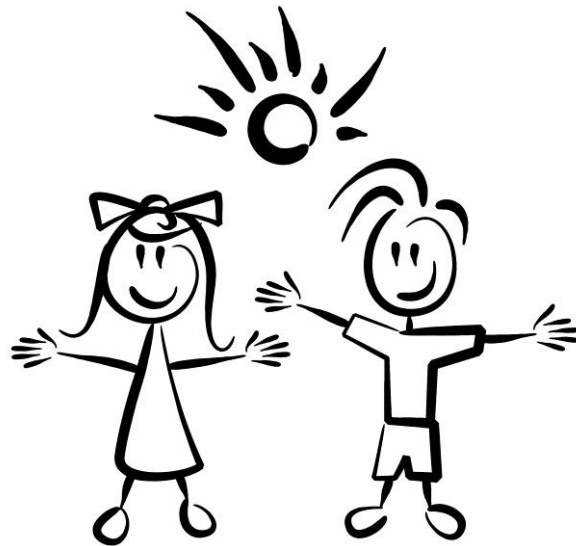




Buffalo Grove
Park District

CLUBHOUSE
PARENT MANUAL
BUFFALO GROVE PARK DISTRICT
2013-2014





School Year 2013-2014

Dear Parents,

Welcome to the Clubhouse program! The Buffalo Grove Park District, with the cooperation of your school district, has developed a program to provide quality care for your children before and after school. As we begin our 23rd year of serving the community, we are excited and ready to meet the needs of you and your family. We are hopeful that the Clubhouse program will be a fun and interesting recreational experience for your children.

This parent handbook will assist you in understanding the program, hours, schedules, payment, policies and procedures. If parents, guardians, or relatives from two different households are caring for your child, it is the custodial parent's responsibility to supply the Clubhouse office with a copy of the custody portion of the divorce decree. It is also the responsibility as the registrant to share the information in this parent handbook with anyone involved. Extra copies of the parent handbook are available on our website: www.bgparkdistrict.org under "Programs" – "Clubhouse".

If you have any questions, please do not hesitate to contact us.

Sincerely,

Melissa Lewis
Director of Clubhouse
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Section 1 – Program Description

Philosophy

The Clubhouse program is committed to providing a safe recreational program, both before and after school, for children of working parents that need extended day care. The program is structured to be relaxed and recreational to counterbalance the day's educational activities. The qualified and caring staff is sensitive and flexible to meet the needs of parents, as well as to meet both the physical and emotional needs of the children.

Description of Program

The Clubhouse program is administered and directed by staff of the Buffalo Grove Park District. The school district provides facilities for the program, as well as custodial services. All staff are hired, trained, and supervised by the Buffalo Grove Park District. At each school, the Clubhouse program is self-sufficient and is not tax supported.

This program is offered in eight schools within three different school districts: School District 21, School District 96, and School District 102. Each of these programs have been developed to meet the expressed needs of their district. We serve children that attend Country Meadows, Ivy Hall, Kildeer, Kilmer, Longfellow, Prairie, Pritchett and Tripp. Children with special needs that attend an alternative school are eligible to return to their home school in their district to attend Clubhouse in the afternoons. We work closely with NWSRA (Northwest Special Recreation Association) to provide a child with special needs with an aide.

Children will participate in a wide variety of activities while at the Clubhouse program. Children can play active games and sports, create with arts and craft projects, and enjoy passive activities such as card and board games. Also, there will be time for the children to work on their homework. In the afternoon, a snack will be provided.

Our program is based on a choice system. This means that there are between two to five activities, at a given time, for children to choose between. We have found that by letting the child choose the activity they would like to participate in, they gain a sense of independence. Clubhouse provides each site with supplies for all to share.

Children are not allowed to bring toys from home with the exception of a GameBoy/Nintendo DS. Only ONE game per day may be brought for a GameBoy/Nintendo DS.

Section 2 – Clubhouse Program

Hours of Operation

The program runs Monday through Friday. The time offerings differ slightly based on the individual school district needs. The schedules are as follows:

<u>District</u>	<u>Time</u>	<u>Locations</u>
21	7:00-8:45 am 3:30-6:00 pm	Kilmer and Longfellow
96	7:00-8:15 am 3:00-6:00 pm	Country Meadows, Ivy Hall, Kildeer, and Prairie
102	7:00-8:45 am 3:30-6:00 pm	Pritchett and Tripp

The school clock will be used as the “time clock” for the program. Please set your watches according to this clock, as this will be the indicator of the actual start and end times of the program.

