

**Updated: 7/16/08**

**Two-Week Trial Available!\***

Try out EA's new food service provider for 2 weeks for only \$30. Sign up today! \*Grades K-4 only



**NEW FOR 2008-2009!**

**Three-in-One Sign-Up Form**

Please complete and return this form along with your child's ENROLLMENT AGREEMENT only if you are choosing any of these optional services.

*(Please disregard this form if you are NOT choosing any of these optional services.)*

## Optional Services Sign-Up Form 2008-2009

PLEASE CHECK THE ADDITIONAL SERVICE(S) AND PAYMENT OPTION YOU WOULD LIKE TO REQUEST FOR YOUR CHILD:

W **Round Trip Bus Transportation Fee Grades K-12 Only: \$2,800 per student** (\$100 deposit required by 4/1/08)

I have chosen Payment Plan B or C and would like to include the Bus fee (less deposit) in my FACTS payment plan.

I will pay the Bus fee (less deposit) in full by check (due 8/5/08).

W **Optional Hot Lunch Fee for Grades K-4 Only: \$1,050** for the 2008-2009 academic year (Not available for PS and PK)

W **NEW! Two-Week Trial Hot Lunch Fee: \$30** (Two-Week Trial is available to Grades K-4 only from Aug. 22 – Sept. 5, 2008.)

I have chosen Payment Plan B or C and would like to include the Hot Lunch fee in my FACTS payment plan.

I will pay the Hot Lunch Fee in full by check (due 8/5/08).

W **Extended Day Program:** (Select one of the three program options listed below.)

**Drop-In Basis: \$6.70 per hour;** billed monthly

**20-Hour Card: \$125 per card;** prepaid

**Five days a week: \$2,850 per year**

I have chosen Payment Plan B or C and would like to include the \$2,850 Extended Day fee in my FACTS payment plan.

I will pay the 5-day-a-week Extended Day yearly fee of \$2,850 in full by check (due 8/5/08).

**Note: After-school extended day hours are from 2:45 to 6:00 p.m. Students that are not picked up by 6:00 p.m. will be assessed an extra fee of \$20.00 per 10-minute increment past 6:00 p.m. per child. This fee is payable to Elgin Academy and is due when you pick up your child.**

COMPLETE ONE ENTIRE FORM PER STUDENT:

Student Name \_\_\_\_\_ **Grade in Fall 2008:** \_\_\_\_\_

Parent Name(s) \_\_\_\_\_

Home Address \_\_\_\_\_

**Contact Mother** (Please fill in and circle the best way to reach Mother.)

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Contact Father** (Please fill in and circle the best way to reach Father.)

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Emergency Contact:**

Name(s) and Relation to Family: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Complete this section for EXTENDED DAY PROGRAM REQUEST** (Please disregard if you are not choosing this option.)

In addition to the person(s) listed above, I have authorized the following people to sign my child out from the Extended Day Program. We will release your child only to those individuals listed below. You may use the back of this sheet for additional contacts.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**Complete this section for BUS REQUEST** (Please disregard if you are not choosing this option.)

Our Town \_\_\_\_\_

Nearest cross streets \_\_\_\_\_

I would prefer the following for bus service:

**Barrington route (if sufficient demand):** Please indicate PM preference: \_\_\_ 2:45 (M-F) **OR** \_\_\_ 4:30 (M-F)\*

**Other (if sufficient demand):** Please indicate PM bus preferred: \_\_\_ 2:45 (M-F) **OR** \_\_\_ 4:30 (M-F)\*

I have enclosed my \$100 deposit (per student).

*Note: \*4:30 PM Late Bus; Days contingent upon demand*

**Comments / Additional Information:**

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please call EA's Business Office for questions regarding this form – 847.695.0309, ext. 203.

Updated 7/16/08



## Bus Transportation and Carpool Information 2008-2009

We would like to start making transportation arrangements for the **2008-2009** school year early in order to best meet your needs. Below are the options available to you.

***(Please Note: Option 2 is NOT available for PS or PK students.)***

1. **Carpools** – In July, the Admission Office will mail out a list of all EA families sorted by ZIP code to assist parents who wish to form carpools.
2. **Bus Service - Academy and/or Chartered (Grades K-12 Only)** – The Academy will arrange bus service in areas where the demand is great enough. Routes, pick-up points and times are dependent upon the distance and number of children going to the various areas. Round trip bus service for the **2008-2009** academic year is **\$2,800** per student.

Please complete the Optional Services Sign-Up Form to request bus transportation for next year and return it along with a \$100 deposit by MARCH 15, 2008 to ensure consideration. If you do not send the full deposit by this date, you will not be included in the count. The count determines whether or not we are able to offer a route.

**You will be notified of bus route information,  
including the pick-up and drop-off times,  
by July 18, 2008.**

Please call EA's Business Office with Transportation-related questions.  
847.695.0309, Ext. 203

**Updated: 5/22/08**



Optional Hot Lunch Program  
**LOWER SCHOOL – Grades K-4 Only**  
2008-2009

Elgin Academy students in **Grades K through 4** have two options for lunch. They may bring their own lunch from home, or they can buy the hot lunch program offered by the school. The hot lunch consists of a variety of choices including a daily entrée, a salad and sandwich bar, cereal bar, fresh fruits and veggies, and several beverage options.

Often parents of young children feel that their child is not yet ready to make choices in a cafeteria-style environment so they opt to have him/her bring lunch from home. All children who bring a lunch from home will also receive a carton of milk free from the cafeteria and, in cold weather, a cup of soup, which is also offered to everyone.

The fee for the Lower School hot lunch program for the **2008-2009** academic year is **\$1,050**. If you are interested, simply complete the HOT LUNCH section of the enclosed sign-up form and return it to the Admission Office along with your child's Enrollment Agreement.

