



# Glenbrook School

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Dear Glenbrook Family,

Glenbrook School has offered an after school extended care program for Kindergarten through 8<sup>th</sup> grade children since August of 2019. This program offers after school care and is open every day that Glenbrook School is open beginning with the first full day of school. We would like to continue to offer this program as we believe it to be very beneficial to our families. However, in order for it to be a cost-effective program for our school, we must maintain an enrollment of at least 10 full time students. Therefore, we are requesting that any family planning to enroll fulltime, fill out the attached enrollment form as your commitment and return it with your registration paperwork.

## Program Cost:

- Registering for the full year ensures a spot for your child(ren) every school day. The cost is **\$60 per child per week**. Based on 36 weeks of school the total would be \$2,160/year or \$240/month. If you pay in full, you are eligible for a 5% discount, and that total cost would be \$2,052 for the year.
- **\$90 per child for a weekly drop-in rate and \$25 per child for a daily drop-in rate**. Should you choose to drop in your child, you would need to email Kelly Harper at [extendedday@glenbrookschool.com](mailto:extendedday@glenbrookschool.com) in order to make sure there is a spot available for your child. *This email must be sent by Thursday afternoon prior to the week that you would need after school care for your child.* In order for our directors to plan appropriately you must abide by this rule. Kelly will be in touch with you to confirm your spot and send you a link to Paypal for payment.

## The Program:

- Children will be provided a snack as soon as school dismisses. Directed homework time will follow snack time. Teachers for each group will not be tutoring your child one-on-one, but they will be able to assist with homework. Should you wish to inquire about tutoring for your child, please call Kelly Harper.
- The program will offer a variety of structured activities throughout the week. After homework is complete, students will have supervised play time outside, weather permitting.
- The library will be open on certain days for students to check out books, read, and take AR tests.
- Parents will pick up children by 6:00 each day. Once we have a procedure in place for pick-up you will be informed. A late fee of \$10 will be charged for parents arriving between 6:00 and 6:15; a late fee of \$25 will be charged for parents arriving after 6:15 p.m.

*It is our goal to provide a continued safe, educational, and fun worthwhile environment for our students during this program.*





## Glenbrook School Extended Day Program

### ENROLLMENT FORM 2021-2022

After School Program: 1st full day - last day of school ; Monday through Friday, from the end of the school day until 6:00 p.m.; closed on school holidays.

Today's Date: \_\_\_\_\_

#### 1. Student Information

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Birthday: \_\_\_\_\_

Allergies/Food: \_\_\_\_\_

Chronic Illness/Medication: \_\_\_\_\_

Names of siblings who will also attend After School: \_\_\_\_\_

#### 2. Parent/Guardian Information

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

#### 3. Student Pick-Up Information

Please list persons with phone numbers who you give permission to pick-up your child from the program.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

#### 4. Emergency Contact Information

In the event of an emergency, please list two people we may contact who know your child and can take full responsibility should you not be available.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

#### 5. Payment Information

I am enrolling my child in the following program:

Full time \_\_\_\_\_ Number of children \_\_\_\_\_

Method of payment (circle one)      Check (PIF for year)      \$2,052 per child per year (5% discount included).  
SmartTuition (monthly)      \$240 per child per month.

Drop in (daily) \_\_\_\_\_ \*This is on an "as needed" basis. Payment will be made via Paypal. (\$25 per day per child)

Drop in (weekly) \_\_\_\_\_ \*This is on an "as needed" basis. Payment will be made via Paypal. (\$90 per week per child)

\*Child's name must be submitted by the Thursday preceeding the week you would need. Spot availability is not guaranteed.