

## Greenleaf Enrichment Programs



# Before & After School Club Registration Packet 2024 – 2025

The Village of Island Lake, Greenleaf Enrichment Programs, offers Before and After School Club at Cotton Creek Elementary School during the School year. The Club Program offers morning care and afternoon care Monday through Friday. We offer a snack at both times.

**Morning Club: 6:30 am – 9 am (9:30 am Fridays)**

**Afternoon Club: 3:40 pm – 6 pm**

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

**Session Length:**

First Day of School -- Last Day of School

**Grade Levels:**

K – 5<sup>th</sup> Grade, as of the 2024 - 2025 School Year

**Registration Open:**

Starting 7/15/2024 (as space is available)

**Minimum Enrollment:** 20 children

**Max Enrollment:** 30 children

<b>Registration Fee:</b> \$50.00 per child (Non-Refundable) <small>Registration Fee must be turned in with Application</small>	
<b>Weekly Fees*</b>	
<b>1<sup>st</sup> Child</b>	<b>2<sup>nd</sup> Child</b>
A.M. only - \$40.00 (\$160 a month)	A.M. only - \$38.00 (\$152 a month)
P.M. only - \$39.00 (\$156 a month)	P.M. only - \$37.00 (\$148 a month)
Both A.M. & P.M. - \$66.00 (\$264 a month)	Both A.M. & P.M. - \$64.00 (\$256 a month)
* Weekly Fees are due on the Friday prior to attendance.	
** NO Drop-in options are available.	
*** The Program is a Full-Time (Both A.M. & P.M.) & Part-Time (Only A.M. or Only P.M.) basis only.	

**Registration fee,**

Must be paid in full with Club Application. Parents with assisted help, DHS 4Cs does not cover any extra fees; you will be solely responsible for these payments.

**Weekly fees,**

Checks, cash, credit card and online payments are accepted. *Children will not be allowed to attend if fees are not paid by the payment due date.* If dropping off at the School with Club Staff, all payments **must** be given to the *Club Supervisor* and **must** be in a sealed envelope with your Name, Child’s Name, Date, and the Week you are paying for; all though we do prefer that all payments are made in-person at the Village Hall or on-line. All weekly fees must be paid in full; this includes if your child is signed up for a minimum of 2 days, the full weekly fee is still owed.

**For more information, contact Amy McClure, Club Director:**

847.416.7836

amy.mcclure@voislk.com

The following tuition schedule is based on 172 school days divided by nine months.

**Club will be CLOSED on the following days,**

- ✂ Labor Day (First Monday in September)
- ✂ Thanksgiving Day (Fourth Thursday in November)
- ✂ Day after Thanksgiving
- ✂ Christmas Eve (December 24<sup>th</sup>)
- ✂ Christmas Day (December 25<sup>th</sup>)
- ✂ New Year’s Eve (December 31<sup>st</sup>)
- ✂ New Year’s Day (January 1<sup>st</sup>)
- ✂ Friday before Easter, Good Friday
- ✂ Memorial Day (Last Monday in May)
- ✂ Spring Break (Last week in March)
- ✂ Independence Day (July 4<sup>th</sup>)

This also, includes Non-attendance No School days. (See School Calendar)

**Regular Club Hours**

Morning Club: 6:30 A.M. – 9 A.M. Monday through Thursday  
6:30 A.M. – 9:30 A.M. Fridays

Afternoon Club: 3:30 P.M. – 6 P.M. Monday through Friday

August 14<sup>th</sup>, 2024 -- May 23<sup>rd</sup>, 2025 (if no emergency days)

**Club Daily Schedule**

- ✂ Club is held at the Cotton Creek Elementary School in the Multi-Purpose Room, Gymnasium, and Outside Playground during the regular School year only.
- ✂ Parents are expected to pick-up their children no later than 6 p.m.
- ✂ Of course we do understand there are limited reasons beyond your control and you will not be charged if you are late, we just ask that you do your best to be on time for pick-up.
- ✂ Habitual tardiness will be addressed by the Club Director and may result in a request that you start paying a late fee.
- ✂ If you know that you are going to be running late, please call and communicate that and/or you may arrange for someone else\* to pick up your child. \* An alternate Pick-Up must be on your pick-up list.

