



# Neighborhood Boys & Girls Club

For Better Men & Women

# CLEVELAND AFTER-SCHOOL

## WHEN

**2021-2022 School Year**

3:00 PM - 6:00 PM school days

Days off school are not included but can be purchased at an additional cost.

## WHERE

**Cleveland Elementary**

3121 W. Byron St. (onsite afterschool)

## CONTACT

Jasmine Anza, On Site Manager  
jasmine@nbgc.org 773-463-4161 ext. 110

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

## SESSION DATES

**\$360 per session**

**\$1,440 per year**

All forms and payment must be received one week prior to the date the children begin a full session.

### Session 1

September 7th - November 4th

### Session 2

November 8th - January 27th

### Session 3

January 31st - April 7th

### Session 4

April 18th - June 14th

## SCHOOL DAYS OFF

**8AM-6PM**

**\$250 for all dates listed below**

Mon. Oct. 11, 2021

Fri. Nov. 5, 2021

Thu. Nov. 11, 2021

Wed. Nov. 17, 2021

Wed, Nov. 24, 2021

Mon. Jan. 17, 2022

Fri. Jan. 28, 2022

Mon. Feb. 21, 2022

Fri. Apr. 8, 2022

Wed. Apr. 20, 2022

Part time and Full time

occasional care is available

**Winter Break Camp \$375**

Dec. 20th-Dec. 23rd 2021 &

Dec. 27th-Dec. 30th 2021

**Spring Break Camp \$275**

Apr. 11th - 15th 2022



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### **About the Neighborhood Boys & Girls Club**

The Neighborhood Boys & Girls Club is an independent organization not affiliated with other boys and girls clubs, public or private institutions. Everybody plays at NBGC, whatever the skill or ability. Our program stresses teamwork, sportsmanship, responsibility, leadership training and conflict resolution. Since 1931, the Clubhouse has offered our community a level of stability and experience not found in many other organizations. The program goes far beyond sports. Leadership skills, new friendships, and, most of all, a pride in oneself are the natural outcomes of the unique Neighborhood Boys and & Girls Club program.

### **The Afterschool Program**

The Neighborhood Boys & Girls Club Afterschool Program model is to offer the best support to all families in the community. During the 2019-2020 school year, the NBGC served approximately 430 youth in afterschool programs; NBGC Clubhouse Location: 60 youth, Bateman School: 125 youth, Cleveland School: 30 youth, and Coonley School: 230 youth. A snack/meal, supervised homework assistance, structured recreational and cultural activities are provided daily. When the pandemic hit and students were unable to return to school NBGC provided an Assisted Remote Learning Program where students were able to come and login for the day and have a safe place as families returned to work. NBGC's commitment to developing leadership, strengthening our community and changing lives are what sets us apart from the other providers.

### **Principal Responsibilities of NBGC**

- Daily supervision of youth afterschool at location by staff at a 25-1 ratio plus additional middle school, high school and college youth leaders as support.
- Serve snack or meal to program youth that is provided by school.
- Provide group homework help and individual help if program allows.
- Provide structured indoor and outdoor activities depending on space provided.
- Provide computer time in school lab or access to NBGC Chromebooks or tablets for homework if Wi-Fi is accessible.
- Provide transportation, walking or Club 15-passenger van, to the Clubhouse for practices and games if youth or a sibling in the afterschool program are also registered in NBGC sports programming.
- Provide days off school supervision at Clubhouse for an additional cost - see Program Rates.

### **The NBGC Youth**

NBGC has much to offer our youth. Many would say we are a one-stop shop. We do not have Membership or Annual Registration Fees. Families can participate one day or every day from Pre-K to College Graduate level.

The youth journey starts with our Cubbies program. Each spring, the 4-year-old Pre-K youth come to the Clubhouse on Saturday mornings for two hours to meet new friends, play games, receive basic sports instruction, make crafts and learn the NBGC Clubhouse structure. That little person is now ready for the next adventure of summer camp!

