

**Village of Island Lake  
Before and After School  
Club Program  
2009-2010**



# 2009-2010 CLUB Before & After School Program

The Village of Island Lake offers a Before and After School CLUB Program at Cotton Creek School during the school year. The Morning Program runs from 6:30 a.m. - 9:05 a.m. Monday through Thursday, and runs from 6:30 a.m.-9:30a.m. on Fridays. The Afternoon Program runs from 3:40 p.m.- 6:00 p.m.

During CLUB hours your child will participate in a variety of activities including weekly special crafts, quiet/homework time, games, sports, free time; as well as other activities. A light snack is served in both the Morning and Afternoon programs. To register for this program, parents need to visit the Recreation Office at the Village Hall to fill out registration forms. A \$30 non-refundable registration fee per child will be required at the time of registration. Tuition will be discounted when you have more than one child enrolled.

*\*During non-attendance days, we also offer a full-day program (6:30 a.m. - 6:00 p.m.) at the Village Hall. We usually schedule a field trip for these days. Advanced registration is required with an additional fee for these days. See Box Below.*

After your initial registration, all monthly tuition may be dropped off at Club, mailed to the Village of Island Lake or dropped off at the Recreation Office at the Village Hall during business hours (8:00 a.m. - 4:30 p.m. Monday through Friday). We also provide drop off after hours at the front door drop box located at the Village Hall. ***All cash payments MUST be made in person.*** The following tuition schedule is based on 179 school days divided by nine months. **Your tuition amount remains the same each month regardless of days off.**



## MONTHLY TUITION K - 5TH

1st Child / 2nd Child

AM \$ 130 / \$120

PM \$ 126 / \$116

BTH \$ 234 / \$220

## FIELD TRIPS TBA

### FIELD TRIP FEES

\*Club Children \$35/all day care 6:30 am - 6:00pm

\*Village Residents \$40 6:30 am - 6:00pm

(Fees include day care, 2 snacks and most field trip costs)

\*some field trips may require an additional fee

# 2009-2010 Information & Agreement Form

AM \_\_\_ PM \_\_\_ BTH \_\_\_

Name of Student: \_\_\_\_\_ Grade 2009 \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Billing Address:(if different) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_ Age \_\_\_\_\_

Father's Name: \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell# \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell# \_\_\_\_\_

Are there Custody Restrictions? Yes / No , Order of protection? Yes / No , if yes, please attach a copy for our records.

Emergency Name & Relationship: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

The following information will be kept confidential. Only staff working with your child will have access to this information. Has child been exposed to a communicable disease? Yes / No

Has your child been exposed to Aids or Hepatitis Type B? Yes / No

Are there any health issues we need to be aware of? Yes / No

(please attach a letter of explanation)

Are there any Allergies: \_\_\_\_\_ Hayfever \_\_\_\_\_ Insect Stings \_\_\_\_\_ Penicillin \_\_\_\_\_ Food \_\_\_\_\_ Other \_\_\_\_\_

List: \_\_\_\_\_  
Is child presently taking medication? Yes / No, Explain: \_\_\_\_\_

Is child on a special diet? Yes / No Explain: \_\_\_\_\_

Doctor \_\_\_\_\_ Phone Number( ) \_\_\_\_\_ Hospital of choice \_\_\_\_\_

List up to 4 people (max) who are Authorized to Pick Up you child  
(Mom & Dad are assumed authorized; unless otherwise noted) - LIST THEIR DRIVERS LICENSE# PLEASE

\_\_\_\_\_ License # \_\_\_\_\_

\_\_\_\_\_ License # \_\_\_\_\_

\_\_\_\_\_ License # \_\_\_\_\_

\_\_\_\_\_ License# \_\_\_\_\_

### LIABILITY WAIVER & TUITION AGREEMENT

Please read this form carefully and be aware that in registering your minor child/ward for participation in the Village of Island Lake Before and After School CLUB Program, you will be waiving and releasing all claims for injuries your child/ward might sustain arising out of the activities of this program.

"I recognize and acknowledge that there are certain risks of physical injury to participants in programs and I agree to assume the full risk of any such injuries, damages or loss regardless of severity which my child/ward may sustain as a result of participating in any activities connected or associated with any such program."

"I agree to waive and relinquish all claims my child/ward may have as a result of participating in the program against the Village of Island Lake and its officers, agents, servants, and employees."

"I do hereby fully release and discharge the Village of Island Lake and its officers, agents, servants, and employees from any and all claims resulting from injuries, damages, and losses sustained by my child/ward, and arising out of, connected with, or in any way associated with the activities of any of the programs."

"All tuition shall be paid in advance and is due on the 1st of the month prior to attendance. The Village of Island Lake reserves the right to deny admission to any child whose tuition is not paid in advance in accordance with the terms of this Agreement. Any late or unpaid tuition shall be subject to a late fee of \$10.00 per month. The undersigned agrees to pay all late fees, court costs and attorney's fees incurred by the Village of Island Lake in enforcing any of the terms of this Agreement". "I have read and fully understand the above waiver and tuition agreement."

Parent/Guardian Signature)

(Date)

#### FOR OFFICE USE ONLY

I	L	FT	P	Comp	D	CK	S



## HOMEWORK SIGN UP SHEET

My child \_\_\_\_\_ is to stay in after PM snack to do her/his homework. Please remember that we are only available to guide the students in their homework. We are not there to force them to do their homework. We will not go into a child's backpack to make sure they do not have homework. Since there are so many students with homework, we will not have time to sit individually with a student. Any student caught copying homework will be brought to their teacher for disciplinary action. Staff members will not be responsible for any homework that the child refuses to work on during homework time.

My child \_\_\_\_\_ is to go over their spelling words every Friday with an AM staff member. Also, if needed special homework will be completed before gym/free time. I will notify a staff member if my child has a special homework assignment.

