

# **NBGC** **CLEVELAND** **AFTER-SCHOOL**

## **WHEN**

**2015-2016 School Year**

3:00 PM - 6:00 PM school days

8:00 AM - 6:00 PM days off

## **WHERE**

**Start at Cleveland Elementary**  
**Walk to NBGC Clubhouse**

A supervised walk to the clubhouse program will be available to Cleveland students, until enrollment levels allow for programs to be moved onsite at Cleveland.

## **CONTACT**

Nissa Finch, Cleveland After-School Director  
773-463-4161 ext. 114 nissa@nbgc.org

Maria Gomez, Director of Social Programs  
773-463-4161 ext. 117 maria@nbgc.org

Bonnie Werstein, Director of Operations  
773-463-4161 ext. 113 bonnie@nbgc.org

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

## **SESSION DATES**

### **Session 1**

September 8th - November 12th

### **Session 2**

November 13th - February 4th

### **Session 3**

February 5th - April 7th

### **Session 4**

April 8th - June 21st

## **FEES**

**\$295 per session**

Daily occasional care is available

## **FINANCIAL ASSISTANCE**

**Illinois Action for Children**

**NBGC Financial Aid**

**Payment Plans**

## **NEIGHBORHOOD BOYS & GIRLS CLUB**

2501 W. Irving Park

Chicago, IL 60618

773-463-4161

[www.nbgc.org](http://www.nbgc.org)

# **NBGC** **CLEVELAND** **AFTER-SCHOOL**

## **CUÁNDO**

**Año escolar 2015-2016**

3:00 PM - 6:00 PM días de escuela

8:00 AM - 6:00 PM días de no escuela

## **ADONDE**

**Nos reunimos en Cleveland  
Elementary y después  
Caminamos a NBGC**

Un programa supervisado para encaminar a los niños a NBGC será ofrecido para los estudiantes que están registrados en el programa de after school. Cuando tengamos suficiente estudiantes registrados el programa continuará en la escuela.

## **PERSONAS DE CONTACTO**

Nissa Finch, Directora de Cleveland After-School  
773-463-4161 ext. 114 nissa@nbgc.org

Maria Gomez, Directora de Programación  
773-463-4161 ext. 117 maria@nbgc.org

Bonnie Werstein, Directora de Operaciones  
773-463-4161 ext. 113 bonnie@nbgc.org

**OFRECIDO A  
ESTUDIANTES**  
Kindergarten—Octavo Grado

## **FECHA DE SESIONES**

### **Sesión 1**

Septiembre 8 - Noviembre 12

### **Sesión 2**

Noviembre 13 - Febrero 4

### **Sesión 3**

Febrero 5 - Abril 7

### **Sesión 4**

Abril 8 - Junio 21

## **PRECIO**

**\$295 por sesión**

Cuidado ocasional está  
ofrecido

## **ASISTENCIA FINANCIERA**

**Illinois Action for Children**

**Ayuda Financiera**

**Planes de pago**

## **NEIGHBORHOOD BOYS & GIRLS CLUB**

2501 W. Irving Park

Chicago, IL 60618

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# SCHOOL YEAR SOCIAL PROGRAM

2501 W. Irving Park Road

773-463-4161

www.NBGC.org



NeighborhoodBoysAndGirlsClub



NBGC\_Chicago



NBGC\_1931

## NBGC After-School Programs

Our organizational goal is to provide youth leadership and peer mentoring. We pride ourselves on an 80+ year tradition of a program run for kids by kids. The After-School goal is for your child to participate in project-based activities, finish homework assignments, and get daily physical exercise. Our After-School programs can be custom-fit to meet your family's needs. We operate extended hours on days off and during school vacations. We provide a wide variety of sports, arts, and enrichment activities for every age group. With Neighborhood Boys & Girls Club Youth After-School programs, working parents are confident that their children are learning and playing in a safe and supportive environment after school.

NBGC Youth After-School programs currently operate at the clubhouse (Revere Park) and onsite at Coonley Elementary School. A supervised walk to the clubhouse program will be available to Cleveland and Bateman students, until enrollment levels allow for programs to be moved onsite at those schools. School-age children who attend other schools, public or private, inside or outside the neighborhood, can attend the NBGC clubhouse after school program, but transportation is not provided. If your child is approved for CPS bus services, you can request a drop off at Revere Park, however not all requests are honored."