As a rising kindergartener, they can attend camp a few days, a week or all 12 weeks from 8am-6pm depending on the family needs. In the K-1<sup>st</sup> Discovery Camp, they play outside, do crafts, learn sports, attend two field trips weekly and practice exemplary NBGC values of teamwork, sportsmanship, caring for each other and our community.

In the fall, the youth can join soccer, cheerleading and flag football. Each day, at dismissal they join the NBGC afterschool program and stay at school doing homework and playing with friends, or they are taken to the NBGC Clubhouse for their team practice or game. In November, they join basketball, in February, they transition to floor hockey, in the spring, it is time for soccer, and early summer is baseball and lacrosse time!

During days off school, Winter Break and Spring Break, the NBGC Clubhouse is open for fun and field trips while mom and dad are busy working. If school closes for a snow day and the parent needs to go to work, the NBGC is open with fun activities and hot chocolate for everyone. As summer comes around, the full-time afterschool families have first option to register for camp and receive a discounted rate for being a Hat-Trick NBGC Family.

The NBGC leaders and staff often become part of the youth's family and make great babysitters for a night out.

This cycle of youth programming and support continues until the four-year-old turns thirteen and transitions into the Youth Leadership Program. They apply to be a Leader and enter a ten-week training program to build on their skills learned while being a member in the program. The Leader in Training already knows the structure, the timing, who oversees each program, and where the equipment is kept, and now they learn how to engage, supervise and lead.

The NBGC is their first employer and we are laying the foundation and helping them develop a work ethic. The new Youth Leader is earning money for their service and are paid a sliding scale performance-based stipend deposited into a custodial bank account. As an eighth grader, they can begin earning scholarships for college. As they develop their leadership skills and take on more responsibilities, they can apply for part-time staff positions as Athletic Supervisors or Out of school Assistants. If they leave for College, they have solid job history, great work experience and potentially more than \$7,000 in scholarship money. If they stay in the City and continue to work at the Clubhouse, they have a flexible work schedule that puts their education first and renewable scholarship funds until they graduate, totaling up to \$50,000.

NBGC Youth are active in the community, engaged in service and leaders in their schools.

The Neighborhood Boys & Girls Club served more than 1600 youth in one or more of our programs between the 2019-2021 program year.



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### The Neighborhood Boys & Girls Club Program Rates:

#### - Afterschool Program

- Daily instruction afterschool from dismissal until 6:00 pm as described.
- The Program is open to youth in K – 8<sup>th</sup> Grade. All ages are the same price, no sibling discount.
- \$360.00 per youth, per session / \$1,440.00 per school year. Days off are not included in the session price.
  - Session 1 CPS 1<sup>st</sup> Quarter - September 7<sup>th</sup> – November 4<sup>th</sup>
  - Session 2 CPS 2<sup>nd</sup> Quarter - November 8<sup>th</sup> – January 27<sup>th</sup>
  - Session 3 CPS 3<sup>rd</sup> Quarter – January 31<sup>st</sup> – April 7<sup>th</sup>
  - Session 4 CPS 4<sup>th</sup> Quarter - April 18<sup>th</sup> – June 14<sup>th</sup>

#### - School Days Off Add on Package that includes all 10 days off listed below:

- Paid at time of registration for entire year \$250.00 per youth.
- If the package is not purchased at time of registration, then the family can still use the program at the occasional care cost of \$60.00 per day – to register for single days, please email [programs@nbgc.org](mailto:programs@nbgc.org).
- The NBGC Clubhouse is open from 8am-6pm and includes structured indoor and outdoor age appropriate activities on the following days:
  - Indigenous People's Day Monday, October 11<sup>th</sup>
  - School Improvement Day Friday, November 5<sup>th</sup>
  - Veterans Day Thursday, November 11<sup>th</sup>
  - Report Card Pick Up Day Wednesday, November 17<sup>th</sup>
  - CPS Non-Attendance Day Wednesday, November 24<sup>th</sup>
  - MLK Day Monday, January 17<sup>th</sup>
  - School Improvement Day Friday, January 28<sup>th</sup>
  - Presidents Day Monday, February 21<sup>st</sup>
  - School Improvement Day Friday, April 8<sup>th</sup>
  - Report Card Pick Up Day Wednesday, April 20<sup>th</sup>

