



BUFFALO
GROVE
PARK
DISTRICT

BUFFALO GROVE PARK DISTRICT

CLUBHOUSE

PARENT HANDBOOK

2017 – 2018



BUFFALO
GROVE
PARK
DISTRICT



Dear Parent:

Welcome to the Clubhouse program. This parent handbook is designed to provide detailed information about Clubhouse activities, procedures, and guidelines. Please read this handbook carefully and keep it as a reference throughout the school year. Extra copies of the parent handbook are available on our website bgparks.org under the Programs tab.

Clubhouse is a before and after school program committed to providing a safe and recreational program for families that need extended day care. We are excited to meet the needs of you and your family and are hopeful that Clubhouse will be a fun and interesting recreational experience.

Please feel free to contact me if you have any questions.

Sincerely,

Lindsey Trent
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Clubhouse is a before and after school program committed to providing a safe and recreational program for families that need extended day care.

Program Description

The Clubhouse program offers a wide variety of recreation activities. Children can participate in physical fitness games, arts and crafts projects, team sports, along with many other activities. Clubhouse also provides homework help and the opportunity to work on school projects and assignments. A snack is provided during the afternoon program. Children with food allergies or restrictions are permitted to bring their own snack. Clubhouse partners with nine elementary schools within three different school districts. Clubhouse provides services in the following elementary schools: Country Meadows, Ivy Hall, Kildeer, Kilmer, Longfellow, Prairie, Pritchett, Tripp, and Willow Grove.

Staff

The Clubhouse program is administered and directed by staff of the Buffalo Grove Park District. All staff receive job specific training and must complete orientation prior to employment. Site Directors and Assistant Site Directors are trained in basic first aid and are CPR/AED certified.

Contact Information

Each site has a cell phone and landline to communicate absences, late pick-up, or other Clubhouse related information. Cell phones are available for voicemail and messages at all times, but will only be used to make and accept calls during program hours. The landlines at each site are only available during hours of operation and should be used as a secondary option.

SCHOOL	CELL PHONE	LANDLINE
Country Meadows	847.980.5181	847.566.9760
Ivy Hall	847.980.5182	847.537.8066
Kildeer	847.980.5183	847.913.5882
Kilmer	847.980.5184	847.459.0698
Longfellow	847.980.5185	847.541.7538
Prairie	847.980.5186	847.913.0542
Pritchett	847.980.5187	847.459.1367
Tripp	847.980.5188	847.459.0697
Willow Grove	847.971.9025	

CLUBHOUSE OFFICE
Lindsey Trent ltrent@bgparks.org Phone: 847.850.2134 Fax: 847.459.0674

Hours of Operation

Clubhouse operates Monday through Friday through the entire school year. Times and locations are listed below.

SCHOOL	AM HOURS OF OPERATION	PM HOURS OF OPERATION
Country Meadows	7 am – 8:15 am	3 pm – 6 pm
Ivy Hall	7 am – 8:15 am	3 pm – 6 pm
Kildeer	7 am – 8:15 am	3 pm – 6 pm
Kilmer	7 am – 8:45 am	3:30 pm – 6 pm
Longfellow	7 am – 8:45 am	3:30 pm – 6 pm
Prairie	7 am – 8:15 am	3 pm – 6 pm
Pritchett	7 am – 9 am	3:30 pm – 6 pm
Tripp	7 am – 9 am	3:30 pm – 6 pm
Willow Grove	7 am – 9 am	2:45pm – 6 pm

Registration

It is required to submit completed registration forms at least 48 hours prior to the anticipated start date. Registration forms will be accepted in the order that they are received. The maximum enrollment amount at each site is based on availability and staffing. Enrollment numbers are determined by an adequate staff to child ratio and will not exceed this ratio at any site. Once these numbers are reached, parents have the option to complete the registration form and be placed on a waiting list.

Field Trip Only Registration

Field trip only registration is available for those that only need Clubhouse on field trips and days that school is not in session. Clubhouse also permits siblings of current Clubhouse participants to attend field trips. Field Trip Only participants cannot exceed sixth grade. All field trips require a separate registration form in addition to the field trip only registration form. Field trip registration forms will be distributed via email and will also be available online and at each Clubhouse site prior to the date of the trip. Each field trip is at a cost of \$49 per trip for Field Trip Only participants.

Change of Information

A Change of Information Form should be completed to update or change any information on the registration form including phone numbers, address, authorized pick up, or any other information. A Payment Agreement Form must be completed to update or change any payment information. Only the parent/guardian is authorized to make these changes. These forms are available at the Clubhouse sites and online. Completed and signed forms must be submitted to the Clubhouse office.

