



Program REMINDERS & INFORMATION at a glance

- Attendance
 - o If your child will not be attending, 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.
 - o If your child attends an afterschool program besides BtB, you need to send an email to inform the site supervisor. INCLUDE The Program, Dates and Times.
 - o Please inform the school office and child's teacher of your child's BtB schedule.
- No changes can be made after 12p on Wednesday.
- If the group will go outside weather permitting or play in the gym if available.
 - o Please send proper shoes.
- LATE Pick Up
 - o After 6:10p, 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.
 - o If you are going to be late, please call and inform the staff.
- Please be sure to update your ePACT records.

School/Supervisor Contacts

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

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

Mackeben & Conley Elementary
Phone: (847) 514-2894
Email: conley@huntleyparks.org
Mackeben@huntleypark.org
AM & PM Supervisor- Ms. Ellen

Leggee Elementary
Phone: (847) 514-6612
Email: leggee@huntleyparks.org
AM & PM Supervisor- Mr. Tyler

Please reach out to me or the Youth Coordinator for any questions.

Thank you,

Erin Upshaw
Recreation Manager
(224) 650-6920
eupshaw@huntleyparks.org

Jessica Oddo
Youth Coordinator
(847) 515-2965
joddo@huntleyparks.org