**Chicago Park School District**

**023/2024**

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**Expanded Learning Opportunities Program (ELO-P)**



Welcome to the Chicago Park School District Expanded Learning Opportunities Program (ELO-P). Our goal is to provide a safe, nurturing, and enriching environment for the children after school. Additionally, we strive to make the recreational opportunity affordable so that all who wish to participate may do so.

**Days and Hours of Operation:**

The ELO-P operates on regular, early release Fridays & minimum school days.

The program **does not** operate on:

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Teacher Work Days

School Vacation Days

Snow Days; P.S.P.S. Days; Days Closed for Emergency Situations

Summer Vacation

The ELO-P begins serving students at **12:45 P.M. Students must attend school by 11:00 a.m. to be eligible to attend the ELO-P that day.** All students **must be** picked up **no later than the program** **5:00 P.M.** **closing time.**

**Enrollment:**

Should you choose to enroll your child in the ELO-P you must complete the enrollment process before your child's

first day of participation. Students may not participate in the recreation program until payment and all forms have

been completed. The enrollment process includes:

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Completing the Student Information Form

Completing the ELO-P Contract, Financial Agreement and Payment Schedule Agreement **with a parent**

**signature**.

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Making the **first payment** for the ELO-P, whichever payment method you choose.

The Drop In program is a **pre-pay program** and will ***require*** a $75.00 deposit or $50.00 deposit for the 6th

Grade & TK Drop In program.

**Rates and Payments:**

Current rates for the 2022/2023 school year are:

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**$1,900.00** per year, per child - Full Time Participation **(3-5 days per week)**

**$1,070.00** per year, per child - Part Time Participation **(1-2 days per week)**

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**17.00** per day – Drop-In Rate **(Minimum Deposit of $85.00 required, due by 1:00 p.m. on day of**

**attendance)**

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**A $10.00 Late Payment Fee will be assessed on accounts paid one (1) week past due date.**

**Three (3) late payments may be cause for termination from the ELO-P or payment in full may be required**

**to remain in the program.**

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The late fee is **$10.00 plus $1.00 per minute for every minute after 5:00 P.M.** Three late pick-ups may

be cause for termination of your child's participation in the program.

Please note, the fee listed above is for the entire 2023/2024 school year. **Adjustments will be made in May for**

**school closure days due to snow or P.S.P.S. days in excess of the scheduled snow days. The adjustments are**

**calculated on the annual daily rate.**

Payment for participation in the program **must be made in advance.** Payments may be made on an annual, semi-

annual, quarterly, or ten (10) monthly payment basis. However, in all cases payment **must be made in advance**.

Individuals who opt to pay for an annual or semi-annual payment will be given a $100.00 discount for FULL TIME or

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70.00 discount for PART TIME.



In the event that an individual has a check made payable to the district returned for any reason twice in a single

school year, the District will require that all payments be made in cash, cashier's check or by money order. **A $10.00**

**returned check fee will be applied to all returned checks.**

Checks should be made out to the ***Chicago Park School***. Cash is also accepted for payment. All payments should be made by either mailing the payment to the SchoolOffice. A receipt will beissued upon payment. In no case will money be accepted by the ELO-P Staff.

Students will be able to participate in the program on a drop-in basis. However, arrangements must be made in

the School Office in advance, so that all required emergency contact information is on file with the After School

Recreation Program Staff. Additionally, drop in students will be accepted on a space available basis.

**Program Withdrawal:**

You must communicate your intent to release your child's seat in the program **at least two weeks in advance of**

**the last day of attendance** with the school office. **A refund will be issued for unused months. There is no pro-rated**

**rates.**

**Transitional Kindergarten:**

The District's Transitional Kindergarten Program is located the Chicago Park School campus.

Students in this program may opt to utilize the ELO-P between their 12:45 P.M. dismissal time and 2:00 P.M. or when

school is dismissed. All drop-ins are **pre-pay and require a $60.00 minimum deposit.** The annual rates are **$1,00.00**

**for Full-Time** (3 or more days per week) and **$500.00 for Part-Time** (1-2 day per week).

**Extended Transitional Kindergarten & K-3rd Grade Rates & Fees:**

Transitional Kindergarten students are welcome to stay and participate in the portion of the ELO-P that runs from

2:00 P.M. and 5:00 P. M. Parents who desire the **extended service** should indicate that need at the time of registration

and **pay the additional fees listed below:**

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**$1,900.00** per year, per child - Full Time Participation **(3-5 days per week)**

**$1,070.00** per year, per child - Part Time Participation **(1-2 days per week)**

**$ 17.00** per day - Drop In Rate **(Pre-Pay & requires a $85.00 minimum deposit, due the day of**

**attendance)**

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**A $10.00 Late Payment Fee will be assessed on accounts paid one (1) week past due date.**

**Three (3) late payments may be cause for termination from the ELO-P**

The late fee is **$10.00 plus $1.00 per minute for every minute after 5:00 P.M.** Three late pick-ups may

be cause for termination of your child's participation in the program**.**



**4th – 8th Grade:**

Cost for this service is same rates as above (Extended Tk & K-3rd) or $10.00 per day and **requires a $60.00 minimum deposit, due the day of attendance.**

**Late Fee:**

The ELO-P is open until **5:00 P.M.** on every regular, early release Friday, & minimum school day. Make sure your

child is picked up on time by the ***5:00 P.M. closing time***. If you are going to be late, please advise the ELO-P Supervisor

by calling the phone number listed in this handbook. The late fee is **$10.00 plus $1.00 per minute for every minute**

**after 5:00 P.M.** Three late pick-ups may be cause for termination of your child's participation in the program**.**

**Homework First!**

As soon as children arrive in the ELO-P room, attendance is taken and the homework period begins. The first hour

of the program, from 2:00 P.M. to 3:00 P.M. is designated for Homework completion. Staff members will provide

supervision to ensure that homework assignments are completed and provide assistance with directions as needed.

Please note that the staff does not review homework assignments for correctness, so we recommend that parents

take that step at home before returning the assignments to school. Additionally, staff members *will not* sign off on

reading logs.

**Allergies:**

Before students may begin attending the Expanded Learning Opportunities Program their Health Information

must be on file. However, in addition to that information we request that you verbally make staff aware of any health

concerns your child may have. Additionally, if your child has food allergies you may want to provide an alternate

snack depending on the options available on the snack menu.

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