Early Dismissal & Half Days

If a participant is registered for five days of afternoon service, early dismissal days and half days of school will be included in the program fee. If a participant is registered only for five days of morning service, you may use Clubhouse from the school's dismissal time until the regular end of school time at no additional cost. If a child is registered for less than five days, then early dismissal and half days are included only on the days that the child is scheduled to attend. If that participant remains beyond that time and stays for the afternoon program, then an extra day fee will be assessed (see the Extra Day Fees section for more information). **Parents must inform Clubhouse if they will be utilizing the extended care by notifying the site director in advance of that day.** Children using extended care will remain at their school location and report to the multi-purpose room following school dismissal. **For all half days, children will need to bring a lunch with a beverage, as there will be no lunch provided.**

Fieldtrip Days (Full Day Childcare)

The Clubhouse program will conduct full day childcare from 7:00 am to 6:00 pm on selected school holidays and institute days. There will also be extended childcare during school breaks, such as winter and spring break. Each of these days will consist of a fieldtrip (either on or offsite). The fees for these days are in addition to the monthly tuition. Fieldtrip forms will come out in advance of each day off and will be due back to the Alcott Center, with full payment, by the deadline stated on the fieldtrip form. Fieldtrip forms will not be accepted at the childcare locations. Please note the deadline date for returning fieldtrip forms to the office, as no late forms will be accepted. The fieldtrip form states the latest time that children may be dropped-off and the earliest time that children may be picked-up. Note these times, as buses will not wait for late children. On fieldtrips that are offsite, Clubhouse does not allow children to be dropped off or picked-up from actual fieldtrip locations. In addition, we are not scheduled to return back to the assigned facility prior to the published return time, so please schedule appointments and activities accordingly. Parents must wait by the sign-in and sign-out table to drop off or pick up their children.

Section 2 – Clubhouse Program (continued)

Fieldtrip Only (FTO): A Clubhouse non-participant can attend fieldtrips. Clubhouse non-participants are age-appropriate siblings of Clubhouse participants or those in the general school populations of districts 21, 96 or 102 who are not attending our daily Clubhouse program. In order to attend fieldtrips, non-participants need to be previously registered this school year before the fieldtrip forms are sent out.

Shirt Procedures: Each Clubhouse participant will receive a complimentary t-shirt. Extra t-shirts are available for purchase only at the Clubhouse office. Children must wear their Clubhouse shirt when attending fieldtrips or they will not be permitted to attend the fieldtrip. Extra t-shirts are not available for purchase at the fieldtrip location.

Lunch Procedures: On some fieldtrips lunch will be provided, while on other fieldtrips children will need to bring their own lunch. When lunch is not provided, children need to bring a totally disposable lunch and beverage with their name and school on the outside of the bag. Do not send lunch boxes, as the children have no place to put these containers after lunch; leaving them to carry the box around for the rest of the fieldtrip. Also, lunches should be packed only with food that will not spoil or melt, since **refrigeration is not available**. Children with food allergies and/or restrictions are always welcome to bring their own lunches and/or snacks.

Cancellation Procedures: If a child needs to withdraw from a fieldtrip, it is Clubhouse policy that the parent will receive a 50% refund for any trip cancelled after the registration deadline up to 7:00 am the morning of the scheduled trip. There will be no refunds granted after 7:00 am the morning of the scheduled trip. **To cancel a trip, you are required to call the Clubhouse office at (847) 850-2134.**

Drop-off Procedures

As stated in the Hours of Operation section, children can be dropped off at 7:00 am or after, up until the time school begins. When dropping off their child, parents must accompany their child(ren) to the designated area in the multi-purpose room. Each morning that their child attends, parents must sign their child(ren) in on the Sign In/Out Form. **Parents must remain with their child until 7:00 am.**

