



Neighborhood Boys & Girls Club

For Better Men & Women

ASSISTED LEARNING PROGRAM

WHEN

2020-2021 School Year

Open Daily 7:30 AM until 6:00 PM

OPEN TO YOUTH

Kindergarten to 8th Grade

WHERE

Neighborhood Boys & Girls Club

Temporary Location (due to construction)

4020 N. Rockwell St.

Behind Burning Bush Brewery & Anytime
Fitness Center

Next to Children's Lighthouse Learning
Center

MORE INFO: CONTACT

Maria Gomez

Director of Social Programs

773-463-4161 ext. 117

maria@nbgc.org

SPECIAL INFORMATION

- ◆ Daily support for virtual learning during school hours
- ◆ Extended care options
- ◆ Face coverings required for all youth and staff
- ◆ Daily staff and child temperature checks and COVID-19 screenings
- ◆ Curbside drop-off and pick-up for all youth
- ◆ Hand-washing upon arrival, before meals & snacks, and through-out transitions during the day; hand sanitizer is also available
- ◆ A three-step cleaning process which includes, cleaning, sanitizing and disinfecting throughout the day
- ◆ Groups act as cohorts and are not combined
- ◆ Social distancing will be maintained
- ◆ Individualized supply kits for each youth; shared items are sanitized after each use



Neighborhood Boys & Girls Club

For Better Men & Women

About the Neighborhood Boys & Girls Club

The Neighborhood Boys & Girls Club is an independent organization not affiliated with other boys and girls clubs, public or private institutions. Everybody plays at NBGC, whatever the skill or ability. Our program stresses teamwork, sportsmanship, responsibility, leadership training and conflict resolution. Since 1931, the Clubhouse has offered our community a level of stability and experience not found in many other organizations. The program goes far beyond sports. Leadership skills, new friendships, and, most of all, a pride in oneself are the natural outcomes of the unique Neighborhood Boys and & Girls Club program.

The Neighborhood Boys & Girls Club Assisted Learning Program

- Daily support for virtual learning during school hours
- Extended care available until 6:00 pm
- The Program is open to youth in K – 8th Grade. All ages are the same price, no sibling discount.
- NBGC will continue to offer an in-person program if CPS is virtual only.
- If CPS returns to normal in person programming, NBGC will revise the program depending on the needs of the families and restrictions with CPS and other federal, state or local policies.
 - Session 1 CPS 1st Quarter - September 14th – November 5th
 - Program starts 1 week after the start of school to allow time for parents to understand their children’s schedule, help them navigate the computer and have all supplies ready.
 - Session 2 CPS 2nd Quarter - November 9th – February 4th
 - Session 3 CPS 3rd Quarter – February 5th – April 15th
 - Session 4 CPS 4th Quarter - April 16th – June 22nd

- NBGC will be closed for all CPS days off

- Due to the change in programming, NBGC will be providing respite to our staff and leaders on CPS days off.
- Therefore, the Program will be closed on the following days
 - Indigenous People Day Monday, October 12th
 - Election Day Tuesday, November 3rd
 - School Improvement Day Friday, November 6^h
 - Veterans Day Wednesday, November 11th
 - Report Card Pick Up Day Wednesday, November 18th
 - MLK Day Monday, January 18th
 - School Improvement Day Friday, February 5th
 - Presidents Day Monday, February 15th
 - School Improvement Day Friday, April 16th
 - Report Card Pick Up Day Wednesday, April 21st
- Additional Program Days we will be closed
 - Thanksgiving Break, Wednesday, November 25th – Friday, November 27th
 - Winter Break, Monday, December 21st – Friday, January 1st
 - Spring Break, Monday, March 29th – April 2nd
 - Memorial Day Weekend, Friday, May 28th – Monday, May 31st
 - Leaders of the Future Celebration – May 2021 TBA

- Financial Assistance

NBGC believes that “Everyone Plays” and offers families the following financial assistance:

- *Illinois Action for Children* - A state program that allows working and student parents the ability to apply for assistance based on income. The NBGC vouchers the state for youth childcare with a copay assigned to them by the state and paid to NBGC.
- *DCFS* – Families with children in the DCFS adoption and/or foster care program can apply for funds. The NBGC vouchers the state directly for services approved.
- *NBGC Financial Assistance* - All families in need can apply for assistance to cover up to 100% of the cost of the program. Each family is unique and may need one time or ongoing assistance to thrive.
- *Payment Plans* – NBGC is always accommodating to families in need of making payments over time.

