



# Registration Packet 2025 – 2026

The Village of Island Lake's Club Before & After School Childcare Program is offered only for the Cotton Creek Elementary School children during the school year. Club offers morning care and afternoon care only, Monday through Friday. We offer a snack at both times of the day. During Club hours, your child will participate in various activities, including homework time, games, sports, and free time. We strongly encourage group activities.

**A.M. Club:** 6:30 am – 9 am (9:30 am Fridays)

**P.M. Club:** 3:30 pm – 6 pm

**Session Length:** First Day of School -- Last Day of School

**Grade Levels:** K – 5<sup>th</sup> Grade, as of the 2025 - 2026 School Year

**Registration Opens:** Monday, 5/19/2025

**Registration Closes:** Friday, 8/01/2025 (as space is available)

**Minimum Enrollment:** 30 children A.M. / 30 children P.M.

**Max Enrollment:** 40 children A.M. / 40 children P.M.

<b>Registration Fee:</b> \$50.00 per child + 1 <sup>st</sup> Week (Non-Refundable) Registration Fee MUST be turned in with the Application	
Monthly Fees (varies) *	
1 <sup>st</sup> Child	2 <sup>nd</sup> Child / 3 <sup>rd</sup> Child
<b>A.M. only</b> - \$168.00 mth (\$42.00 wk) varies	<b>A.M. only</b> - \$160.00 mth (\$40.00 wk) varies
<b>P.M. only</b> - \$168.00 mth (\$42.00 wk) varies	<b>P.M. only</b> - \$160.00 mth (\$40.00 wk) varies
<b>Both A.M. &amp; P.M.</b> - \$300.00 mth (\$75.00 wk) varies	<b>Both A.M. &amp; P.M.</b> - \$292.00 mth (\$73.00 wk) varies
* Monthly Fees are due on the last Friday of the month for Club (NOT necessarily the last Friday of the Month)	
** NO Drop-in options are available or allowed	
*** The Program Session is on 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 Registration Packet. For parents with assisted help, DHS 4-Cs does NOT cover any extra fees; you will be solely responsible for these payments, including the Registration Fee.

## Monthly fees,

Checks, cash, credit cards, and online payments are accepted.

Children will NOT be allowed to attend Club if fees are not paid by the Billing Due Date on your invoice. **ALL** Club payments **MUST** be made in-person at the Village Hall OR online through the Village website using e-pay. All monthly fees must be paid in full; this includes if your child is signed up for a minimum of 2 days, the full monthly fee is still owed.

**DO NOT** drop off any payments to the Club Staff or the School Office!

## LATE Monthly fees,

For all LATE fees, there will be a flat \$20.00 fee if you are 3 days late from the Billing Due Date. Payments not received by the 3rd day will incur a \$20.00 late fee per child, which could result in your child being taken off of Club Enrollment.

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

847 – 416 – 7836 / amy.mcclure@voislk.com

## Club Eligibility

Children eligible must be in incoming grades Kindergarten through 5th Grade, for the 2025 – 2026 School Year, and attend Cotton Creek Elementary School. All children are eligible regardless of creed, gender, nationality, or ethnicity.

Parents/guardians must provide a complete health record / medical statement (physical form) signed by a physician. All records must be current within six months before the enrollment date. Parents/guardians must complete all required forms per DCFS and Club Before & After School Childcare Program paperwork.










## Club Hours

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

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






**Session Length:** August 13<sup>th</sup>, 2025 -- May 22<sup>nd</sup>, 2026 (if no emergency days)

There will be **NO** Club scheduled on the following days,

-  Labor Day
-  Thanksgiving Break
-  Winter Break
-  Dr. Martin Luther King Jr. Day
-  Presidents Day
-  Friday before Easter, Good Friday
-  Monday after Easter
-  Memorial Day (Last Monday in May)
-  Spring Break

There is **NO** Club during Non-Attendance Day / No School Days. Please find alternative childcare.