**Times & Locations are subject to change**

**Before School (6:30 am – 9 am)**

**After School (3:40 pm – 6 pm)**

* 6:30 – 7 am	Free Time	* 3:40 – 3:45 pm	Attendance / Announcements
* 7 – 7:30 am	1 <sup>st</sup> , 2 <sup>nd</sup> , half of 3 <sup>rd</sup> Outside	* 3:45 – 4 pm	Afternoon Snack
	Half of 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Gym	* 4 – 4:30 pm	Homework
* 7:30 – 8 am	1 <sup>st</sup> , 2 <sup>nd</sup> , half of 3 <sup>rd</sup> Outside	* 4:30 – 5 pm	1 <sup>st</sup> , 2 <sup>nd</sup> , half of 3 <sup>rd</sup> Gym
	Half of 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Gym		Half of 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Outside
* 8 – 8:30 am	Morning Snack	* 5 – 5:30 pm	1st, 2nd, half of 3rd Gym
* 8:30 – 9 am	Free Time / Clean-up		Half of 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Outside
		* 5:30 – 6 pm	Free Time / Clean-up

**Drop-Off and Pick-Up Area**

Drop-off and Pick-up, is in the front of Cotton Creek Elementary School building at the front office entrance. When you walk into the far right door, you will see to your far left the Club sign hanging up by the Club entrance door. You are going to push the Club Doorbell and a Club Staff member will come and greet you. This is for your child’s safety, Club Rules, and School Rules. You will need to follow these directions. Below is a picture diagram to help you get to the right place.

When dropping off and picking up your children, parents are required to walk their children inside to the Club door of the school. Your cooperation is greatly appreciated. (*See Parent Handbook*)

Please call or text the Club Cell Phone or the Club Director prior to 3:30 pm if there will be any changes in afternoon pick-up.

**Sign-in and Sign-out Sheets**

Parents are required to Sign-in and Sign-out their children *Daily*, no exceptions. We will **NOT** release any child to their parent who refuses to come to the door and sign-in or out their child.

Sign-In: Write the time-in and Initial next to it.

Sign-Out: Write the time-out and Initial next to it.

**Pick-Up Authorization**

We release children only to those who are listed on your child’s Club Information Form.

✂ WE WILL NOT RELEASE ANY CHILD TO AN UNAUTHORIZED PERSON.

This may sometimes seems inconvenient, but it is for the safety of your child. If for any reason you or your authorized person cannot pick-up your child, it is necessary to notify the Club Staff as soon as you can. You can do this by calling,

✂ Club Cell Phone:

- 847-977-9147

✂ Club Director, Amy McClure:

- Office: 847-416-7836
- Cell: 224-237-8700

**\* Any divorced or separated parents having an ORDER OF PROTECTION or COURT ORDER, you must supply a copy with our Club Director \***

**Absences**

If for any reason your child will be absent from a scheduled Club day you must notify us. Please call or text the Club Cell Phone, 847-977-9147 or Call the Club Director, 847-416-7836.

We will check the phone for messages as soon as Club opens in the morning. It is very important that all children are accounted for. Please make sure you call. ☺

**Firearms Rules and Regulations**

With Club and Camp Greenleaf being located inside of a Public School and at the Village of Island Lake, which is also considered a building open to the public. We do not allow people to bring any type of firearms inside. There is “**No Firearms**” allowed signage placed outside every entrance and exit at both buildings. Below is a copy of the Village of Island Lake ordinance pertaining to the matter. Safety is our utmost concern at Greenleaf Enrichment Programs (Before and After School CLUB). (*See Parent Handbook*)

I attest that I have read, understand and will abide by the Greenleaf Enrichment Program (Before and After School CLUB) Firearms Rules and Regulations in the Parent Handbook. I further attest that I have read the guidelines to my child who understands and will abide them.

Name of Child Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name Printed: \_\_\_\_\_

## 2024 - 2025 Club Registration & Agreement Form

Name of Child: \_\_\_\_\_ Grade in 2024-2025: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age: \_\_\_\_\_

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

Billing address: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Home# \_\_\_\_\_ Cell phone# \_\_\_\_\_

Work Phone# \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Home# \_\_\_\_\_ Cell phone# \_\_\_\_\_

Work Phone# \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Custody restrictions (Check one)** Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach documentation.