#### - The Clubhouse will be closed:

- Thanksgiving Break, Thursday, November 25<sup>th</sup> – Friday, November 26<sup>th</sup>
- Memorial Day Weekend, Friday, May 27<sup>th</sup> – Monday, May 30<sup>th</sup>
- Leader of the Future Celebration – May 2022 TBA

#### - Occasional Care

- Afterschool Day, \$40.00 per day per youth – or 5 afterschool day passes \$175.00.
- Full Day at Clubhouse 8am-6pm, \$60.00 per day per youth.
- Full Day at Clubhouse 8am-6pm + Field Trip, \$70.00 per day per youth.
- To register for single days, please email [programs@nbgc.org](mailto:programs@nbgc.org).

### School Breaks

#### - Winter Break

- Full Session 2021-2022, 8 days 8am-6pm, \$375.00 per youth.
  - Monday, December 20<sup>th</sup> thru Thursday, December 23<sup>rd</sup> and Monday, December 27<sup>th</sup> thru Thursday, December 30<sup>th</sup>. May or may not include field trip days, depending on Covid-19 restrictions.
  - NBGC is closed Friday, December 24<sup>th</sup> and Friday, December 31<sup>st</sup>.
- Single Full Day, 8am-6pm, \$60.00 per day per youth.
- Single Full Day + Field Trip, 8am-6pm, \$70.00 per day per youth.

#### - Spring Break (Unfortunately, private schools are on different calendars and therefore we will not offer a private week.)

- Full Session 2021-2022, 5 days 8am-6pm, \$275.00 per youth.
  - Monday, April 11<sup>th</sup> – Friday, April 15<sup>th</sup>, may or may not include trips on Tuesday & Thursday, depending on Covid-19 restrictions.
- Single Full Day, 8am-6pm, \$60.00 per day per youth.
- Single Full Day + Field Trip, 8am-6pm, \$70.00 per day per youth.



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**- Summer Camp**

Summer Camp pricing varies depending on when the family registers for the program. The cost below was the 2021 Summer Pricing – the cost may go up due to city minimum wage and the cost of trips, transportation, etc.

General Open Registration will be held on Saturday, March 13, 2022.

- o Pre-Summer Camp, June 7-2021 - June 25, 2021
  - 8am-6pm \$245 per youth / per week
- o All Core 6 Week Package, June 28-2021 - August 6, 2021
  - 8am-6pm \$1,155.00 - \$1,275.00 per youth
  - 8am-3pm \$820.00 – \$905.00 per youth
  - 10am-3pm \$590.00 – \$650.00 per youth
  - 10am-6pm \$925.00 - \$1,020.00 per youth
- o All August 3 Week Package, August 9, 2021 – August 27, 2021
  - 8am-6pm \$735.00 – \$975.00 per youth
- o Any August Full Week, August 5, 2019 – August 23, 2019
  - 8am-6pm \$260.00 – \$325.00 per youth
- o Any Full Week 8am-6pm \$260.00 – \$325.00 per youth
- o Any Full Day 8am-6pm \$75.00 - \$95.00 per day per youth

**- CPS Emergency Closing Days**

NBGC has a history of hosting days at the Clubhouse from 8am-6pm when CPS is closed. Occasionally we have needed a later start if there is extreme weather and opening staff are not in the direct vicinity of the Clubhouse. The NBGC families have come to rely on this support and can have an easy action plan if school closes for extreme cold, snow or teacher strikes. The cost for the families enrolled in the current Full afterschool session will be \$20 per youth per day to help cover the unexpected staffing charge.

**- Financial Assistance**

NBGC believes that “Everyone Plays” and offers families the following financial assistance:

- o *Illinois Action for Children* - A state program that allows working and student parents the ability to apply for assistance based on income. The NBGC vouchers the state for youth childcare with a copay assigned to them by the state and paid to NBGC.
- o *DCFS* – Families with children in the DCFS adoption and/or foster care program can apply for funds. The NBGC vouchers the state directly for services approved.
- o *NBGC Financial Assistance* - All families in need can apply for assistance to cover up to 100% of the cost of the program. Each family is unique and may need one time or ongoing assistance to thrive.
- o *Payment Plans* – NBGC is always accommodating to families in need of making payments over time.

