



# Neighborhood Boys & Girls Club

For Better Men & Women

# CLEVELAND AFTERSCHOOL

## WHEN

### 2022-2023 School Year

3:00 PM - 6:00 PM school days  
Days off school are not included but can  
be purchased at an additional cost.

## WHERE

### Cleveland Elementary

3121 W. Byron (onsite afterschool)

## CONTACT

773-463-4161 Cleveland@nbgc.org

**OPEN TO ALL YOUTH**  
Kindergarten to 8th Grade

## SESSION DATES

**\$430 per session**

**\$1,720 per year (\$3.55/hour)**

All forms and payment must be received one week prior to the date the children begin a full session.

### Session 1

August 22<sup>nd</sup> - October 20<sup>th</sup>

### Session 2

October 24<sup>th</sup> - December 22<sup>nd</sup>

### Session 3

January 9<sup>th</sup> - March 16<sup>th</sup>

### Session 4

March 20<sup>th</sup> - June 7<sup>th</sup>

## SCHOOL DAYS OFF

**8AM-6PM**

**\$455 for all dates listed below**

Fri. Sept. 23, 2022

Mon. Oct. 10, 2022

Fri. Oct. 21, 2022

Tues. Nov. 8, 2022

Mon. Nov 21, 2022

Tues. Nov 22, 2022

Wed. Nov 23, 2022

Fri. Dec. 23, 2022

Mon. Jan. 16, 2023

Fri. Feb. 3, 2023

Mon. Feb 20, 2023

Fri. Mar 17, 2023

Wed. Mar 29, 2023

Part-time and Full-time  
occasional care is available

### Winter Break Camp \$540

Dec. 27<sup>th</sup>-Dec. 30<sup>th</sup> 2022 &  
Jan. 2<sup>nd</sup>-Jan. 6<sup>th</sup> 2023

### Spring Break Camp \$300

Apr. 3<sup>rd</sup> - 7<sup>th</sup> 2023



**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, NBGC 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 programs.

#### **The Afterschool Program**

The Neighborhood Boys & Girls Club Afterschool Program model is to offer the best support to all families in the community. During the 2021-2022 school year, NBGC served approximately 430 youth in afterschool programs; NBGC Clubhouse location: 50 youth, Bateman School: 110 youth, Cleveland School: 30 youth, and Coonley School: 120 youth. A snack/meal, supervised homework assistance, structured recreational, physical and cultural activities are provided daily. When the pandemic hit and students were unable to return to school, NBGC provided an Assisted Remote Learning Program where students had the opportunity to participate in virtual classrooms and have a safe place as families returned to work. NBGC's commitment to developing leadership, strengthening our community and changing lives are what sets us apart from the other providers.

#### **Principal Responsibilities of NBGC**

- Daily supervision of youth afterschool at location by staff at a 25:1 ratio plus additional middle school, high school and college youth leaders as support. We cannot provide a 1:1 ratio.
- Serve snack or meal to program youth that is provided by school.
- Provide group homework help and individual help if program allows.
- Provide structured indoor and outdoor activities depending on space provided.
- Provide computer time in school lab.
- Provide transportation, walking or NBGC 15-passenger van, to the Clubhouse for athletic practices and games if youth or a sibling in the afterschool program are also registered in NBGC sports programming. Siblings travel together.
- Provide days off school supervision at Clubhouse for an additional cost - see Program Rates.

#### **The NBGC Youth**

NBGC has much to offer our youth. Many would say we are a one-stop shop. We do not have membership or annual registration fees. Families can participate one day or every day from Pre-K to College Graduate level.

The youth journey starts with our Cubbies program. Each spring, the 4-year-old Pre-K youth come to the NBGC Clubhouse on Saturday mornings for two hours to meet new friends, play games, receive basic sports instruction, make crafts and learn the NBGC Clubhouse structure. That child is now ready for the next adventure of summer camp!

As a rising kindergartener, they can attend summer camp a few days, a week or all 8 weeks from 8am-6pm depending on the family needs. In the K-1<sup>st</sup> Discovery Camp, they play outside, do crafts, learn sports, attend up to two field trips weekly and practice exemplary NBGC values of honesty, self-reliance, sportsmanship, teamwork, leadership and lasting friendships.

In the fall, the youth can join soccer, cheerleading, flag football, karate, improv, tennis and/or dance. Each day, at dismissal they join the NBGC afterschool program and stay at school doing homework and playing with friends, or they are taken to the NBGC Clubhouse for their team practice or game. In December, they join basketball. In February, they transition to floor hockey. In the spring, it is time for soccer, and summer is baseball, tennis and lacrosse time!

