



## Registration and Tuition Agreement: KINDER-REC at Butterfield Park District



During the school year the Butterfield Park District will provide KINDER-REC, an afternoon Kindergarten program for AM Kindergarten students. This program will be available each day school is in session from 11:30am-3:30pm. The program is dependent upon a minimum enrollment of 5 students per day, a maximum of 13. This contract is an agreement to adhere to the KINDER-REC registration policies and permission to participate fully in this program.

Child's Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Home Phone \_\_\_\_\_ Parent Work Phone \_\_\_\_\_

Grade Entering \_\_\_ K \_\_\_ Room# \_\_\_\_\_ Teacher \_\_\_\_\_

School Attending \_\_\_\_\_

Special Instructions \_\_\_\_\_

1. I understand that days in which the school is closed due to weather conditions there will be no program.
2. I understand that I am responsible for payment of the contracted fees, paid monthly, and will give 2 weeks notice of withdrawal from the program.
3. I agree to pay the amount that corresponds to my child's care as listed in this handbook.
4. If my child does not follow the program rules, I will be notified and appropriate action including removal from the program may be possible.
5. In the event of illness, vacation, or other absences such as scouts, music lessons, or out of school activities, the staff will be notified and I am responsible for my own tuition payment. Communication with the staff should be made through the Park District office or the program staff.
6. The program will assume full responsibility for my child from the time my child arrives at the program location until the scheduled departure time, no later than 3:30 PM. The child must check in and out with the staff.
7. I give my permission for my child to participate in field trips planned by the program staff. I will be notified in advance of the trips.
8. If a medical emergency arises the program staff will first attempt to contact me. If I cannot be reached, the staff will follow the procedure preferences I have indicated. If emergency attention is needed the staff will call an ambulance with all expenses being my sole responsibility.

**A late fee of \$5.00 will be assessed for each 10 minutes or portion thereof that my child is picked up after 3:30pm. Parents must pay a \$50.00 non-refundable registration fee. Payments for tuition are due on or before the 15<sup>th</sup> of the previous month. Any payment received after the 15<sup>th</sup> of the month is considered late and a \$5.00 per day/per child late fee will apply. Payments received on the 20<sup>th</sup> or after will be assessed a \$25.00 late charge per child.**

## Registration and Tuition Agreement:

### TUITION SCHEDULE:

<u>MONTH</u>	<u>DUE DATE</u>
September	August 15 <sup>th</sup>
October	September 15 <sup>th</sup>
November	October 15 <sup>th</sup>
December	November 15 <sup>th</sup>
January	December 15 <sup>th</sup>
February	January 15 <sup>th</sup>
March	February 15 <sup>th</sup>
April	March 15 <sup>th</sup>
May	April 15 <sup>th</sup>

### TUITION FEES PER MONTH:

<b>5 Day</b>	\$150.00
<b>4 Day</b>	\$ 125.00
<b>3 Day</b>	\$100.00

#### Sibling Discount Rates

<b>5 Day</b>	\$120.00
<b>4 Day</b>	\$ 100.00
<b>3 Day</b>	\$ 80.00

The \$50.00 registration fee is due at the time of registration. Tuition Payments begins on August 15, 2010.

**I have read and understand the Butterfield Park District Kinder-Rec Parent handbook.**

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

Return with appropriate payment to:

Butterfield Park District  
KINDER REC  
21 W. 730 Butterfield Road,  
Lombard, IL 60148





# KINDER REC PROGRAM MEDICAL/CHILD RELEASE FORM



TODAY'S DATE \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ AGE \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ GRADE(ENTERING IN FALL) \_\_\_\_\_ K \_\_\_\_\_

PARENT/LEGAL GUARDIAN \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

WORK NUMBER \_\_\_\_\_

CELL NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SECOND PARENT/LEGAL GUARDIAN \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

WORK NUMBER \_\_\_\_\_

CELL NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DOCTOR'S NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

LIST SPECIAL HEALTH PROBLEMS, WHICH THE INSTRUCTOR SHOULD BE AWARE OF, SUCH AS PHYSICAL LIMITATIONS, ALLERGIES, ETC.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_

PERSONS IN COMMUNITY TO NOTIFY IN CASE OF EMERGENCY OR ILLNESS OTHER THAN PARENTS:

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

My child \_\_\_\_\_ will be discharged to the following:

NAMES AND PHONE NUMBERS OF PERSONS WHO MAY PICK UP CHILD OTHER THAN MOTHER AND FATHER/LEGAL GUARDIANS:

1. \_\_\_\_\_ PHONE \_\_\_\_\_

2. \_\_\_\_\_ PHONE \_\_\_\_\_

3. \_\_\_\_\_ PHONE \_\_\_\_\_

4. \_\_\_\_\_ PHONE \_\_\_\_\_

I give Butterfield Park District Staff permission to release \_\_\_\_\_

**(Child's Name)**

All above listed individuals (including parents or legal guardians) must provide a photo I.D. upon request during the time of sign in/out.