## 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 by 6 p.m., no later. You will be charged a late fee.
-  Habitual tardiness will be addressed by the Club Director.
-  If you know that you are going to be running late, please call or text to communicate that you are running late, and/or you may arrange for someone else\* to pick up your child.
-  \* An alternate pick-up MUST be on your Authorized Pick-Up List.

<i>Times &amp; Locations are subject to change.</i>			
<b><u>A.M. Club (6:30 am – 9 am (9:30 am Fridays))</u></b>		<b><u>P.M. Club (3:30 pm – 6 pm)</u></b>	
* 6:30 – 7:15 am	Good morning! Sign-in / Free Time	* 3:30 – 3:50 pm	Attendance / Announcements
* 7:15 – 7:45 am	Gym Time	* 3:50 – 4:30 pm	Afternoon Snack & Homework
* 7:45 – 8:15 am	Morning Snack & Homework	* 4:30 – 5 pm	1st, 2nd, half of 3rd Gym
* 8:15 – 8:35 am	Outside Time		Half of 3rd, 4th, 5th Outside
* 8:35 – 9 am	Free Time / Bathroom Break / Clean-up	* 5 – 5:30 pm	1st, 2nd, half of 3rd Gym
<b><u>Fridays</u></b>			Half of 3rd, 4th, 5th Outside
* 8:15 – 8:45 am	Outside Time	* 5:30 – 6 pm	Free Time / Bathroom Break / Clean-up /
* 8:45 – 9:30 am	Free Time / Bathroom Break / Clean-up		Home / Have a great night!

## Club Staff – CPR, Background Check, Food Handler

All Club Staff must go through a background check and fingerprinting. All Club Staff have received clearance through DCFS (Illinois Department of Children & Family Services) for the CCAP (Child Care Assistance Program). All Club Staff have been trained in Pediatric CPR/ AED/ First Aid through the American Heart Association. The Club Director, as well as Club Staff, have their Food Handler Certification.

## Drop-Off and Pick-Up Area

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Drop-off and Pick-up are in the front of the Cotton Creek Elementary School building at the front office entrance. When you walk into the far right door, you will see the Club sign hanging up by the Club entrance door to your far left. You will push the Club Doorbell, and a Club Staff member will come and greet you. This is for your child's safety and the Club 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 must 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 Director before 3:30 pm if there will be any changes in P.M. pick-up.

## Sign-in and Sign-out Sheets

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Parents are required to sign in and sign out their children **daily**, with no exceptions. \* We ask that your handwriting is legible \*


**Sign-In:** Write the time-in and Initial next to it, in the appropriate boxes.

**Sign-Out:** Write the time-out and Initial next to it, in the appropriate boxes

## Pick-Up Authorization

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We release children ONLY to those who are listed on your child's Club Authorization Pick-up Form.

 **WE WILL NOT RELEASE ANY CHILD TO AN UNAUTHORIZED PERSON.** This may sometimes seem 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 or texting the Club Cell Phone: **847 – 977 – 9147**

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

## Absences

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Please call or text the Club Cell Phone, **847 – 977 - 9147**, if your child will NOT be attending on your regularly scheduled Club day before 6:30 am for A.M. Club and 3:30 pm for P.M. Club. We will check the phone for messages as soon as Club opens. All children must be accounted for. Please make sure you call or text.

Each parent/guardian will be given a total of **3 – No Call / No Shows** before the possibility of the cancellation of your child's enrollment.

## Toys / Phones / Smart-Watches / Electronics from Home

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We recommend that your children keep ALL electronics at home. NO electronics are allowed at Club, this includes cell phones and smart watches (no watches that play games, make calls, or texts; NO exceptions). NO toy guns, toy weapons, or anything that resembles or promotes violence of any kind; Children will be asked to put them away in their backpacks. If the Club staff does not think it is appropriate or the toy will disrupt the other Club kids, they will be asked to put it away and not to bring it back.

## Club Photo Policy

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Occasionally, we will take pictures of the Club Kids during Club to share what we are doing in the monthly Newsletter or post on the Club bulletin board. I am aware that my child may appear in photographs by Club Before & After School Childcare Program. Each parent/guardian has the option to opt out of pictures on the Registration Form.