**Athletic Programs**

In addition to the Afterschool Programs, the NBGC runs seasonal sports that focus on instruction, skill development, leadership and character building. The program offers 4 age divisions and gender specific programs for most sports except spring soccer, summer baseball, and lacrosse which are coed.

\$120.00 Fall Soccer	\$60.00 Winter Basketball	\$120.00 Spring Soccer	\$120 Tennis
\$120.00 Fall Flag Football	\$60.00 Winter Floor Hockey	\$120.00 Summer Baseball	
\$120.00 Fall Cheerleading	\$60.00 Winter Volleyball	\$60.00 Summer Lacrosse Clinics	

YOUTH REGISTRATION

Neighborhood Boys & Girls Club
Afterschool Registration
Phone (773) 463-4161

FAMILY NAME (Last name of child - Last name of Parent (if different))

New Family

Youth 1 (oldest)

First Name, Last Name, Date of Birth, Age, Boy, Girl, Ethnicity, School, Current Grade

Special needs, health conditions, limitations, medications or allergies? Please follow up and provide 504 plans, emergency care plan, etc.

Youth 2

First Name, Last Name, Date of Birth, Age, Boy, Girl, Ethnicity, School, Current Grade

Special needs, health conditions, limitations, medications or allergies? Please follow up and provide 504 plans, emergency care plan, etc.

Youth 3

First Name, Last Name, Date of Birth, Age, Boy, Girl, Ethnicity, School, Current Grade

Special needs, health conditions, limitations, medications or allergies? Please follow up and provide 504 plans, emergency care plan, etc.

Child Self Sign Out (For Children 5th grade & older 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. Younger children 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/No has my permission to sign out.

Participation Agreement

I hereby give permission for my child(ren) to participate in NBGC activities, including swimming and field trips. I fully assume all responsibility for injuries my child(ren) or I may receive or articles lost while participating in these activities or while in travel to or from said activities and field trips, and hereby release the Neighborhood Boys & Girls Club and its employees from liability for any injury my child(ren) may sustain. I hereby grant permission to the NBGC for the use of any and all photos in which my child(ren) may appear.

Signature of Parent/Legal Guardian

Date

Medical Release

In the Event of a medical emergency, I hereby authorize and give my consent to the Neighborhood Boys & Girls Club and its employees, coaches and/or volunteers to secure from any accredited hospital, clinic, and/or physician any treatment deemed necessary for my child(ren)'s immediate care. I agree that I shall remain responsible for any and all expenses incurred for such emergency medical care and treatment.

Physician Name, Insurance Co., Hospital Name, Policy #

Signature of Parent/Legal Guardian

Date

TO BE COMPLETED BY STAFF

Session Tuition \$360.00 2021-2022 School Year, Winter Break \$375.00, Days off School Add on Package \$250.00

All single half or full days off must be registered for in advance by emailing programs@nbgc.org

Registration Date, Pd Check #, Pd Credit Card, Pd Cash, Pd Online

Staff Signature, Financial Assistance, AFC/DCFS, Amount Paid \$

PARENT INFORMATION

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

Yes To help us secure funding for our your programs, does your family qualify for any subsidized federal program? Free/reduced lunch, Illinois Action for Children, TANF, Etc.