During days off school, Winter Break and Spring Break, the NBGC Clubhouse is open for fun and field trips while parents/guardians are busy working. If school closes for a snow day and the parent/guardian needs to go to work, the NBGC is open with fun activities. As summer comes around, the afterschool/athletic families that have participated in 3 consecutive sessions have priority summer camp registration before it opens to the public. Annually, the summer camp program is in high demand and historically has a waiting list.

This cycle of youth programming and support continues until the 4-year-old turns 13 and transitions into the Youth Leadership Program. They apply to be a Leader and enter a training program to build on their skills learned while being a member in the program. The Leader in Training (LIT) already knows the structure, the timing, who oversees each program, and where the equipment is kept, and now they learn how to engage, supervise and lead.

NBGC becomes their first employer and lays the foundation to help them develop a strong work ethic. The new Youth Leader is eligible to earn money for their service and are paid a sliding scale performance-based stipend deposited into a custodial bank account. As an 8th grader, they can begin earning scholarships for college. As they develop their leadership skills and take on more responsibilities, they can apply for part-time staff positions as athletic aides or out of school time aides. If they leave for college, they still have an opportunity to be awarded up to \$7,000 in scholarships annually if they meet the requirements and expectations. If they attend a local college and continue to work at the Clubhouse, they can have a flexible work schedule that puts their education first and are eligible for renewable scholarship funds until they graduate, upon meeting the requirements and expectations. It is not uncommon for a recipient to be awarded scholarships totaling up to \$50,000 and graduating debt-free.

NBGC Youth are responsible and caring citizens that positively give back to society.

The Neighborhood Boys & Girls Club served more than 2400 youth in one or more of our programs between the 2021-2022 program year.

**Neighborhood Boys & Girls Club**    2501 W. Irving Park Road    Chicago, IL 60618    773-463-4161    [www.nbgc.org](http://www.nbgc.org)



**The Neighborhood Boys & Girls Club Program Rates:**

- **Afterschool Program 2022 – 2023 School Year**

- o Daily instruction afterschool from 3:15 pm until 6:00 pm as described.
- o The Program is open to youth in K – 8<sup>th</sup> Grade. All ages are the same price, no sibling discount.
- o \$430 per youth, per session / \$1,720 per school year (\$3.55/hour). **Days off are not included in the session price.**
  - Session 1 CPS 1<sup>st</sup> Quarter – August 22<sup>nd</sup> – October 20<sup>th</sup>
  - Session 2 CPS 2<sup>nd</sup> Quarter – October 24<sup>th</sup> – December 22<sup>nd</sup>
  - Session 3 CPS 3<sup>rd</sup> Quarter – January 9<sup>th</sup> – March 16<sup>th</sup>
  - Session 4 CPS 4<sup>th</sup> Quarter – March 20<sup>th</sup> – June 7<sup>th</sup>

- **School Days Off Add on Package that includes all 13 days off listed below:**

- o Paid at time of registration for entire year \$455 per youth.
- o If the package is not purchased at time of registration, then the family can still use the program at the occasional care cost of \$65 per day – to register for single days, please email [programs@nbgc.org](mailto:programs@nbgc.org).
- o The NBGC Clubhouse is open from 8am-6pm and includes structured and unstructured indoor and outdoor age appropriate activities on the following days:
  - Professional Development Day                      Friday, September 23<sup>rd</sup>
  - Indigenous People's Day                              Monday, October 10<sup>th</sup>
  - School Improvement Day                              Friday, October 21<sup>st</sup>
  - General Election Day                                  Tuesday, November 8<sup>th</sup>
  - Report Card Pick Up Day                              Monday, November 21<sup>st</sup>
  - CPS Non-Attendance Day                              Tuesday, November 22<sup>nd</sup>
  - CPS Non-Attendance Day                              Wednesday, November 23<sup>rd</sup>
  - School Improvement Day                              Friday, December 23<sup>rd</sup>
  - Martin Luther King Day                              Monday, January 16<sup>th</sup>
  - Professional Development Day                      Friday, February 3<sup>rd</sup>
  - Presidents' Day    Monday, February 20<sup>th</sup>
  - School Improvement Day                              Friday, March 17<sup>th</sup>
  - Report Card Pick Up Day                              Wednesday, March 29<sup>th</sup>

- **The Clubhouse will be closed:**

- Labor Day, Monday, September 5<sup>th</sup>
- Thanksgiving Break, Thursday, November 24<sup>th</sup> – Friday, November 25<sup>th</sup>
- Christmas observed, Monday, December 26<sup>th</sup>
- Memorial Day Weekend, Friday, May 26<sup>th</sup> and Monday, May 29<sup>th</sup>
- Leader of the Future Celebration, Thursday, May 18<sup>th</sup>

- **Occasional Care**

- o Afterschool Day 3:15pm-6pm, \$40 per day per youth – or 5 afterschool day passes \$175.
- o Full Day at Clubhouse 8am-6pm, \$65 per day per youth.
- o Full Day at Clubhouse 8am-6pm + Field Trip, \$75 per day per youth.
- o To register for single days, please email [programs@nbgc.org](mailto:programs@nbgc.org).

