

# A.S.K.

Thank you for your interest in the After School Kids (A.S.K.) Program. I'm really looking forward to a new year with all the children. I'm going to have some familiar faces along with some new ones. That's what makes my job fun!

Enclosed you'll find all the forms needed to enroll your child/ren. Please take the time to read through the papers and fill out **all** information, especially: emergency contact, work numbers and authorized pick-up people. Please keep us updated to any change's in these areas as well.

Forms and registration fees need to be returned to the Elementary office **no later than Wednesday August 18th.** (Which is our first day of the program). You may mail them, drop them off, or send them with your child.

Please remind your child/ren of the days they are to come to our program until they get used to it. If they are scheduled to come to our program and you do not notify us otherwise, your child will be kept here at the program. I feel this is the safest way for all. So, if you want your child/ren to take the bus, or go home with someone else on a day they are to attend our program you **MUST notify the office, send a note or leave a message or text on my cell phone,** otherwise your child will remain with us.

Also please remind them to listen to the afternoon announcements for any information or changes about the A.S.K. Program.

Looking forward to seeing you soon!

Grace Eskridge  
Cell# 815-482-3178

**A.S.K 2021-2022**  
**ALDEN-HEBRON AFTER SCHOOL CHILDCARE PROGRAM**

The 2021-2022 after school childcare program, A.S.K. (After School Kids), is for children in grades K-6 and will provide your child with fun and educational after school activities. In order to maintain a safe environment our limit will be set at 40 children. The staff works closely with parents to ensure the success and continuation of the program. We welcome all input from parents, teachers, and children in the program. Please make note of the following important information.

**HOURS OF OPERATION:** 2:45-6:00 PM (Late pickup fee of \$5.00 per minute will be strictly enforced.) Please realize the employees at A.S.K. have commitments also.

**FEE SCHEDULE:** Registration fee: \$25.00 per school year, per family  
\* \$10.00 per day, per child (subject to change)  
Emergency day: \$15.00 per day, per child

**\*Please make checks payable to: District #19, (put A.S.K. in memo slot.)**

Payment is required on or before the first day of attendance. **Fee amounts will remain the same no matter how many hours attending.** A.S.K. follows the regular school calendar. Services are provided on early dismissal days when they occur after lunch hour. A.S.K. will not be operating during Holiday Breaks and on Snow Days; therefore parents are responsible for finding childcare. A nutritious snack and drink will be provided daily, but parents can send a snack with their child. Please no candy or gum.

Child(ren) should be picked up inside the school in the multi-purpose room, located across from the office. If you pick up your child during outdoor play, you must notify the employee on the playground that you are picking up your child. Only persons listed on the registration form can pick up your child. If someone other than those listed will be picking up your child, please advise us in writing or call 648-2442 and leave a message. If your child is in school on a certain day, but will not be attending the program, we need to know by 2:15 PM on that day. If your child is in another program (Scouts, sports, etc.) please advise us on day and time. Children will need to check in with the after school program staff first.

The accuracy of the information you provide on the registration form is of utmost importance (especially emergency contacts and work phone numbers). Please advise us of any changes as they occur. If you have any questions, suggestions or need to discuss anything with one of us, feel free to call anytime.

If you need to contact us during the After School Program hours you may call or text me, my cell number is below.

**After School Program Director**  
**Grace Eskridge**  
**815-482-3178**

**\*Parents please be advised that our facility and program is not licensed or regulated by DCFS**

**A.S.K.  
ALDEN-HEBRON AFTER SCHOOL CHILDCARE PROGRAM**

**RULES AND REGULATIONS**

Participants will adhere to the conduct and behaviors outlined in the Elementary Handbook, however discipline will be handled directly with the after school staff.

A.S.K. staff needs to be notified by 2:15 daily if your child will not be attending that day. Attendance will be checked by the after school staff daily with the school office. If a child is enrolled in other after school programs (Scouts, Sports, Clubs, etc.), they must check in with the after school staff first. **Parents must sign out their children daily.** **Parents must pick-up children inside the school building.** Unauthorized use of the building is prohibited. Homework/Reading time will be mandatory daily. A daily schedule will be made available upon acceptance in the program. No medication will be administered by the after school staff.

