Marion Community Unit School District #2

AfterCats Student Registration Packet and Handbook 2026-2027

AfterCats After School Program Registration Form

Student Information

Student's Name _____ Age _____
Grade _____ School _____ Teacher (if known) _____
Address _____

Parent/Guardian Information
Name(s) of persons with whom the child lives:
_____
_____
Main Home/Cell Phone Number: _____
Main Work Phone Numbers: _____
Main Work Address: _____
Main Email Address: _____
(this email address will be used for online program billing)

List of those authorized to pick up child
Parent/Guardian: Please list below the individuals who have your permission to pick up your child. Your child will be released ONLY to those listed. If changes need to be made, notify the Site Coordinator.
Name _____ Cell Phone & Work Phone_____
Name _____ Cell Phone & Work Phone_____
Name _____ Cell Phone & Work Phone_____
Name _____ Cell Phone & Work Phone_____

Emergency Information
Please give the name and phone number of two people who may be contacted in case of emergency or illness, when the parent or guardian is not available. These people should live in the vicinity of the school district during the hours the program is in operation.

1. Name of person_____
   Cell Phone_____ Work Phone_____
2. Name of person_____
   Cell Phone_____ Work Phone _____
   Child's doctor name and phone number_____

List allergies: i.e. medications, foods, bees, etc.

_____

List medical conditions: i.e. asthma, heart conditions, seizures, etc.

_____

_____ _____

Parent/Guardian signature Date

AfterCats
After School Program

Student/Parent/Staff Agreement

AfterCats Site Coordinator:
I understand the importance of the after school experience to all students and the community and my position as a role model. Therefore, I agree to:

1. Provide enjoyable enrichment opportunities for all children participating.
2. Communicate as necessary with you regarding your child's progress.
3. Help each child grow to his/her full potential.
4. Provide a safe environment.

Site Coordinator's signature_____ Date _____

Student:
I know my education is important. It will help me become a better person and citizen. I must be willing to do my part. Therefore, I agree to:

1. Pay attention and complete my homework.
2. Actively participate in activities.
3. Be responsible for my behavior.
4. Help keep my school safe.
5. Respect and cooperate with others.

Student's signature _____ Date _____

Parent/Guardian:
I realize that my child's education is very important and that my participation in his/her education will greatly help my child's achievement and attitude toward school. Therefore, I agree to:

1. Provide a safe environment for my child.
2. Encourage my child to participate in activities.
3. Make sure my child gets enough sleep each night.
4. Pick up my child on time from the program.
5. Volunteer as needed.
6. Work with AfterCats staff on discipline matters.
7. Provide encouragement and support for my child's enjoyment of the program.

Parent/Guardian signature _____ Date_____

Parent/Guardian name (please print) _____

Phone Number _____

AFTERCATS MEDIA RELEASE and Video Viewing Permissions

I, _____, give my permission for my child,_____, to be photographed or filmed for newsletters, highlight videos, and/or other publications pertaining to the AfterCats Program for the 2026-2027 school year.

Signature_____ Date_____

On some occasions, such as inclement weather, AfterCats participants may view movies as a group. In most circumstances, the movies selected will be those rated G by the MPAA. There may be instances however; when the selected movie would have a rating of PG (a rating would never be higher than PG). Some examples of PG rated movies that may be viewed are the animated 2013 movie, Frozen or the 1982 production of Annie. Please initial below if you give permission for your child to view those movies as pre-screened & selected by the AfterCats Coordinator.

_____

Parent Initials

AfterCats
After School Program

Parent Contract

1. I agree to pay a non-refundable registration fee of $10.00.

2. I agree to pay for the hours that my child is in attendance at the AfterCats Program, pursuant to the schedule. The 1st hour starts at 3:00 p.m., 2nd hour begins at 4:00 p.m., and the 3rd hour starts at 5:00 p.m.

3. I agree to pay AfterCats Program fees promptly, and I understand that a balance due of over $50.00 may result in my child being unable to attend the AfterCats Program.

4. I agree I will pick up my child by 5:30 p.m. or earlier, and I understand that it is my responsibility to provide alternative arrangements for picking up my child if I am unavailable. I understand that after 5:30 p.m., my emergency contact will be called, and a $5.00 charge will be added for every 15-minute increment past 5:30 that my child remains under the supervision of AfterCats Staff.

5. I understand that if I am late picking up my child more than two times, my child can be removed from the AfterCats Program at the site coordinator's discretion.

6. I understand that I am responsible for providing an accurate email address for delivery of bills for AfterCats services, and that payment for services is due immediately upon my receipt of the bill for services.

7. I agree that Community Unit School District #2 will not be held responsible for any injuries occurring to my child.

8. In the event of an emergency, I give my permission to the site coordinator to have my child treated by medical personnel. The staff member in charge shall make reasonable attempts to contact me prior to any emergency medical treatment.

9. I understand in the event of continued late payment of fees, late pick-up of my child, or for any other good cause, the AfterCats Program reserves the right to remove my child from the program.

10. I understand that if the program is terminated because enrollment is not sufficient or for any other reason, all money paid by me for the period after termination, excluding the non-refundable $10.00 registration fee, will be refunded to me.

Parent/Guardian signature _____ Date_____

AfterCats
After School Program

Parent/Student Handbook
Acknowledgement

Please sign and return this form to acknowledge that you have received and read the 2026-2027 AfterCats Handbook.

Yes, we have received and read the 2026-2027 AfterCats Handbook.

