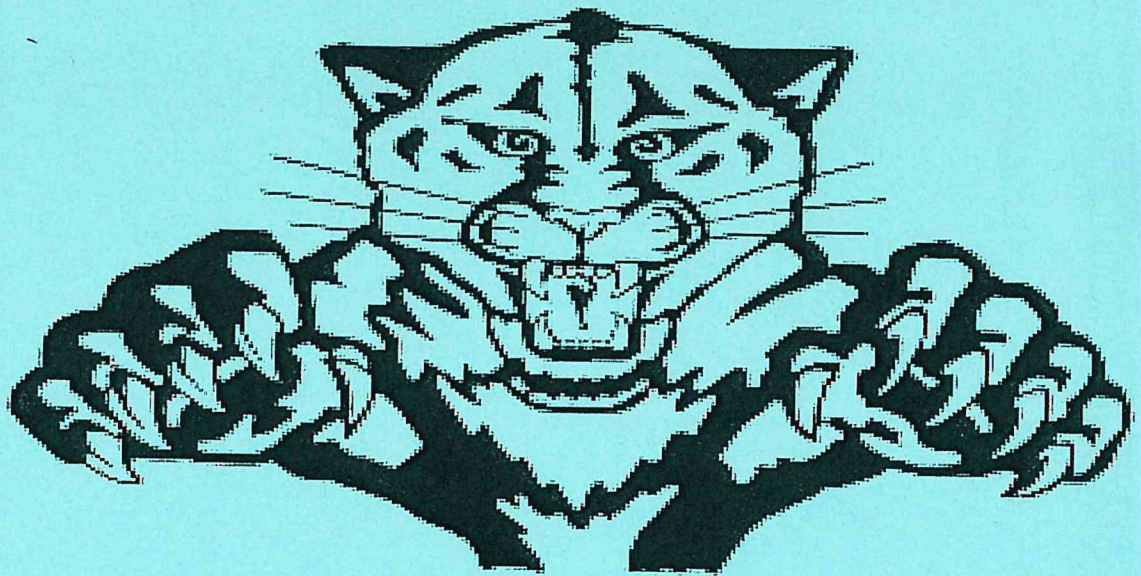


**2020-
2021**

**Shiloh Village School District #85
Creative Learning Program
Family Handbook**



**The Creative Learning Program is available to
Shiloh Village School District #85
Students in Kindergarten through 6th grade
2020-2021**

Hours of Operation

The Creative Learning Program operates on regular school days. The morning program begins at 6:30 AM and all students are dismissed to go to the general supervision areas at 7:30 AM. The after school portion begins when school is dismissed and ends at 6:00 PM. Children are to come directly to the program following their dismissal from school.

Registration Fees

There is a \$25.00 registration fee for new families. If you are a returning family, you need not pay this fee every year. The fee is per family not per student. Upon registering, the first week fee must be paid. You may pay in the following manner:

- Checks payable to Shiloh Village School District #85. Please record your child's name in the memo line.
- Online at <https://shiloh.revtrak.net/tek9.asp>.
- Money order if check or online is not available

The fee schedule is listed later in this packet.

Weekly Fees

Fees are based on children attending 1-3 days per week or 4-5 days per week. **Weekly fees are to be paid by Friday for the following week.** If payment has not been received by the first day of services for the upcoming week, you will be notified and reminded to pay your weekly fee. ***If your fee is not paid in full the school day immediately following notification, CLP services will not be extended to your child(ren) until fees are paid in full.

Refunds and Return Checks

The Creative Learning Program is staffed on the basis of enrollment; therefore, no fees will be refunded. If checks are returned by a financial institution, a fee of \$15.00 will be charged. The student will not be allowed to return to the program until the fee is paid. After two returned checks, payments must be made by money order or cashier's check.

Unclaimed Child Late Fee

The program ends at 6:00 PM. For students picked up from 6:01 to 6:15 PM, a late fee of \$15 per child will be charged. The staff will attempt to contact a parent at this time. After 6:15 PM, an additional late fee of \$1 per minute will be charged. Late fees must be paid within two working days. At 6:30 PM the police will be notified. Repeated late pick-ups or police notification may result in the child being dismissed from the program. The clock at the site will determine the official time.

In addition to regular school days, the program is offered on school improvement days when school is dismissed at 11:30am. There is an extra fee of \$8.00 for these days. You will need to sign up in advance for your child to participate; we base staff according to enrollment. Lunch will be provided. All fees must be current.

Students not registered in CLP and are dropped off after school, must pay a \$30 fee each time it occurs.

Weather and Cancellation Procedures

If school is canceled for inclement weather or other emergencies, the Creative Learning Program will not be held. Notice of cancellation is determined by the school district. School closings and changes in dismissal times are announced via area radio, television stations, and on the school district website.

Absences

If your student will be absent from school, please contact the office before 9:00 A.M. to notify school personnel of the absence. The absentee list generated by the office is used by the Creative Learning Program to check attendance for the after school program. Unfortunately, fees will not be adjusted when your child is absent or does not attend CLP for any reason.