**NOTE: The Lower School Hot Lunch Program is optional and offered to Grades K-4 only** (Preschool and Pre-kindergarten students bring their own lunch from home). Middle School and Upper School students (Grades 5-12) automatically receive the Hot Lunch Program; this cost is included in their comprehensive fee.

Please call the Lower School Office for questions on EA's Hot Lunch Program.  
847.695.0315



Extended Day Program – EARLY CHILDHOOD  
Preschool and Pre-Kindergarten  
2008-2009

Elgin Academy offers an “Extended Day” program to EA students enrolled in Kindergarten through Eighth Grade. This service is available Monday through Friday from 7:00 to 8:00 a.m. and from 2:45 to 6:00 p.m.

However, **children in the Preschool or Pre-Kindergarten program** are eligible to participate in the Extended Day program **on a slightly restricted basis**. As a general policy, children in EA’s Preschool or Pre-Kindergarten program are eligible to stay **until 4:30 p.m.** in the Extended Day program.

It is important that we keep each child’s health and well being at the center of our decisions; by doing so we help to ensure that school will be a positive and rewarding experience. With this in mind, we can make arrangements for **full-day** Preschoolers/Pre-Kindergarteners to be admitted into the Extended Day program on an individual basis. Parents interested in this option for their Preschooler/Pre-Kindergartener need to discuss their interest and their child’s stamina for a longer day with EA’s Early Childhood Education Program Director **before** their student can be enrolled in the extended day program.

The cost of the five-day program is **\$2,850** for the school year. Payment options are outlined on the Optional Services Sign-Up Form. A drop-in program is also available; this service is billed on a monthly basis at **\$6.70** per hour. A 20-hour prepaid card is available for **\$125**. **Note: After-school extended day hours are from 2:45 to 6:00 p.m. Students that are not picked up by 6:00 p.m. will be assessed an extra fee of \$20.00 per 10-minute increment past 6:00 p.m. per child. This fee is payable to Elgin Academy and is due when you pick up your child.**

If you would like to register for the Extended Day program, please fill out the Optional Services Sign-Up Form and return it along with your child’s Enrollment Agreement. Please include any additional information you feel we might find helpful -- i.e., cell phone number, pager number, etc.

Please call the Lower School Office for questions on EA’s Extended Day Program.  
847.695.0315



Extended Day Program – LOWER SCHOOL  
Kindergarten – Grade 4  
2008-2009

Elgin Academy offers an “Extended Day Program” to EA **LOWER SCHOOL** students enrolled in **Kindergarten** through **Fourth Grade**. This service is available Monday through Friday from 7:00 to 8:00 a.m. and from 2:45 to 6:00 p.m.\* **The Extended Day Program follows the Lower School calendar.** Therefore, the Program will not be held on days when school is not in session. Please note that bus transportation will be available at 4:30 p.m.\*\* for students who ride the bus.

Barrington Bus Route: M-T-W-Th-F

(\*\*4:30 PM Late Bus; Days contingent upon demand)

The afternoon session includes quiet study time (for older students), outdoor play, and indoor activities in a relaxed atmosphere. A snack is provided daily. Service may be arranged on a contractual or drop-in basis.

The cost of the five-day program is **\$2,850** for the school year. Payment options are outlined on the Optional Services Sign-Up Form. A drop-in program is also available; this service is billed on a monthly basis at **\$6.70** per hour. A 20-hour prepaid card is available for **\$125**. ***Note: After-school extended day hours are from 2:45 to 6:00 p.m. Students that are not picked up by 6:00 p.m. will be assessed an extra fee of \$20.00 per 10-minute increment past 6:00 p.m. per child. This fee is payable to Elgin Academy and is due when you pick up your child.***

If you would like to register for the Extended Day program, please fill out the Optional Services Sign-Up Form and return it along with your child’s Enrollment Agreement. Please include any additional information you feel we might find helpful -- i.e., cell phone number, pager number, etc.

Please call the Lower School Office for questions on EA’s Extended Day Program.  
847.695.0315



Extended Day Program – MIDDLE SCHOOL  
Grades 5-8  
2008-2009

Elgin Academy also offers an “Extended Day Program” to EA **MIDDLE SCHOOL** students enrolled in **Grades 5-8**. This service is available Monday through Friday from 2:45 to 6:00 p.m. **The Extended Day Program follows the Middle School calendar.** Therefore, the Program will not be held on days when school is not in session. Please note that bus transportation will be available at 4:30 p.m.\* for students who ride the bus.

Barrington Bus Route: M-T-W-Th-F

(\*4:30 PM Late Bus; Days contingent upon demand)

The afternoon session includes quiet study time in the computer lab in Sears Hall until 5:00 p.m. Students will then move over to North Hall for pickup by 6:00 p.m. Service may be arranged on a contractual or drop-in basis.

The cost of the five-day program is **\$2,850** for the school year. Payment options are outlined on the Optional Services Sign-Up Form. A drop-in program is also available; this service is billed on a monthly basis at **\$6.70** per hour. A 20-hour prepaid card is available for **\$125**. ***Note: After-school extended day hours are from 2:45 to 6:00 p.m. Students that are not picked up by 6:00 p.m. will be assessed an extra fee of \$20.00 per 10-minute increment past 6:00 p.m. per child. This fee is payable to Elgin Academy and is due when you pick up your child.***

If you would like to register for the Extended Day program, please fill out the Optional Services Sign-Up Form and return it along with your child’s Enrollment Agreement. Please include any additional information you feel we might find helpful -- i.e., cell phone number, pager number, etc.

Please call the Middle School Office for questions on EA’s Extended Day Program.  
847.695.0302