



REGISTRATION AND FEE PAYMENT SCHEDULE

JULY 29, 2010 (12:00 NOON – 7:00 P.M.)
AUGUST 4/5, 2010 (12:00 NOON – 7:00 P.M.)

Beach Park Middle School
40667 Green Bay Road
Beach Park, IL 60099

Parents/Guardians may come on any of the dates/times provided. **Please come prepared with ALL required documentation as listed below.** If you are unable to participate on dates listed, you may have a friend, neighbor, or relative bring completed registration documents and pay the fees on your behalf. **Failure to register on the dates provided could result in a student missing orientation day, the first full day of classes, and being charged a late fee of \$35.00 per child.**

Questions? Please call Betty at 847-599-5005.

AVOID LONG LINES:	You do not have to arrive when registration begins. In fact we encourage you to come in the afternoon to avoid long lines. Please allow yourself 30- 60 minutes to complete the process (depending on lines), and, <u>be prepared!</u> In order for the process to run smoothly and efficiently for everyone, we will have a separate table available for those who do not have the required, completed paperwork. Note: Those that need to visit this table, please allow more time to complete the Registration process.
--------------------------	---

THE REGISTRATION PROCESS

REQUIRED DOCUMENTATION	<ul style="list-style-type: none"> • Proof of Residency – Strictly followed – No exceptions – See “Proof of Residency Station” • Birth Certificate – original, certified copy only! (All new Early Childhood, or Kindergarten students <u>must</u> provide) • Completed Registration Packet with signatures (registration form, emergency card, transportation card) • Payment of Fees
-------------------------------	--

ALL stations must be visited in order and checked off by the station’s manager

STATION	REQUIREMENTS/PROCEDURES	
	ALL REGISTRATIONS REQUIRE PROOF FROM CATEGORIES I & II	
PROOF OF RESIDENCY	Category I <ul style="list-style-type: none"> • Current Bank Statement • Current Public Aid Card • Current homeowners/renters insurance policy or premium payment receipt • Current gas, electric, water, telephone bill (no cell phone bills accepted as proof) • Current Credit Card Statement • Current Cable Statement • Receipt is required for all current bills paid online. • Current Tax Bill 	Category II <ul style="list-style-type: none"> • Current Lease Papers • Current Mortgage Papers • Current Letter from manager and proof of last two months’ payments for trailer park residents (cancelled checks or receipts required) • Agreement of Sale for a residential property signed by seller & parent/custodian as buyer, with closing date within 60 calendar days after the requested enrollment date. A certified or cashier’s check in the amount of \$3,000 per child will be held for guarantee and will be cashed on the 61st day if proof of residency is not provided according to district procedures.
FAMILY NUMBER	New families and kindergarten students only	
TRANSPORTATION	New families turn in bus cards; Returning families verify information	
HEALTH	Turn in signed Emergency Card (Must be signed by custodial parent/guardian)	
FOOD SERVICE	Free and Reduced Lunch Applications (This is a state form)	
PAYMENT OF FEES	Cash or check accepted.	
Early Childhood \$ 70.00	A late registration fee of \$35.00 per child will be charged for registrations received after the last registration date for returning students.	
Kindergarten \$100.00	The Late Fee has been adopted as an incentive to register on time. On-time student registration allows the District to successfully plan for student scheduling and programming needs as well as classroom space management. PAYMENT IS EXPECTED AT TIME OF REGISTRATION	
Grades 1 – 5 \$110.00		
Grades 6 – 8 \$170.00		
PAYMENT PLAN/WAIVER	Fill out and return application – proof of income for waiver by October 1	
CHECKOUT	CONGRATULATIONS YOU HAVE COMPLETED THE REGISTRATION PROCESS WE LOOK FORWARD TO A SUCCESSFUL SCHOOL YEAR!	

OTHER STATIONS AVAILABLE FOR INFORMATION: P.T.A./P.T.S.A. and Champions