YOUTH REGISTRATION

Neighborhood Boys & Girls Club Assisted Remote Learning Program 2020-2021

FAMILY NAME

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

Youth 1 (oldest)

First Name _____ Last Name _____

Date of Birth _____ Age _____ Ethnicity _____ Girl Boy Other

Grade _____ School _____ School Hours _____

1st Quarter, Monday, September 14th - Thursday, November 5th (no program on Monday, October 12th, Tuesday, November 3rd & Friday, November 6th)

- | | | |
|--|---|---|
| <input type="checkbox"/> 7:30 am - 2:30 pm | Extended Care <input type="checkbox"/> 2:30 pm - 6:00 pm \$12.25 daily / \$61.25 weekly | <input type="checkbox"/> 5 Days a week, \$225 per week x 8 weeks = \$1800 + extended care if needed |
| <input type="checkbox"/> 8:00 am - 3:00 pm | <input type="checkbox"/> 3:00 pm - 6:00 pm \$10.50 daily / \$52.50 weekly | <input type="checkbox"/> 4 Days a week, \$220 per week x 8 weeks = \$1760 + extended care if needed |
| <input type="checkbox"/> 8:30 am - 3:30 pm | <input type="checkbox"/> 3:30 pm - 6:00 pm \$8.75 daily / \$43.75 weekly | <input type="checkbox"/> 3 Days a week, \$195 per week x 8 weeks = \$1560 + extended care if needed |
| | | <input type="checkbox"/> 2 Days a week, \$150 per week x 8 weeks = \$1200 + extended care if needed |
| | | <input type="checkbox"/> 1 Days a week, \$85 per week x 8 weeks = \$680 + extended care if needed |

ADD Coed Soccer Discounted 50% if in extended care \$60.00

Is your child in a special program like ESL, Dual Language, Options etc? _____

What days will you need? This option cannot be changed. _____

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

Youth 2

First Name _____ Last Name _____

Date of Birth _____ Age _____ Ethnicity _____ Girl Boy Other

Grade _____ School _____ School Hours _____

1st Quarter, Monday, September 14th - Thursday, November 5th (no program on Monday, October 12th, Tuesday, November 3rd & Friday, November 6th)

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Is your child in a special program like ESL, Dual Language, Options etc.? _____

What days will you need? This option cannot be changed. _____

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

Child Self Sign Out (5th-8th GRADE ONLY)

By signing this agreement, you are giving your child the authority to sign themselves out of the program(s) they are registered for each day. 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. Upon sign out, child(ren) must leave the premises.

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. 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 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

- | | | |
|--|-------------------|--|
| <input type="checkbox"/> Action for Children/DCFS Funded | Total Due _____ | Registration Date _____ |
| <input type="checkbox"/> Financial Aid Requested | Amount Paid _____ | Staff Signature _____ |
| <input type="checkbox"/> Auto Payment Form Attached | Balance Due _____ | <input type="checkbox"/> Cash <input type="checkbox"/> Credit <input type="checkbox"/> Check # _____ |

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 _____



Neighborhood Boys & Girls Club

For Better Men & Women

Program 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 contact us 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 and 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 to all members, parents, family and affiliates of the Neighborhood Boys & 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: 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 assignments, 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 Afterschool 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 puts 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 Afterschool 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, Nissa Finch, or Jasmine Anza in writing.



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Disclaimer

Although NBGC is providing assistance with remote learning to your child(ren), we cannot be held accountable for the outcome of grades for your child(ren). We will offer assistance to the best of our abilities.

Initials _____

Late Pick Up Fee

All programming ends at when your scheduled registration time is over (2:30, 3:00, 3:30), Extended care ends at 6:00 pm. All Children must be signed out on time. Your child can be enrolled in aftercare on an emergency basis or a \$1.00 per each minute late fee per child will be assessed. Calling us to notify us of tardiness does not void the late pickup charge.

Initials _____

Attire

During the program, your child should wear a mask, comfortable, appropriate 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.

Initials _____

Walk/Drive Programs

The NBGC staff may walk/drive 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 or ultimately removed from the walking/driving 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/driving program, the responsibility for transportation will be placed on the family. Refunds will not be issued if the child is removed from the walking/driving program. We may use the NBGC 15 passenger van as transportation if available, when needed.