Restrictions

This program serves children in Kindergarten through sixth grade. Due to the nature of activities included in the CLP program, a certain level of independence on the part of students is required. Therefore, participants must be able to toilet and feed themselves independently, and have mobility independence. Please see the Shiloh Village School Parent/Student Handbook for information on the Medication policy.

Behavior

Students participating in the program are expected to follow the school and playground rules as outlined in the 2020-2021 Shiloh Parent/Student Handbook. When a student engages in inappropriate behavior, he/she will either be written a warning that must be signed by a parent/guardian or will be written a White Slip (an official misconduct report for the program), depending on the severity of the offense. Severity is determined by program administration. The misconduct report must be signed and returned to the CLP director the following school day. Three warnings will result in a White Slip. Once a student receives a third White Slip, the CLP director will arrange a conference with the parent/guardian. A fourth misconduct report may result in removal from the program. Gross disobedience will not be tolerated and will result in immediate removal from the program with loss of all fees. Disciplinary decisions rest solely with program administration.

Entry/Exit

Students attending CLP will enter/exit the school building only through the front entrance of the school. They must be accompanied by an adult when entering and exiting.

Sign In/ Sign Out Procedures

The program requires that an authorized adult sign the child in and out daily. The person who signs the child in and out must be at least 16 years old, must have a photo I.D. available, and must be listed on the student's information card. Again, it is important that the registration form be current. The parent or guardian may update the form at any time. Corrections and changes to the form must be done in person. The staff will not modify the information via telephone or facsimile.

First time pick-up and names not on the list will need to show ID.

Students' Possessions

Please label students' names on all items coming to the program. Please do not allow your child to bring electronic devices, toys or collecting cards to CLP. Staff will not be responsible for valuable items brought into the program.

Communications with CLP

To communicate with the CLP staff:

- Send a note enclosed in an envelope labeled "CLP" and instruct your student to deliver the note to the office upon arrival at school.
- Call the CLP voice mailbox: 632-7434 ext. 214. The voice mailbox will be checked at 3:00 P.M. daily.
- Email Ms. Vivian at vagnew@shi85.org

Illness or Injury

Students who become ill will need to be picked up promptly upon parental notification. Refunds are not available when students miss one or more days due to illness.

Withdrawal from the Program

A student who is withdrawn from the program on good standing may rejoin the program at any time without being charged the \$25 registration fee.

Shiloh Village School District 85
Creative Learning Program
Weekly Fees
Phase 4 COVID
2020-2021

\$25.00 per family one time registration fee
 Make checks payable to *Shiloh Village School District #85*
 \$15.00 charge on all returned checks
 Fee must be paid in advance
NO CASH please

	4-5 days	1-3 days		4-5 days	1-3 days
	BOTH before AND after school care	BOTH before AND after school care		ONLY before OR after school care	ONLY before OR after school care
1 student	\$60	\$45		\$50	\$40
2 students	\$110	\$75		\$90	\$55
3 students	\$155	\$100		\$120	\$75
4 students	\$200	\$130		\$150	\$95

*There is an extra fee of \$8.00 per student for 11:30 dismissal days. Sign-up at the CLP desk is required in advance for this service.

2020-2021 Creative Learning Program

Registration Form

A separate registration form must be filled out for each student.

Student Full Name: _____ Grade: _____ Teacher: _____

Address: _____ Phone: _____

Parent/Guardian Name: _____ Email Address: _____

Wk Phone: _____ Cell: _____

Parent/Guardian Name: _____ Email Address: _____

Wk Phone: _____ Cell: _____

Admission Date: _____

Attendance Schedule: (check am/pm; circle days please)

_____ AM Care M T W Th F _____ PM Care M T W Th F

EMERGENCY CONTACTS—Adults authorized to pick up my student from the Creative Learning Program.

Students will not be released to anyone not listed on this form. You must have at least 2 emergency contacts listed on this form. Students will not be released to anyone without a picture ID.

LOCAL CONTACTS....NOT A PARENT

1. Name _____ Phone _____

Work Phone _____ Cellular _____ Relationship to student _____

2. Name _____ Phone _____

Work Phone _____ Cellular _____ Relationship to student _____

(Additional contacts may be added to the back)

Medical conditions _____ Allergies (food or medicine) _____

Does this student wear: Glasses _____ Contacts _____ Hearing Aid _____

Doctor _____ Phone _____ Hospital preference _____

This information may be shared with medical personnel and school staff. Emergency personnel and/or ambulance may be called if necessary.

If you or the emergency contact cannot be reached in an emergency and, if in the judgment of the program authorities, immediate medical and/or hospital attention is needed, including ambulance service, do you authorize responsible school authorities to send your student to an available hospital or physician and accept fees involved?

_____ YES _____ NO

Shiloh Village School District #85 requests that you read and review the CLP Handbook with your child(ren).

Completing this form signifies that you have received the CLP Handbook, and you agree to and reviewed the contents of the handbook with the child(ren) listed on the registration form.

Special Instructions to Staff: _____

Parent/Guardian Signature: _____ Date: _____