



NEIGHBORHOOD BOYS & GIRLS CLUB
2501 W. Irving Park Road
Chicago, IL 60618
773.463.4161
www.nbgc.org

SUMMER CAMP REGISTRATION

MONDAY, FEBRUARY 12, 2018 – WEDNESDAY, FEBRUARY 28, 2018

Hat Trick Families only*

* Hat trick families are families who have had one or more children who have participated in 3 consecutive full programs from September 2017 - February 2018. The same child does not have to have consecutive participation, just the overall family participation.

SATURDAY, MARCH 10, 2018

8:00 AM - 11:00 AM

Participating Families only

12:00 PM – 2:00 PM

New Members or Non-participating Families

Participating Family Criteria: A family that has one or more youth with good attendance that have participated in one or more registered programs from September 2017 – February 2018.

NBGC strives to make our registration process easy for all and to be considerate of your time.

- We ask that everyone arrives no earlier than 7:00 AM.
- Anyone trying to camp out will be restricted from registering for our programs.
- When the doors open we will have participating families sign in and take a seat.
- New or non-participating members will be given a placement card that will hold their place for the 12:00 PM open registration.
 - All card holders are asked to return to NBGC at 11:45 AM and line up according to your numbers.
 - If you are not in your place by noon you will need to go to the end of the line.
 - Only one number will be given per family registering. If you are registering more than one family you will need additional numbers
- **All registrations must be done in person by the family or a representative.**
- All outstanding balances for past programs must be paid in full prior to Summer Registration
- Contact Bonnie Werstein at bonnie@nbgc.org for eligibility / Action for Children / financial assistance questions.
- Limited slots per age group are available.

Check out the options this Summer at NBGC!

Pre Summer Camp

June 4th – June 15th
8:00 AM – 6:00 PM

Core Six Week Camps

June 18th – July 27th
10:00 AM – 3:00 PM

Extended Hours 8:00 AM – 6:00 PM

All youth must be entering the following grades in the Fall of 2018 to be eligible for the program

Kinder – 1st Discovery Camp

2nd – 3rd Explorer Camp

4th – 5th Voyager Camp

6th – 8th Adventure Camp

August Summer Camp

July 30th - August 24th
8:00 AM – 6:00 PM

Daily & Weekly options are available for all Camps

SUMMER INFO

In order to provide your family with speedy registration please follow the steps outlined below.

Camp T-shirt required (NEW color shirts this year)

- One Field Trip Color shirt is included in cost of camp and will be given out on the 1st day your child is in attendance or on the morning of the 1st field trip.
- Members are required to wear a camp shirt for all trips. Additional shirts can be purchased for \$10.00. The calendars are provided to you and are available on the Club website. If your child comes to camp without a shirt on a trip day, they will be given one and you will be responsible for paying \$10.00 for the shirt. We do not loan out camp shirts.

Parent Orientation Meeting

Families that have been in summer camp previously need not attend

- Saturday, May 19, 2018 @ 10:00 am

Return the following forms during registration. All forms must be filled out completely in pen.

Summer Registration Forms

- Only one form needed per family (if you need an additional youth sheet please copy or ask staff).
 - Youth Registration, include all special needs your child might have or require.
 - Follow up all special needs with an email to bonnie@nbgc.org and include additional information, a copy of the 504 plan, emergency care plan, list of medication etc.
 - The self sign out, participation agreement, medical release and emergency information must be completed or we cannot allow your child to attend.
- Parent Information, Emergency contacts and Pick Up information

Payment Options

- Cash, Checks made out to NBGC, Visa, MasterCard, American Express and Discover Credit / Debit Cards accepted.
- Registration completed in February, March & April and paid in full will be given a \$25 program coupon to be used on a future program. Expires October 31, 2018
- A \$25.00 fee will be charged for all returned checks
- The NBGC Summer Program does not allow refunds after set deadlines, you are contracting us to provide a service. Once registered we start hiring additional staff and paying for trips, activities and supplies.

Payment Schedule

1. Register in February & March: 50% of payment due at time of registration, 25% is due April 13th and the remaining balance is due May 18th.
2. Register April 1st-May 17th: 75% of payment is due at time of registration, remaining balance is due May 18th.
3. All registrations after May 17th: 100% of the payment is due at time of registration.

NBGC Accepts Action for Children (State Subsidized Childcare)

- Active Families with NBGC - Must complete and drop off registration in person during their registration time frame.
- New Families to NBGC who do not have an active case with NBGC as the provider:
 - All Action for Children cases must be approved prior to registration or the family will be required to make a 50% payment when registering. Funds may be refunded once NBGC receives confirmation for qualified youth
 - Families would need to complete a change of provider form for NBGC to submit OR a new application if they do not currently have a case with Action for Children
- Families receiving Action for Children will still need to follow all guidelines and be responsible for all open balances not paid by Action for Children, copays, t-shirt fees, late fees, lunch fees etc.

