



Welcome to our After School Workshop!

The hours of operation are Monday, Tuesday, Thursday and Friday, 3:00 pm to 6:00 pm and Wednesday from 2:30 pm until 6:00 pm. We will also provide extended hours until 7:00 pm per request.

Our program consists of various STEAM projects that represent hands-on creative experiences. Our professional artists teach the students about various techniques, media and art movements. Our facility provides indoor as well as outdoor space, in addition to a ceramics studio equipped with a kiln and a maker space equipped with a 3D printer and other tools. We also incorporate snack (**nut-free**) and homework time each day. We'll look to collaborate with local services and galleries to encourage community service and collaboration with our students.

Please send your child with their snack and a water bottle. If you would like us to store food for the week we'll gladly do so in our refrigerator or cabinets. Please make sure to write your child's name on all belongings.

Attached to this letter is a full After School Workshop enrollment packet.

Thank you for allowing us the opportunity to provide this artful experience to your children!



Policies and Fees

Entering and Exiting Magical Minds:

Your child must have their mask on before arriving at Magical Minds. Our teacher will take your child's temperature before they enter Magical Minds. They will not be allowed to attend with a temperature of 100F or higher. Parents will not be allowed into the Studio, but will be asked to wait for the all clear from their child's temperature check.

At pick up time parents will wait outside of Magical Minds, and their child will be sent out to them.

Masks:

Students will be required to wear face-covering when appropriate as defined by the CDC and will follow appropriate social distancing guidelines. Students will be required to keep their mask on if they are not able to maintain 6-ft distance from others. Students will not be required to wear masks outdoors unless they are playing close to other people

Absences:

Students that are absent are still required to pay for their full scheduled time. We reserve a seat for your child each week and we do not replace that seat with another child even if the student is absent. *In the event we have room, we will allow for make-up days.*

There are no refunds unless Magical Minds Studio withdraws or dismisses a child due to disciplinary reasons.

If your child will be absent, please notify the Studio by phone or email as soon as you are aware of the absence. This will avoid confusion at pick-up time. Please either call, 708-948-7934, or email, claire@magicalmindsstudio.com

Early Withdrawal:

If you withdraw early, before the end of the school year, we require 2 weeks notice (10 business days). Early withdrawals are required to pay for your scheduled days through the 2 week notice period.

Transportation:

Magical Minds Studio has bus service for transporting students from District 97 elementary schools to our Studio. Please make sure your child is prompt at pick-up time from school. Each school has dismissal and bus pick-up procedures for students in our After School Workshop. Don't hesitate to ask the school or us for the details of these procedures. Magical Minds Studio is not responsible for any lost items on the bus.

Pick-up Time:

Each parent is responsible for picking up their child or arranging for an adult to do so. Our pickup time is anytime after 4:00 pm and no later than 6:00 pm. Please see “Extended Hours” if you require additional hours.

District 97 closures:

We will offer care between 8am-6pm on days when District 97 is closed (Institute Days, Winter/Spring Break, and other state and federal holidays). Times are TBA and based on enrollment. An email will go out to all the parents with a schedule, and dates will be posted on our website.

On days District 97 holds conferences and dismisses children at 11:00 am there will be a charge of \$25 to cover the additional 4 hours. If your child does not attend our program on the conference day and that is a part of their normal schedule, you are still required to pay. However, you will only be charged your normal daily rate, including transportation, but without the additional fee.

Please note, in the event of snow days we will be open unless there is an extreme weather warning.

Extended Hours:

Magical Minds Studio offers an extended hour of care Monday – Friday until 7:00 pm. You can use this service on an as needed basis, with notice that morning. A charge of \$11 will be billed to your weekly/monthly fee. If you arrive later than 7:00 pm you will be charged \$20.

iPads and tablets:

Students will only be allowed to use iPads and tablets for homework. If a child is using their iPad for anything other than homework, our teachers will give the student a warning. If they continue using it for things other than homework, they will be asked to put it away and for it to remain in their backpack until they are picked up, whether or not they have finished their homework. We understand middle schoolers need to use their iPads for homework for a longer period and we will be allowing them to manage their time.



For attendance beginning (Month/Year): _____

Child's Name: _____ **Birth Date:** ___/___/___ **Sex:** F / M / other
(Last/First)

Address: _____ Zip: _____ Phone: _____

School Name: _____ School Address: _____

Grade _____ Classroom # _____ Teacher: _____

Allergies: _____

Parents' Information

Parent/Guardian's Name: _____ Work Phone: _____

Cell Phone: _____ Alt Phone: _____

Email: _____

Parent/Guardian's Name: _____ Work Phone: _____

Cell Phone: _____ Alt Phone: _____

Email: _____

Health Insurance

Company: _____ Policy # _____

Group #: _____ Holder: _____

Has your child ever attended any After School Program/Workshop? Yes/No

If Yes, When?: _____ Where?: _____

PLEASE CIRCLE the days of the week your child will attend After School Workshop (we require a 2 day minimum):

	5 Days per week	4 Days per week	3 Days per week	2 Days per week
<u>CIRCLE</u> the days of the week your child will attend:	Full Week	M T W TH F (circle 4 days)	M T W TH F (circle 3 days)	M T W TH F (circle 2 days)
Weekly Registration Fee only, \$30.00 per day; NOT including Camps or Field Trips	\$150.00	\$120.00	\$90.00	\$60.00
Weekly Registration Fee Including Bus Service, \$8.00 per ride; NOT including Camps or Field Trips	\$150 + \$40 = \$190.00	\$120 + \$32 = \$152.00	\$90 + \$24 = \$114.00	\$60 + \$16 = \$76.00
Late Stay 6PM-7PM (must be requested in advance): \$11.00 per child, per day				
These fees are accurate for the 2021-22 school year				

10% discounts for second child in families attending 4 and 5 days/week. 15% discount for the third child attending 4 and 5 days/week.