Pick-up Procedures

In the afternoon, children must be picked-up and signed out from Clubhouse by an adult that accompanies them out. Before leaving, each child must be signed out on the Sign In/Out Form by the person picking-up the child(ren). Unless a parent/guardian provides legal documentation or court orders explaining a custody arrangement to the Clubhouse office, both parents will be allowed to pick-up their child at any time. Other than parents, **no child will be released to an individual whose name does not appear on the "Clubhouse Emergency Contacts and Pick-up Permission Form", and under no circumstances will a child be allowed to leave the program unescorted.** Staff will ask to see picture identification of anyone picking-up a child, including parents. If someone is going to pick-up a child who is not listed on the "Emergency Contacts and Pick-up Permission Form" and it is a one-time occurrence, then one of the child's parents will need to complete an "Exception to Departure Form" in advance of the child being picked up that day. If a parent needs to add someone to the "Emergency Contacts and Pick-up Permission Form" on a permanent basis, a "Change of Information Form" must be completed and that person will be added to the list. No one other than the parents/guardians, regardless of who completed the original form, may make any changes to pick-up procedure-related documents.

Please be advised to allow sufficient time when picking up your child. Your child is expected to clean up from whatever activity they were engaged in prior to leaving. This is your child's responsibility and your support is greatly appreciated.

Section 2 – Clubhouse Program (continued)

Pick Up and Leave Procedure: When the person picking up your child arrives, your child needs to get ready to leave at that time. Children need to be signed out promptly. Once a child is signed out they are no longer considered to be under Clubhouse's care. No adults are allowed to stay in any room or interact with the children still in the care of Clubhouse. As stated in the Hours of Operation section, children can be picked-up at anytime from when school lets out until 6:00 p.m. The pick-up time of 6:00 pm will be strictly enforced. If a parent is unable to pick-up their child by 6:00 pm, it is the parent's responsibility to make other arrangements. The parent must notify the site as soon as they are aware that they may be picking up their child after 6:00 pm. Because Clubhouse realizes that work or traffic conditions are sometimes beyond anyone's control, parents will be granted one "Oops" card (to be kept at the site) for the first late pick-up. This "Oops" card will waive the first fifteen minutes, or portion thereof, avoiding a late fee. After the "Oops" card has been issued, any person who arrives after 6:00 pm to pick-up a child will be charged a \$25.00 per child late fee for every 15 minutes (or portion thereof) that they are late. Whoever picks-up the child(ren) late will be required to sign a "Extra Service Fee Agreement" which gives the Buffalo Grove Park District permission to deduct the late fee along with your corresponding monthly tuition. These additional service fees are not a permanent change to your monthly tuition. A child that is picked-up late more than eight times or picked-up after 6:30 pm more than three times will be dismissed from the program. The school clock will be used as the "time clock" for the program. Please set your watches according to this clock, as this will be the indicator of the actual start and end times of the program.

Section 3 – Program Information

Change of Information

If a parent has a change in any pertinent information, such as home or work phone numbers, cell numbers, pager numbers, address, marital status, or adding another person to your pick-up list, a "Change of Information Form" must be completed. No one other than the parents/guardians, regardless of who completed the original forms, can sign and authorize these changes. This form is available on our website www.bgparkdistrict.org under "Programs" – "Clubhouse".

Changes of Account Debit Information: In the event of changes in direct debit or credit card payments (e.g. new card number, new expiration date etc.) a **new** "Payment Agreement Form" must be filled out. This form is available on our website www.bgparkdistrict.org under "Programs" – "Clubhouse". Completed and signed forms must be returned back into the Clubhouse office by the 20th of the month **preceding** the month that the change will become effective.

Dependent Care Expense Statements/Flexible Spending Accounts

The Clubhouse Director and Assistant Director of the program are the only people who may sign your completed dependent care statements. The Clubhouse Director and Assistant Director are located at the Alcott Center, 530 Bernard Drive in Buffalo Grove. To have the Clubhouse Director or Assistant Director sign the completed form, any of the following options may be used:

- a) Give the Site Director the form by Monday of any week, and the form will be taken to the Alcott Center, signed, and returned to the parent by Friday, of that same week, at the childcare location.
- b) The form may be mailed or faxed to:
Buffalo Grove Park District
Attn: Clubhouse
530 Bernard Drive
Buffalo Grove, IL 60089-3351
Fax # (847) 459-0674