Attendance Options

Clubhouse attendance is determined based on the needs of each family. Attendance options include the morning service, afternoon service, or a combination of morning and afternoon services. Days of service can vary between two to five days per week. Once enrolled in Clubhouse, it is possible to make changes or adjustments to the schedule by submitting a Change of Schedule form.

Attendance Options

Days Per Week	AM or PM Service
2	AM
2	PM
2	AM & PM
3	AM
3	PM
3	AM & PM
4	AM
4	PM
4	AM & PM
5	AM
5	PM
5	AM & PM

Schedule Changes

A Schedule Change Form should be completed to adjust or change the attendance schedule for a participant. Only the parent/guardian is authorized to make these changes. This form is available at the Clubhouse sites and online. Completed and signed forms must be submitted to the Clubhouse office. Schedule changes must be submitted prior to the 20th of the month to become effective by the following month. Each schedule change is subject to a \$5.00 service fee. Please contact the Site Director when any changes are made to ensure accurate attendance rosters.

Extra Day of Service

Morning and afternoon service attended by a participant that is not a regularly scheduled day of attendance will be considered an extra day of service. An additional fee will be charged along with the monthly tuition amount for each extra day of service. These additional fees do not permanently affect the monthly tuition amount. Please contact the Site Director when extra days are needed to ensure accurate attendance rosters. The Site Director will require a signature on the Extra Service Fee Agreement form that grants the Buffalo Grove Park District permission to deduct the extra day of service fee along with the monthly tuition.

Early Dismissal & Half Days

Clubhouse services are available on early dismissals and half days. No additional fees will be assessed for participants that are registered to attend the afternoon service on that day. An extra day of service fee will be charged to participants that are not picked up by the time school would be dismissed and those that are not registered to attend the afternoon service that are not picked up by the time school would be dismissed. Parents must notify the Site Director if the extra day of service is needed. Participants should bring a lunch in a disposable bag if the school does not serve lunch on early dismissal or half days.

Absences

Parents should notify the Site Director of all absences to ensure an accurate attendance roster. Failure to report an absence will result in a \$5 fee for each occurrence.

Sign-In Procedures

Clubhouse participants can be dropped off any time after 7 am up to the start of the school day. Clubhouse will not allow entrance to the building prior to the start of program. Parents must accompany their child to the program area and sign in on the daily attendance roster.

Sign-Out Procedures

Clubhouse participants can be picked up at any time after school dismissal up to 6 pm. Clubhouse staff will not release a child to anyone other than the parent/guardian unless they are an emergency contact or authorized pick up listed on the registration form. A photo ID is required upon pick-up. Parents should fill out an Alternate Pick Up form for anyone that is not listed as an emergency contact and authorized pick up. Please notify Clubhouse staff if unable to pick up a participant by 6 pm. There is no fee the first time a participant is picked up late. Any occurrence after that will be subject to a \$25 charge for every fifteen minutes.

Extracurricular After School Activities

Clubhouse staff should be notified of any extracurricular activities that occur during program hours. Parents should fill out and submit the 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. Any child that will return to Clubhouse following their activity needs to report to the Site Director for attendance.

Field Trips

Clubhouse offers full days of service from 7 am through 6 pm on select school holidays, institute days, winter break, spring break, and other school breaks. On full days of service, Clubhouse participants have the opportunity to attend a field trip. All field trips require a separate registration form and must be purchased at an additional cost. Field trip registration forms will be distributed via email and will also be available online and at each Clubhouse site prior to the date of the trip. Each field trip is at a cost of \$49 per trip for Field Trip Only participants and \$39 for Clubhouse participants.

Field Trip Dress Code

Clubhouse participants will receive a Clubhouse shirt to wear when attending field trips upon registering for a field trip. Shirts will be distributed on the day of the trip. Extra shirts are available for purchase. Children are required to wear the Clubhouse shirt when attending fieldtrips. It is also required for participants to wear gym shoes or shoes with a rubber sole.

Field Trip Lunch

On some fieldtrips lunch will be provided, while other fieldtrips participants will be required to bring a lunch. When lunch is not provided on the trip, participants should bring a non-perishable lunch in a disposable bag.

Field Trip Cancellation

Full refunds will be distributed to those that cancel prior to the registration deadline. Cancellations made after registration will receive a 50% refund. Please call the Clubhouse office to cancel registration.

Payments

Payments are processed in nine monthly installments from September through May. There is an option for the payment to be processed on the 1st or the 15th of the month. It is possible to pay by an electronic funds transfer or by debit/credit card. This information should be included on the Payment Agreement Form that is attached to the registration form. The Buffalo Grove Park District will charge a \$15 service fee for any electronic fund transfers (EFT) that is declined. A participant may be temporarily removed from the program for late payments or any outstanding balances on their Clubhouse account.

