



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

## **SUMMER CAMP REGISTRATION**

**SATURDAY, MARCH 20, 2021**

**8:00 AM - 11:00 AM**  
**All Families Welcome**

NBGC strives to make our registration process easy for all and to be considerate of your time.  
We ask that you arrive no earlier than 7:00 AM.

Anyone trying to camp out will be restricted from registering for our programs.

When instructed by staff please sign in and provide phone number. Staff will only be allowing 3 people at a time inside to register. We ask that all others wait in their cars until they are called inside to complete registration process.

**Registration will continue each week day from 11:00 AM to 6:00 PM until the program is at capacity. We will start a waiting list but we cannot guarantee placement.**

- 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 unless other arrangements are in place.
- Contact Maria Gomez at [maria@nbgc.org](mailto:maria@nbgc.org) for eligibility / Action for Children / financial assistance questions.
  - This must be done in advance of registration day. You will be sent away if you come the day of without all paperwork and payments required.
- Limited slots per age group are available. As Covid-19 restrictions continue to be lifted NBGC will enroll members from waiting list.
  - Kinder – 1<sup>st</sup> 25 kids
  - 2<sup>nd</sup>- 3<sup>rd</sup> 25 kids
  - 4<sup>th</sup> -5<sup>th</sup> 25 kids
  - 6<sup>th</sup>-8<sup>th</sup> 25 kids

## **Check out the options this Summer at NBGC!**

All youth must be entering kindergarten – 8<sup>th</sup> grade in the Fall of 2021 to be eligible for the program:

### **June Camp Weeks**

June 7<sup>th</sup> – June 25<sup>th</sup>

All Daily and Weekly Care Options are 8:00 AM – 6:00 PM

### **Core Six Week Camps**

June 28<sup>th</sup> – August 6<sup>th</sup>

10:00 AM – 3:00 PM

Extended Hours 8:00 AM – 6:00 PM

Parents can also choose Daily and Weekly Care Options from 8:00 AM – 6:00 PM

### **August Camp Weeks**

August 9<sup>th</sup> - August 27<sup>th</sup>

All Daily and Weekly Care Options are 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 provided

One NBGC shirt is included in cost of camp and will be given out on the 1<sup>st</sup> day your child is in attendance.

- Additional shirts can be purchased for \$10.00. The calendars are provided to you and are available on the Club website.

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

Summer Registration Forms to Return

#### Youth Registration Page

- Include all special dietary, behavior or emotional needs your child might have or require.
- Follow up all special needs with an email to [maria@nbgc.org](mailto:maria@nbgc.org) and include additional information, a copy of the 504 plan, emergency care plan, list of medications etc.
- The self-sign out section (6<sup>th</sup>-8<sup>th</sup> grade only) participation agreement, medical release and emergency information must be completed or we cannot allow your child to attend.

#### Parent Information Page

- Parent contact information, Emergency contacts and Pick Up information.

#### Parent Guidelines

- Three pages of NBGC Policies and Procedures that must be read, understood, initialed and signed to complete registration including Covid-19 guidelines.

### Payment Options

- Cash, Checks made out to NBGC, Visa, MasterCard, American Express and Discover Credit / Debit Cards accepted.
- Registration completed in March or April and paid in full will be given a \$25 program coupon to be used on a future program. Expires December 31, 2021.
- 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 vendors, activities and supplies.

### Payment Schedule

- Registrations in March qualify for a payment plan: 50% of payment due at time of registration, 25% is due April 16<sup>th</sup> and the remaining balance is due May 14<sup>th</sup>.
- Registrations in April require: 75% of payment is due at time of registration, remaining balance is due May 14<sup>th</sup>.
- Registrations in May, June, July and August: 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, co-pays, 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 2021 Cost Sheet

## 12 weeks to choose from June 7th - August 27th Weekly or Daily Camp Options

	March 20th to April 30th Price	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 time of registration)	\$ 245.00	\$ 260.00		Not offered past May 31st
Pre Registered Daily Rate from 8:00 am - 6:00 pm (dates must be decided at time of registration)	\$ 65.00	\$ 70.00		
Any Week with 24 Hr Notice Full Week (M-F) from 8:00 am - 6:00 pm	\$ 260.00	\$ 275.00	\$ 290.00	\$ 325.00
Any Day with 24 Hr Notice Daily Rate from 8:00 am - 6:00 pm	\$ 75.00	\$ 80.00	\$ 85.00	\$ 95.00
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)	\$ 305.00	\$ 325.00	\$ 335.00	\$ 380.00

Only the Any Day, 24hr Notice 5 Day Passes can be shared with siblings. All other items are to be purchased and used by the same single child. All weeks purchased are to be used as full weeks, M-F.