Initials _____

Field Trips

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 Shirt for all trips and if they do not have a shirt **I will be charged \$10.00 for a shirt.**

Initials _____

Contracted Services

When a child is registered for the NBGC Assisted Learning Program, 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. 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 weeks prior to the start of the next session that you will not be using. All notifications of cancellation **MUST** be made in writing to FINANCE@nbgc.org. Refunds will not be issued after the start of a session. All additional sessions will be automatically invoiced.

Initials _____

Requests for Refunds for Prepaid Services

Requests for refunds 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 _____

Friday, September 11, 2020	Last day to cancel Session 1 – please email finance@nbgc.org	Friday, September 11, 2020	Payment due for Session 1
Monday, October 26, 2020	Last day to cancel Session 2 – please email finance@nbgc.org	Monday, November 9, 2020	Payment due for Session 2
Monday, January 25, 2021	Last day to cancel Session 3 – please email finance@nbgc.org	Monday, February 8, 2021	Payment due for Session 3
Monday, April 5, 2021	Last day to cancel Session 4 – please email finance@nbgc.org	Monday, April 19, 2021	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.



ADDITIONAL PARENT GUIDELINES DUE TO COVID-19

At the Neighborhood Boys and Girls Club the safety and well-being of our members, community, leaders and staff is our top priority. As we continue to navigate through these unprecedented times we at NBGC are taking all necessary precautions to ensure that we will provide a fun and safe environment for our families this school year. In order to properly and effectively run programs, the Neighborhood Boys and Girls Club will be following CDC, IDPH, IDHR, IDHS, ACA, City of Chicago and State of Illinois' Restore plan recommendations. In addition to these recommendations, the Neighborhood Boys and Girls Club will be implementing the following best practices:

Wellness Screenings

Initials _____

All children must be accompanied by an adult at drop off. Adult must remain with their child(ren) until wellness screening is complete. Wellness screening will consist of temperature check as well as routine wellness questions. If a child exhibits a temperature above 100.4 degrees Fahrenheit, they will not be allowed into the building to participate in the program for the day. An additional temperature check will occur after lunch to ensure all of our members, leaders and staff continue to feel well. If a child is sent home for non-Covid reasons, they must have a doctor's note to return.

Covid safety procedures

Initials _____

We are all working together to maintain a safe space for our youth and need everyone to be on the honor system in relation to Covid or our program will close and not reopen. If a child or a family member has been in direct contact with someone with Covid-19 we ask that the child remain home until person who has had direct contact can be tested and has a negative result.

If a participant has symptoms related to COVID-19, they should wait to enter the premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared. If participant does contract COVID-19, they should notify NBGC staff and remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart

Face coverings

Initials _____

Notice: All members will be required to wear a face mask or cloth covering when social distancing of 6-ft cannot be achieved. Exceptions will be made during lunch and outdoor activities when social distancing can be easily maintained.

Meal safety

Initials _____

The Neighborhood Boys & Girls Club will always try to provide a safe and healthy environment for your child/children. In order to maintain all members' safety, reusable dishware will not be allowed, except for refillable water bottles. All dishware should be single use and will be disposed of after use. NBGC will not be providing any food. Please make sure you are sending your child with a full lunch, a morning and afternoon snack in a paper or plastic bag that will be disposed of. No lunch boxes are allowed. Please also provide your child with a water bottle that is clearly labeled with their first and last name. We will be utilizing our contactless filling station to help make sure our kids remain hydrated.

Hand washing

Initials _____

All youth and staff will be required to wash their hands thoroughly throughout the day after each new activity. When soap and water is not accessible i.e. during outdoor activities, group leads will provide members and staff with hand sanitizer.

Groups

Initials _____

As we adjust to our new program model, groups will be static, with no mixing of employees or participants between groups for the duration of the day. Exceptions to this will be when senior staff will float around to ensure everyone is safe as well as to provide any additional support to our members, leaders and staff.

Personal Program Bins

Initials _____

- Each youth will have a program bin for all personal items. Youth must have the following items at the program each day;
- School schedule with teacher information including contact info and login information for device and programs used
 - Remote learning device provided by school or parent (laptop, Chromebook, iPad, tablet)
 - Headphones with microphone
 - School Supply Kit, age appropriate (pens, pencils, paper, crayons, markers, scissors, etc.)
 - Hand sanitizer
 - Water bottle
 - Lunch & snacks
 - Mask
 - Sunscreen for outdoor activities

All items should be labeled clearly with their name. Families who need help providing their child with supplies should discuss options with NBGC staff.

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

PARENT SIGNATURE _____ **DATE** _____