_____ _____
Parent/Guardian Signature Date

_____ _____
Student Signature Date

AfterCats
Marion Community Unit School District
Parent and Student Handbook

Purpose
The purpose of the AfterCats Program is to provide quality after school care for children in kindergarten through fifth grade.

Vision Statement
To provide a safe environment where children are actively learning and growing while participating in enriching activities.

Goal
The goal of the AfterCats Program is to provide a place where students can go after school and enjoy activities in a safe atmosphere.

Operational Hours
The AfterCats Program will be open Monday through Friday 3:00-5:30 p.m., during regular school days. When school is in session for a half day (11:30 a.m. dismissal), this program will be open from the time of dismissal until 5:30 p.m. No after school care will be provided when school is not in session due to a holiday, snow day, emergency dismissal day or during school vacation. When school is dismissed early for snow days or emergencies, you are responsible for arranging prompt transportation home from school for your child.

- **Half-Days**

  On days when school is in session for a half day with 11:30 a.m. dismissal, AfterCats may offer a special session, including a lunch, from offsite. Additional costs may be charged for special half day programs. These costs will be outlined in an additional permission slip, which will be sent home prior to the half day. Any additional fees for lunch and program activities must be paid by the due date specified by your site coordinator prior to the half day for a child to participate. Late or incomplete half day registrations may be refused.

Admissions and Discharge
Students enrolled in grades K through 5th grade will be eligible for the program. A non-refundable registration fee of $10.00 per child is required. This fee is due when the enrollment papers are returned to the site coordinator. **Every student must be enrolled prior to his/her first day of attendance in the program.**

A student may be discharged from the program if:
- Severe or continuous disruptive behavior occurs
- Child is picked up late more than two times
- Parent/Guardian is habitually late with payment
- Lack of payment

The removal of a child may be requested by the site coordinator or building principal during a parent conference and/or in writing.

Fees and Payment Plan

Fees are due weekly for the preceding week. You will be billed for each hour your child attends the program at a rate of $5.00 per hour. You will receive an email from your site coordinator with your child's total due. You are responsible for ensuring that your child's site coordinator has a **current and correct** email address on file for billing purposes. Please check your spam folder if you are not receiving weekly billing emails. You should promptly pay the total due, either by credit/debit card through your parent portal on Infinite Campus, or by cash or check at your child's AfterCats site. **Checks should be made payable to CUSD #2 AfterCats**

Fees will be charged on an hourly basis. There are no partial rates, for example, if the child is picked up at 4:30 p.m., the charge is $10.00. There is a $10.00 non-refundable registration fee per student. This ensures that your child has a place in the AfterCats program.

On days when school is in session for a half day with 11:30 a.m. dismissal, AfterCats may offer a special session, including a lunch, from offsite. Additional costs may be charged for special half day programs. These costs will be outlined in an additional permission slip, which will be sent home prior to the half day. Any additional fees for lunch and program activities must be paid by the due date specified by your site coordinator prior to the half day for a child to participate. Late or incomplete half day registrations may be refused by your site coordinator.

If you overpaid or paid in advance, credit will be applied to the following week. Fees can also be paid monthly or bi-monthly, as long as the balance due does not exceed a total of $50.00 per child. Returned checks must be redeemed with cash. Cash will be required for all future payments if a second check is returned.

Late child pick-up, (after 5:30 p.m.) on any given day, shall result in a $5.00 fee for each 15-minute interval after 5:30 p.m. until pick-up is made.

Arrival and Departure

- ☐ Arrival-Each child attending the AfterCats Program should go directly to the designated area, which is different for each school. Any child that has an after school activity should check in immediately when his/her activity is finished. Upon arrival, the site coordinator will have a check-in system.

- ☐ Absences-If your child is absent from school, please remind the school office to notify the AfterCats staff. When a child is in attendance during the regular school day and has been scheduled to attend AfterCats, but will not be attending, please notify the school office and a message will be given to the AfterCats staff.

- ☐ Unscheduled attendance-On occasion, emergencies will arise and childcare will be needed on a day not previously scheduled. If this situation occurs, parents are asked to call the school so that a message may be left for the site coordinator to expect the child.

- ☐ Departure-The person that picks up the child will need to sign him or her out. If someone other than a parent or legal guardian is scheduled to pick up a student, the site coordinator must have his/her name and the phone number on record. Photo identification may be requested. This is a procedure to help insure the safety of the students enrolled in the AfterCats Program.

Snack

A small snack and drink will be provided for students each day. On the days school has early dismissal, lunch arrangements will be made. Additional information will be provided closer to the early dismissal.

Student Discipline

Students are expected to conduct themselves in a manner that promotes respect for each other, teachers, staff members, and the program facilities.

The following rules apply to the AfterCats Program:

- Follow directions of the site coordinator
- Use quiet talking while in the building
- Use recreational games and equipment appropriately
- Be courteous
- Keep hands, feet, and objects to oneself
- Use appropriate language
- Stay in assigned areas

All students are expected to follow basic school rules. Additional consequences may be assigned by school administrators.

The AfterCats Program Site Coordinator reserves the right to take necessary and appropriate action to ensure that all participants are treated fairly and justly. If a student chooses to break the rules, the following reinforcements are options for the site coordinator to use:

- Verbal warning
- Positive verbal reinforcement to correct the misbehavior
- Redirection of activities
- Loss of privileges
- Time-out away from other students and activities
- Note sent to parents
- Parent/student conference that may include site coordinator and/or building principal
- Removal of the student from the AfterCats Program

The above order may be used in normal circumstances, or the site coordinator may select to by-pass steps as the situation warrants.