If your child fails to follow the supervisors rules the following process will be followed.

- 1) First incident- a verbal warning will be given and documented and the parents will be contacted.
- 2) Second incident- will result in a written warning, a parent conference with the child and director/administration.
- 3) Third incident – parent conference and finally dismissal from the program.

I \_\_\_\_\_ understand the above guidelines and will  
Print name  
follow them. If they are not followed, I understand that my child will not be allowed to participate in the after school childcare program.

\_\_\_\_\_  
Parent's/Guardian's Signature

**A.S.K.**  
**ALDEN-HEBRON AFTER SCHOOL CHILDCARE PROGRAM**  
**REGISTRATION FORM**

Child's Name \_\_\_\_\_ Age/Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Age/Grade \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_ Home phone number \_\_\_\_\_

Employer \_\_\_\_\_ Work phone number \_\_\_\_\_

**Emergency Contact** (when parent cannot be reached)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to child \_\_\_\_\_

Allergies/Health concerns \_\_\_\_\_

**Please check one of the following:** 5-day \_\_\_ 4-day \_\_\_ 3-day \_\_\_ 2-day \_\_\_ 1-day \_\_\_

**Please check days your child(ren) will be attending:**

Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_

Please list approximate pick-up time \_\_\_\_\_

Person(s) authorized to pick-up child(ren) \_\_\_\_\_

**FEE SCHEDULE:** \$25.00 nonrefundable registration fee (per family)

\$10.00 per day, per child

Emergency use: \$15.00 per day, per child

**\*Please make checks payable to District#19, (put A.S.K. in memo slot.)**

**LATE PICK-UP FEE:** \$5.00 PER MINUTE (will be strictly enforced)

Registration fee is required at time of registration. Program fee is required on first day of attendance, or no later than the Friday of that week. If payment is not received, notification will be given. The fee amounts will remain the same no matter how many hours attending. If these requests are not followed, a warning will be given. Following the warning, if there continues to be a payment or late pick-up problem, your child will be dropped from the program.

**VISION:** To provide a safe, secure, nurturing place for children, after regular school hours.

**HOURS OF OPERATION:** 2:45-6:00pm Monday through Friday. A.S.K. will follow the regular school calendar.

**MEETING ROOM:** Elementary multi-purpose room and gym (when available) children will be going outside daily, weather permitting.

### Health Guidelines for A.S.K. Program

To ensure your child's optimal health and well-being the following guidelines have been outlined below.

- 1.) Full compliance with **all** required Immunizations and School Physicals. Mandated grade levels include Pre-K, Kindergarten, 5<sup>th</sup> and 9<sup>th</sup> grade, plus all new/transfer students to our District.  
(Refer to your Students Handbook for additional requirements).
- 2.) Please report **all** known exposures of Communicable Diseases to School Office and Nurse. Exclusion from school activities is necessary until treatment has been started for 24 hours and the condition is no longer contagious.

Example: Strep Throat, Scarlet Fever, undiagnosed rash  
Chicken Pox, Pink-Eye, Head Lice  
undiagnosed fever, Diarrhea, Vomiting

- 3.) If your child becomes ill or unfit during regular school hours, your child will **Not** be allowed to participate at the A.S.K. program that day.  
Parents will need to make appropriate arrangements to pick up their sick child.
- 4.) For any change in a students health condition following an injury, Hospitalization/surgery, auto accident, asthma attack, seizure, or Diabetic condition, etc. Please complete and return a **Medical Summary Form**, available from the school office.  
Updated information of this form helps ensure optimal communication between staff members.

Any questions or concerns please contact our School Nurse, 815-648-2442 or voicemail #1522

I have read and agree to follow the above guidelines for the Dist. # 19 ASK Program.

Parent  
Signature \_\_\_\_\_ Date \_\_\_\_\_