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 28th - August 6th

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

Core Program Camp + Before Care + After Care 8:00 am - 6:00 pm	\$ 1,155.00	\$ 1,220.00	\$ 1,275.00	Program Completed
Core Program Camp + Before Care 8:00 am - 3:00 pm	\$ 820.00	\$ 865.00	\$ 905.00	
Core Program Camp Only 10:00 am - 3:00 pm	\$ 590.00	\$ 620.00	\$ 650.00	
Core Program Camp + After Care 10:00 am - 6:00 pm	\$ 925.00	\$ 975.00	\$ 1,020.00	
Before Care - All 8:00 am - 10:00 am	\$ 230.00	\$ 245.00	\$ 255.00	
Before Care - One Week 8:00 am - 10:00 am	\$ 70.00	\$ 75.00	\$ 80.00	
Before Care - One Day 8:00 am - 10:00 am	\$ 30.00	\$ 32.00	\$ 35.00	
Before Care 5 day pass - any morning 8:00 am-10:00 am (purchased in advance)	\$ 105.00	\$ 115.00	\$ 120.00	
After Care - All 3:00 pm - 6:00 pm	\$ 335.00	\$ 355.00	\$ 370.00	
After Care - One Week 3:00 pm - 6:00 pm	\$ 105.00	\$ 115.00	\$ 120.00	
After Care - One Day 3:00 pm - 6:00 pm	\$ 40.00	\$ 42.00	\$ 45.00	
After Care 5 day pass - any afternoon 3:00 pm - 6:00 pm (purchased in advance)	\$ 135.00	\$ 145.00	\$ 150.00	

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)

### Easy To Read Package Prices

All 12 Weeks - Care from 8am to 6pm from June 7th - August 27th (3 weeks + Core 6 weeks + 3 weeks)	\$ 2,625.00	\$ 2,780.00	\$ 3,015.00
CPS Students - Care from 8am to 6pm from June 23rd - August 27th (3 days + Core 6 weeks + 3 weeks)	\$ 2,085.00	\$ 2,210.00	\$ 2,400.00

**Payment Plan Information:**

Registrations in March qualify for a payment plan: 50% of payment due at time of registration, 25% is due April 16th and the remaining balance is due May 14th

Registrations in April require: 75% of payment is due at time of registration, remaining balance is due May 14th

Registrations in May, June, July and August: 100% of the payment is due at time of registration

**Other**

All other 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. Finance matters must be addressed in writing with Julie Stone. She is the only staff authorized to change finance matters.

**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 20th. 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 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. **Jasmine Anza**, Cleveland Afterschool Site Manager, grew up at NBGC, starting as a member and working through the leadership program to assume her current position. **Shakila Reynolds**, Coonley Afterschool Site Manager 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 Site Manager in 2011. **Nissa Finch** joined the team in 2015 as our Bateman Afterschool Site Manager. Nissa brings 20 years of youth development and afterschool experience to NBGC. **Dalia Arroyo** joined NBGC as a volunteer and quickly adapted and made her way through the leadership program and standing out as an exceptional mentor and team player. Dalia leads the team as our Interim Athletic Director. Our newest staff member, **Bess McGeorge**, is the Director of Leadership Development. Bess joins us with 20 years of experience, most recently taking inpatient and outpatient youth 11-24 years old into the wilderness to foster healthy relationship and life skills.

NBGC's twenty 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 young people range in age from 13-26 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 13-17 years old. 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 a 10-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 adjust 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 \$50,000 in donations for College Scholarships alone last 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 – 8<sup>th</sup> grade. In August we offer Flag Football, Soccer and Cheer/Dance. Just as we are completing the Fall Sports in November with the Traditional Thanksgiving 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. During the early part of the Summer we round out the year with K-1<sup>st</sup> T-Ball, 2<sup>nd</sup> & 3<sup>rd</sup> Grade Baseball and 4<sup>th</sup>-8<sup>th</sup> Grade Lacrosse from May until July. 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 score markers. 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 adultism 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 in 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 Green 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, be responsible for your surroundings, activities, team and NBGC Family.