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

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

Parent 1 \_\_\_\_\_

Parent 2 \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

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

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

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

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

Cell Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Occupation \_\_\_\_\_

Occupation \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

EMERGENCY CONTACTS

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

1 Name \_\_\_\_\_

2 Name \_\_\_\_\_

Relationship \_\_\_\_\_

Relationship \_\_\_\_\_

Phone 1 \_\_\_\_\_

Phone 1 \_\_\_\_\_

Phone 2 \_\_\_\_\_

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 \_\_\_\_\_

3 Name \_\_\_\_\_

Relationship \_\_\_\_\_

Relationship \_\_\_\_\_

Phone 1 \_\_\_\_\_

Phone 1 \_\_\_\_\_

Phone 2 \_\_\_\_\_

Phone 2 \_\_\_\_\_

2 Name \_\_\_\_\_

4 Name \_\_\_\_\_

Relationship \_\_\_\_\_

Relationship \_\_\_\_\_

Phone 1 \_\_\_\_\_

Phone 1 \_\_\_\_\_

Phone 2 \_\_\_\_\_

Phone 2 \_\_\_\_\_



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## Afterschool Program Parent Guidelines

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: **Rachel Parks for Coonley Program, Program Director for NBGC Program, Nissa Finch for Bateman Program, or Jasmine Anza for Cleveland Program** assistance.

### License-Exempt Child Care Facility

Initials \_\_\_\_\_

The Neighborhood Boys & Girls Club is a license-exempt facility as outlined in the Illinois Childcare Act of 1969, (225 ILCS 10/). NBGC is a program that serves only school-age children and is organized to promote childhood learning, child and youth development, educational and recreational activities, and character building. NBGC is not licensed or regulated by the Department of Children and Family Services but it does comply with the standards of the Illinois Department of Public Health, the Illinois State Fire Marshal and in accordance with the Illinois Department of Human Services.

### Firearms

Initials \_\_\_\_\_

Notice to all members, parents, family and affiliates of the Neighborhood Boys & Girls Club. In compliance with Illinois state law 430ILCS 66/65: A licensee under this Act shall not knowingly carry a firearm on or into: Any building, real property, and parking area under the control of a pre-school or child care facility, including any room or portion of a building under the control of a pre-school or child care facility. We ask that all members, parents, family and affiliates adhere to the state law and in helping keep our youth and environment safe. Exception to this rule is if firearm is possessed by a peace officer.

### 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, or we have the signed authorization for medical treatment from parent or guardian.

### 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.* The exception to this policy is if the parent provides a Physician certified medical action plan that the organization can accommodate.

### 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 assignments, 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 Afterschool 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 puts 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 Afterschool Program.**

**Consequences for misbehavior may include restrictions from the program and/or trips without a refund to the parents.**

### 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: **Nissa Finch, Jasmine Anza or Rachel Parks 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 **correct time.**



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**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. Calling us to notify us of tardiness does not void the late pickup charge.

**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.

**Walk/Drive 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 and passenger 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. We may use the NBGC 15 passenger van as transportation if available when needed.

**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 Afterschool 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 have 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 two weeks prior to the start of the next session that you will not be using. **All notifications of cancellation MUST be made in writing to [FINANCE@nbgc.org](mailto:FINANCE@nbgc.org). Refunds will not be issued after the start of a session.**

Full registration forms and first session payment are due one week prior to initial start of program each school year. All additional sessions will be automatically invoiced.

**Days off School not included**

initials \_\_\_\_\_

All full days off school are not included in the full sessions of the afterschool program. Families can purchase the days off package for all days off or pay for these days individually as needed. Package pricing is heavily discounted and will not be prorated.

**Requests for Refunds for Prepaid Services**

Requests for refunds 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](mailto: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 31, 2021	Last day to cancel Session 1 – please email <a href="mailto:finance@nbgc.org">finance@nbgc.org</a>	Tuesday, August 31, 2021	Payment due for Session 1
Monday, October 25, 2021	Last day to cancel Session 2 – please email <a href="mailto:finance@nbgc.org">finance@nbgc.org</a>	Monday, November 1, 2021	Payment due for Session 2
Monday, January 17, 2022	Last day to cancel Session 3 – please email <a href="mailto:finance@nbgc.org">finance@nbgc.org</a>	Monday, January 24, 2022	Payment due for Session 3
Monday, April 4, 2022	Last day to cancel Session 4 – please email <a href="mailto:finance@nbgc.org">finance@nbgc.org</a>	Monday, April 11, 2022	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.

**I have read and understand the "Parent Guidelines" and agree to abide by the policies stated herein.**

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_