



Hawthorn Afterschool Program Parent information

Billing and Start Date:

Unless you have stated otherwise on your registration form, the first day of the program is the first day of school, Wednesday, August 23rd, 2017.

Billing takes place every Monday during the duration of the program. Your first billing cycle will begin on August 21st.

Pick up and drop off:

Both pick up and drop off will be at Elementary South. If your student attends Aspen Elementary, our staff will escort them both in the morning and the afternoon to and from the schools.

Sign In/Sign Out:

When dropping off and picking up we require each student to be signed in and out by an adult. The sign in/out sheet will be in the front entrance of the school. **When picking up a child we will need to be shown an I.D.** The adult picking up the student must be on the student's Data Form as an authorized person. If an I.D. is not shown we will not release the student. As the program progresses throughout the school year and staff members become familiar with each adult and their student(s) we will no longer require the I.D. Until that time, please be prepared to show a form of I.D.

Forms:

We must have a Data Form on file for each student in the program. Please fill out our Data Form online. If your student requires an EpiPen or an inhaler please fill out our [Allergy Action form](#). If your student requires medication during the times of the program please fill out the [Medication to Dispense form](#). Please remember that we will need an extra EpiPen, inhaler or any other medicine that your child needs for the program. **We will not have access to the school nurse's office.**

All forms can be found on the Vernon Hills Website at www.vhparkdistrict.org; select the '[Programs](#)' tab on the top left, then scroll down to '[Hawthorn Afterschool Program](#)'.

Changes to Schedule:

If you need to change your schedule, we ask that you fill out the Change Form at least **seven** days before you need the change to begin. A copy of the form can be found with your site director or at the Sullivan Center.

The Program:

Both the morning and afternoon program will begin with a healthy snack provided by the Park District. After snack, the students can choose from a variety of free play activities. With a highly scheduled day we believe that free play creates an environment of creativity and teamwork. Students will also have the opportunity to do homework. We will have similar rules/policies to technology and cell phones as the school. We ask that students refrain from using cell phones, iPads and other electronics. If a student needs it for their homework they will be able to use it.

Early Release and No School Days:

Please refer to your Hawthorn School District calendar to see a list of early release dates and school days off dates.

When enrolled in the program on an early release day, you will automatically be signed up to attend the early release program and will be charged a fee of \$5.50 in addition to the daily tuition. If you choose to opt out we will refund you the \$5.50.

You may register for the School's Out program online or by visiting the Sullivan Center. You will not be charged for school days out unless you register for the day. The School's Out program will be held at Hawthorn Elementary North. Our hours will be from 6:00 a.m. until 6:00 p.m. and the fee is \$35.00 for the full day.

Absences

If your child will be absent from school or will not be attending HAP, please call/text the site supervisor Maureen Hilliard at 847-406-8318 or you may email her at maureenh@vhparkdistrict.org. Regular tuition will still apply if your child is absent from the program. No credit will be given for missed days.