



## ***On Deck! Before School and After-School Program***

On Deck! Is a fee-based, not-for-profit program that provides convenient, safe, high quality before-school and after-school care for students enrolled in The Winnetka Public Schools. The program emphasizes recreation to balance the school day's educational activities. Students play both inside and out, enjoy fun activities, and have the opportunity to work independently on their homework. A simple breakfast is offered in the morning, and snacks are provided in the afternoon. There is a supervision ratio of two staff members for the first 14 children and a 1:12 ratio thereafter.

The program is located at The Skokie School (520 Glendale Ave.) and is open to all District students. Half-Day Kindergarten students are welcome at the before-school session. Kindergarten students participating in the Extended Play Program are welcome to the before and the after-school session. The transportation charge is included in the On Deck! pricing, and provides one-way transportation from the before-school program and one-way transportation to the after-school care program at the end of the school day, or from the Extended Play program. Parents utilizing before school will need to drop their students off and they will be bussed to school from On Deck! In the afternoon students will be bussed to On Deck! and they will need to be picked up from On Deck!

On Deck! operates only when The Winnetka Public Schools are in session.

### ***Program Hours***

Before School:	7:00 A.M. to 8:25 A.M. (when regular supervision begins)
After School:	3:15 P.M. to 6:15 P.M.

### ***Drop-In Care***

Drop-in care is available on a limited basis for students who have enrolled, completed the registration process, paid the registration fee, and purchased vouchers. Reservations for drop-in care must be made 24 hours in advance. Vouchers are available in five-session packages and are non-refundable.

### ***Registration and Enrollment***

Please complete the registration and enrollment form on the following page. Upon receipt of the completed forms, and payment of the family deposit and first month's fees, your child will be eligible to start the On Deck! program. All forms must be completed before your child(ren) can attend On Deck!

### ***Contact Information***

Please contact Annie Lascelles, Program Director, with questions.

Email	<a href="mailto:annielascelles@winnetka36.org">annielascelles@winnetka36.org</a>
During On-Deck hours	847-372-5704 (cell) / 847-501-4814
Between 8 A.M. to 3:30 P.M.	847-501-4025

## On Deck! Before-School and After-School Program Registration Form

Please pay first month's fees and deposit when registering online and return the completed form to the District Office: 1235 Oak Street, Winnetka IL, 60093

### Student Information

Student Name \_\_\_\_\_  
 Grade & School \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_

Please indicate when your child will be attending On Deck!

Before-School	After-School	Drop-In
M T W TH F	M T W TH F	AM PM

Does your child have allergies or take medication regularly?      Yes              No  
 If yes, please explain: \_\_\_\_\_

### Parent Information

	Parent #1	Parent #2
Name	_____	
Work Phone	_____	
Cell Phone	_____	

### Fee Schedule

An annual non-refundable \$60.00 family registration fee and the first month's tuition are due upon enrollment. Nine additional monthly payments are due on the first day of the month (September 1, 2019, through May 1, 2020).

Monthly Fees (Per-Child)			
Number of Days Per Week	Before-School	After-School	Before/After-School
5	\$244.00	\$433.00	\$677.00
4	\$233.00	\$371.00	\$604.00
3	\$214.00	\$311.00	\$525.00
2	\$191.00	\$238.00	\$429.00
Drop-In Voucher	\$119.00	\$160.00	\$279.00

A 10% discount will be applied for two children and a 25% discount for three or more children per household

### Payment Information

NOTE: Only one \$60.00 registration per family is required. You may purchase multiple non-refundable vouchers available for five visits. If you have not paid your fees online, please include a check made out to The Winnetka Public Schools with your registration form. Include your children's names and On Deck! in the memo field.

Monthly Program		Drop-In Program		
			# Vouchers	Sub-Total
First Month's Tuition		Before-School Voucher	@ \$119.00	
		After-School Voucher	@ \$160.00	
Registration Fee (non-refundable)	\$60.00			\$60.00
Total				

## ***On Deck! Before-School and After-School Program Code of Conduct – Behavior Expectations and Discipline***

This Code of Conduct applies to all students participating in the On Deck! Program for the purpose of promoting safety and well being for all participants and staff. Students must behave in ways that are consistent with good behavior during all facets of the program.

The Code of Conduct below describes the expectations and goals of the On Deck! Program and does not contain a complete list of inappropriate behaviors for students. This Code of Conduct will be enforced all days that On Deck! is in session. A student may be excluded from On Deck! while an investigation regarding that student's behavior is being conducted.

**Behavior Expectations:** A student participating in On Deck! will be subject to disciplinary action if he or she does not comply with this Code of Conduct and Behavior Expectations. On Deck! Staff applies a positive approach to discipline and behavioral concerns including communicating behavior expectations to children using positive statements; consistently applying rules and expectations; helping children make choices and solve problems; listening to children and respecting their needs, desires and feelings; and acknowledging and recognizing positive behavior.

The On Deck! Program follows the District 36 policies and procedures related to student behavior including the District's Bullying and Prevention Plan. For the safety of all children and staff students participating in the On Deck! Program, participants are expected to follow these policies and procedures (Policy 7:190).

Participants are also expected to act in a sportsmanlike manner and demonstrate respectful behavior toward other students and On Deck! Staff.

**Violation Process:** A Code of Conduct violation may include any of the following actions:

1. Verbal redirection
2. Natural consequences such as breaks, withdrawal of privileges and spoken apologies
3. Incident report (written)
4. Consideration of suspension from On Deck!
5. Consideration of termination from On Deck!

**Due Process Procedures:** Parents are entitled to the following due process:

1. The student and parent will be advised of the disciplinary infraction with which he or she is being charged.
2. The student and parent will be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose disciplinary action as follows:
  - A. Disciplinary action for violations will be based on the nature of the offense and the number of offenses, and may include suspension from the On Deck! program for one of the time periods described below:
    - A specified period of time
    - The remainder of the school year
    - The remainder of the student's time in District 36

All students remain subject to the Board's student discipline policy and/or the school's student handbook and the disciplinary measures listed therein.

\_\_\_\_\_ (Parent Signature) \_\_\_\_\_ (Date)  
*I have read, reviewed with my child, and agree to abide by the On Deck! Code of Conduct.*