**Order of protection (Check one)** Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach documentation.

**Emergency Contact Information (If different than above):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**Medical Information**

List all communicable disease/s to which your child has been exposed, including AIDS and Hepatitis B:

\_\_\_\_\_

List all known Allergies: \_\_\_\_\_

\_\_\_\_\_

List other medical Issues that staff needs to know for your child's safety: \_\_\_\_\_

\_\_\_\_\_

**PLEASE DISCLOSE ANY PERTINENT MEDICAL / HEALTH ISSUES THAT YOU FEEL STAFF NEEDS TO BE AWARE OF:**

**Doctor:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Choice of Hospital:** \_\_\_\_\_

**List up to four (4) alternates authorized to pick up child. ID is required for alternates, No Exceptions.**

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

4. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

**My Child will be attending Club (Check One):** \_\_\_\_\_ Full-Time (Both A.M. & P.M.) \_\_\_\_\_ Part-Time (Only A.M. or Only P.M.)  
Circle which applies

## **Club General Liability Waiver and Tuition Agreement**

Please read the following very closely as you will be waiving and releasing all claims for injuries your child might sustain arising from activities of this program.

I, the undersigned parent/guardian, recognize and acknowledge that there are certain risks of physical injury to participants in the Greenleaf Enrichment Programs (Before and After School CLUB) and I agree to assume the full risk of any such injuries, damages or loss (regardless of severity) which my child may sustain as a result of participating in any activities connected to or associated with any such Program.

I agree to waive and relinquish all claims my child may have as a result of participating in the Greenleaf Enrichment Programs (Before and After School CLUB) against the Village of Island Lake and its officers, agents, servants and employees.

I do understand that the Greenleaf Enrichment Program (Before and After School CLUB) is recorded with the State of Illinois as a License Exempt Program. This program is exempt from Illinois DCFS licensing and regulations; the facility and program is not licensed or regulated by DCFS. All employees have had background checks through the State of Illinois and follow the DCFS guidelines.

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, illnesses, damages, and losses sustained by my child and arising out of connected with or in any way associated with the other children, counselors, and activities of any of the programs.

I further agree all tuition shall be paid on the Friday 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 and for any other reason that has been deemed necessary. The undersigned agrees to pay court costs and attorney's fees incurred by the Village of Island Lake in enforcing any of the terms of this agreement.

I understand that The Village of Island Lake keeps all personal records private and under lock and key. I understand that The Village also has a Records Disposal Certificate that is done once a year.

I attest that I have read, fully understand and will abide by the terms of the General Liability Waiver and Tuition Agreement.

**Name of Child Participant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name Printed:** \_\_\_\_\_

## Club Behavior and Safety Rules

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. \*\* For further information on **Club Rules and Regulations**; and **Discipline**. (See *Parent Handbook*)

The GOAL of our discipline is to maintain a safe Club environment.

### **DO...**

- Demonstrate respect for Club Staff, fellow Club kids, School property, and Village property.
- Show tolerance of diversity for Club Staff, fellow Club kids, and the public onsite and on field trips.
- Be a good sport during games and activities.
- Clean up after yourself.
- Ask Club Staff for permission to leave the room.
- Wear gym/athletic shoes for outdoor and playground activities.

### **DO NOT...**

- Do Not use foul or obscene language or gestures.
- Do Not cause or threaten bodily harm to others.
- Do Not damage equipment or property of others, the School, or the Village.
- Do Not bring or use alcohol, illegal substances or weapons.

**The following behaviors will NOT be tolerated:**

- 1. Verbal Confrontations (Bullying)**, harmful or antagonized physical confrontation
- 2. Swearing or Disrespect**, to the Club Staff or another Club Kid
- 3. Harmful or Physical Confrontation**, Physical fighting is an automatic suspension
- 4. Leaving Club without Permission**, will automatically result in a 1 day suspension

If there is a discipline issue with a Club Kid, the Club Director will approach the parent about the problem only if it is consistent. The Club Director will always be informed of any situation involving one of the Club Kids and will bring it to the parent's attention along with the Club Staff involved. Children will be encouraged to resolve conflicts with Club Staff or other children by talking and no physical methods.

