



Dear Parent/Guardian,

Thank you for your interest in the Clubhouse program at the Buffalo Grove Park District. Clubhouse is a before and after school program committed to providing a safe and recreational program for families that need extended day care. We are excited to have you as a part of our program and are ready to meet the needs of you and your family.

Enclosed is the registration packet including the necessary documents to complete the registration process. Please fill out each document completely. **Registration forms submitted with missing information or signatures will not be accepted.** Forms may be mailed, faxed or dropped off at the Alcott Center located at 530 Bernard Drive in Buffalo Grove. Due to internet security precautions, credit card and payment information are not accepted via email. Registration forms are due **Friday, July 7, 2023**. Any registration forms received after the deadline will be accepted according to availability.

The following documents must be submitted to process your registration:

- Registration Form
- Pick-Up Form
- Payment Agreement Form

Please feel free to contact us with any questions or concerns. Thank you for choosing the Clubhouse program!

Sincerely,

Amanda Busch

Amanda Busch
Recreation Supervisor
amanda@bgparks.org
(p) 847.850.2134
(f) 847.459.0674



Buffalo Grove Park District Clubhouse Registration Form 2023 - 2024

Child's Name: _____ School: _____ Start Date: _____

Birth Date: _____ Age: _____ Grade: _____ Gender: _____

Address: _____ City: _____ Zip: _____

Parent/Guardian: _____ Cell: _____ Work: _____

Parent/Guardian: _____ Cell: _____ Work: _____

Primary Email: _____ Secondary Email: _____

Alternate Local Contact: _____ Phone Number: _____

Mornings: Monday Tuesday Wednesday Thursday Friday

Afternoons: Monday Tuesday Wednesday Thursday Friday

Does your child require NWSRA inclusion assistance? Please Describe: _____

Does your child have any allergies or other medical information Park District staff or emergency personnel should be aware of, as well as any further information that you believe will be helpful to staff in understanding and caring for your child/ward:

Will medication need to be given? No Yes - If yes, please complete Medication Dispensing Information Form at bgparks.org.

Waiver and Release Of All Claims

Please read this form carefully and be aware that in registering yourself or your minor child/ward for participation in Buffalo Grove Park District programs, you will be waiving and releasing all claims for injuries you or your child/ward might sustain arising out of said programs. I recognize and acknowledge that there are certain risks of physical injury to participants in the program(s), including transportation services, for which I have registered and I agree to assume the full risk of any such injuries, damages or loss, regardless of severity, which I or my child/ward may sustain as a result of participating in any activities connected or associated with any such program(s), including transportation services. I waive and relinquish all claims I or my child/ward may have against the Park District and its officers, agents, servants and employees as a result of participation in any of these program(s), including transportation services. I hereby fully release and discharge the Park District and its officers, agents, servants and employees from any and all claims from injuries, damage or loss which I or my child/ward may have or which may accrue to me or my child/ward on account of my participation or the participation of my child/ward in any of these program(s), including transportation services. I further agree to indemnify and hold harmless and defend the Park District and its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained by me or by my child/ward, and arising out, connected with, or in any way associated with the activities of any of the program(s), including transportation services. **Photo Disclaimer:** Registrants and participants of programs and special events permits the Park District to take photos and videos of themselves and their child/ward for publication in the program brochure, website and additional uses as the Park District deems necessary unless the registrant or participant expressly files with the Park District a written objection as to photos or videos of themselves and/or their child/ward. I have read and fully understand the program details and waiver and release of all claims.

Parent/Guardian Signature: _____ Date: _____

Parent Handbook Acknowledgement

The Clubhouse Parent Handbook can be found online at <http://bgparks.org/program/clubhouse.aspx>. I recognize and acknowledge that I have read and understand the Clubhouse Parent Handbook of the Buffalo Grove Park District. I agree to adhere and abide by the policies and procedures outlined in the handbook.

Parent/Guardian Signature: _____ Date: _____



Buffalo Grove Park District Clubhouse Pick-Up Form 2023 - 2024

Child's Name: _____ School: _____

The people listed below will be the **ONLY** persons allowed to pick-up the participant besides the parent/guardians listed on the original Clubhouse registration form; unless court ordered documentation is provided to show otherwise.

Under no circumstances will a child be released to any other person than those listed below unless Clubhouse is given permission in writing by one of the participant's parents/guardian.

The staff will ask for identification from the person picking up your child, so please make sure that every person listed below has some form of photo identification with them.

1. Name: _____

Relationship To Child: _____

Cell: _____

Alternate Number: _____

Is available for pick-up within 30 minutes

2. Name: _____

Relationship To Child: _____

Cell: _____

Alternate Number: _____

Is available for pick-up within 30 minutes

3. Name: _____

Relationship To Child: _____

Cell: _____

Alternate Number: _____

Is available for pick-up within 30 minutes

4. Name: _____

Relationship To Child: _____

Cell: _____

Alternate Number: _____

Is available for pick-up within 30 minutes

5. Name: _____

Relationship To Child: _____

Cell: _____

Alternate Number: _____

Is available for pick-up within 30 minutes

6. Name: _____

Relationship To Child: _____

Cell: _____

Alternate Number: _____

Is available for pick-up within 30 minutes

Parent/Guardian Signature: _____ Date: _____

Payments:

- Payments will be deducted on the last business day of each month.
- The individual's monthly payments are dependent upon their needs. The program is available for one through five day per week options. You can register for morning or afternoon service, or both.
- The fees listed are per child/per month. There are no discounts for multiple siblings in the program.
- The fees are based on 35 weeks of service and divided into nine monthly payments.
- Forms of payment that are accepted are: automatic debit from your checking or savings account, OR automatic debit to your debit/charge card (MasterCard, VISA, or Discover).
- Fees include regular school days, half-days and early release days. School holidays and institute days are NOT included in the below fees. They may be purchased at an additional cost.
- All declined payments are subject to a \$25 decline fee.
- EFT payments will receive a \$5 deduction in tuition each month.

