



John Barry Elementary School

2828 N. Kilbourn Ave., Chicago, IL 60641 Phone 773-534-3455



2017-2018

John Barry School is excited to present a before-and-after-school program starting this fall called Barry Buddies. After speaking with numerous families, we discovered our parents were facing a significant challenge managing their work schedule around our school day. As a result, Barry Buddies will offer on-site, supervised before-and after-school childcare extending the day from 7:00 a.m. until 5:30 p.m.

Students enrolled in Barry Buddies before-and after-school programming will not only receive academic and fine arts enrichment, but it will help our families manage their days much more efficiently and effectively. Parents must apply to the program and preference will be given to working parents.

At this time, we can only accommodate supervision for a limited number of students.

A completed application will include:

- Proof of employment
- Full payment in cash or money order for the first month. Subsequent payments will be due on or before the 1st of each month.
- Signed Barry Buddy forms

Early Morning Barry Buddies

Before school Barry Buddies offers supervised play and homework help starting at 7:00 a.m. Students will be escorted to the school playground at 8:25 a.m. to line up with their homeroom. **Cost for full-time before-school care (up to five days per week until 8:25 a.m.) is a flat \$ 65 fee per month.** Payment is due in full on or before the 1st of each month.

After-School Barry Buddies

After school Barry Buddies offers supervised play and homework help starting at 3:30 p.m. until 5:30 p.m. Students will receive a healthy snack. **Cost for full-time after-school care (up to five days per week until 5:30 p.m.) is a flat \$85 fee per month.** Payment is due in full on or before the 1st of each month.

If there are any questions or concerns, please feel free to contact the school office at 773-534-3455

Thank you for your cooperation.

Sincerely,

Barry Administration

"Great Things are always happening at Barry"



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Barry Buddies Policy & Procedures

Barry Buddies School Drop-off and Pick-up Procedures:

Drop-off and pick-up areas are both located at the SE doors on Kilbourn Ave., at the front of the school. Signs will be posted for the first two weeks of the program as a guide. When dropping off and picking up students, parents are required to come to the door and sign in their child with the staff member on duty.

Every child must be signed out by their approved pick-up person. Please bring your ID so staff can check that you are approved to pick up the child. If you wish to have a person pick-up your child who is not on your approved list on the application, you must give us notice in writing that you will allow that person to pick up your child prior to their arrival.

Barry Buddies Late Pick-up Policy:

The earliest you can drop off your child(ren) at before care is 7:00 a.m. and the latest you can pick up your child(ren) at after school is 5:30 p.m. If arriving late to pick up your child, please notify us immediately, 773-534-3455.

A fee will apply for each late pick-up. The designated fees are as follows: 1-10 minutes late = \$10.00. Each additional minute after 10 = \$1.00/min.

If you are late to pick up your child more than three times in a given semester, your child will be excused from the program for the remainder of the semester, there will be NO refund.

Behavior Expectations

All students are expected to follow the same behavior policy of the school.

Behavior that warrants the disciplinary process includes but is not limited to:

- physical altercations
- excessive disobedience
- excessive disrespect towards other students and staff (which includes sexual harassment and bullying)
- excessive use of inappropriate language

1st offense: Phone call to parent

2nd offense: Written warning (parent and student must sign documentation.)

3rd offense: Removal from the program and conference with student, parent, and staff member.

Please note: If your child's enrollment is terminated after going through the disciplinary process, there will be NO refund.

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Barry Buddies

Student Information

Student's Name _____ Date of Birth _____
Address _____
Grade level _____ Teacher & Room _____

Parent/Guardian Information

Parent's Name _____
Address _____
Home Phone (____) _____ - _____ Cell Phone (____) _____ - _____
Work Phone (____) _____ - _____ E-mail address _____

Emergency Contact:

1.)Name/Number _____ Relationship _____
2.)Name/Number _____ Relationship _____
3.)Name/Number _____ Relationship _____

Release Information:

Please check all that apply:

My child has permission to... Walk home Use public transportation Will be picked up

The following persons have permission to pick up my child from school. Personal ID is required.

1. Name _____ Relationship _____
Home Phone (____) _____ - _____ Cell Phone (____) _____ - _____

2. Name _____ Relationship _____
Home Phone (____) _____ - _____ Cell Phone (____) _____ - _____

*Any changes to release information must be made in writing.

**It is the responsibility of the guardian to provide copies of any relevant court documents regarding custody to the School Office.

Enrollment:

Select the following options for your child's enrollment.

Full Time (Before **and** after school)

- \$150 (cash or money order only) due by the 1st of each month.

OR

Part Time (Select program):

Before-School (7:00 a.m.-8:25 a.m.)	After-School (3:30 p.m.-5:30 p.m.)
\$65 (cash only) due by the 1 st of each month	\$85 (cash only) due by the 1 st of each month

Proof of Employment:

Please bring one of the following forms to serve as employment verification.

- Employee ID card
- Recent check stub
- Letter from supervisor on company letterhead

Agreement & Consent:

I read and understand the Barry Buddies Policy and Procedures.

Date: _____ Parent/Guardian Signature: _____

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