

NBGC

AFTERSCHOOL PROGRAMS

WHEN

2017-2018 School Year

3:00 PM - 6:00 PM school days

8:00 AM - 6:00 PM days off

WHERE

NEIGHBORHOOD BOYS & GIRLS CLUB

2501 W. Irving Park Rd. (onsite)

Bateman Elementary

Nissa Finch After School Director

nissa@nbgc.org 773-463-4161 ext. 112

4220 N Richmond St. (onsite)

Cleveland Elementary

3121 W Byron St. (walked to Bateman Elementary)

Coonley Elementary

Shakila Reynolds After School Director

shakila@nbgc.org 773-463-4161 ext 114

4046 N Leavitt St. (onsite)

CONTACT

Maria Gomez, Director of Social Programs

773-463-4161 ext. 117 maria@nbgc.org

Bonnie Werstein, Director of Operations

773-463-4161 ext. 113 bonnie@nbgc.org

OPEN TO ALL YOUTH
Kindergarten to 8th Grade

SESSION DATES

Session 1

September 5th - November 2nd

Session 2

November 3rd - February 1st

Session 3

February 2nd - April 12th

Session 4

April 13th - June 18th

FEES

\$325 per session

Daily occasional care is available

FINANCIAL ASSISTANCE

Illinois Action for Children

NBGC Financial Aid

Payment Plans

NEIGHBORHOOD BOYS & GIRLS CLUB

2501 W. Irving Park

Chicago, IL 60618

773-463-4161

www.nbgc.org

YOUTH REGISTRATION

**Neighborhood Boys & Girls Club
After-School Registration
Phone (773) 463-4161**

FAMILY NAME _____
(last name of child - Last name of Parent (if different))

New Family

Youth 1 (oldest)

First Name _____
Date of Birth _____ **Age** _____
School _____

Last Name _____
Boy **Girl** **Ethnicity** _____
Current Grade _____

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

Youth 2

First Name _____
Date of Birth _____ **Age** _____
School _____

Last Name _____
Boy **Girl** **Ethnicity** _____
Current Grade _____

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

Youth 3

First Name _____
Date of Birth _____ **Age** _____
School _____

Last Name _____
Boy **Girl** **Ethnicity** _____
Current Grade _____

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 After School Program ends at 6:00 pm. 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 _____
Insurance Co. _____

Hospital Name _____
Policy # _____

Signature of Parent/Legal Guardian

Date

TO BE COMPLETED BY STAFF

Session Tuition \$325.00 **2017-2018 School Year**
Session 1 Tues. Sept. 5th - Thurs. Nov. 2nd (cancellation date Aug. 23rd)
Session 2 Fri. Nov. 3rd - Thurs. Feb. 1st (cancellation date Oct. 20th)
Session 3 Fri. Feb. 2nd - Thurs. Apr. 12th (cancellation date Jan. 19th)
Session 4 Fri. Apr. 13th - Mon. Jun. 20th (cancellation date Mar. 30th)

Occasional Care
\$150.00 Five 1/2 Day Credits Pass (purchased in advance)
\$35.00 per day 3:00 - 6:00 (1 credit)
\$55.00 per day 8:00 - 6:00 CPS days off (2 credits)
\$65.00 per day 8:00 - 6:00 + field trip (2 credits + \$10.00)

Winter Break \$375
Wed. Dec. 27th - Fri. Dec. 29th (closed Dec. 25th & 26th)
Tues. Jan. 2nd - Fri. Jan. 5th (closed Jan. 1st)

Spring Break Public \$225 / Private \$225
March 26th - March 30th (Public)
April 2nd - April 6th (Private)

Registration Date _____ **Pd Check #** _____

Pd Credit Card **Pd Cash** **Pd Online**

Staff Signature _____ **Amount Paid \$** _____

PARENT INFORMATION

Child Lives With _____

Yes To help us secure funding for our your 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 _____

Parent 2 _____

Address _____

Address _____

City, State, Zip _____

City, State, Zip _____

Email Address _____

Email Address _____

Home Phone _____

Home Phone _____

Work Phone _____

Work Phone _____

Cell Phone _____

Cell Phone _____

Occupation _____

Occupation _____

Company _____

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

Neighborhood Boys & Girls Club

After-School Programs

Phone (773) 463-4161

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 for Coonley Program, Maria Gomez for NBGC & Cleveland Programs or Nissa Finch for Bateman Program** 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, or 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: (2) 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 in helping keep our youth and environment safe. Exception to this rule is if 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 Emergency 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 forwarded to the parent(s) to request a meeting with them to discuss the matter. 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 those 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-out Policy

Initials _____

When you pick up your child, you must enter the building, sign the attendance sheet and write down the time.

Late Pick Up Fee

Initials _____

All programming ends at 6:00 pm. All Children must be signed out by this time. A \$1.00 per each minute late fee per child will be assessed. Calling us to notify us of tardiness does not void late pick-up charge.

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.

Walk/Drive Programs

Initials _____

The NBGC staff may walk youth to the Clubhouse as part of the program on a daily basis or if the youth are participating in an athletic program. Safety is very important and youth must be aware and follow walking and passenger rules at all times. If a youth is not following safety rules, they may be suspended from the walking program or removed from the walking program for the remainder of the session/year. We always want to give second chances to individuals, but group safety can never be placed at risk. If a child is removed from the walking program, the responsibility for transportation will be on the family. Refunds will not be issued if the child is removed from the walking program. We may use NBGC 15 passenger van as transportation if available when needed.

Field Trips

Initials _____

Included in the Emergency Information Sheet is a field trip permission slip. This signed release allows the Neighborhood Boys & Girls Club to include your child in field trips 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, walking trips to other parks and/or activities, free trips. 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 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 may be sent home if all program staff are at the field trip and no supervision is available. 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.

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 After-School 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 are instituting new policies to handle these requests.

After registration, the families will be invoiced at the beginning of each session. If you are not planning on using the program you must notify NBGC in writing two week prior to the start of the next session that you will not be using. All notifications of cancellation MUST be made to FINANCE@nbgc.org. Refunds will not be issued after the start of a session.

Requests for Refunds for Prepaid Services

Can be made up to 2 weeks prior to the start of each session, 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.

NBGC does not prorate a session. Families can register per session or daily as needed.

Deadlines

Please program these dates into your calendars

initials _____

- Wednesday, August 23-2017 Last day to cancel Session 1 – please email finance@nbgc.org
- Thursday, August 31, 2017 Payment due for Session 1
- Friday, October 20-2017 Last day to cancel Session 2 – please email finance@nbgc.org
- Friday, October 27-2017 Payment due for Session 2
- Friday, January 19-2018 Last day to cancel Session 3 – please email finance@nbgc.org
- Friday, January 26-2018 Payment due for Session 3
- Friday, March 30-2018 Last day to cancel Session 4 – please email finance@nbgc.org
- Friday, April 6, 2018 Payment due for Session 4

A 15% late fee per month will be assessed for any open balances past the deadline dates.
A \$25 Non-sufficient Funds Fee will be charged for any returned checks.

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

PARENT SIGNATURE _____ DATE _____