## Discipline and Procedures

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Club Before & After School Childcare Program implements a behavioral program that is based on natural consequences. We recognize and praise appropriate and positive behaviors.

Club Staff's response to inappropriate or negative behaviors may include redirecting the child's activity, reasonably discussing the problem, or reinforcing positive behavior options. When necessary, the child may be separated from the group or an ongoing activity for a brief period and asked to fill out a 'Think Sheet', a 'Feeling Reflection Sheet', or start a 'My Check-In Journal'; this also involves a counselor-camper discussion of the behavior. Bullying is **prohibited** in Club. (*See Parent Handbook*)

## Club Checklist for Enrollment

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For your child to attend Club Before & After School Childcare Program, the following items must be completed, turned in, and paid in full by Friday, August 1<sup>st</sup>, 2025.

However, returning these items does not ensure your child's enrollment. Availability and start date need to have confirmation with the Club Director.

\_\_\_\_\_ \$50.00 + 1<sup>st</sup> week Club Registration Fee, per child (non-refundable)

\_\_\_\_\_ Completed Club Registration Form

\_\_\_\_\_ Completed Club Checklist for Enrollment

\_\_\_\_\_ Signed Club Parent Handbook Agreement Form

\_\_\_\_\_ Completed Club General Liability Waiver and Tuition Agreement

\_\_\_\_\_ Completed Club Discipline, Procedures, and Safety Rules

\_\_\_\_\_ Completed Firearms Rules and Regulations

\_\_\_\_\_ Completed Club Photo Permission and Release

\_\_\_\_\_ Completed Club Pet / Animal Permission and Release

\_\_\_\_\_ Completed Club Homework and Special Education

\_\_\_\_\_ Completed Club Allergy / Special Diet Authorization Form

\_\_\_\_\_ Completed Club Medication Administration Form

\_\_\_\_\_ Completed Club Sick Child Policy, Medication, and Medical Authorization Agreement

\_\_\_\_\_ Completed Club Parent Acknowledgement & Release Form COVID-19 Notice

\_\_\_\_\_ Completed Club Sick Child Policy Amendment: COVID-19

\_\_\_\_\_ Copy of Child Health Exam (Physical) - both sides Completed, Signed, & Dated by Parent & Doctor

\_\_\_\_\_ Copy of child's Birth Certificate



\*\*\*For my child's safety, I agree to inform Greenleaf Enrichment Programs, **CLUB**, in writing using the *Club Change Form*, of any changes to the following information. Greenleaf Enrichment Programs, **CLUB** assumes no liability if not advised in writing. (Initial please) \_\_\_\_\_

**Child's nickname (if preferred):** \_\_\_\_\_  
(name to be taught/used for everyday interactions)

**Home Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ **Relationship to child:** \_\_\_\_\_

(last) (first)

**Home Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Cell #** \_\_\_\_\_ **Work #** \_\_\_\_\_

(for emergency use only)

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

Siblings' names and ages (if any) \_\_\_\_\_

Other (specify): \_\_\_\_\_

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## Club General Liability Waiver and Tuition Agreement

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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 childcare program.

I, the Parent/Guardian, waive and release all claims for injuries that your child might sustain arising from Club Before & After School Childcare Program.

I, the Parent/Guardian, recognize and acknowledge that there are certain risks of physical injury to participants in the Club Before & After School Childcare Program. I agree to assume the full risk of any such injuries, damages, or loss (regardless of severity) that my child may sustain as a result of participating in any activities connected to or associated with any such Village of Island Lake Childcare Program.

I, the Parent/Guardian, agree to waive and relinquish all claims my child may have as a result of participating in Club Before & After School Childcare Program against the Village of Island Lake and its officers, agents, servants, and employees.