Financial Assistance is available to qualified families in need

- Family must complete financial assistance form and submit supporting documentation
- All Financial aid should be discussed in advance prior to registration or the family will be required to make a 50% payment when registering. Funds may be refunded once NBGC determines financial aid.
- Families receiving financial aid will still need to follow all guidelines and be responsible for all open balances, t-shirt fees, late fees, lunch fees etc.

Summer 2018 Cost Sheet

12 weeks to choose from June 4th - August 24th Weekly or Daily Camp Options

	February	March 1st to 9th Registration Closed	March 10th to April 30th	May Price	June & July Price	August Price
Pre Registered Full Week (M-F) from 8:00 am - 6:00 pm (dates must be decided at registration)	\$ 211.50		\$ 235.00	\$ 246.75	Not offered past May 31st	
Pre Registered Daily Rate from 8:00 am - 6:00 pm (dates must be decided at registration)	\$ 54.00		\$ 60.00	\$ 63.00		
Any Week with 24 Hr Notice Full Week (M-F) from 8:00 am - 6:00 pm	\$ 225.00		\$ 250.00	\$ 262.50	\$ 275.00	\$ 281.00
Any Day with 24 Hr Notice Daily Rate from 8:00 am - 6:00 pm	\$ 63.00		\$ 70.00	\$ 73.50	\$ 77.00	\$ 87.50
Any Day with 24 Hr Notice 5 day pass - to be used in June, July or August 8:00 am - 6:00 pm (purchased in advance)	\$ 265.50		\$ 295.00	\$ 309.75	\$ 324.50	\$ 344.00

LATE PICK UP - after 6:00 pm fees will be \$1.00 per minute (this is the end of day and everyone would like to get home to their families)

Six Week Core Summer Program June 18th - July 27th

Campers cannot be dropped off earlier than 9:50 am unless they are enrolled in Before Care - if a child is dropped off early the family will be charged the Before care daily rate

	February	March 1st to 9th No Registration	March 10th to April 30th	May Price	June & July Price	August Price
Core Program Camp + Before Care + After Care 8:00 am - 6:00 pm	\$ 1,003.50		\$ 1,115.00	\$ 1,170.75	\$ 1,226.50	
Core Program Camp + Before Care 8:00 am - 3:00 pm	\$ 711.00		\$ 790.00	\$ 829.50	\$ 869.00	
Core Program Camp Only 10:00 am - 3:00 pm	\$ 513.00		\$ 570.00	\$ 598.50	\$ 627.00	
Core Program Camp + After Care 10:00 am - 6:00 pm	\$ 805.50		\$ 895.00	\$ 939.75	\$ 984.50	
Before Care - One Week 8:00 am - 10:00 am	\$ 63.00		\$ 70.00	\$ 73.50	\$ 77.00	
Before Care - One Day 8:00 am - 10:00 am	\$ 27.00		\$ 30.00	\$ 31.50	\$ 33.00	
Before Care 5 day pass - any Before 8:00 am-10:00 am (purchased in advance)	\$ 85.50		\$ 95.00	\$ 99.75	\$ 104.50	
After Care - One Week 3:00 pm - 6:00 pm	\$ 85.50		\$ 95.00	\$ 99.75	\$ 104.50	
After Care - One Day 3:00 pm - 6:00 pm	\$ 36.00		\$ 40.00	\$ 42.00	\$ 44.00	
After Care 5 day pass - any afternoon 3:00 pm - 6:00 pm (purchased in advance)	\$ 112.50		\$ 125.00	\$ 131.25	\$ 137.50	

LATE PICK UP - after 3:00 pm fees will be \$5.00 per 10 minutes (if not enrolled in aftercare)

LATE PICK UP - after 6:00 pm fees will be \$1.00 per minute (this is the end of day and everyone would like to get home to their families)

Four Week August Camp Summer Program July 30th - August 24th

All four Weeks 8:00 am - 6:00 pm	\$ 756.00	\$ 840.00	\$ 882.00	\$ 924.00	\$ 1,092.00
Three Week Option (July 30th-August 17th Only) 8:00 am - 6:00 pm	\$ 567.00	\$ 630.00	\$ 661.50	\$ 693.00	\$ 819.00

LATE PICK UP - after 6:00 pm fees will be \$1.00 per minute (this is the end of day and everyone would like to get home to their families)

Payment Plan Information:

50% of payment due at time of registration (Feb. & March)

25% of remaining payment due Friday, April 13, 2018 or 50% if registering in April

All Remaining balance due Friday, May 18, 2018 or 100% if registering after May 18th

All Open Program Balances must be paid in full prior to registration.