Terms of Enrollment:

1. Families will be charged for the exact number of days they are scheduled per month or per week, depending on the payment schedule you select. You will not be charged for dates when District 97 is closed.
2. If your child is scheduled to attend on District 97 half days (11am dismissal), you will be charged an extra \$25 for the additional hours.
3. You may authorize Magical Minds Studio to charge your credit card on the first of each month or weekly on Mondays. Late payments will result in a late charge of \$25.
4. Failure to complete all payments on time will result in forfeiture of child's enrollment in the after school workshop and all fees paid to date.
5. Magical Minds Studio will not be responsible for damaged or lost property.
6. Magical Minds Studio reserves the right to use all pictures taken for publicity purposes, unless you elect not to sign the Consent and Release Form (page 8).
7. Cost of trips and special events are NOT included in the fee. Additional fees may apply.
8. I understand that Magical Minds Studio reserves the right to suspend or terminate a child's enrollment due to unacceptable behavior issues.
9. Once a deposit has been made, no refunds or credits will be issued.
10. Magical Minds Studio does not refund for absences. Please review Absences in our Policies and Fees section (page 1).
- 11. If you withdraw early, before the end of the school year, we require 2 weeks notice (10 business days). Early withdrawals are required to pay for your scheduled days through the 2 week notice period.**

Signature of Parent or Legal Guardian _____ Date _____



Credit Card Billing Form

Person Authorizing (Name as it appears on the card)	
Credit Card Type:	Visa () MasterCard () Discover ()
Credit Card Number:	
CVV Number: (Last 3 digits on the back of card)	
Expiration Date:	
Billing Address:	
City:	
State/Province:	
Zip Code:	
Phone Number:	
Please Select Payment Option	Weekly () Monthly ()

Applicant agrees that all information provided is accurate and complete. Disputes to amounts invoiced should be immediately reported to: haj@magicalmindsstudio.com

Authorized Signature: _____

Date: _____



Family Information

Child lives with:

____ Both parents ____ Mother ____ Father ____ Guardian(s)

Is there a court order protecting the custody of this child? _____ Yes _____ No

Please describe any court order or information related to your child(ren) that Magical Minds Studio should be aware of.



Child Pick Up Information

Please list all persons allowed to pick up your child from Magical Minds Studio.

Please note, a person other than a parent may be asked to show ID.

I, _____, give my child/children, _____,
(Parent or legal guardian) (Name of child/children)

permission to leave ONLY with the below listed people listed below.

Name/Relationship: _____

Phone: _____

Name/Relationship: _____

Phone: _____

Name/Relationship: _____

Phone: _____

Name/Relationship: _____

Phone: _____



Consent and Release Form

Child's Name: _____ Date: _____

Parent/Guardian's Name: _____

Photo Release

I hereby grant permission, without reservation, to Magical Minds Studio and those authorized by Magical Minds Studio to take photographs and to make recordings of my child and to use them in original or modified form in all media now or hereafter known, with or without my name or information about me, for the promotion, public education, and/or fund-raising activities of both organizations. I understand and agree that I am entitled to receive no compensation for the above.

I release Magical Minds Studio, its officer, director, agents and employees, independent contractors, licensees and assignees from all claims that I now have or in the future may have relation to the above.

I agree that Magical Minds Studio will be the sole owner of all tangible rights in the above mentioned photographs and recordings, will full power of disposition.

I am the parent or guardian of the minor named above, and I hereby consent to the foregoing on behalf of the minor and myself.

Parent/Guardian's Signature: _____



Field Trip Permission Form

I give permission for my child, _____
to go on a field trip by means of bus, train or foot. I also understand my child will be attending these
field trips at or after 3:00 pm except for Wednesdays, when my child is dismissed from his/her school at
2:00 pm and field trips may begin at 2:05 pm. My child will be returned to the Studio at or by 5:30 pm.

Signature of Parent and or Guardian:

Date of Signature: _____



Transportation Agreement and Waiver Agreement

School Year: _____

I, _____, the parent/guardian of _____, hereby agree to provide accurate pick-up and drop-off information for my child to Magical Minds Studio, in order to assure my child's safety and to assure that the bus driver is contacted in a timely manner. In addition, I agree to communicate any changes in my child's pick-up or drop-off schedule to Magical Minds Studio at least 24 hours prior to scheduled pick-up or drop-off time. Please call the studio with any changes to the schedule or email claire@magicalmindsstudio.com

My child will wait for the bus at the school's designated area until the bus arrives. I give permission for an employee to pick-up and transport my child from his or her school to Magical Minds Studio. I agree to allow any employee of Magical Minds Studio to receive my child from the bus upon pick-up or drop-off.

I will not hold Magical Minds Studio staff liable for injuries while boarding, exiting, or being transported on the bus. Furthermore, I will not hold Magical Minds Studio liable for any lost items left on the bus.

All transportation fees will be included in your weekly or monthly payments. The daily bus fee is \$8.00 per child, per ride. This includes days your child is absent.

Parent/Legal Guardian's Signature: _____ **Date:** _____