I, the Parent/Guardian, understand that Club Before & After School Childcare Program is an independent entity, operating a childcare program within the Cotton Creek School's premises. I understand that Cotton Creek does not have any association with Club Before & After School Childcare Program. Club is a License-Exempt Childcare Program. Club adheres to IDHS DCFS regulations, a standard requirement for all childcare programs licensed by the Illinois Department of Children and Family Services. These guidelines dictate our safety protocols. Club 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 IDHS guidelines.

I, the Parent/Guardian, do hereby fully release and discharge the Village of Island Lake and its officers, agents, servants, and employees from all claims resulting from injuries, illnesses, damages, and losses sustained by your child and arising out of connected with or in any way associated with the other children, counselors, and activities of any of Club Before & After School Childcare Program.

I, the Parent/Guardian, further agree that all tuition shall be paid on the last Friday of the month for Club (NOT necessarily the last Friday of the Month). Club Before & After Childcare Program reserves the right to deny admission to any child whose tuition is not paid on time by the Billing Due Date per the terms of this agreement and for any other reason deemed necessary. I further understand that there will be a flat \$20.00 fee if I am 3 days late from the Billing Due Date; Payments not received by the 3rd day will incur a \$20.00 late fee per child, which could result in my child being taken off of Club Enrollment.

I, the Parent/Guardian, understand that I am expected to pick up my child no later than 6 p.m. I further understand that a late pick-up fee will be imposed for any child not picked up by the Club's closing time of 6 pm. The fee is a \$20.00 fee, plus \$1.00 per minute that I am tardy; this also applies if I call to inform Club Staff that I will be arriving late.

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

I, the Parent/Guardian, attest that I have read, fully understand, and will abide by the terms of the Club General Liability Waiver and Tuition Agreement. The undersigned agrees to pay court costs and attorney's fees incurred by Club and the Village of Island Lake in enforcing any of the terms of this agreement.

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

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

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

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Club Discipline Procedures and Safety Rules

Club Kids are expected to always exhibit appropriate behavior. Club rules will be enforced by the Club Staff. We ask that you, as parents, go over this information with your child so they know the consequences of unacceptable behavior. (*see the Parent Handbook*)

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

### DO...

- Demonstrate respect for Club Staff, fellow peers, School property, and Village property.
- Show tolerance of diversity for Club Staff and fellow peers
- Be a good sport during games and activities. Clean up after yourself.
- Ask Club Staff for permission to leave any room/area
- Wear gym/athletic shoes for indoor, outdoor, and playground activities.

### DO NOT...

- Use foul or obscene language or gestures. Including any learned on social media platforms.
- Cause or threaten bodily harm to others.
- Damage equipment or property of others, the Village, or the School.
- Bring or use alcohol, illegal substances, or weapons.

The following behaviors are **prohibited**:

1. **Verbal Confrontations (Bullying)**, harmful or antagonized physical confrontation
2. **Swearing or Disrespect** to the Club Staff or another Peer
3. **Harmful or Physical Confrontation**, Physical fighting in any way
4. **Leaving Club without Permission**, leaving the School grounds without permission

If there is a discipline issue with a Club Kid, the A.M. Supervisor, P.M. Supervisor, or Club Director will contact the parent. The Director will always be informed of any situation involving one of the Club Kids and will bring it to the parents' attention, along with the Club Staff involved, if needed. All warnings require a Club Staff member to fill out a Behavior Incident Report and MUST be signed by a parent/guardian.

When necessary, a child may be separated from the group or an ongoing activity for some time and be asked to fill out a "Think Sheet", a "Feeling Reflection Sheet", or start a "My Check-In Journal", including a discussion of the behavior. This helps the child take responsibility and accountability for their behavior. Parents will get a copy of these papers.

Bullying is **PROHIBITED** in the Club Before & After School Childcare Program.

*Club and The Village of Island Lake reserves the right to dismiss without refund any child whose behavior violates the Discipline, Procedures, and Safety Rules or poses a danger to self or others.*

I, the Parent/Guardian, attest that I have read, understand, and will abide by the Club Discipline, Procedures, and Safety Rules. I further attest that I have read the guidelines to my child, who understands and will abide by them. My child may be removed from Club for failure to comply with the Club's Discipline, Procedures, and Safety Rules.