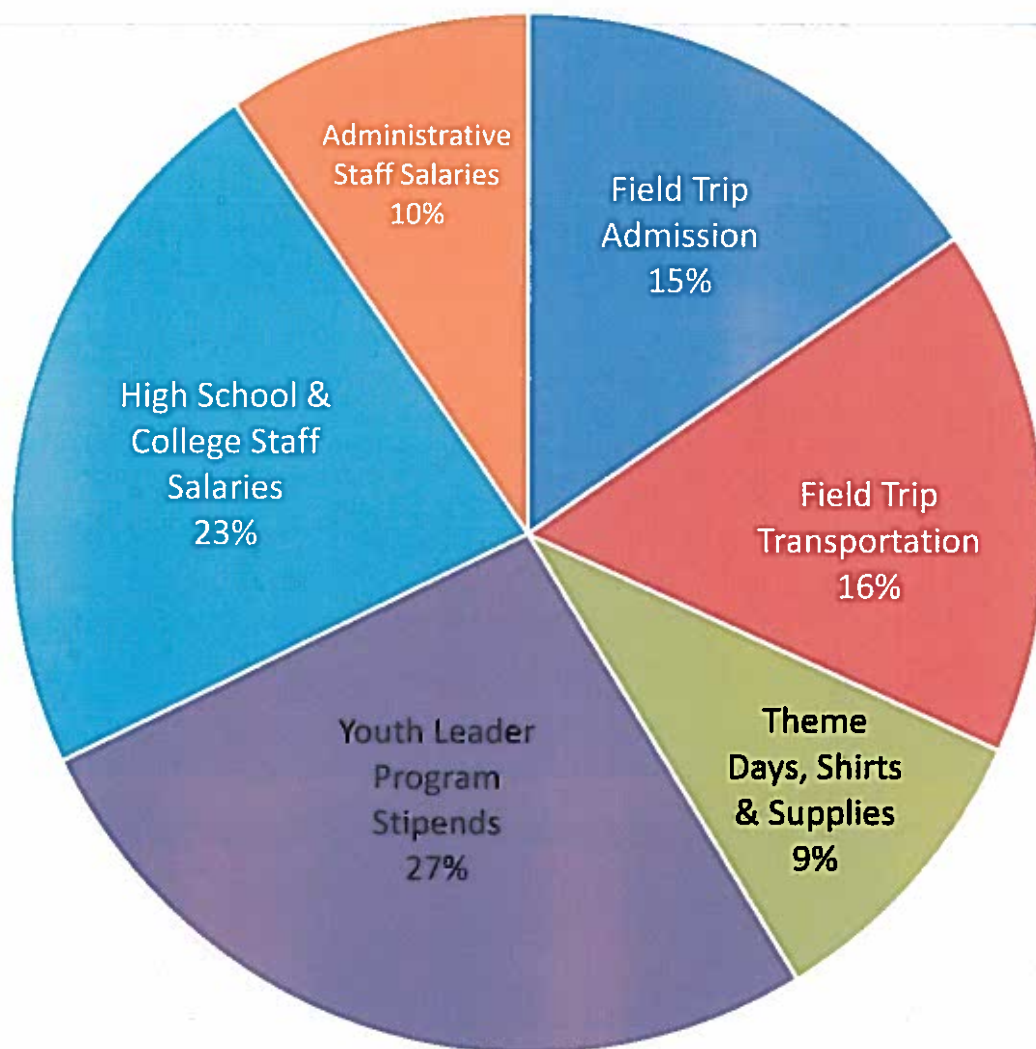
All changes made to your child's schedule will be billed at the price the day of the change, see table above.

NBGC does not allow refunds after set deadlines. Please add all dates to your calendar.

Financial assistance is available for families. Financial Assistance Forms can be found on the NBGC website or in the office. A 50% payment will be requested at time of registration if assistance is not approved prior to registering on March 10th.

NBGC accepts Illinois Action for Children/State funded Childcare. Please review the Action for Children Information sheet for guidelines. A 50% payment will be requested at time of registration if paperwork has not been submitted and/or approved.

Neighborhood Boys & Girls “For Better Men & Women” ... Since 1931
90% of your summer camp fees support the NBGC Mission



The Neighborhood Boys & Girls is a 501c(3) organization dedicated to youth development. What sets NBGC apart from other organizations is the opportunity for kids to start out as participants and finish as Leaders.

Our programs provide valuable job training to 13-16 year olds that encourages initiative and self-discipline. The group works as a team and creatively approaches challenges while learning communication and time management skills. They develop a maturity to be effective in diverse environments and are role models in our community.

Thank you for choosing to be a part of the NBGC family. Your decision to enroll your child in our programs has a lasting impact on not only him/her, but also your family and community. You are helping us provide positive alternatives for our young people that keep them engaged and allow them to gain self-esteem, confidence and be proud of their accomplishments.