Kilmer & Longfellow			
Number of Days Per Week	AM or PM	Credit or Debit	EFT Electronic Fund Transfer
1	AM	\$48	\$43
1	PM	\$60	\$55
1	AM & PM	\$108	\$103
2	AM	\$96	\$91
2	PM	\$120	\$115
2	AM & PM	\$216	\$211
3	AM	\$144	\$139
3	PM	\$180	\$175
3	AM & PM	\$324	\$318
4	AM	\$192	\$187
4	PM	\$240	\$235
4	AM & PM	\$432	\$427
5	AM	\$240	\$235
5	PM	\$300	\$295
5	AM & PM	\$540	\$535



Buffalo Grove Park District Clubhouse Payment Agreement Form 2023 - 2024

Child's Name: _____ School: _____

Address: _____ City: _____ Zip: _____

I am responsible for the monthly tuition amount \$ _____, which will be debited in nine installments on the last business day of each month. In the event of any absences during program hours/activities, I will be responsible for fees for time reserved, not actual time spent at the program.

Credit Card Automatic Payment Agreement (only select one option):

All declined payments are subject to a \$25 decline fee. If a parent/guardian is delinquent on a child's account, and does not submit payment within one week of the delinquency, the child will be temporarily removed from the program until the account is paid in full. If a credit card payment is declined, payment must then be resubmitted in the form of cash, money order, check, cashier's check or an alternative credit card.

If you wish to discontinue your credit card automatic payment agreement and pay in full, report your credit card lost, stolen or compromised, provide an updated expiration date or if you wish to change to a different credit card, you must fill out a new Payment Agreement Form within five business days prior to the posting date. Forms are available at the Park District and online at bgparks.org.

Credit Card Number: _____ Expiration Date: _____

Cardholder Name: _____ CVV Code: _____

I (we) give permission for the Buffalo Grove Park District to charge the amount from the account indicated, on the last business day of each month, beginning on: _____ and ending on May 31, 2024.

Credit Card Tuition Payment Authorized Signature: _____ Date: _____

Direct Debit Tuition Payment Agreement - Please Attach A Voided Blank Check

All declined payments are subject to a \$25 decline fee. If a parent/guardian is delinquent on a child's account, and does not submit payment within one week of the delinquency, the child will be temporarily removed from the program until the account is paid in full.

If you wish to change the form of payment from automatic withdrawal to credit card debit, or to another account, you must fill out a new Payment Agreement Form within five business days prior to the posting date. Forms are available at the Park District and online at bgparks.org.

I (we) authorize Buffalo Grove Park District, to initiate debit entries to my (our) checking/savings account indicated below and the bank named below, hereinafter called "Institution", to debit the same such account. I (we) further authorize Buffalo Grove Park District to initiate credits to my (our) account to correct any errors and "Institution" to initiate any such corrections to my (our) account. This authority is to remain in full force and effect until Buffalo Grove Park District and "Institution" has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Buffalo Grove Park District and "Institution" a reasonable opportunity to act on it prior to withdrawing or depositing to the account.

Direct Debit Information: Check bank account you want your payment withdrawn from: Checking Savings

Name(s) on Bank Account: _____ Bank Account Number: _____

Bank Transit ABA (Routing Number): _____

I (we) give permission for the Buffalo Grove Park District to charge the amount from the account indicated, on the last business day of each month, beginning on: _____ and ending on May 31, 2024.

Direct Debit Tuition Payment Authorized Signature: _____ Date: _____

Due to internet security precautions, credit card and payment information are not accepted via email.



Special Events Calendar
 District 21
 Kilmer & Longfellow
 2023 - 2024

Date	Special Event
August 23	Grades 1-5 First Day Of School - Regular Program Hours
August 24	Kindergarten First Day Of School – Regular Program Hours
September 4	No Program - Holiday
September 22	Half Day – Program Begins At 12 pm
September 25	No School – Field Trip
October 9	No School – Field Trip
October 16	No School – Field Trip
November 20 – November 22	No School – Field Trip(s)
November 23 – November 24	No Program – Holiday
December 25	No Program – Holiday
December 26 – December 29	No School – Field Trip(s)
January 1	No Program – Holiday
January 2 – January 5	No School – Field Trip(s)
January 8	No School – Field Trip
January 15	No School – Field Trip
February 16	Half Day – Program Begins At 12 pm
February 19	No School – Field Trip
March 19	No School – Field Trip
March 25 – March 29	No School – Field Trip(s)
May 17	Half Day – Program Begins At 12 pm
May 27	No Program – Holiday
May 31	Last Day Of School

Emergency Days: Latest possible last day will be June 7, 2024; if the end of the school year is extended one day for each day missed for emergency/snow days.

School Hours	Half Day Hours
9 am – 3:30 pm	9 am – 12pm