*The Village of Island Lake reserves the right to dismiss without refund any child whose behavior violates the Behavior and Safety Rules or poses a danger to self or other. (See Parent Handbook)*

I attest that I have read, understand and will abide by the Greenleaf Enrichment Program (Before and After School CLUB) Guidelines and Behavior and Safety Rules. I further attest that I have read the guidelines to my child who understands and will abide them. I further understand that my child may be removed from Club for failure to abide by the Guidelines and Rules.

**Name of Child Participant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name Printed:** \_\_\_\_\_

## Homework

When schoolwork comes to us in Afternoon Club, we can help your child in many ways:

- Emphasize the importance of completing homework
- Provide a quiet work area
- Ensure that your child has the necessary materials (pencil, eraser, markers, etc.)
- A set time to review homework assignments
- Provide feedback and encouragement

\*\* This can also be encouraged at home by you, the parent.

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 or 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. (*See Parent Handbook*)

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

If your child is Special Needs or is in any IEP classes, you understand and agree that you must inform the Club Director along with supplying any copies of your child's necessary paperwork to the Club Director for our records. (*See Parent Handbook*)

I attest that I have read, understand and will abide by the Greenleaf Enrichment Program (Before and After School CLUB) Homework and Special Education. I further attest that I have read the Homework and Special Education to my child who understands and will abide them.

Name of Child Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name Printed: \_\_\_\_\_

## Club Photo Permission and Release

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 grant permission for this.

\_\_\_\_\_ I DO NOT grant my permission for my child/children to be photographed.

\_\_\_\_\_ I understand that my child/children may appear in photos for the above listed situations and grant permission for this; But I DO NOT grant my permission for my child/children to appear in photos on any kind of Social Media.

Name of Child Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name Printed: \_\_\_\_\_

## Club Medical / Medication Authorization and Agreement

Parents/Guardians have the primary responsibility for the administration of medical / medication to their children. If a child must have medical care or take medication during Club time, only our Club Coordinator or Club Staff Supervisor will have the responsibility of administering medical care or medication to your child.

From the Parent/Guardian requesting Club to administer any medical care or medication, a Written Permission must be obtained before giving any child medical care or their medication. All medication must be in a container appropriately labeled by a Pharmacy or Physician and will be kept in a locked cabinet. Medication requiring refrigeration is also maintained in a secure area.

We will keep record of all medication dispensed to Club Kids specifying the time the medication was administered and the Supervising Personnel. These regulations do not apply to medication dispensed in an emergency basis, which may be administered, by any Club Staff member.

I, the parent/Guardian, hereby understand and give Greenleaf Enrichment Program (Before and After School CLUB) permission for my child to receive medical care when needed and said medication.

I further understand it is my responsibility to give any 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

I understand and agree to fill out the below information any time my child needs to take any kind of medication while sick or on a regular daily basis.

**Name of Child Participant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name Printed:** \_\_\_\_\_



## Club Medication Administration Log (Parent Fills Out)

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Age: \_\_\_\_\_

Medication Name:

\_\_\_\_\_

Dose: \_\_\_\_\_

Route\*: \_\_\_\_\_

Frequency: \_\_\_\_\_

Reason for Medication:

\_\_\_\_\_

Special Instructions:

\_\_\_\_\_

\_\_\_\_\_

Restrictions and/or Side Effects (Adverse Reactions) if any:

\_\_\_\_\_

\_\_\_\_\_

Name of Health Care Provider Prescribing Medication:

\_\_\_\_\_

Health Care Provider Phone Number: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name Printed: \_\_\_\_\_

Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Email: \_\_\_\_\_

\*Route Examples: Oral, Injection, etc.

# 2024 – 2025 Club Change Form

## Changes Regarding a Club Member

Child's Name \_\_\_\_\_ Grade in 2024-2025: \_\_\_\_\_

### NEW AUTHORIZATION PICK-UP PERSON:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Cell #: \_\_\_\_\_

I understand that I will inform the above person to bring a photo ID and must know the CODE word (if there is one) with them at the time of pick-up.

### CHANGE EFFECTS: AM / PM / BOTH

New: \_\_\_\_\_

Dropping: \_\_\_\_\_

Other changes to be made: \_\_\_\_\_

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Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Requested By:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Cell #: \_\_\_\_\_

### Information Taken By:

Club Staff Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Club Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_