NEIGHBORHOOD BOYS & GIRLS CLUB

What is it about NBGC that makes people think we are UNIQUE? NBGC is one of a kind. Where else can a family exchange a registration form for a lifetime of learning and support for their children? New parents come to the Clubhouse for many different reasons. Some are looking for the physical activities, others a place for their children to come after-school while they are at work. Whatever the reason is for walking in the door the end results are the same. NBGC is their place, a place where everyone belongs. The Clubhouse doors are open and waiting for them. It is constant and comforting. NBGC members know when they come to the Club they can leave all their problems behind. The parents come to rely on the Club as an extension of the family. When the children are young, NBGC relies upon the parents to register their children and get them involved. Once they become a member, NBGC becomes a place they choose to go, not where their parents make them go. Most parents find comfort in hearing that their children are coming to the club for work, a game, a dance or just to hang out. It is a safe place that is their place! A place with people who have known them for years and have watched them grow. A place with people who are close to their age with whom they can talk to, discuss their problems with and ultimately make healthy decisions.

STAFF AND YOUTH LEADERS

The NBGC Full Time Staff are dedicated youth professionals who work year round running social, athletic and afterschool programs for our community youth. **Maria Gomez**, NBGC Director of Social Programming grew up at NBGC, starting as a member and working through the leadership program to assume her current position. **Shakila Reynolds**, Coonley Afterschool Director started with the organization as an Afterschool Matters Intern while still in high school. Her dedication to the Coonley program made her the perfect choice for Director in 2011. **Nissa Finch** joined the team in 2015 as our Bateman Afterschool Director. Nissa brings 16 years of youth development and afterschool experience to NBGC. **Tim Jensen** grew up with us at NBGC watching his brothers play and go through the leadership program until he was old enough to do the same. Tim leads the team as our fulltime Athletic Director with a degree in Marketing from Northeastern University.

NBGC's sixteen year-round afterschool and athletic part time staff are in their last years of high school, attending college or recently graduated. Once college classes are complete, we add six additional part time staff who grew up as leaders at NBGC but attend school out of state. Together, this dedicated group is responsible for recruiting youth for our sports or afterschool programs, monitoring their attendance, handling daily communication and issues that arise with the youth and families. They are also responsible for supervising younger leaders and program volunteers.

By far the most important program that NBGC offers is our Youth Leadership Program. It is what makes us truly unique. The Vision of our founders Mr. Buehler and Mr. Valentin was to create a culture of peer led leadership. The dedicated group of over fifty young people range in age from 13-18 and are responsible for each and every member of the organization. Many of these amazing Teens are ranked at the top of their class academically and serve as class officers or representatives for student government. Most participate on one or more school sports teams or are involved in multiple clubs at school or in their community. The group is responsible for facilitating the day to day operations for the members. The Youth Leader program is a year round program and is open to members 13 years or older. They are trained to guide, mentor and be role models in their community. To become a leader, interested youth must complete an application and then an 8 week training program that includes weekly meetings, job shadowing and direct supervision. Once being accepted into the full leader program the Teens attend weekly meetings to understand how to facilitate the diverse social, educational and athletic programs that are offered. Their focus is on youth development and learning to recognize the needs of each individual without losing sight of the group goals. Each Leader is evaluated on a monthly basis and meets with the Staff to discuss performance. The leaders are paid a monthly stipend based on their performance, and can increase or decrease their pay each month just by learning a new technique or giving more effort. The Community recognizes the importance of the NBGC Leadership Program. Local businesses, community groups and individuals support NBGC with over \$43,000 in donations for College Scholarships each year. The most rewarding moment and highest compliment that NBGC can receive is when a young member tells their parents that they want to be an NBGC Leader.

SPORTS PROGRAMS

NBGC's core programming has always been our team sports program that offers competition for all levels of play, Kindergarten – 8th grade. In August we offer Boys Football, Girls Soccer, Cheer/Dance. Just as we are completing the Fall Sports in November with the Traditional Thanksgiving Day Turkey Bowl, we begin transitioning to the Basketball Season. Basketball is played through the Winter months and ends in February just as our Floor Hockey and Volleyball seasons are getting started. As the weather starts getting nice NBGC finishes the school year up with Coed Soccer from April until June. This year we are returning to the Baseball fields with K-1st T-Ball from May until August. The athletic program focuses on teaching and enforcing the fundamentals of the sport and places value on sportsmanship, commitment and team play. The Youth Leaders are responsible for keeping things fair and facilitating the duties of officials and scoremarkers. Just like the youth learning the concepts of the sports, our Leaders are learning soft skills such as good decision making, conflict resolution, communication, and teamwork. Adults from the community and parents are encouraged to become involved as volunteer coaches, but NBGC strives to keep adulthood out of the program and away from the youth. Parents, Coaches and Spectators are asked to always be positive and keep perspective; NBGC's focus is on the development of all youth in the program, not just those playing but the Youth Leaders learning how to lead as well.

