BEFORE AND AFTER SCHOOL CLUB 2017/2018

The Village of Island Lake offers a "Before and After School Club" program at Cotton Creek Elementary School during the school year. The morning program runs from 6:30 am. to 9:05 a.m. Monday through Thursday, and 6:30 a.m. to 9:30 a.m. on Fridays. The afternoon program runs from 3:40 p.m. to 6:00 p.m. A light snack is served in both the morning and afternoon program.

During club hours your child will participate in a variety of activities including homework time, games, sports, and free time.

To register for this program, please visit the recreation office at the Village Hall. A $30 non-refundable registration fee will be required at the time of registration. Tuition will be discounted when you have more than one child enrolled. After your initial registration, all monthly tuition may be dropped off in the Club payment envelope, mailed to the Village of Island Lake, dropped off at office, in drop box located on the front door of the Village Hall, or paid online. All cash payments must be made in person. We are not responsible for cash payments that are dropped off. 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 of school.

During non-attendance school days, we also offer a full-day program 6:30 a.m. to 6:00p.m. at the Village Hall. Field Trips and activities are planned for these days. An additional fee of $35 a day is required for all day care and extra fees for field trips will also be added on. Advance registration is required.

For more information or to register for Club please call the office at 847-416-7866. You can also visit the Village of Island Lake website at www.villageofislandlake.com.

Monthly Tuition: K-5
1st Child/2nd Child
AM $135/$125
PM $131/$121
Both $239/$225

2017-2018 Information & Agreement Form

AM_____PM_____BOTH_____DROP IN_____

Name of Student: _____ *Grade* 2017 _____

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: _____ 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 3 people (max) who are authorized to pick up your child

(Mom & Dad are assumed authorized; unless otherwise noted) - LIST THEIR DRIVERS LICENSE# PLEASE

_____ 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."

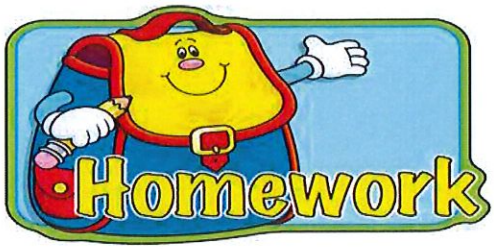
"I do hereby fully release and discharge the Village of Island Lake and its officers, agents, servants, and employees from any and all claims resulting from injuries, damages, and losses sustained by my child/ward, and arising out of, connected with, or in any way associated with the activities of any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

I	HW	FT	PR	M	R	CASH	CHECK#



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

Parent Signature_____Date_____

2017 – 2018

CLUB PROGRAM
Field Trip Release Form

I hereby give my permission for my child/children

_____

To attend scheduled Field Trips while attending the 2017-2018 Village of Island Lake, "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/children attending said field trips.

_____

Signature of Parent or Guardian 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 circle 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 it 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 _____

Village of Island Lake
Parks and Recreation Department
3720 Greenleaf Avenue
847.416.7866 / Fax: 847.526.1534
Web: www.villageofislandlake.com

Island Lake Parks and Recreation Club 2017-2018

Photo Release Permission Form

During the school year, there will be times when your child/children will be photographed. These photos may be used for decorating our bulletin board at Club or the Village Hall, publicity purposes, and or appear in local newspapers or our Recreation Guide. We are requesting your permission to use these photographs for any of the above situations.

Please check the appropriate line:

_____ I understand that my child/children may appear in photos for the above listed situations and give permission for this.

_____ I do not give permission for my child/children to be PHOTOGRAPHED.

_____

Child/Children's Name

_____

Parent's Signature Date

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.

- Leaving a group without permission
- Abuse of School/Club equipment or environment
- Hitting, biting, or any method of physical harm
- Swearing
- Teasing
- Stealing
- Overly disruptive behavior
- Inappropriate playground behavior
- Bullying in any form

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

- We do not hurt ourselves
- We do not hurt others
- We do not hurt the things around us
- 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 no 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 and or the Village Recreation Coordinator. If the child continues to act inappropriately, 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.

I have read and understand the above rules for the "Before and After School Club"program.

_____

Parents/Legal Guardian Signature Date

_____

Child's Name

2017-2018 CHANGE FORM

FOR ANY CHANGES REGARDING A CLUB MEMBER

CLUB MEMBER_____GRADE_____

NEW AUTHORIZATION PICK-UP PERSON:_____
I understand that I will inform the above person to bring a photo ID with them at the time of pickup.

Change Effects: AM / PM /Both New_____
Drop_____

Other changes to be made:_____

_____

_____

_____

Today's Date:_____Effective Date:_____

Requested By:_____Info. Taken By:_____
Parent's Name Staff Member