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 2021

## 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 \_\_\_\_\_ Shirt Size \_\_\_\_\_

Girl  Boy  Other

Current Grade \_\_\_\_\_ School \_\_\_\_\_

Race \_\_\_\_\_ Ethnicity \_\_\_\_\_

#### Easy Package Choices for Parents

#### Full Core 6 Week Camp June 28th - August 6th

#### Weekly Camp Selections

June 7th - August 27th (M-F only) 8:00 AM - 6:00 PM

All 12 Weeks 8am-6pm

Six Week Core 10:00 AM-3:00 PM

Jun 7th-11th

Jun 28th-Jul 2nd

Jul 19th-23rd

Aug 9th-13th

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

Jun 14th-18th

Jul 6th-9th

Jul 26th-Jul 30th

Aug 16th-20th

CPS 10 Weeks + 3 days 8am-6pm (6/23-8/27)

Six Week After Care 3:00 PM - 6:00 PM

Jun 21st-25th

Jul 12th-16th

Aug 2nd-6th

Aug 23rd-27th

#### Occasional Extended Hour Options

#### Daily Camp Options 8:00 AM-6:00 PM June 7th - August 27th

Core Camp Morning Care 5 day pass - any morning 8:00 am-10:00 am (purchased in advance)

Single DAILY Dates \_\_\_\_\_

Core Camp Afternoon Care 5 day pass - any afternoon 3:00 pm - 6:00 pm (purchased in advance)

Any Day/week 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 \_\_\_\_\_ Shirt Size \_\_\_\_\_

Girl  Boy  Other

Current Grade \_\_\_\_\_ School \_\_\_\_\_

Race \_\_\_\_\_ Ethnicity \_\_\_\_\_

#### Easy Package Choices for Parents

#### Full Core 6 Week Camp June 28th - August 6th

#### Weekly Camp Selections

June 7th - August 27th (M-F only) 8:00 AM - 6:00 PM

All 12 Weeks 8am-6pm

Six Week Core 10:00 AM-3:00 PM

Jun 7th-11th

Jun 28th-Jul 2nd

Jul 19th-23rd

Aug 9th-13th

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

Jun 14th-18th

Jul 6th-9th

Jul 26th-Jul 30th

Aug 16th-20th

CPS 10 Weeks + 3 days 8am-6pm (6/23-8/27)

Six Week After Care 3:00 PM - 6:00 PM

Jun 21st-25th

Jul 12th-16th

Aug 2nd-6th

Aug 23rd-27th

#### Occasional Extended Hour Options

#### Daily Camp Options 8:00 AM-6:00 PM June 8th - August 28th

Core Camp Morning Care 5 day pass - any morning 8:00 am-10:00 am (purchased in advance)

Single DAILY Dates \_\_\_\_\_

Core Camp Afternoon Care 5 day pass - any afternoon 3:00 pm - 6:00 pm (purchased in advance)

Any Day/week 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 (6TH-8TH GRADE 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 - MUST BE SIGNED

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 - MUST BE SIGNED

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 \_\_\_\_\_

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

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](mailto:shakila@nbgc.org) for K-1<sup>st</sup>; **Nissa Finch**, [nissa@nbgc.org](mailto:nissa@nbgc.org) for 2<sup>nd</sup>- 3<sup>rd</sup>; **Jasmine Anza**, [jasmine@nbgc.org](mailto:jasmine@nbgc.org) for 4<sup>th</sup>-5<sup>th</sup> & **Bess McGeorge**, [bess@nbgc.org](mailto:bess@nbgc.org) for 6<sup>th</sup>-8<sup>th</sup> 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: To 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: Any building, real property, and parking area under the control of a pre-school or childcare facility, including any room or portion of a building under the control of a pre-school or childcare 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. Non-life-threatening issues will be treated in house with the parent being notified at pick up time and/or a call or text to be made at time of incident for parent to make the decision to pick up child for further treatment. Once the call is made to parents, they are responsible for treatment plan.

In the event of a serious 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 immediate, urgent 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.