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

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

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

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Firearms Rules and Regulations

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Club is held in a School 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 of the School. Below is a copy of the Village of Island Lake’s ordinance about the No Firearms Rule. Safety is our utmost concern.

### **Village of Island Lake Code, Title 6, Police and Public Safety**

#### **6-5-13 UNLAWFUL USE OF WEAPONS**

A person commits the offense of unlawful use of weapons when he knowingly:

- A.** Sells, manufactures, purchases, possesses, or carries any bludgeon, black-jack, sling-shot, sand-club, sandbag, metal knuckles, or any knife commonly referred to as a switch-blade knife, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife; or
- B.** Carries or possesses with intent to use the same unlawfully against another, a dagger, dirk, Billy, dangerous knife, razor, stiletto, broken bottle or other piece of glass, or any other dangerous or deadly weapon or instrument of like character; or
- C.** Carries on or about his person or in any vehicle, a tear gas gun projector or bomb or any object containing noxious liquid, gas, or substance; or
- D.** Carries concealed in any vehicle or concealed on or about his person, except when on his land or in his own abode or fixed place of business, any pistol, revolver, or other firearm; or
- E.** Possesses any device or attachment of any kind designed, used, or intended for use in silencing the report of any firearm; or
- F.** Sells, manufactures, purchases, possesses, or carries any weapon from which more than eight (8) shots or bullets may be discharged by a single function of the firing device, any shotgun with a barrel less than eighteen inches (18" } In length, or any bomb, bomb-shell, grenade, bottle or other container containing an explosive substance, such as but not limited to black powder bombs and Molotov cocktails; or
- G.** Carries or possesses any firearm or other deadly weapon in any place which is licensed to sell intoxicating beverages, or at any public gathering held pursuant to a license issued by any governmental body or any public gathering at which an admission is charged, excluding a place where a showing, demonstration or lecture involving the exhibition of unloaded firearms is conducted; or
- H.** Carries or possesses in a vehicle or on or about his person any pistol, revolver, or firearm, when he is hooded, robed, or masked in such manner as to conceal his identity.

#### **6-5-14 UNLAWFUL DISCHARGE OF FIREARMS**

**A.** It shall be unlawful to discharge any pistol, revolver, or firearm in the Village; provided that this section shall not be construed to prohibit any officer of the law from discharging a firearm in the performance of his duty.

**B.** It shall be unlawful to discharge any air gun, air rifle, BB gun, pellet gun, paintball gun, or bow and arrow from or across any street, sidewalk, road, highway, or public land or any public place except on a safely constructed target area.

I, the Parent/Guardian, attest that I have read, fully understand, and will abide by the terms of the Firearms Rules and Regulations per DCFS request.

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

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

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

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Club Photo Permission and Release

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During the school year, there will be times when your child will be photographed. These photos may be used for decorating our bulletin board at Club or the Monthly Newsletter.

We request permission to use these photographs for any of the above situations.

Please check the appropriate line:

\_\_\_\_\_ **I DO GRANT PERMISSION**, and I understand that my child may appear in photos for the above-listed situations.

\_\_\_\_\_ **I DO NOT GRANT PERMISSION** for my child to be photographed.

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

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

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

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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## Club Pet / Animal Permission and Release

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I, \_\_\_\_\_, as parent/legal guardian, give my permission for the staff of Club Before & After School Childcare Program to let my child,

\_\_\_\_\_, interact with the Director's ESA dog, program pets, or other animals used in the childcare program for learning purposes.

All safety precautions and hand washing will be strongly practiced.

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

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

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

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Club Homework and Special Education

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

- Emphasize the importance of completing homework
- Provide a quiet work area
- Ensure your child has the necessary materials (pencil, eraser, markers, etc.)
- A set time to review homework assignments
- Provide feedback and encouragement (You, the parent, can also encourage this at home)

### Homework:

My child, \_\_\_\_\_, is to stay in after

\_\_\_\_\_ AM snack and/or \_\_\_\_\_ PM snack to do her/his homework.