Payment Policies

1. There are two payment options available for making monthly tuition payments. You may pay by electronic fund transfer from a bank account or by credit card. You must complete a "Direct Debit Tuition Payment Agreement" if you want your payments taken from a banking account or a "Credit Card Authorization Agreement" if you want your payments made on a credit card. Both are located on the online Payment Agreement Form or you may pick up the form from your Site Director.
2. Payments will be automatically debited on the 1st or the 15th of each month. The payments will be made in nine installments, commencing with **September 2013** and terminating with **May 2014**. Please make sure to indicate your choice of the 1st or the 15th of the month for the debit to be put through. Absence of choice for the 1st or the 15th will automatically default to the 1st of the month.
3. The Buffalo Grove Park District will charge a \$15 service fee for any electronic fund transfers (EFT) that are denied due to insufficient funds or credit cards that are denied. If a payment is returned NSF or declined, payment must then be resubmitted with the \$15.00 service fee included in the form of money order, cashier's check, or cash. If a parent/guardian is delinquent on the child's account, the child may be suspended or removed from the program unless special arrangements have been made with the director of the program.

Section - 3 Program Information (continued)

4. If for any reason a parent has difficulty in meeting a payment deadline, the Clubhouse Director must be contacted at (847) 850-2134 one week prior to the payment due date. Based on the circumstances for the lateness, alternate arrangements may be made. If a parent neglects to notify the Clubhouse office of any account or schedule changes, service fees will be assessed, no exceptions.

Receipts & Tax Statements

Receipts will be issued for monthly tuition payments and be available at your childcare location by the 15th of each month. Receipts for field trips will be available with the following month's tuition receipts. In addition, you will also receive a "Year-End Childcare Expense Statement" at your childcare location by January 31, 2014. For tax purposes, our FEIN number is 36-2697723 and is printed on each monthly receipt.

Refund/Credit Policy

Refunds of monthly tuition may be given after the first month of paid tuition if the participant moves out of the school district, withdraws from the program, or for an extended medical reason (five days in a row or more), documented by a doctor's note. The refund for moving or withdrawals will be pro-rated based upon your child's last day of attendance and your written notification of withdrawal. Refunds or credits will not be given for snow days, vacation, illness, extracurricular activities, or other temporary childcare arrangements.

Schedule Changes

Any change in a child's schedule requires written notification by completing a "Clubhouse Schedule Change Form" which is available on our website www.bgparkdistrict.org under "Programs" – "Clubhouse". **Changes in your child's schedule will be accepted the 1st – 20th of the month preceding the month the change is to become effective.** A \$5.00 service fee will be charged for schedule changes that require a tuition change. By signing this form, you are authorizing the Buffalo Grove Park District to charge the \$5.00 service fee to your next monthly tuition by your given checking/saving or credit card payment agreement. If your monthly tuition will not change as a result of the schedule change, the \$5.00 service fee will be waived. You should also notify your school office with any changes to your child's schedule.

Varying Days & Extra Days

Additional mornings and/or afternoons of Clubhouse may be purchased, as parents need them. To secure this service, the Site Director needs to be contacted the day before the extra day is needed. Whoever drops off or picks up the child(ren) will be required to sign a "Extra Service Fee Agreement" which gives the Buffalo Grove Park District permission to deduct your fee along with your corresponding monthly tuition. These additional service fees are not a permanent change to your monthly tuition. The Site Director can supply the price of purchasing extra days. Site Directors **must** be notified of extra days that your child will attend Clubhouse, prior to the date that the additional service is needed. If parents/guardians fail to notify the Site Director of an extra afternoon shift, a \$5.00 fee will be assessed. If a child is on a varying AM and/or PM schedule the parent is required to communicate with the Site Director which days the child will be attending. Site Directors **must** be notified of the varying days that the child will be attending prior to the day(s). Failure to notify the Site Director of these varying days will result in a \$5.00 fee each time a day is not reported. You should also notify your school office with any changes to your child's schedule.

Section - 3 Program Information (continued)

Withdrawal

If a parent wishes to withdraw a child from the program, you must submit notification in writing to the Clubhouse office. This should be mailed to the Buffalo Grove Park District, Attn: Clubhouse, 530 Bernard Drive, Buffalo Grove, IL 60089-3351, or faxed to (847) 459-0674. A written note should also be given to the Site Director. **The parent will be responsible for any tuition fees until a signed written notification is actually received by the Clubhouse office.** No refunds will be given for the first month of paid tuition. If the Clubhouse office determines a refund is due, the parent will receive a refund check by mail if the tuition is being paid via a banking account. A credit will appear on the credit card statement if it is being paid via credit card.

