

Families of Faith Christian Academy Enrichment Club

GUIDELINES:

- 1) If you find that you have any questions regarding the policies and procedures outlined in the **Parent-Student Handbook**, it is your responsibility to contact the Enrichment Club Director or administration for clarification.
- 2) All billing will be posted in your FACT'S Incidental Account on the Monday following the Enrichment week. **If you are NOT on FACTS, there will be an additional \$20 FACT'S fee to set up the account.**
- 3) Each payment is due within one week of billing; otherwise Enrichment Services will be discontinued the following week.

ATTENDANCE PROCEDURES:

- 1) We staff our Enrichment Club based SOLELY on knowledge of student's attendance. If you do not notify the office of your student's participation, we do NOT promise any services. There will be no refunds without prior notice of absence. Please call before 3PM the day prior to cancel (815-521-1381); if no phone call is received, you will be billed for the enrichment time scheduled.
- 2) Parents must sign in/out with the Enrichment Club worker.
- 3) A \$10 late fee will be charged every 15 minutes starting at 5:30pm.
 - The Enrichment Program is a DCFS exempt program.

Enrichment Club Fee Schedule (per family of 3 or less)

<u>AM Session Fees</u>		<u>PM Session Fees</u>	
7:00am - 8:15am	\$8.00	3:00pm - 3:30pm	\$2.00
7:15am - 8:15am	\$6.00	3:00pm - 3:45pm	\$3.00
7:30am - 8:15am	\$4.00	3:00pm - 4:00pm	\$4.00
7:45am - 8:15am	\$3.00	3:00pm - 4:15pm	\$5.00
8:00am - 8:15am	\$2.00	3:00pm - 4:30pm	\$6.00
		3:00pm - 4:45pm	\$8.00
		3:00pm - 5:00pm	\$10.00
		3:00pm - 5:15pm	\$12.00
		3:00pm - 5:30pm	\$14.00

REGISTRATION INFORMATION

Student's Name: _____ Grade: _____

Contact and Emergency Information will be taken from the F.O.F.C.A. Emergency card on file in the office.

We, the undersigned, agree that we have read and understand the policies and procedures of the Enrichment Club and the Parent Student Handbook. We understand also that all rules apply to the Enrichment Club. We agree to abide by these rules.

Parent Signature: _____ Date: _____

Enrichment Club Days and Approximate Times for the Week:

<u>DAY OF THE WEEK</u>	<u>ARRIVAL TIME</u>	<u>PICK UP TIME</u>
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MON	_____	_____
TUES	_____	_____
WED	_____	_____
THURS	_____	_____
FRI	_____	_____

These days and times are weekly? _____ These days and times will change weekly? _____

_____ My student(s) will be there daily in before care \$35 per week

_____ My student(s) will be there daily in after care \$60 per week

These amounts will be added to your FACTS account weekly no matter how many days you student attends.