AFTERSCHOOL PROGRAMS

The Neighborhood Boys & Girls Club offers many options for youth afterschool. The formal structured programs at the Clubhouse, Coonley Elementary School, Cleveland Elementary School and Bateman Elementary School offer youth a safe place to spend their out of school time. Each day the youth are given a snack and then settle in to complete their homework. Our Staff, Youth Leaders and After School Matters Apprentice Teens are on hand to help tutor and check to see that everything is done correctly. If the youth forget their assignment notebooks and cannot remember if they have homework, they are required to read. If the assignment notebook shows they have a free day, they get to play one of the many activity rooms. Once homework has been completed the supervised youth are grouped by age and move throughout the building and outside participating in a variety of fun activities. Many of the youth are also in the Sports Program and while at NBGC they are escorted to and from their practices and games. Parents and youth love the many options that are offered and the responsibility and respect that the culture at NBGC promotes. In addition to the daily program, NBGC also offers a drop in program for older youth and an open Gameroom for social activities for all ages. School days off and unexpected events can easily be handled with a call or email to our friendly staff, and parents struggling to fill the gap in childcare appreciate the flexibility we offer.

SUMMER, WINTER AND SPRING CAMPS

Looking for options to fill the days when school is not in session? NBGC has developed a great program that attracts the parents and youth alike. Parent's main concern is the safety of their children. The kids just want to be with friends and have fun! We think at NBGC both groups can enjoy the Camp activities. The Staff and Leaders who have been working with the youth all year long plan field trips, events and theme days that everyone will enjoy. We try to keep small ratios, never more than 10-1 for the oldest youth participating. The youth have access to the gym and outdoor fields for team sports and games. Logic and strategy games are equally played beside the traditional board games like Monopoly and Clue. Candle making, tie dying, beading, coloring and other craft projects come alive in the Discovery Room. The Gameroom and Playground are hot spots filled with laughter during camp. Our goal in the end is simple. NBGC gives the kids a safe place to meet new friends, experience new ideas and tons of choices so they come home happy and tired.

COMMITMENT TO COMMUNITY

Since 1931, NBGC has been providing Leadership and guiding the youth to become Better Men and Women. Our approach gives the youth a sense of achievement, responsibility and commitment to themselves and their peers. This is achieved by the symbiotic relationship that ties our programs together and focuses on the relationships and needs of the youth. Membership is a privilege obtained by respect. Everyone entering NBGC is asked to follow the same rules that start with removing your hat and continue with being responsible for your surroundings, activities and team.

We hope that your family embraces and enjoys the rich tradition of Youth Programming at NBGC for many years to come.

YOUTH REGISTRATION

Neighborhood Boys & Girls Club Summer Program 2018

FAMILY NAME

Oldest Youth Last Name - Additional Youth Last name(s) (if Different) - Parent Last Name (If Different)

Camper 1 (oldest)

First Name _____ Last Name _____

Date of Birth _____ Age _____ Boy Girl Shirt Size _____

Current Grade _____ School _____ Race _____ Ethnicity _____

Full Core 6 Week Camp June 18th - July 27th

- Six Week Core 10:00 AM-3:00 PM
 Six Week Before Care 8:00 AM - 10:00 AM
 Six Week After Care 3:00 PM - 6:00 PM

Full August Camp July 30th - August 24th

- 4 Week Camp 8:00 AM - 6:00 PM
 3 Week Camp 8:00 AM - 6:00 PM
(Jul 30-Aug 17 only)

Weekly Camp Selections

June 4th - August 24th (M-F only) 8:00 AM - 6:00 PM

- Jun 4th-8th Jun 25th-29th Jul 16th-20th Aug 6th-10th
 Jun 11th-15th Jul 2nd-6th Jul 23rd-27th Aug 13th-17th
 Jun 18th-22nd Jul 9th-13th Jul 30th-Aug 3rd Aug 20th-24th

Additional Options

- Core Camp Before Care 5 day pass - any Before 8:00 am-10:00 am (purchased in advance)
 Core Camp After Care 5 day pass - any afternoon 3:00 pm - 6:00 pm (purchased in advance)

Daily Camp Options 8:00 AM-6:00 PM June 4th - August 24th

- Single DAILY Dates _____
 Any Day with 24 Hr Notice 5 day pass - to be used in June, July or August

Special needs, health conditions, limitations, medications or allergies? Please follow up and provide 504 plans, emergency care plan, etc.

