

Before & After School Program Registration Form

To be used to provide registration information for the Before & After School Program.

3100 Eaton Rd, Bellevue, WI, 54311 | p. (920) 468-5225



Program Information

Before School Program

Before School Program is a morning program designed to give school-aged participants the opportunity to socialize with friends, play games & activities, and create fun, cool arts & crafts all before school! The program runs at McAuliffe

Elementary from 7:00 am until the start of the school day (9:00 am).

After School Program

After School Program is held from the end of school day (3:30 pm) until 5:30 pm. Activities are designed to meet the needs and interests of school-age children and their families. There will be a variety of activities offered including games, arts & crafts, homework time, and free play.

We strive to create opportunities for developing character, independence, socialization, cognitive growth and positive self-image.

PLEASE RETURN COMPLETED FORM TO THE BELLEVUE VILLAGE OFFICES (3100 EATON RD)

Welcome!

Bellevue's Park, Recreation & Forestry Department is offering a school recreation program. The Before & After School Programs are designed to provide recreational and social opportunities to students during before and after school hours. The programs are provided by the Village of Bellevue with the support of McAuliffe Elementary School.

Program Goal

Our goal is to provide a safe, fun, educational and affordable recreation program to participants.

Who Can Enroll

This program is offered for children in grades K-5 who attend McAuliffe Elementary School. Bellevue residents will have priority into the programs. There will be a maximum of 33 children enrolled per program.

Fees

A \$15.00 per child, per program, non-refundable registration fee, used for supplies and materials, will be charged via the Bank/Credit Card Draft Agreement information you have provided to secure a spot in the program. No checks will be accepted.

Fees are drafted from your Bank Card/Credit Card on the 1st of each month in equal monthly payments. The base rates can be found in the table below:

Before School Program Fee	After School Program Fee
\$130/month per child	\$130/month per child

All families must complete and submit the Bank Card/Credit Card Draft Agreement at the time of registration to be considered for either program.

*Forms can be found in the Parent Handbook on the Village website.



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How do I register my child(ren)?

Once a child is enrolled in the Before or After School Program, that family has a 2-year hold on the program (withdrawing during a school year voids this agreement). All families who are currently enrolled for the first time in both or either of the 2025-2026 programs will be given first choice to enroll for the 2026-2027 school year. All remaining openings will be filled using a lottery/random draw method (Bellevue residents will receive priority into the program). Waiting lists will also be created for each program using the lottery method. **All families who are currently enrolled in the 2025-2026 school year and have served their 2 years in the program will need to reapply into the lottery for a space in either of the programs for 2026-2027 school year.**

If your child is currently registered for one or both programs:

1. Pick up a Before & After School Program Parent Handbook at the Village Offices or download from our website: www.villageofbellevue.org.
2. Fill out the Registration Form, the Child Information Form, and the Bank Card/Credit Card Draft Agreement from the handbook.
3. Turn in the following items by **Friday, May 1st, 2026**, to the Village Offices: Registration Form, Child Information Form, and Draft Agreement. Deadline will be strictly followed.
4. Returning participants will be charged a \$15 per child per program registration fee that will be charged via the Bank/Credit Card Draft Agreement information you have provided.
5. Participants enrolled in only one of the programs may also follow the instructions below for a chance to be enrolled in the other program.

Lottery Information:

1. Names will be drawn randomly during the week of May 10th to fill all openings for the programs. Openings will be filled per family so that siblings will not be split up.
2. Families chosen to fill the openings will be notified and will be charged a \$15 per child per program registration fee via the Bank/Credit Card Draft Agreement information you have provided by Friday, May 15th, 2026.
3. Waiting lists will be created for each program by drawing the remaining names. Families will be notified throughout the year as space becomes available.