## We're There Where You Need Us!

The Neighborhood Boys & Girls Club Youth After-School Program provides essential childcare for working families with a variety of options.

### Daily After-School Care

The program is open for youth in Kindergarten-8th Grade from full day school dismissal until 6:00 PM almost every day that CPS schools are in session. You may register for daily occasional care or the full ten week session.

### Days Off School Care

The program will be open from 8:00 AM - 6:00 PM on CPS non-attendance days (see sessional information for dates).

### School Holiday Camps

We offer mini-camps during winter recess (December), and spring recess (April). You must register separately for the holiday camps.

### Athletic Programs

NBGC has a robust Athletic Program for K-8th Grade youth. After-School youth are encouraged to participate in the team athletics. The NBGC will walk youth from the on-site program to the Clubhouse on practice and game days, pick up will then be at the Clubhouse.

### Financial Aid and Sliding Scale Tuition

The Neighborhood Boys & Girls Club After-School program is a modest tuition of \$29.50 per week per child. NBGC accepts vouchers from the State Funded Illinois Action for Children program. Working parents with limited income who cannot qualify for Action for Children and are in need of after-school childcare may apply for reduced tuition. Find out more about eligibility information and the application process by contacting finance@nbgc.org.

## Program Hours

Daily: school dismissal - 6:00 pm

Days off listed below 8:00 am - 6:00 pm

NBGC is scheduled to be open for all CPS emergency / strike closing days from 8:00 AM - 6:00 PM. All full time youth registered in the session that closing occurs will be allowed to attend for an additional charge of \$10.00 per child / per day.

Afterschool Program will be extended and modified if CPS calendar adds additional days due to emergency closing/strike days

The program provides a daily afternoon snack. A bag lunch must be brought from home on all full days.

### Session 1 \$295.00

**Tuesday, September 8th - Thursday, November 12th**

- Monday, October 12th, Columbus Day 8am-6pm
- Wednesday, November 11th, Veterans Day 8am-6pm

### Session 2 \$295.00

**Friday, November 13th - Thursday, February 4th**

- Fri., Nov. 13th, School Improvement Day 8am-6pm
- Wed., Nov. 18th, Report Card Pick Up 8am-6pm
- NBGC closed for Holiday, Wed., Nov. 25th - Fri., Nov. 27th
- Winter Break 12/21/15 - 1/1/16 not included in Session
- Mon., Jan. 18th, MLK Day 8am-6pm

### Session 3 \$295.00

**Friday, February 5th - Thursday, April 7th**

- Mon., Feb. 15th, President's Day 8am-6pm

### Session 4 \$295.00

**Friday, April 8th - Tuesday, June 21st**

- Fri., Apr. 8th, School Improvement Day 8am-6pm
- Wed., Apr. 13th, Report Card Pick Up 8am-6pm
- Spring Break 4/18/16 - 4/22/16 not included in Session
- NBGC closed for Holiday, Fri., May 27th - Mon., May 30th

## Occasional Care Costs

NBGC After-School Program offers occasional care passes. Passes must be purchased in advance to receive best daily rates.

5 Day Pass \$120.00 (5 credits)

Daily Rates:

\$30.00 per 1/2 Day (1 credit)

\$50.00 per day full day (2 credits)

\$60.00 per field trip day (2 credits + \$10.00)

### Winter Break Camp \$250.00

Mon., Dec. 21st - Wed., Dec. 23rd (Closed Dec. 24th & 25th)

Mon., Dec. 28th - Wed., Dec. 30th (Closed Dec. 31st & Jan. 1st)

\* Tuesday Trip Days - NBGC T-shirt required

### Spring Break Camp \$200.00

Mon., Mar. 28th - Fri., Apr. 1st (Private Schools)

Mon., Apr. 18th - Fri., Apr. 22nd (Public Schools)

\* Tuesday & Thursday Trip Days - NBGC T-shirt required

**Founded By Robert Buehler and Richard Valentin in 1931 for Carl Buehler**

## Program Locations

### **NBGC Clubhouse**

2501 W. Irving Park Road  
Chicago, IL 60618  
Daily 3:00 PM - 6:00 PM  
Days off School 8:00 AM - 6:00 PM

### **Coonley Elementary School**

4046 N. Leavitt St.  
Chicago, IL 60618  
Daily 3:30 PM - 6:00 PM  
On Site Location

### **Cleveland Elementary School**

3121 W. Byron St.  
Chicago, IL 60618  
Daily 3:00 PM - 6:00 PM  
Program Staff will walk youth to NBGC Clubhouse daily until enrollment criteria is met for on site program  
Pick up will be at NBGC Clubhouse