Section 4 – Things to Know

Absences

In the event a child will not be attending Clubhouse due to illness, appointments, or other obligations, it is the parent's responsibility to inform the Site Director by calling the site phone during program hours or leaving a message on the site cell phone. The school does not contact Clubhouse if a child is absent or goes home early. Notification to Clubhouse is imperative. If a parent fails to do so, a \$5.00 "Failure to Report Absence Fee" will be assessed for each occurrence. After the third time a parent neglects to call out an absent child, the fee will be increased to \$8.00 per occurrence. The payment for the "Failure to Report Absence Fee" is due the next time the child attends Clubhouse. Frequent or re-occurring lack of notification of absences may result in the suspension or termination of your child from the program.

Arts & Crafts

Children will have the opportunity to create an art project based on a bi-weekly theme. Samples of this project will be displayed at the site. Although we encourage each child to participate in this activity, not all choose to do so. In addition to the theme art project, art supplies will always be available for the children's use when they wish.

Buffalo Grove Park District Behavior Guidelines

Participants, spectators and staff are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make park district programs safe and enjoyable for everyone involved. Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff.

Participants, spectators, facility guests and staff shall:

1. Show respect to all participants, spectators, facility guests and staff. They shall also be expected to take appropriate direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from causing bodily harm to self, other participants, spectators, facility guests or staff.
4. Show respect for equipment, supplies and facilities.
5. Follow all park district ordinances, facility rules and school rules. These include but are not limited to rules regarding smoking, alcohol, bringing refreshments into facilities, etc.
6. Not engage in any gang related activities including the display or possession of gang related symbols, the use of hand signals, soliciting membership, intimidating or threatening behavior, wearing or displaying any gang colors or clothing identified with gang activities, etc.

Code of Conduct & Discipline

The "Clubhouse Code of Conduct" states that participants shall:

1. Not disturb or hurt others verbally or physically.
2. Not intentionally damage equipment.
3. Not place himself or herself in a dangerous situation.
4. Not bring any toys with them to Clubhouse.

A caring, positive approach will be taken regarding discipline. The purpose of discipline is to help children develop self-control and learn to assume responsibility for their own actions. It is also necessary for the safety of all participants and staff. Clubhouse uses corrective statements and "time-outs" to redirect negative behavior. Recurring or major problems will be discussed with the parent/guardian. Recurring or severe behavior problems may lead to suspension or dismissal from the program. Any irreparable damage *intentionally* inflicted upon any property belonging to any of the Schools, Clubhouse, the Davidsmeyer Bus Company or any of our field trip destinations, will be billed to the responsible child(ren)'s family.

Section 4 – Things to Know (continued)

Communication

For communication purposes, each site has a site telephone and cell phone. The telephones at the sites are for parents needing to contact Clubhouse staff to inform them of an absence, late pick-up, or family emergency. These telephones are not for parents wishing to call their children, as this is not fair to the other participants. Children are not permitted to use the site phone for any reason and may not use a personal cell phone. The telephone at each individual site will only operate during their hours of operation (before and after school). Site cell phones have 24-hour message service, but calls will only be returned during program hours. If a parent needs to leave a message, they need to call the site cell phone and leave a message on the voicemail. The Clubhouse Director and Assistant Director of the program can be reached during business hours at (847) 850-2134 and (847) 850-2119.

Concerns/Problems

Any troubles your child has at school or at home may affect behavior during the Clubhouse program. Please keep Clubhouse informed of any unusual circumstances so we can be sensitive to your child's needs. The Clubhouse staff strives to work with each family and school as a team. Open communication is vital to accomplishing this goal.

Emergency School Closings

For an emergency closing (due to weather, mechanical difficulties, etc.), the Clubhouse program at that school will be cancelled. All full-day closings will be announced on the radio (WGN, WBBM). For a midday closing, parents will be called to pick-up their child. If a parent cannot be reached, the emergency phone numbers will be called. No credit will be given for these days.

Extracurricular After School Activities

Children may take part in extracurricular activities held at their school (i.e. scouts, intramurals, and clubs). To do so, a parent must notify the Site Director, in writing, by completing an "Extracurricular Activity Form" for each activity that the child will be attending. Children will not be dismissed from Clubhouse to attend any activity unless this form has been completed prior to the start of the extracurricular activity. These forms are available at each school site.

If your child will be returning to Clubhouse following their activity then your child will need to come to Clubhouse first and check in for attendance, put their coat and their backpack down in Clubhouse and they may then proceed to their activity. The person in charge of the extracurricular activity is responsible for taking the child to the Clubhouse program when their program is over.