**School Breaks**

- **Winter Break**

- o Full Session 2022-2023, 9 days 8am-6pm, \$540 per youth.
  - Tuesday, December 27<sup>th</sup> thru Friday, December 30<sup>th</sup> and Monday, January 2<sup>nd</sup> thru Friday, January 6<sup>th</sup>. May or may not include field trip days.
  - NBGC is closed Monday, December 26<sup>th</sup>.
- o Single Full Day, 8am-6pm, \$65 per day per youth.
- o Single Full Day + Field Trip, 8am-6pm, \$75 per day per youth.

- **Spring Break**

- o Full Session 2021-2022, 5 days 8am-6pm, \$300 per youth.
  - Monday, April 3<sup>rd</sup> – Friday, April 7<sup>th</sup>, may or may not include trips on Tuesday & Thursday.
- o Single Full Day, 8am-6pm, \$65 per day per youth.
- o Single Full Day + Field Trip, 8am-6pm, \$75 per day per youth.



- **Summer Camp**

*Summer Camp pricing varies depending on when the family registers for the program. The costs below are the 2022 Summer Pricing. The costs and dates for 2023 have not been finalized yet.*

**General Open Registration will be held on Saturday, March 11<sup>th</sup>, 2023.**

- Pre-Summer Camp, June 15, 2022 - June 17, 2022
  - 8am-6pm \$150 per youth / all 3 days
  - 8am-6pm \$65 per youth for one day
- All Grand 8 Week Package, June 20, 2022 - August 12, 2022
  - 8am-6pm \$1,800.00 – \$1,980.00 per youth
  - 8am-3pm \$1,320.00 – \$1,500.00 per youth
  - 10am-3pm \$1,000.00 – \$1,100.00 per youth
  - 10am-6pm \$1,480.00 - \$1,650.00 per youth
- All Core 6 Week Package, June 20, 2022 – July 29, 2022
  - 8am-6pm \$1,350.00 – \$1,500.00 per youth
  - 8am-3pm \$990.00 – \$1,100.00 per youth
  - 10am-3pm \$750.00 – \$850.00 per youth
  - 10am-6pm \$1,110.00 - \$1,230.00 per youth
- Any Full Week 8am-6pm \$270.00 – \$340.00 per youth

- **CPS Emergency Closing Days**

NBGC has a history of offering programming at the Clubhouse from 8am-6pm when CPS is closed. The NBGC families have come to rely on this support and can have an easy action plan if school closes for extreme cold, snow or teacher strikes. The cost for the families enrolled in the current Full afterschool session will be \$25 per youth per day to help cover the unexpected staffing charge.

- **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 financial assistance for our programs. 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.

**Athletic/Recreational Programs**

In addition to the Afterschool Programs, the NBGC runs year-round seasonal sports that focus on instruction, skill development, leadership, sportsmanship, teamwork and character building. The current programs offered are:

Baseball	Flag Football	Lacrosse Clinics
Basketball	Floor Hockey	Soccer
Cheerleading	Improv	Tennis
Dance	Karate	Volleyball

**YOUTH REGISTRATION**

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

**FAMILY NAME** \_\_\_\_\_

**New Family**

(Last name of child - Last name of Parent (if different))

**Youth 1 (oldest)**

**First Name** \_\_\_\_\_

**Last Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Age** \_\_\_\_\_

**Boy**  **Girl**  **Ethnicity** \_\_\_\_\_

**School** \_\_\_\_\_

**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** \_\_\_\_\_

**Last Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Age** \_\_\_\_\_

**Boy**  **Girl**  **Ethnicity** \_\_\_\_\_

**School** \_\_\_\_\_

**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** \_\_\_\_\_

**Last Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Age** \_\_\_\_\_

**Boy**  **Girl**  **Ethnicity** \_\_\_\_\_

**School** \_\_\_\_\_

**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 5th 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** \_\_\_\_\_

**Hospital Name** \_\_\_\_\_

**Insurance Co.** \_\_\_\_\_

**Policy #** \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

**Session Tuition \$430** **2022-2023 School Year**  
Session 1 Mon. Aug. 22nd - Thurs. Oct. 20th (cancellation date Aug. 15th)  
Session 2 Mon. Oct. 24th - Thurs. Dec. 22nd (cancellation date Oct. 10th)  
Session 3 Mon. Jan. 9th - Thurs. Mar. 16th (cancellation date Dec. 26th)  
Session 4 Mon. Mar. 20th - Wed. Jun. 7th (cancellation date Mar. 6th)