### **Bateman Elementary School**

4220 N. Richmond St.  
Chicago, IL 60618  
Daily 3:15 PM - 6:00 PM  
Program Staff will walk youth to NBGC Clubhouse daily until enrollment criteria is met for on site program  
Pick up will be at NBGC Clubhouse

## Contact Information

**Maria Gomez, Director of Social Programs/Clubhouse/Bateman**  
773-463-4161 ext 117, maria@nbgc.org

**Shakila Reynolds, After-School Director, Coonley**  
773-463-4161 ext 114, shakila@nbgc.org

**Nissa Finch, After-School Director, Cleveland**  
773-463-4161 ext 114, nissa@nbgc.org

**Julie Stone, Finance Manager**  
773-463-4161 ext. 118, finance@nbgc.org

**Bonnie Werstein, Director of Operations**  
773-463-4161 ext. 113, bonnie@nbgc.org

**Tom Krier, Executive Director**  
773-463-4161 ext. 116, tpkrier@nbgc.org

### **NBGC Mission Statement**

The Neighborhood Boys & Girls Club is a non-profit independent organization founded in 1931 dedicated to youth development. Our mission is to enhance the well-being and develop the potential of our members, their families and the community.

#### **Vision**

To build better men and women.

We believe these qualities build better men and women who carry these values into their adult lives.

#### **Value**

We value a relevant, multi-faceted, year round program where "everyone plays" in a safe and supportive environment that promotes:

Honesty ~ Self reliance ~ Sportsmanship  
Teamwork ~ Leadership and Lasting friendships

## NBGC HISTORY

Robert Buehler and Richard Valentin founded the Neighborhood Boys & Girls Club in 1931, two important men whose vision and dedication have made the organization what it is today. The NBGC organization has been an integral part of the community for over 84 years. The Club is a non-profit organization **that is independent from any other Boys & Girls Club. Operations are supported solely by program fees, donations and fund-raisers. Membership is free to all youth.** NBGC offers a diversified athletic, social, recreational, cultural, computer, tutoring, leadership and scholarship program for boys and girls 5-18 years old. The rules are simple: everyone plays, develops at their own pace and respects each other. The program goes far beyond sports. **Leadership skills, new friendships, and most of all a pride in oneself and community** are the natural outcome of the unique Neighborhood Boys & Girls Club program. A unique aspect of the NBGC structure is its **Leadership Program**. College and high school aged members oversee all activities and work directly with the girls & boys. They supervise, officiate, and teach children of all ages. Leaders are selected based upon their dependability, attitude, and sportsmanship during their years as active members. Thousands of alumni still reside with the NBGC community, cherishing their youthful memories and maintaining their friendships. Today the year round program of the NBGC includes activities for over 1,500 boys & girls.

## Seasonal Calendar

### **Athletic Leagues**

August - November

Flag Football (boys)	\$125.00
Soccer (girls)	\$100.00
Cheerleading (girls)	\$85.00

November - February

Basketball (boys & girls)	\$45.00
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February - April

Floor Hockey (boys & girls)	\$45.00
Volleyball (girls)	\$45.00

April - June

Baseball Skills Camp	Free
Soccer (coed)	\$100.00

### **Summer Camps (prices reflect March tuition rates)**

June: Two-week "Pre-Camp" 8AM-6PM	\$410.00
June - August: Six-week "Core Camp" 10AM-3PM	\$525.00
Morning Care 8AM-10AM	\$200.00
After Care 3PM-6PM	\$300.00
August: Four week "August Camp" 8AM-6PM	\$675.00

### **Cubbies**

February - May: Kids entering kindergarten the following school year	\$55.00
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*Prices listed above are subject to change*

**Founded By Robert Buehler and Richard Valentin in 1931 for Carl Buehler**

**YOUTH REGISTRATION**

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

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

**New Family**

**Youth 1 (oldest)**

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

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

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

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

School \_\_\_\_\_

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

**Session Tuition \$295** Child will be enrolled for the year and families will be invoiced per session two weeks prior to session start

**Occasional Care**

Session 1 Tues. Sept. 8th - Thurs. Nov. 12th (cancellation date Aug. 25th)

\$120.00 Five 1/2 Day Credits Pass (purchased in advance)