Camper 2

First Name _____ Last Name _____

Date of Birth _____ Age _____ Boy Girl Shirt Size _____

Current Grade _____ School _____ Race _____ Ethnicity _____

Full Core 6 Week Camp June 18th - July 27th

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 Six Week Before Care 8:00 AM - 10:00 AM
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Additional Options

- Core Camp Before Care 5 day pass - any Before 8:00 am-10:00 am (purchased in advance)
 Core Camp After Care 5 day pass - any afternoon 3:00 pm - 6:00 pm (purchased in advance)

Daily Camp Options 8:00 AM-6:00 PM June 4th - August 24th

- Single DAILY Dates _____
 Any Day with 24 Hr Notice 5 day pass - to be used in June, July or August

Special needs, health conditions, limitations, medications or allergies? Please follow up and provide 504 plans, emergency care plan, etc.

Child Self Sign Out (For children 4th grade & older only)

By signing this agreement, you are giving your child the authority to sign themselves out of the program at the end of each day. The Summer Program ends at 3:00 pm or 6:00 pm if enrolled in After Care. Younger children cannot sign themselves out at any time. An older sibling can be given the ability to sign themselves out and then be authorized to sign out a younger sibling.

Yes, _____ has my permission to sign out. No, my child cannot sign out.

Participation Agreement

I hereby give permission for my child(ren) to participate in NBGC activities, including swimming and field trips. I fully assume all responsibility for injuries my child(ren) or I may receive or articles lost while participating in these activities or while in travel to or from said activities and field trips, and hereby release the Neighborhood Boys & Girls Club and its employees from liability for any injury my child(ren) may sustain. I hereby grant permission to the NBGC for the use of any and all photos in which my child(ren) may appear.

Signature of Parent/Legal Guardian _____

Date _____

Medical Release

In the Event of a medical emergency, I hereby authorize and give my consent to the Neighborhood Boys & Girls Club and its employees, coaches and/or volunteers to secure from any accredited hospital, clinic, and/or physician any treatment deemed necessary for my child(ren)'s immediate care. I agree that I shall remain responsible for any and all expenses incurred for such emergency medical care and treatment.

Physician Name _____

Hospital Name _____

Insurance Co. _____

Policy # _____

Signature of Parent/Legal Guardian _____

Date _____

PARENT INFORMATION

Household Two Parents Single Parent Split Custody Guardian

Yes To help us secure funding for programs, does your family qualify for any subsidized federal program? Free/reduced lunch, Illinois Action for Children, TANF, Etc.

Primary Email _____ Primary Phone _____

Parent 1 _____
Address _____
City, State, Zip _____
Email Address _____
Home Phone _____
Work Phone _____
Cell Phone _____
Occupation _____
Company _____

Parent 2 _____
Address _____
City, State, Zip _____
Email Address _____
Home Phone _____
Work Phone _____
Cell Phone _____
Occupation _____
Company _____

EMERGENCY CONTACTS
PERSONS OTHER THAN PARENTS TO BE CONTACTED IN CASE OF AN EMERGENCY

1 Name _____ 2 Name _____
Relationship _____ Relationship _____
Phone 1 _____ Phone 1 _____
Phone 2 _____ Phone 2 _____

PICK-UP INFORMATION
PERSONS AUTHORIZED TO CALL, PICK UP, OR RECEIVE YOUR CHILD OTHER THAN PARENTS
ANYONE PICKING UP YOUR CHILD MUST PRESENT A PICTURE ID UPON REQUEST

1 Name _____ 3 Name _____
Relationship _____ Relationship _____
Phone 1 _____ Phone 1 _____
Phone 2 _____ Phone 2 _____
2 Name _____ 4 Name _____
Relationship _____ Relationship _____
Phone 1 _____ Phone 1 _____
Phone 2 _____ Phone 2 _____

PARENT GUIDELINES

Welcome to the Neighborhood Boys & Girls Club. Please take the time to review the information and guidelines provided for you about our program. We want to provide your child with an exciting, fun-filled and safe experience. **Please discuss these policies with your child.** If you have any questions please feel free to contact: **Shakila Reynolds** shakila@nbgc.org for **Discovery Camp & Explorer Camp**, **Nissa Finch** nissa@nbgc.org for **Voyager Camp & Adventure Camp** for assistance.

License-Exempt Child Care Facility

Initials _____

The Neighborhood Boys & Girls Club is a license-exempt facility as outlined in the Illinois Childcare Act of 1969, (225 ILCS 10/). NBGC is a program that serves only school-age children and is organized to promote childhood learning, child and youth development, educational or recreational activities, and character building. NBGC is not licensed or regulated by the Department of Children and Family Services but it does comply with the standards of the Illinois Department of Public Health, the Illinois State Fire Marshal and in accordance with the Illinois Department of Human Services.