**Winter Break \$540**  
Tues. Dec. 27th - Fri. Dec. 30th (closed Dec. 26th)  
Mon. Jan. 2nd - Fri. Jan. 6th

**Spring Break Public \$300**  
Mon. April 3rd - Fri. April 7th

**Days off School Add on Package \$455**  
All single full days off must be registered for in advance by emailing programs@nbgc.org

**TO BE COMPLETED BY STAFF**

**Registration Date** \_\_\_\_\_  **Pd Check #** \_\_\_\_\_  **Pd Credit Card**  **Pd Cash**  **Pd Online**

**Staff Signature** \_\_\_\_\_  **Financial Assistance**  **AFC/DCFS** **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(REN) 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 \_\_\_\_\_

2 Name \_\_\_\_\_

4 Name \_\_\_\_\_

Relationship \_\_\_\_\_

Relationship \_\_\_\_\_

Phone 1 \_\_\_\_\_

Phone 1 \_\_\_\_\_

INDIVIDUAL(S) PROHIBITED FROM PICKING UP YOUR CHILD(REN)

IF A COURT ORDER IS APPLICABLE, PLEASE PROVIDE A COPY

1 Name \_\_\_\_\_

2 Name \_\_\_\_\_

Relationship \_\_\_\_\_

Relationship \_\_\_\_\_





## Afterschool 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 e-mail [Cleveland@nbgc.org](mailto:Cleveland@nbgc.org) 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. Your signed medical release on the Youth Registration form authorizes medical treatment as needed.
4. If your child needs to go to the emergency room, a staff member will accompany him/her/them in the ambulance to the nearest hospital and will remain with him/her/them until a parent or guardian arrives.

### 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.

### NBGC Participant Rules & Expectations

Initials \_\_\_\_\_

- Be kind & respectful to everyone, equipment and the environment.
- Listen well.
- Always include others.
- Have FUN!
- Children must participate with their group throughout the day.
- Put away electronics during program hours unless needed for schoolwork.

### 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.

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.**



**Supervision**

Initials \_\_\_\_\_

- NBGC provides daily supervision of youth afterschool at location by staff at a 25:1 ratio, plus additional middle school, high school and college youth leaders/staff as support.
- We cannot provide a 1:1 ratio.

**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. If someone is prohibited from picking up your child, their name must be documented on the registration form. If a court order is applicable, a copy should be provided.

**Sign-out Policy**

Initials \_\_\_\_\_

When you pick up your child, you must enter the building, sign the attendance sheet and write down the correct time. You will be asked to show a picture I.D. This is to ensure the safety of your child.

**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 the late pickup 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 the NBGC 15 passenger van as transportation if available when needed.

**Field Trips for Spring Break and Winter Break**

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) Depending on the field trip, parents might be allowed to drive them to the trip and hand them off to the staff. This must be approved by the Program Director. 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 \$15.00 for a shirt.

**Lunch for Days Off School, Spring Break and Winter Break**

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 Afterschool 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. 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](mailto:finance@nbgc.org). Refunds will not be issued after the start of a session.** Full registration forms and first session payment are due one week prior to initial start of program each school year. All additional sessions will be automatically invoiced.

**Days off School not included**

Initials \_\_\_\_\_

All full CPS days off school are not included in the full sessions of the afterschool program. Families can purchase the days off package for all CPS days off or pay for these days individually as needed. This does not include Winter Break or Spring Break which are purchased separately. Package pricing is heavily discounted and will not be prorated.

**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](mailto: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.**





**Neighborhood  
Boys & Girls Club**  
For Better Men & Women

**Deadlines**

**Please program these dates into your calendars**

**initials** \_\_\_\_\_

Monday, August 15, 2022	Last day to cancel Session 1 – please email <a href="mailto:finance@nbgc.org">finance@nbgc.org</a>	Monday, August 15, 2022	Payment due for Session 1
Monday, October 10, 2022	Last day to cancel Session 2 – please email <a href="mailto:finance@nbgc.org">finance@nbgc.org</a>	Monday, October 17, 2022	Payment due for Session 2
Monday, December 26, 2022	Last day to cancel Session 3 – please email <a href="mailto:finance@nbgc.org">finance@nbgc.org</a>	Monday, January 2, 2023	Payment due for Session 3
Monday, March 6, 2023	Last day to cancel Session 4 – please email <a href="mailto:finance@nbgc.org">finance@nbgc.org</a>	Monday, March 13, 2023	Payment due for Session 4

A 15% late fee per month will be assessed for any open balances past the deadline dates.  
A \$35 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** \_\_\_\_\_