



June 7, 2010

Dear Parents:

Welcome to the New Lenox Community Park District "ACES" Before and After School Program! We are very excited to be able to be the sole provider for District #122 with our quality before and after school program for your children. Here are a few reminders as we get started:

1. The Program hours are Monday-Friday 6:30am-start of school and after school-6:30pm.
2. You will receive a weekly calendar registration form each Monday for scheduling the following week. Payment is due by 6:30pm on Wednesday the week prior to attending. There is a \$15 late fee assessed to late registrations. All calendar registration forms need to be filled out completely with your child's first and last name, school, grade, days of the week attending the program, and times (A.M., P.M., and/or A.M./P.M). Please also sign the waiver at the bottom of the form. Weekly registration forms along with your payment can be turned in at the program or at our registration office located at Lions Community Center, 1 Manor Drive. They can also be faxed to us with your charge card information at the fax number listed on the form. **Upon receipt of this welcome packet you will be able to register for the first week of the program with the enclosed registration form.** Don't forget to include the \$30 registration fee with your payment.
3. In the event your child will not be attending the program on a scheduled day, please contact our leaders on the program cell phone as soon as possible. You are welcome to leave a message for our staff at this number. Also, please contact your child's school with this information.
4. You will be required to sign your child in and out of the program each day. We have very strict policies regarding whom your child is released to. We will only release them to the individuals listed on the information sheet with proper picture identification. Also, note any medical conditions your child may have including all allergies.
5. We provide a light breakfast and an afternoon snack and drink for the children.

We have included an information form, registration calendar form, emergency contact information card, medication form, emergency transportation waiver, and a park district registration waiver for you to complete. Please bring these completed forms to the park district office at 1 Manor Drive prior to the start of the program. Finally I have enclosed a copy of our discipline policy form and schedule change for your perusal.

If you have any questions or concerns, please feel free to contact me in the Recreation Department at 815-485-1737 between the hours of 9:00am-4:00pm or leave me a message and I will return your call as soon as possible.

Sincerely,

Sue Kuzmuk, Recreation Supervisor