* Parent Handbook is available on the Village website, www.villageofbellevuewi.gov



Before & After School Program Registration Form

Child(ren) First & Last Name _____

Number of Children to Enroll _____ I would like to register for: ☐ Before School Program ☐ After School Program

Street Address _____ City _____ Zip Code _____ ☐ Resident ☐ Non-Resident

Email Address _____

Parent/Guardian to Notify Regarding Program Enrollment _____ Phone Number _____

Fees Before School Program Registration Fee (\$15/child) \$ _____

After School Program Registration Fee (\$15/child) \$ _____ Total Due** \$ _____

****Registration fees will be charged upon receipt of this form for only those people who are currently enrolled in the program and are registering for next year. Payment for all others will not be charged until a space in the program is confirmed for you, at which time you will be notified.**

Signature _____ Date _____

Child Information Form

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CHILD INFORMATION

Child's Last Name: _____ Child's First Name: _____ Middle Initial: _____

Date of Birth: _____ Gender: _____
(MM/DD/YYYY)

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone Number: _____ Family Email Address: _____

Living Arrangements: ☐ lives with both parents ☐ lives with mother ☐ lives with father ☐ lives with guardian

PARENT/GUARDIAN INFORMATION

Please indicate the order in which to make contact in case of emergency, illness, or other unforeseen circumstance by circling 1, 2, or 3 for the name as well as phone numbers to be called. When choosing the order, please keep in mind each person's accessibility, as well as that calls will occur between 3:30 pm and 6:00 pm

Name: _____

Home Phone: _____

1 / 2 / 3

Cell Phone: _____

1 / 2 / 3

Place of Employment: _____

Work Phone: _____

1 / 2 / 3

Name: _____

Home Phone: _____

1 / 2 / 3

Cell Phone: _____

1 / 2 / 3

Place of Employment: _____

Work Phone: _____

1 / 2 / 3

EMERGENCY CONTACTS

Please list emergency contacts in the order in which they should be contacted in case of an emergency. Also indicate in which order to use the phone numbers listed for each emergency contact by circling 1, 2, or 3.

Name: _____

Home Phone: _____

1 / 2 / 3

Cell Phone: _____

1 / 2 / 3

Work Phone: _____

1 / 2 / 3

Address: _____

Relationship to Child: _____

Name: _____

Home Phone: _____

1 / 2 / 3

Cell Phone: _____

1 / 2 / 3

Work Phone: _____

1 / 2 / 3

Address: _____

Relationship to Child: _____

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AUTHORIZED PICK-UPS

The people listed below will be the ONLY people allowed to pick-up the child noted above. Please include parent names on this list. Photograph Identification is required upon pick-up.

Name: _____

Cell Phone: _____

Relationship to Child: _____

Name: _____

Cell Phone: _____

Relationship to Child: _____

HEALTH INFORMATION

Child's Physician: _____ Medical Facility Name: _____

Medical Facility Address: _____ Medical Facility Phone Number: _____

Hospital Preference: ☐ Aurora ☐ Bellin ☐ St. Mary's ☐ St. Vincent

Health Conditions, Medications or Allergies: _____

ATTENDANCE

Please check the day(s) your child will regularly attend each program.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Before School (7AM-9AM)	☐	☐	☐	☐	☐
After School (3:30PM-5:30PM)	☐	☐	☐	☐	☐

Parental Consents

I have read and understand the contents of the Before & After School Program Parent Handbook. I also understand the fee and payment structure and agree to pay for my child's participation in the programs in a timely manner.

Parent/Guardian Signature: _____ Date: _____

Bank Card or Credit Card Draft Agreement

To be used to provide banking information for the Before/After School Program.

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BEFORE & AFTER SCHOOL PROGRAM

Child(ren)'s Name: _____

Draft Account Information:

☐ Master Card ☐ Visa ☐ American Express

Name as it appears on the card: _____

Account Number/Card Number: _____ - _____ - _____

Expiration Date: ____/____ Security Code: _____

Authorization:

I hereby authorize my financial institution to withdraw the program fee(s) monthly from the account listed above and understand the following payment policies:

1. Fees are paid on the first of each month in equal monthly payments from September to May.
2. It is my responsibility to notify the Village of Bellevue Parks, Recreation, and Forestry Department immediately of any account change or closing and to provide the Village of Bellevue Parks, Recreation, and Forestry Department with current account information.
3. The Village of Bellevue reserves the right to refuse registration into programs or entrance into facilities if payments are delinquent. Full payment of past due fees will be required for reinstatement into programs.

Parent/Payee Signature: _____ Date: _____

**PLEASE RETURN THIS DRAFT AGREEMENT ALONG WITH YOUR
COMPLETED CHILD INFORMATION FORM(S)**