Session 2 Fri. Nov. 13th - Thurs. Feb. 4th (cancellation date Oct. 30th)

\$30.00 per day 3:00 - 6:00 (1 credit)

Session 3 Fri., Feb. 5th - Thurs. Apr. 7th (cancellation date Jan. 22nd)

\$50.00 per day 8:00 - 6:00 CPS days off (2 credits)

Session 4 Fri., Apr. 8th - Tues., Jun. 21st (cancellation date Mar. 25th)

\$60.00 per day 8:00 - 6:00 + field trip (2 credits + \$10.00)

**Winter Break \$250**

**Spring Break Public \$200 / Private \$200**

Mon. Dec. 21st - Wed. Dec. 23rd (closed Dec. 24th & 25th)

March 28th - April 1st (Private)

Mon. Dec. 28th - Wed. Dec. 30th (closed Dec. 31st & Jan 1st)

April 18th - April 22nd (Public)

Should we be aware of any health conditions, limitations, medications or allergies? (include Asthma, Seizures, ADHD, Sight, Hearing)

**Youth 2**

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

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

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

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

School \_\_\_\_\_

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

**Session Tuition \$295** Child will be enrolled for the year and families will be invoiced per session two weeks prior to session start

**Occasional Care**

Session 1 Tues. Sept. 8th - Thurs. Nov. 12th (cancellation date Aug. 25th)

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\$50.00 per day 8:00 - 6:00 CPS days off (2 credits)

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March 28th - April 1st (Private)

Mon. Dec. 28th - Wed. Dec. 30th (closed Dec. 31st & Jan 1st)

April 18th - April 22nd (Public)

Should we be aware of any health conditions, limitations, medications or allergies? (include Asthma, Seizures, ADHD, Sight, Hearing)

**Youth 3**

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

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

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

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

School \_\_\_\_\_

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

**Session Tuition \$295** Child will be enrolled for the year and families will be invoiced per session two weeks prior to session start

**Occasional Care**

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March 28th - April 1st (Private)

Mon. Dec. 28th - Wed. Dec. 30th (closed Dec. 31st & Jan 1st)

April 18th - April 22nd (Public)

Should we be aware of any health conditions, limitations, medications or allergies? (include Asthma, Seizures, ADHD, Sight, Hearing)

**TO BE COMPLETED BY STAFF**

League \_\_\_\_\_

Registration Date \_\_\_\_\_

Paid Online

Home Team \_\_\_\_\_

Check # \_\_\_\_\_

Credit/Debit Card

Staff Signature \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_

Cash

PARENT INFORMATION

Child Lives With \_\_\_\_\_

Does youth family qualify for Free or Reduced Lunch  Yes  No

Primary Email \_\_\_\_\_

Primary Phone \_\_\_\_\_

Parent 1 \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Email Address \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Occupation \_\_\_\_\_  
Company \_\_\_\_\_

Parent 2 \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Email Address \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Occupation \_\_\_\_\_  
Company \_\_\_\_\_

EMERGENCY CONTACTS  
PERSONS OTHER THAN PARENTS TO BE CONTACTED IN CASE OF AN EMERGENCY

1 Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Phone 1 \_\_\_\_\_  
Phone 2 \_\_\_\_\_

2 Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Phone 1 \_\_\_\_\_  
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 \_\_\_\_\_  
Relationship \_\_\_\_\_  
Phone 1 \_\_\_\_\_  
Phone 2 \_\_\_\_\_  
2 Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Phone 1 \_\_\_\_\_  
Phone 2 \_\_\_\_\_

3 Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Phone 1 \_\_\_\_\_  
Phone 2 \_\_\_\_\_  
4 Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Phone 1 \_\_\_\_\_  
Phone 2 \_\_\_\_\_



# 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 & Bateman Programs or Nissa Finch for Cleveland 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.

## 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.

**Walking 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 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.

**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 one 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 \_\_\_\_\_

Tuesday, August 25-2015	Last day to cancel Session 1 – please email finance@nbgc.org
Tuesday, September 1-2015	Payment due for Session 1
Friday, October 30-2015	Last day to cancel Session 2 – please email finance@nbgc.org
Friday, November 6-2015	Payment due for Session 2
Friday, January 22-2016	Last day to cancel Session 3 – please email finance@nbgc.org
Friday, January 29-2016	Payment due for Session 3
Friday, March 25-2016	Last day to cancel Session 4 – please email finance@nbgc.org
Friday, April 1, 2016	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 \_\_\_\_\_