Homework Guidelines

It is not Clubhouse's responsibility to ensure that any child does their homework. However, Clubhouse schedules up to an hour of "quiet time" after snack for those that need to do homework. Clubhouse staff is happy to remind and encourage your child that it is time to do their homework, but will not force them to do so.

Illness

Clubhouse has the right to refuse any child who is ill or has a fever. If a child becomes ill during the program, a parent will be notified and asked to pick-up the child. If the child is vomiting, the parent must have the child picked up immediately. If the parent is unavailable, an emergency contact will be called. As mandated by the school districts, a child must be a fever-free and/or taking antibiotic for 24 hours before returning to the program. A child may not return to the program until the following day after vomiting. **In case of contagious disease, please notify Clubhouse staff immediately.** All parents at that site will be notified as soon as possible. Your cooperation is appreciated.

Section 4 – Things to Know (continued)

Lost & Found

Please label all garments that can be removed by your child with their last name. Any item found at the sites will be kept for 30 days. After that time, any unclaimed items will be donated to charity. The same holds true for any item that is left behind on a fieldtrip day. Any item found after a fieldtrip will be brought to the Alcott Center Lost and Found. You may contact them directly at 847-850-2100. Remember, all the children have the same Clubhouse t-shirt. Many children also have coats that are identical. Please label everything that can be removed or set down. Clubhouse is not responsible for any lost or stolen items.

Medication

Parents are required to fill out a Medication Dispensing Information Form and a Medication Authorization form which are located on the bgparks.org website under “Programs” – “Clubhouse”. This form is necessary to allow our core staff to administer the medication during the Clubhouse hours. Please return completed forms to your Site Director or the Clubhouse office. Parents should make copies of these forms.

We reserve the right to refuse to dispense certain types of medication. If your child requires medication during a fieldtrip day, please bring the medication with you and hand it to the staff when you check-in that morning. Staff **will not** be able to transfer medication from their school site to the fieldtrip day due to the varying schedules they work on those days. Please notify Clubhouse of any existing medical conditions.

Movies

Movies may be shown on bad weather days. No more than one movie will be shown per week. Clubhouse will show mainly G-rated and some PG-rated movies (after being reviewed by the staff). If you have any concerns about the types of movies that your child is permitted to watch, please contact the Site Director. While the movie is running, there will be other recreational activities going on for those children whom do not wish to watch the movie or those that are not permitted to view it.

Newsletters, Lesson Plans & Snack Calendars

A newsletter is made available to each parent via your child’s folder at each site. Please read these as they have very important dates and information enclosed. Parents are able to review lesson plans and snack calendars for their site one week in advance. These will be posted at a location determined by the Site Director. Lesson plans are completed weekly and will list daily activities. These activities will be based on bi-weekly themes. The snack calendar shows the daily snacks being offered to our afternoon participants. **Clubhouse does not provide breakfast for morning participants.** We encourage parents to review the snack calendar. Children with food allergies and/or restrictions are always welcome to bring their own snack.

Outdoor Activity

Children need to be dressed appropriately for the weather, as Clubhouse will play outdoors when the weather permits. During the winter months, the temperature must be 25 degrees or above for the children to play outside. **Children will not be permitted to go outside during the winter months without a coat, gloves, and hat.** On snowy or muddy days, children must also be wearing boots to play outside. Children must bring snow pants or a change of clothing if they wish to play in the snow. Gloves, hats, scarves, and boots should be marked with the child's name for easy identification.

Parent Communication with Children

Parents are to refrain from speaking with other children regarding behavioral issues that are in the care of the Clubhouse program. If there is a problem between two children, the parent should bring it to the attention of the Site Director or the Clubhouse office. Only Buffalo Grove Park District staff is permitted to discipline or question a child in their care.

Photo Disclaimer

Photo Disclaimer: Registrants and participants of programs and special events permits the Park District to take photos and videos of themselves and the minor for publication in the program brochure, website and additional uses as the Park District deems necessary unless the registrant or participant expressly files with the Park District a written objection as to photos or videos of themselves and/or their children.