\* Please remember that we can only 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 ensure they do or do not have homework. Since there are so many children with homework, we will not have time to sit individually with a child. Any child caught copying homework will be brought to their teacher's attention for disciplinary action. Staff members will not be responsible for the homework the child refuses to work on during homework time. (*See Parent Handbook*)

### Spelling Words:

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

\* Suppose your child has special needs or is in any IEP classes. In that case, you understand and agree that you must inform the Club Director and supply copies of your child's necessary paperwork to the Director for our records. (*See Parent Handbook*)

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

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

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

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

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Club Allergy / Special Diet Authorization Form

\* If **NO** Allergy or Special Diet, put N/A, then **ONLY** sign and date at the bottom \*

I, \_\_\_\_\_, parent/guardian of,  
\_\_\_\_\_, authorize the staff of Club  
Before & After School Childcare Program to give my child **ONLY** the food items that I have prepared and/or supplied for them. I  
request that the staff of Club Before & After School Childcare Program **ONLY** serve the items in place of what the center is serving  
for the specified snack times that I have listed below. I hereby certify that Club Before & After School Childcare Program or the Staff  
of Club Before & After School Childcare Program is not held responsible if my child develops a reaction or illness symptoms after  
consuming what I have prepared or supplied for them. I agree to train the Club Director and Club Staff members directly involved  
with my child on any special procedures related to my child's needs.

Parent/Guardian, please provide a brief description of the reason the snack/food is being substituted: \_\_\_\_\_

\_\_\_\_\_

The type of snack/food I, the Parent/Guardian, will be providing for my child: \_\_\_\_\_

\_\_\_\_\_

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

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

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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If **NO** Allergy or Special Diet.

I, \_\_\_\_\_, parent/guardian of,  
\_\_\_\_\_, state that my child **DOES NOT** have any type of Food  
Allergy and/or Special Diet.

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

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

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Club Medication Administration Form

This includes the use of inhalers. **If none, put N/A, sign, and date.**

**Child's Name:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Age:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Gender:**    Male    Female

Health Care Provider Prescribing Medication: \_\_\_\_\_

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

Medication: \_\_\_\_\_

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

Route (Oral, Injection, etc.): \_\_\_\_\_

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

Special Instructions: \_\_\_\_\_

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

Restrictions and Side Effects (Adverse Reactions) if any: \_\_\_\_\_

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

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

Relationship to child: \_\_\_\_\_ Cell #: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_

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

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

## Club Sick Child Policy, Medication, and Medical Authorization Agreement

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Medication should be administered before or following Club, if possible, by the parents/guardians. If medication is required during Club attendance hours, a Medication Authorization Form must be filled out before Club administers each new medication and gives it to the Club Director, including inhalers. (see *Parent Handbook*)

I hereby give my permission for medical attention to be administered to my child by the Club Staff in the event of a medical emergency. When I cannot be contacted or any of the authorized emergency contacts, I hereby give my consent to have my child transported to a hospital emergency room, and the hospital and medical staff have my authorization to provide any treatment, at my expense, that a physician deems necessary for the well-being of my child.

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 a 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 on an emergency basis, which may be administered by any Club Staff member.

We depend on parents/guardians to assist us in maintaining a safe and healthy environment for all of our Club Kids and Club Staff. If your child will not be attending on a regularly scheduled day due to illness, please notify the Club Cell Phone, **847-977-9147**, before your child's normal start time.

I, the parent/Guardian, understand that if my child becomes ill at Club, a Club Staff member will call me to notify me of the situation. If I call/text my child out sick with a fever, cough, sore throat, congestion, nausea, vomiting, or diarrhea, I will be asked for a physician's note, and my child MUST be fever-symptom-free for 24 hours without medication before returning to Club.

