
Children will be billed at \$ 7.50/per hour during regular ESC hours

Program Participation Requirements

Before any child can participate in the Extended School Care program the following requirements must be completed:

- 2017-2018 Extended School Care Registration Form (this form)
- Permission to participate in Extended School Care Program Form (see attached) for **each child**

Additional Key Information regarding the Extended School Care program

1. You will be billed for the prior month's hours after each month of utilizing the service and payment is due within 10 days of invoice date
2. Minimum daily usage for **After School Care is at least 1 hour, then billed in 15 minute increments**
3. Minimum daily usage for **Before School Care is at least ½ hour, and then billed in 15 minute increments**
4. **Any child not picked up within 15 minutes after the end of the normal school day will be sent to the Extended School Care program**
5. Late pickup fees after 5pm: **\$15 for the first 15 minutes, \$ 30 for the next 15 minutes and a \$ 2 per minute thereafter – per family**
6. Program is not offered on school holidays, non-school days and certain early dismissal days (a calendar of scheduled service will be provided to you)
7. **Pickup of your child/children at or after 5:30pm could be a cause for termination from the Extended School Care program**

Extended School Care Payment Procedure

1. Extended School Care Payments (make checks payable to Everest Academy Lemont) can be dropped off at the front desk or mailed to: Everest Academy Lemont, c/o: Extended School Care Program, 11550 Bell Road, Lemont, IL 60439
2. Credit card payments must be arranged with the Financial Administration Manager. A convenience fee will be added to any payment made by credit/debit card.
3. **Payments made 15 days after the due date may be charged a \$10 late fee. Payment not received by 20 days after the due date may be charged a \$20 late fee. If payment is more than 30 days late, your child risks termination of enrollment in the Extended School Care program.**

*** Program may be discontinued if we lack sufficient and consistent participation.**

**** Dates and times are subject to change based on changes to the school calendar, emergencies, etc. Program is not offered on non-school days and other days as noted on the school calendar.**

Extended School Care Sign-in / Sign-out Procedures

To ensure the optimal safety of children participating in the Extended School Care Program, the Extended School Care supervisor will be responsible for signing in each child when they are picked up from their homeroom teacher after school. The child will be signed out by the parent/responsible party when the child is picked up from Extended School Care (unless picked up by an older sibling). Due to safety regulations, a child will not be permitted to leave the school with anyone except a parent unless they are listed as an alternate pick-up contact on the registration form or an older sibling. If you plan to use an alternate pick-up person, preferably email the school office prior to pick-up to notify the school of the alternate contact person for that day. They will be required to show appropriate identification.

Next Steps

The program starts on **Monday, August 21, 2017**. Only those children whose registration forms have been thoroughly completed will be ready to participate on that day.

Parent/Guardian Signature) (Relationship) (Date)

(Parent/Guardian Signature) (Relationship) (Date)