



## Program REMINDERS & INFORMATION at a glance

### Attendance

If your child will be absent a day, PLEASE reach out to your site supervisor.

- You can do so via text, call or email.
  - If you do not inform staff of an absence for the afternoon care by 12p the day of, a \$10 fee will be applied to your household account.
  - Early Release Days– these days are included for set monthly schedules ONLY\
- ◇ Additional school programs
- If your child attends an afterschool program besides BtB, please send an email to inform the site supervisor. INCLUDE The Program, Dates and Times.

All BtB schedules or changes also need to be shared with your school and teacher.

**No changes can be made after 12p on Wednesday the week prior to attendance.**

### LATE Pick Up

- After 6:05p, parents will be billed for \$1.00 per minute thereafter. Participants whose parents are habitually late (more than 5 times) may be removed from the program.
- Huntley Police will be contacted at 6:30p if the child is not yet picked up and communication is not received/returned.
- If you are going to be late, please call and inform the staff.

**ePACT- You child's ePACT must be completed before the start of the program.**

Chesak Elementary Phone: (847) 652-0426  
Email: chesak@huntleyparks.org  
AM & PM Supervisor- Ms. Paty

Mackeben & Conley: 847-514-2894  
Email: Mackeben@huntleyparks.org  
Supervisor: Ms. Ellen

Martin Elementary Phone: (847) 343-1330  
Email: martin@huntleyparks.org  
Supervisor- Ms. Jenny

Leggee Elementary School: 847-514-6132  
Email: leggee@huntleyparks.org  
Supervisors: Mr. Tyler/Ms. Maddie

This along with additional information can be found in the BtB Parent Handbook.

Thank you,

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847-515-2965