I, the parent/Guardian, understand and give Club Before and After School Childcare Program 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 A.M. Supervisor or P.M. Supervisor ONLY 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, the parent/Guardian, understand and agree that it is my responsibility to fill out the *Medication Administration Form* any time my child needs to take any medication while sick or on a regular daily basis, including an inhaler.

I, the Parent/Guardian, attest that I have read, fully understand, and will abide by the terms of the Club Sick Child Policy, Medication, and Medical Authorization Agreement.

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

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

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

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Club Parent Acknowledgement & Release Form COVID-19 Notice

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I, \_\_\_\_\_, and parent/guardian of, \_\_\_\_\_, acknowledge that I have voluntarily entered Club Before & After School Childcare Program for childcare services and acknowledge that by doing so waive and release any claims against Club Before & After School Childcare Program, it's Club staff, Village of Island Lake and its officers, agents, servants and employees, fellow parents/guardians and classmates and hold harmless to any claims, suits, charges, or costs relating to any diagnosis or treatment of COVID-19.

That I or a member of my household or workforce (and any guests visiting my household or workplace) receive the following on the date the services started by Club Before & After School Childcare Program. I recognize that a national emergency has been declared related to the Coronavirus (COVID-19) pandemic. In response to this emergency, numerous state and federal public health agencies, including the Centers for Disease Control and Prevention, have promoted "social distancing" from other individuals. I recognize, acknowledge, and accept the health risks of allowing my child in Club Before & After School Childcare Program given the current COVID-19 pandemic, and acknowledge the recommendations of state and federal public health agencies, including the Centers for Disease Control and Prevention.

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

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

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

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Club Sick Child Policy Amendment: COVID-19**

The safety and well-being of all staff, children, and the families at Club Before & After School Childcare Program continues to be of utmost importance to us. We always commit to taking all precautions toward keeping children and staff safe and healthy. The following is an additional sick child policy that will help Club Before & After School Childcare Program do this.

**Children will be required to stay home or return home if any of the following apply, with no exception:**

- Have a fever of 100.4 or higher.
- Have had a fever of 100.4 or higher or other potential symptoms of COVID-19, such as shortness of breath or persistent dry cough, within the last 24 hours.
- Have come in contact with others who have COVID-19.

**To prevent the spread of COVID-19:**

- Children with signs/symptoms of COVID-19 or who have been exposed to others with COVID-19 will be asked to stay home.
- Children who develop signs/symptoms of COVID-19 while at Club will be immediately separated from others, and the Club staff will contact the family member and/or emergency contact to pick the child up.
- We encourage families to practice frequent handwashing at home.
- Club Before & After School Childcare Program will practice handwashing upon arrival to the program, before snacks, after outdoor play, after using the bathroom, before going home, after nose blowing or assisting a child with blowing their nose, coughing, or sneezing.
- Cover coughs and sneezes with tissues, throw tissues in the trash, and clean hands with soap and water or hand sanitizer (if soap and water are not readily available).
- Clean and disinfect frequently touched surfaces daily, including tables, benches, toys, games, equipment, etc.

**If an enrolled child or employee tests positive for COVID-19:**

- The local public health department and the Department of Children and Family Services (DCFS) will be contacted. Club Before & After School Childcare Program will follow their guidance for the next steps.
- The program will post and notify families of any confirmed staff or child cases of COVID-19.

**Returning to a childcare facility after suspected COVID-19 symptoms:**

If a staff member or child has symptoms of COVID-19 or is in close contact with someone with COVID-19, they can return to the program if the following conditions are met:

- If an individual has a fever, cough, or shortness of breath and has not been around anyone who has been diagnosed with COVID-19, they can return to the center no sooner than 24 hours after the fever is gone (without the use of fever-reducing medication) and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.
- Any child suspected of having COVID-19, diagnosed with COVID-19, or having been in contact with persons suspected of or diagnosed with COVID-19 shall be excluded from the facility until written documentation is provided by the child's physician that the child is no longer communicable and may return to childcare.

I, the Parent/Guardian, attest that I have read and agree to the above sick child policy amendment.

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

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

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

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_