

PARENT GUIDELINES

Neighborhood Boys & Girls Club

After-School Programs

Phone (773) 463-4161

Welcome to the Neighborhood Boys & Girls Club. Please take the time to review the information and guidelines provided for you about our program. We want to provide your child with an exciting, fun-filled and safe experience. **Please discuss these policies with your child.** If you have any questions please feel free to contact: [Shakila Reynolds for Coonley Program](#), [Maria Gomez for NBGC & Cleveland Programs](#) or [Nissa Finch for Bateman Program](#) assistance.

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.

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.*

Discipline

Initials _____

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

A child may not disturb or hurt others, verbally or physically.

A child may not damage equipment or property.

A child may not place himself/herself in a dangerous situation.

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

A child's misconduct will be handled as follows:

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

The exception to the above process will be if a child becomes physically or verbally abusive to a staff member or put themselves or someone else in immediate danger. The child's parent(s) will be called immediately and the child will be terminated from the NBGC After-School Program.

Consequences for misbehavior may include restrictions from the program and/or trips without a refund to the parents.

Photography

Initials _____

Photography and Videos are periodically taken of participants during programs, special events, trips or at the club. These photographs may be used for NBGC publications and/or local newspapers.

Authorized Pick Up People

Initials _____

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

Sign-out Policy

Initials _____

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

Late Pick Up Fee

Initials _____

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

Attire

Initials _____

During the program, your child should wear comfortable clothing and shoes. Remember, your child will be involved in a sports and recreational program and should dress accordingly. **All valuables should be left at home. We cannot be responsible for, or replace any item lost or taken.** All items that your child will be bringing should be labeled clearly with the child's full name.

Walk/Drive Programs

Initials _____

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

Field Trips

Initials _____

Included in the Emergency Information Sheet is a field trip permission slip. This signed release allows the Neighborhood Boys & Girls Club to include your child in field trips planned for your child's learning and enjoyment purposes. These field trips include, but are not limited to, paid trips where a bus may be used, paid trips in the neighborhood requiring the children to walk, walking trips to other parks and/or activities, free trips. If your child does not wish to attend a field trip the parent(s) must send a note prior to leaving on the trip. If your child does not attend the trip, we will try to provide alternative activities for their enjoyment or ask that you make other arrangements for the day. All Trips must leave the Clubhouse on time. Children that are late and arrive after the bus has left will be offered the following options: (1) Parents can drive them to the trip and hand them off to the staff. (2) The child may be sent home if all program staff are at the field trip and no supervision is available. I understand that my child must wear an NBGC Camp Shirt for all trips and if they do not have a shirt **I will be charged \$10.00 for a shirt.**

Lunch

Initials _____

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

Contracted Services

Initials _____

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

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

Requests for Refunds for Prepaid Services

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

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

Deadlines

Please program these dates into your calendars

initials _____

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

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

Child Self Sign Out (For Children over the age of 9 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. A child under the age of 9 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**, I give my child(ren), _____ permission to sign out at the end of the normal program day. I understand that once my child has been signed out, the Neighborhood Boys & Girls Club will no longer be responsible for his/her whereabouts or safety.

_____ **NO**, My Child(ren), _____ cannot sign out and leave at the end of the program.

Liability Waiver

Initials _____

I understand that by signing this form, I release the Neighborhood Boys & Girls Club and their employees and volunteers from responsibility for any injury incurred by my child or myself during the afterschool program that I am registering for.

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

PARENT SIGNATURE _____ **DATE** _____