Receipts and Year-End Tax Statements

Monthly tuition receipts will be distributed to the Clubhouse sites after the 15th of each month. Field trips, extra days of service, and other additional charges to your monthly tuition amount will be included on the receipts. The "Year-End Tax Statement" will be mailed to the address listed on the registration form by January 31. The Clubhouse FEIN number is 36-2697723 and is included on the monthly receipts and year-end tax statement.

Dependent Care and Flexible Spending Statements

All dependent care and flexible spending statements should be submitted to the Clubhouse office. Once the amounts are compared and verified, a signed copy will be distributed by email, mail, Clubhouse site, or available for pick up at the Clubhouse office.

Refunds

Refunds may be given when a participant withdraws from the program or for extended medical reasons documented by a physician. The refund will be pro-rated based upon the last day of attendance and notification of withdrawal. Refunds will not be given for emergency school closings, family trips and vacations, absences, extracurricular activities, or for alternate childcare arrangements.

Cancellation

Parents should complete and sign the Clubhouse cancellation form to withdraw from the program. The form should be submitted to the program office or may be mailed, emailed, or faxed. Re-enrollment is dependent on availability at the specific program site. Parents are responsible for any fees until a signed cancellation is received by the Clubhouse office.

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

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.

Special Needs

Children with special needs or attend an alternative school are able to attend the Clubhouse program located in their district. The Buffalo Grove Park District partners with NWSRA (Northwest Special Recreation Association) to provide a child with special needs with an aide.

Medication

Parents are required to complete a Medication Authorization Form for any allergies, chronic illness, existing medical conditions, medications/dosages and time, medical information, and any additional information necessary to understand and care for your child. This form is necessary to allow core staff to administer the medication during program hours. Completed forms should be submitted to the Site Director or the Clubhouse office. Clubhouse reserves 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. Staff will not be able to transfer medication from their school site to the field trip day due to the varying schedules and locations.

Illness

Parents will be notified if a child becomes ill during program hours. Clubhouse staff will request that the child be picked up from program as soon as possible. If the parent is unavailable, those listed on the emergency contact and authorized pick up will be notified. As mandated by the school districts, a child must be without a fever 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.

Emergency School Closings

Clubhouse program will be cancelled for any emergency closing. Please contact the emergency closing center for all school closings and updates.

Outdoor Activity

Clubhouse will participate in outdoor activities when the weather permits. Temperatures must be above 25 degrees for the children to play outside. Children will not be permitted to go outside without a coat during cold temperatures.

Sunscreen and Insect Repellent

It is parent responsibility to apply sunscreen and insect repellent to your child prior to program. Clubhouse staff has permission to re-apply sunscreen and insect repellent to the child's face, neck, back, shoulders and arms. It will be the responsibility of the child to re-apply sunscreen and insect repellent to other areas, such as chest, abdomen and legs. Please provide a plain white t-shirt for additional protection.

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.

Custody Orders

To honor specific custody orders and/or order of protection, it is the responsibility of the parent to provide a copy of the custody order and/or order of protection. The document must be signed by the court with the legal seal present, date effective and ending date if applicable.

Confidentiality

Clubhouse will maintain confidentiality and respect family privacy, refraining from disclosure of confidential information. Disclosure of children's records beyond family members, program personnel and consultants having an obligation of confidentiality shall require parental/guardian consent. However, in cases of abuse or neglect, it is permissible to reveal confidential information to agencies and individuals who may be able to act in the child's interest.

Parent Communication with Children

Parents are to refrain from speaking with other children regarding behavioral issues. Please bring all concerns regarding conduct and behavior to the Clubhouse office. Only Buffalo Grove Park District staff is permitted to manage participant conduct and behavior.

Electronics

Since Clubhouse is an extension of the regular school day, we maintain that students may possess a cell phone, but they are expected to leave cell phones in a secure place (i.e. school backpack). Other electronic devices that are allowed during the school day can be used for homework, classroom assignments, and appropriate games and activities.

Movies

Movies will be shown on special occasions. Clubhouse will show G-rated or PG-rated movies. Please contact the Site Director or Clubhouse office if you have any concerns about the types of movies that your child is permitted to watch. Participants will not be required to watch the movie. Other activities will be available to those that do not want to watch or are not permitted to watch the movie.

Lost & Found

Clubhouse requests that all personal items are labeled. Any item found at the Clubhouse sites will be held for up to 30 days. After that time, any unclaimed items will be donated to charity. This policy also applies to field trips. Clubhouse is not responsible for any lost or stolen items.