Firearms

Initials _____

Notice: All members, parents, family and affiliates of the Neighborhood Boys and Girls Club, in compliance with Illinois state law 430ILCS 66/65. A licensee under this Act shall not knowingly carry a firearm on or into: where is (1) Any building, real property, and parking area under the control of a pre-school or child care facility, including any room or portion of a building under the control of a pre-school or child care facility. We ask that all members, parents, family and affiliates adhere to the state law and to help keep our youth and environment safe. An exception to this rule is if a firearm is possessed by a peace officer.

Medical/Emergency Policies

Initials _____

Injury/Medical Emergency Procedures:

The Neighborhood Boys & Girls Club will always try to provide a safe and healthy environment for your child/children. In the event of an emergency, the staff will follow the following procedures:

1. We will call 911 for medical professionals to handle any serious accidents.
2. A call will be made to you, to inform you of the situation. If you cannot be reached, we will call the emergency number(s) you have given us on the Information Form.
3. If your child needs medical care, a staff member will accompany him/her to the nearest hospital and will remain with him/her until a parent or guardian arrives. Medical treatment will not begin until the hospital receives your permission or we have the signed authorization for medical treatment from parent or guardian.

Medication

Initials _____

The Neighborhood Boys & Girls Club does not administer medication of any kind. Therefore, staff should not be asked to administer shots or oral medication. If a child is required by a doctor to take medication, the medication should be administered at home. If any medication is required during NBGC activities, a parent or guardian of the child may 1) *bring the medication, (oral or injection, in the original container with the child's name on it) to NBGC for the child to administer to himself or herself under the supervision of the Senior Staff (all medication will be kept in the Senior Staff Office) or 2) accompany or join the child at the program in order to administer the medication.* The exception to this policy is if the parent provides a Physician certified medical action plan that the organization can accommodate.

Discipline

Initials _____

Discipline will be administered for one or more of the following:

- A child may not disturb or hurt others, verbally or physically.
- A child may not damage equipment or property.
- A child may not place himself/herself in a dangerous situation.

In the event that your child is misbehaving, the staff will step in and remove the child from the situation. Penalties that may be implemented include "time-outs", "writing", community service and loss of special privileges.

A child's misconduct will be handled as follows:

1. *First Occurrence:* Persistent misbehavior will be discussed with the parent or a written notice will be given to the parent(s) to request a meeting. Parental failure to respond will result in your child being terminated from the NBGC After-School Program.
2. *Second Occurrence:* If a second written notice or meeting is needed due to continual misconduct by the child, it will result in an immediate 3-5 day suspension from NBGC without a refund to the parents.
3. *Third Occurrence:* Your child will be dropped from the NBGC Afterschool Program when the third notice of inappropriate behavior is documented without a refund to the parents.

The exception to the above process will be if a child becomes physically or verbally abusive to a staff member or put themselves or someone else in immediate danger. The child's parent(s) will be called immediately and the child will be terminated from the NBGC After-School Program. Consequences for misbehavior may include restrictions from the program and/or trips without a refund to the parents.

Authorized Pick Up People

Initials _____

Only persons authorized in writing on the Emergency Information Sheet may pick up a child. We will not release any child to an unauthorized person for any reason. If you plan to have your child picked up by someone other than an authorized person, it is necessary to notify a Senior Staff Member, **Maria Gomez, Shakila Reynolds or Nissa Finch, in writing.**

Sign In and Sign Out Policy and additional Fees

Initials _____

The parent, caregiver or youth is responsible to record the exact time the child enters and leaves the program. It is very important that we know that a child has arrived each day. If a time in not recorded OR it is found that the time is being falsified for any reason the family may responsible for early drop off or pick up charges and/or the child will be removed from the program without a refund to the parents.

MORNINGS -The NBGC Staff and Leaders hold a daily pre-program meeting from 9:30 am - 9:45 am. Only the children that are registered for **Before Care** are being supervised. Parents, siblings and caregivers who bring their children early must provide supervision until 10 minutes prior to the start of each day. Children that are at the Clubhouse early found to be unsupervised and disruptive, will be charged the **Morning Daily Rate** per child. Children who sign in earlier than 10 minutes before the start of the program will also be charged the **Morning Daily Rate** per child. Older siblings who are also in camp, must watch their younger siblings if this is their responsibility.