\_\_\_\_\_  
**(Parent/Legal Guardian Signature)**

\_\_\_\_\_  
**(Date)**





Child's Name \_\_\_\_\_

Site \_\_\_\_\_

**BEHAVIORAL STANDARDS**

As part of a community effort the Butterfield Park District is proud to be a part of the Character Counts program. Through this program we will promote the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. This will be the basis of appropriate behaviors at KINDER REC.

**APPROPRIATE BEHAVIORS** - Definitions on back, please read with your child before initialing.

Initials:

**Parent**

**Child**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- (1) Trustworthiness
- (2) Respect
- (3) Responsibility
- (4) Fairness
- (5) Caring
- (6) Citizenship



**FIRST WARNING**

The first time a child does not follow our behaviors associated with the Six Pillars of Character, the parent will be notified by phone, in person or by written letter if a parent cannot be reached. At the time of the incident both the child and the lead counselor will discuss and put together a positive behavior management plan and document it.

**SECOND WARNING**

If a child continues not to follow our behaviors associated with the Six Pillars of Character after a first warning has been given, the child will then receive a written second warning. This warning will state the behavior of the child and notify the parent(s) that one more incident of such behavior could lead to possible removal from the program. We will also ask that the parent(s) look at the positive behavioral management plan. Both the warning and the behavioral management plan must be signed by a parent and returned. One copy will remain at the site, with the staff, and the parents will retain another.

**THIRD (FINAL) WARNING**

After a first and second warning has been issued and the child continues not to follow our behaviors associated with the Six Pillars of Character the parent will be contacted by phone and given a written notice that the child must be removed from the program for a certain period of time or permanently, depending on the severity of the behavior.

I have read, understand, and accept the above Behavioral Standards and procedures.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Child's Signature**

# Six Pillars of Character

**TRUSTWORTHINESS.** Trustworthiness is being honest, telling the truth, keeping promises and being loyal so people can trust you. Trustworthy people don't lie, cheat, or steal. They have integrity and the moral courage to do the right thing and stand up for their beliefs even when it is hard to do so.

**RESPECT.** Respect is showing others that they are valued for who they are, for their character, not what they look like or what they have. It means treating others the way you want to be treated, never insulting or making fun of others who are different in looks, ability, race, or religion. A respectful person is polite, does not use bad language and never uses violence.

**RESPONSIBILITY.** Responsibility is doing what you're supposed to do. Responsible people think ahead, set realistic goals, control their tempers and always do their best. They don't give up easily, especially when others are counting on them. They are accountable for the consequences of their choices; they don't blame others for their mistakes.

**FAIRNESS.** Fairness is playing by the rules, taking turns, sharing, and listening. Fair people do not take advantage of others, consider all sides before they decide and don't blame others unjustly.

**CARING.** Caring is being kind, helpful, and generous to everyone. Caring people are not selfish; they are considerate and always think about how their conduct affects others. They have compassion and empathy; they care how others feel and they are charitable and forgiving. They do good deeds without thought of reward.

**CITIZENSHIP.** Citizenship is doing your share to help your family and make your community a better place. Good citizens are good neighbors. They cooperate with others, obey laws and rules, respect the authority of parents, counselors, and others, and they protect the environment.



KINDER REC at Butterfield Park District  
Attendance Sheet



Child's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: Kindergarten

Room Number: \_\_\_\_\_ School: \_\_\_\_\_

**Please circle the attendance option your child will be attending.**

5 Day (Monday through Friday)

4 Day (choose the days your child will be in attendance with the program)

Monday       Tuesday       Wednesday       Thursday       Friday

3 Day (choose the days your child will be in attendance with the program)

Monday       Tuesday       Wednesday       Thursday       Friday

**If your schedule changes or your specific day option, you must have approval from program coordinator to ensure available openings.**

