



Dear Parents,

Welcome, and thanks for choosing the Elk Grove Park District Kids' Club program. We are looking forward to a new and exciting school year with your children!

Make sure to read all the materials provided on our website. I would like to call your attention to several items:

- All scheduled payments will be processed as Electronic Fund Transfers.
- Electronic Fund Transfers are taken out on the 1st of each month. Each monthly payment will cover all days of school, ranging from the first through the last day of the month.
- Please remember: Kids' Club is a 10 month long registration; if you no longer wish to use the program, parents must fill out an Attendance Change Form to initiate the withdrawal. There will be a \$25 withdrawal fee when removing your child from the program.
- Whatever schedule you pick at the time of registration will be repeated during the entire school year. If you wish to change your schedule, the Program Change Form should be used to initiate this change. If you need extra days of coverage outside of your normal days but don't wish to change your schedule, families can utilize our Drop-In program by purchasing a scan pass. *****Payment will not be accepted on site.***
- Withdrawal and Program Change forms can be obtained at Pavilion or Hattendorf Customer Service desks.
- Early Release Days take place every Wednesday. Kids' Club **will** operate on these days from the time of release until 6 p.m.
- For details on additional programming during CCSD59 district-wide days off, please refer to our seasonal brochures.

Please complete an Emergency/Child Release form prior to your child's start date. This can be found on our Kids' Club website. On the Emergency/Child Release form, be sure to list **all** the names and phone numbers of the persons that may pick up your child in your absence. This should include individuals you would call in case of an emergency if you were unable to pick your child up from the program. *No child will be released to someone that is not on the form.*

In the meantime, if you have any questions or concerns, please feel free to contact me.

Sincerely,

Irene Faciano

Youth Manager

Elk Grove Park District

847-228-3518