Thank you,  
The Club Staff

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parents signature/date



2009 - 2010

## Island Lake CLUB Program Field Trip Release Form

I hereby give my permission for my child(ren)

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To attend scheduled Field Trips while attending the 2008-2009 Village of Island Lakes, Before and After School CLUB Program. I hereby waive and release the Village of Island Lake, its employees and agents from any and all claims of liabilities arising from or in any way related to my child(ren) attending said field trips.

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Signature of Parent or Guardian

Date



Village of Island Lake  
Parks & Recreation Department  
3720 Greenleaf Avenue  
Island Lake, IL 60042  
(847) 526-4851 / Fax: (847) 526-1534  
Web: [villageofislandlake.com](http://villageofislandlake.com)

## Island Lake Parks & Recreation CLUB 2009 - 2010



### Photo Release Permission Form

During School Year, there will be times when your child(ren) will be photographed. These photos may be used for decorating our bulletin board at CLUB or the Village Hall, or for publicity purposes, as well as appear in local newspapers or our Recreation Guide. We are requesting your permission to use these photographs for any of the above listed situations.

Please check the appropriate box

- I understand that my child(ren) may appear in photos for the above listed situations and give permission for this.
- I do not give permission for child(ren) to be PHOTOGRAPHED.

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Child(ren)'s Name

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Parents or Legal Guardian Signature

Date

# VILLAGE OF ISLAND LAKE PARKS & RECREATION MEDICATION PERMISSION FORM

Name \_\_\_\_\_ Age \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Time to be given \_\_\_\_\_ Date to start \_\_\_\_\_ Date to end \_\_\_\_\_

How is the medication taken (Please specify all that apply):

Whole

Chewed

Mixed with Food

With Water

Without Water

After Eating

Reason for Medication \_\_\_\_\_

Restrictions or important side effects (adverse reactions) \_\_\_\_\_

Any other instructions \_\_\_\_\_

I give permission for my child to receive the above medication at any Village of Island Lake Parks and Recreation Department Program. *I understand it is my responsibility to give the medication directly to the program staff in the original dosage container clearly labeled with the following information.*

PHARMACY'S NAME, DOCTOR'S NAME, PATIENT'S NAME, TYPE OF MEDICATION, STRENGTH, AND DOSAGE INSTRUCTIONS.

In all cases, the recommended dosage of any medication will not be exceeded. If after administering medication there is an adverse reaction, I give my permission to the Village of Island Lake to secure from any licensed hospital physician and/or medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

In consideration of the Village of Island Lake administering medication to my minor child, I do hereby fully and forever release and discharge the Village of Island Lake and its officers, agents, servants and employees from any and all claims I may have as a result of the Village of Island Lake assisting in the administering of medication to my minor child.

Signed \_\_\_\_\_

Date \_\_\_\_\_ Phone Home \_\_\_\_\_

Work Phone \_\_\_\_\_

Dear Parents,

Please take a few minutes and go over these **CLUB RULES**. Club participants are expected to always exhibit appropriate behavior. As with any large group of children, rules must be enforced by the Village of Island Lake Club staff. We ask that you, as parents, go over this information with your child so they are aware of the consequences of unacceptable behavior. This is a list of some common unacceptable behaviors that will not be tolerated.

- 1) Leaving a group without permission
- 2) Abuse of school/club equipment or environment
- 3) Hitting, biting or any method of physical harm
- 4) Destruction of property
- 5) Swearing
- 6) Teasing
- 7) Stealing
- 8) Overly disruptive behavior
- 9) Inappropriate playground behavior
- 10) We only bring approved toys to club – no electronics

We have developed a very simple approach to behavior management and discipline. Staff will be firm and consistent and establish simple, understandable rules. These rules are:

- 1) We do not hurt ourselves
- 2) We do not hurt others
- 3) We do not hurt things around us
- 4) We always go to a staff member if there is a problem

Children will be encouraged to resolve conflicts with staff or other children by talking and not physical methods. If a child has difficulty with his/her behavior on a recurring basis, parents will be asked to meet with the Club Staff, Recreation Department Administrator and Trustee in charge of the recreation department. If the child continues to act inappropriate, is disruptive or dangerous, the child may be removed from the program.

The Village of Island Lake reserves the right to immediately suspend or expel any child whose actions are seen as detrimental to the program. Each situation will be evaluated. Staff may develop additional rules as necessary.

.....  
**CLUB RULES**

~~I have read and understand the above rules for before and after school CLUB.~~.....

**Parents/Legal Guardian Signature:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Legal Guardian Name Printed:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Child's Name:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**2009-2010 BEFORE AND AFTER  
SCHOOL INFORMATION CHANGES**

**All schedule changes must be made in writing.**

**Add/Drop before/after club changes must be made two weeks in  
advance.**

**CHILD'S NAME** \_\_\_\_\_

**Change Effects:**

***ATTENDANCE:***

My Child will not attend before/after club on the following date: \_\_\_\_\_

***AUTHORIZED PICK UP PERSON:***

\_\_\_\_\_ will be picking up my child on \_\_\_\_\_ from after  
( persons name) (date)  
school club.

**I understand that I will inform the above person to bring a photo ID with them at the time of pickup.**

***ADD/DROP BEFORE/AFTER CLUB EFFECTIVE*** \_\_\_\_\_  
***Changes must be made two weeks in advance and in writing.***

ADD AM \_\_\_\_\_ DROP AM \_\_\_\_\_

ADD PM \_\_\_\_\_ DROP PM \_\_\_\_\_

You will be advised of any payment changes

**Today's Date:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

**Requested By:** \_\_\_\_\_

**Information Approved By:** \_\_\_\_\_  
*Staff Member's Name*