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 Program. Second notification of continual misconduct by the child it will result in an immediate 3 to 5 day suspension from NBGC without a refund to the parents. Upon third notification, your child will be dropped from the NBGC Program without a refund to the parents.

**The exception to the above process will be if a child becomes physically or verbally abusive to the extent that the NBGC staff are risking the safety of themselves or others. The child's parent(s) will be called immediately, and the child can be terminated from the NBGC 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, Nissa Finch, or Jasmine Anza** 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 is not recorded **OR** it is found that the time is being falsified for any reason the family may be 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, Explorer and Voyager 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. Core Aftercare, Weekly and Daily Camps end at 6:00 pm. All Children must be signed out at this time. A **\$1.00 per 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-NOTE: NBGC will not be participating in field trips at this time.**

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 on field trips) 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 a lunch.

### Contracted Services & Finance Decisions

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.

All finance related questions must be submitted in writing directed to Julie Stone, Finance Manager, at [finance@nbgc.org](mailto:finance@nbgc.org) or Jasmine Anza at [jasmine@nbgc.org](mailto:jasmine@nbgc.org). They are the only staff who can address, discuss, and/or authorize changes in registration, payment plans, financial aid, action for children, lunch fees, shirt fees, late fees, etc. If you ask a different staff person, group leader or youth leader, they do not have the authorization to make these changes despite the conversations you may have.

**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 29<sup>th</sup>), 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 day or week 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 2021 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 less 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. Any registrations received after the deadline dates will not qualify for a refund.**

**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

Registrations in March qualify for a payment plan: 50% of payment due at time of registration, 25% is due April 10<sup>th</sup> and the remaining balance is due May 15<sup>th</sup>.

Registrations in April require: 75% of payment is due at time of registration, remaining balance is due May 15<sup>th</sup>.

Registrations in May, June, July and August: 100% of the payment is due at time of registration.

#### Refund Deadline Dates

May 24<sup>th</sup> - Requests for Refunds for any Pre-Camp, June 7<sup>th</sup> – June 25<sup>th</sup> dates must be submitted in writing to [finance@nbgc.org](mailto:finance@nbgc.org).

June 14<sup>th</sup> - Requests for Refunds for any Core, June 28<sup>th</sup> – August 6<sup>th</sup> dates must be submitted in writing to [finance@nbgc.org](mailto:finance@nbgc.org).

July 26<sup>th</sup> - Requests for Refunds for any August 9<sup>th</sup> – August 27<sup>th</sup> dates and/or 24-hr Notice dates must be submitted in writing to [finance@nbgc.org](mailto:finance@nbgc.org).

**Any registrations received after the deadline dates will not qualify for a refund.**

**Any requests for refunds that are not submitted in writing directly to the [finance@nbgc.org](mailto:finance@nbgc.org) email will not be honored.**

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

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**ADDITIONAL PARENT GUIDELINES DUE TO COVID-19**

**Summer Program 2021**

At the Neighborhood Boys & 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 summer. In order to properly and effectively run programs the Neighborhood Boys & Girls Club will be following CDC, IDPH, IDHR, IDHS, ACA, City of Chicago and state of Illinois's Restore plan recommendations. In addition to these recommendations the Neighborhood Boys & 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 camp for the day. An additional temperature check will occur after lunch to ensure all our members, leaders and staff continue to feel well.

**Safety procedures**

Initials \_\_\_\_\_

If a participant has symptoms related to COVID-19, they should wait to enter 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. 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. Reusable dishware, except for refillable water bottles, will not be allowed. All dishware should be single use and disposed of after each use. NBGC will not be providing breakfast or snack during camp this year. Please make sure you are sending your child with a full lunch. 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 maintain our kid's hydration.

**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 leaders will provide members and staff with hand sanitizer.

**Sunscreen**

Initials \_\_\_\_\_

All youth should come to NBGC with sunscreen already applied. In order to avoid contact we ask that you send your child with spray sunscreen labeled clearly with their name. NBGC staff will assist in spraying and will take additional safety precautions to ensure we are keeping our members safe.

**Groups**

Initials \_\_\_\_\_

Groups will be static, with no mixing of staff/leaders or participants between groups for the duration of the day camp. 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.

**I have read and understand the "Parent Guidelines" and agree to abide by the policies stated herein. I understand guidelines are subject to change as regulations due to Covid-19 change.**

**PARENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_