AFTERNOONS-The children who were given written parental permission to walk home, will be allowed to sign themselves out for the day at dismissal time (3:00 or 6:00 pm). **Youth in the Discovery and Explorer Camp cannot ever sign themselves out.** Older siblings who have sign out privileges can sign out a younger sibling. Core Camp ends at 3:00 pm if a child is not registered in Aftercare. If a child is not picked up by the 3:00 pm end time, a **\$5.00 per 10 minutes per child fee** or if it is past 3:30 pm (the time when all group leaders are scheduled to leave) the child will be enrolled in the **Aftercare Daily Rate** per child. Pre Camp, Core Aftercare and August Camp end at 6:00 pm. All Children must be signed out at this time. A **\$1.00 per each minute late fee** per child will be assessed. It is the responsibility of the parent, youth or caregiver to record the exact time a child has left the program. It is very important that we know that a child has left each day. If a time is not recorded **OR** it is found that the time is being falsified for any reason the family will be responsible for late pick up charges and/or the child will be removed from the program without a refund to the parents.

Absences

Initials _____

If for any reason your child will be absent from camp, you must notify us. For the safety of your children and for daily planning purposes this is very important. **A child who leaves the Club or grounds without permission can be dropped from the NBGC Program** without a refund to the parents.

Attire

Initials _____

During the program, your child should wear comfortable clothing and shoes. Remember, your child will be involved in a sports and recreational program and should dress accordingly. **All valuables should be left at home. We cannot be responsible for, or replace any item lost or taken.** All items that your child will be bringing should be labeled clearly with the child's full name. **All swimsuits must be club appropriate. Please no bikinis – full coverage is preferred.** This is for your child's protection. Focus should always be on comfort and fun.

Field Trips

Initials _____

Field trips are planned for your child's learning and enjoyment purposes. These field trips include, but are not limited to, paid trips where a bus may be used, paid trips in the neighborhood requiring the children to walk and walking trips to other parks and/or activities. If your child does not wish to attend a field trip the parent(s) must send a note prior to leaving on the trip. If your child does not attend the trip we will try to provide alternative activities for their enjoyment if it is available or ask that you make other arrangements for the day. All Trips must leave the Clubhouse on time. Children that are late and arrive after the bus has left will be offered the following options: (1) Parents can drive them to the trip and hand them off to the staff. (2) The child can stay at camp and join a different group for the day if another group is in attendance and staff can accommodate. (3) The child may be sent home if all program staff are at the field trip and no supervision is available.

Trip T-Shirts

Initials _____

I understand that my child must wear an NBGC Camp Shirt for all trips and if they do not have a shirt I **will be charged \$10.00 for a shirt**. The shirts cannot be borrowed or returned once given. Calendars and trip days are given in advance of the program. It is the responsibility of the family to have the child prepared for the day.

Lunch

Initials _____

I understand that I must provide a lunch (or money to purchase a lunch, if available) for my child each day. If I do not provide a lunch then I understand that I will be charged a \$5.00-\$10.00 lunch fee and my child will be provided with a lunch.

Contracted Services

Initials _____

When a child is registered for the NBGC Summer Programs please realize that plans are already set in motion to ensure that your child receives the best program care. We understand that plans change and we have policies to handle these requests.

Pre-Registered vs 24 Hr. Notice week & day options have been added to the program offerings. For those families needing flexibility at time of registration we have added these two options. If you know your dates at time of registration (only available until May 31st), the Pre-Registered option is best. If you are unable to commit to exact dates then register for the 24 hr. option. The 24 hr. option can be for any camp week or day you need. If a change is made to the pre-registered after registration then the price will be determined by the cost of the program at time of change. 24 hr. days, 24 hr. weeks and any day passes can only be used for the Summer 2018 program and will not transfer over to the afterschool program or next summer.

Requests for refunds can be made up to 2 weeks prior to the start of each program, see deadlines below. Families can choose to receive their refund as a program credit for full value or as a cash refund with a 15% service fee. **All requests must be made in writing and submitted to finance@nbgc.org by the deadline dates. Requests made after the deadlines will not be honored.**

Payment Plans are a convenience offered by NBGC. Installment schedule is 50% of balance due at time of registration with the remaining 50% broken up into 2 equal payments each equaling 25% of the full balance. See Payment Schedule Deadlines below. Balances must be paid in full prior to the start of the program. A 15% late fee per month will be assessed for any open balances past the deadline dates.

Non Sufficient Funds fee of \$25.00 per check will be charged to an account if a check is returned.

Deadlines

Initials _____

Payment Plan Dates

April 13th - 2nd installment of Payment Plan is due or 50% if registering in April

May 18th - Final installment of Payment Plan is due

Refund Deadline Dates

May 21st - Requests for Refunds for any Precamp dates must be submitted in writing to finance@nbgc.org

June 4th - Requests for Refunds for any Core dates must be submitted in writing to finance@nbgc.org

July 16th - Requests for Refunds for any August dates and/or 24hr Notice dates must be submitted in writing to finance@nbgc.org

I have read and understand the "Parent Guidelines" and agree to abide by the policies stated herein.

PARENT SIGNATURE _____

DATE _____