Staff

The Clubhouse staff is comprised of experienced childcare providers that may include parents, college students, and high school upperclassmen. All staff has gone through more than twenty hours of job specific training for their position. All Site and Assistant Site Directors are trained in AED use, and certified in first aid and CPR. In addition, staff will be attending in-service training sessions and continuing education workshops throughout the year so that they can continue to provide the best care for your child. The Buffalo Grove Park District Clubhouse program maintains a ten participant to one staff ratio.

Sunscreen and Bug Spray Procedures

Clubhouse will spend a good deal of time outside when the weather is nice. If you have concerns regarding sunburn or bug bites, it is your responsibility to send your child with the appropriate materials and instruct them as to how and when to apply them. You are also giving Clubhouse staff permission to re-apply sunscreen and/or insect repellent, that you provide, to your child's face, neck, back, shoulders and arms. You also agree that it is your child's responsibility to re-apply sunscreen and/or insect repellent to other areas, such as chest, abdomen and legs.

Suspected Abuse or Neglect

It shall be the policy of the Park District to fully comply with the State of Illinois Abused and Neglected Child Reporting Act. The Park District will make every reasonable effort and precaution to prevent, detect, and report cases of suspected child abuse and neglect for children who come in direct contact with Park District programs, areas and facilities.

Section 5 – Answers to You Questions

Common Clubhouse Questions

What is child to staff ratio?

- Clubhouse staffs at an 8:1 through a 10:1 ratio.

What kind of care can you provide for my child in kindergarten?

- Clubhouse provides child care for kindergartners only in districts 21 and 102. Depending on when your child attends kindergarten (morning or afternoon) parents will need to find additional care during the day. Clubhouse does not offer child care during school hours. BGPD offers a program called Discovery Kids that is a kindergarten enrichment program. Stevenson High School offers a program called Little Patriots.

How will my child find Clubhouse?

- Clubhouse is located in your child's lunchroom/multipurpose room. On your child's first day at Clubhouse our staff will pick up your child at their class room. After that the teachers will direct your child to Clubhouse. Parents need to communicate with their school office and let them know your child's after school schedule.

What about ½ days and early dismissal days?

- Any day that school is in session, Clubhouse is at the school. Clubhouse needs to know ahead of time whether we will expect your child on those days and the school office needs to know as well.

How am I notified about fieldtrip days?

- On the registration form we ask for ONE email address for use to use to notify you of important information such as fieldtrip registration forms. Be on the lookout for emails from **Buffalo Grove Park District**.

Can my child attend after school activities such as scouts?

- Yes. We require a parent to fill out an Extracurricular Activity form authorizing Clubhouses to release your child to their activity. You may also direct Clubhouse to accept your child back after their activity.

What does Clubhouse supply?

- Clubhouse provides a daily afternoon snack and beverage, supplies for arts & crafts, card & board games and sports equipment. Clubhouse has supplies for many types of recreational and leisure activities, provides quiet time for those that need to do homework, staff role models and a safe, fun environment.

What if my child has dietary restrictions?

- There is a space provided on the registration form for this information. Clubhouse staff will be aware of these restrictions and provide accommodations for your child. Please communicate with the Site Director at your Clubhouse location so your child will have the best experience as possible.

What if my child requires medication?

- Parents must fill out a Medication Dispensing Information Form and a Medication Authorization form which are located on the bgparkdistrict.org website under "Programs" – "Clubhouse". These forms allow our core staff to administer the medication during the Clubhouse hours.

Is help available if my child has "special needs"?

- Yes, Clubhouse works with our sister organization, NWSRA (Northwest Special Recreation Association) to provide an one on one aide for your child for your child to have a successful experience in our program.

What are the procedures if there is an accident and/or emergency?

- All Clubhouse staffs are trained in first aid and Site Directors and Assistants are CPR and AED certified. In case of any serious emergencies, our staffs are prepared to call 911 when necessary. The sites also practice drills for many types of emergencies.

Is there a discount if I have more than one child in Clubhouse?

- No, there is no discount and each child requires a separate registration form.

What if I cannot arrive before 6 pm?

- We ask that you contact the Site Director either on the site phone or cell phone that you're running late. Your child is also worried about you and will be relieved when you call. You will receive one "Oops" that excuses you for being late for the first 15 minutes. After the first 15 minutes you will be charged \$25.00 per child for every 15 minutes or portion thereof that you are late.

What about next year?

- Clubhouse welcomes you and your child/children back every year! We will have a registration link on our website bgparkdistrict.org for the upcoming school year next April.