

CLUBHOUSE



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2020 - 2021

School Year

CLUBHOUSE

REQUIREMENTS TO ENROLL:

Valid ID with Address
Original Birth Certificate
Current Physical/Shot Record

Clubhouse
Child Release

Howard Mohr Community Center
7640 Jackson Blvd.
Forest Park, IL 60130
(708) 771-7737

In compliance with Section 407.18A4F of the Illinois Department of Children and Family Services Licensing Standards for Daycare Centers, we must have in writing the authorized persons that we can release your child/children to.

The staff will REFUSE to release your child to any person, whether related or unrelated to the child, who has not been authorized in writing by the parent or legal guardian of the said child. Telephone or verbal permission cannot be accepted under any circumstances! Please inform everyone on this list that they will need a PHOTO I.D. to pick up your child/children.

The staff will not release your child to anyone whether related or unrelated if they suspect the said person is or appears to be under the influence of drugs or alcohol. A person from the contact list will be contacted to pick up your child.

I hereby give the Howard Mohr Community Center Clubhouse program my permission to release my son/daughter _____, to the following authorized persons:

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/ Guardian Signature
Date

Clubhouse

Financial Information

Start date : August 25, 2020

Cost

REMOTE LEARNING DAYS PAID BY THE FOREST PARK SCHOOL DISTRICT...

For other information, please call the Community Center at 708-771-7737...

Ask for Brenda or Meghan

Child/Children names _____

Parent Signature _____

Clubhouse

Photo Release

I give permission for my son/daughter, _____,

to be photographed for publicity purposes at the Howard Mohr Community Center

Clubhouse Program.

Clubhouse
Registration Form/Personal Information

Child's Name _____ Birthdate _____

Address _____

Sex: M _____ F _____ E-MAIL _____

Marital Status _____ Child lives with _____

Parent with Legal Custody: Mother _____ Father _____ Other _____

Mother's Name _____ Mother's Cell # _____

Mother's Home Address _____

Mother's Employer _____ Mother's Work# _____

Father's Name _____ Father's Cell # _____

Father's Home Address _____

Father's Employer _____ Father's Work # _____

Is child used to supervision other than parent? How does your child accept discipline?

Does your child have any health problems we should be aware of? (Please list any and all allergies your child might have) _____

Is your child taking medication for this health problem? _____ If yes, please describe proper distribution of this medication _____

Is there any information about your child that you think will help us care for him/her? Major family changes? Personality characteristics? _____

Clubhouse

RELEASE AND INDEMNIFICATION AGREEMENT

In consideration of the permission to participate in the After school Clubhouse program (the "Event") and for that purpose, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the below signed participant (the "Participant") agrees to participation in the Event at their own risk, and the Village of Forest Park shall not be liable for any damage to person or property resulting, directly or indirectly, from Participant's participation in the Event. Participant shall indemnify and save harmless the Village of Forest Park and its officials, officers, employees, staff, contractors, agents, representatives, consultants, successors, and assigns (collectively, the "Indemnitees") from and against any and all losses, damages, claims, actions, liabilities, costs, and expenses including, without limitation, attorneys' fees and expenses that the Indemnitees may suffer, incur, or sustain arising out of or relating to the activities of Participant or participation in the Event, or any acts or omissions of Participant or its contractors, subcontractors, agents, employees, tenants, invitees, or representatives hereunder, with respect to or arising out of participation in the Event.

The Participant understands and agrees that this is the entire agreement between the undersigned and Indemnitees, and that this agreement cannot be modified or changed in any way by the representations or statements of Indemnitees, or any employee or agent of Indemnitees, or by the undersigned. The Participant understands and agrees that this agreement is severable and that if any clause is found to be invalid, the balance of this agreement will remain in effect and will be valid and enforceable. The Participant agrees that any legal proceeding arising out of or relating to this Release and Indemnification Agreement or participation in the Event shall be brought and maintained only in the United States District Court for the State of Illinois or any Illinois State Court. Any disputes arising out of or relating to this Release and Indemnification Agreement or participation in the Event shall be subject to and determined under the laws of the State of Illinois without regard to principles of conflict of laws.

I have read this entire document, understand it completely, and agree to be bound by its terms.

Participant's Legal Name (please print): _____

Participant's Signature: _____ Date: _____

(If Participant is a minor) Legal Guardian Name: _____

(If Participant is a minor) Legal Guardian Signature: _____ Date: _____

AFFIDAVIT OF PARENT OR LEGAL GUARDIAN

I, the undersigned, declare that I am the parent of, or the legal guardian of, the below named minor, and have the capacity to execute documents on behalf of such minor. I understand that as a condition of participating in the After school Clubhouse program (the "Event") for that purpose, the parent or legal guardian of the minor participant must sign this Release and Indemnification Agreement. I am signing this document, freely on the below minor's behalf, without any fraud or duress, and acknowledge that I have read and understand the same. In the event that it is determined that I am not the parent or legal guardian of the minor, or did not have the legal capacity to execute the documents on behalf of said minor, then I agree to defend and indemnify the Indemnitees, and each of them, against any litigation commenced as a result of any injury or death or claim for damage arising out of, relating to, or in any way connected with minor's participation in the Event.

Participant's Legal Name (please print): _____

Legal Guardian Name: _____

Legal Guardian Signature: _____ Date: _____

Clubhouse

Important Clubhouse Information

Sign in/out . . . *You must sign your child in and out daily.* Please inform us when someone other than yourself will be picking up your child. This person must be on your child's release form and must present a picture I.D. **No exceptions**

File Box . . . Please check the file box located on the desk daily! Important notices will be in your file folder.

Late Policy . . . The Clubhouse program opens at 6:30 am and closes promptly at 6:00 pm. There will be a **\$1.00 per minute** late charge from 6:00 pm until 6:14 pm and after 6:15 pm there is a late charge of **\$2.00 per minute**. Late charges must be paid immediately. If your child is picked up late more than 3 times in one month, your child may be asked to leave the program. **No Exceptions.**

Lost Items . . . Clubhouse is not responsible for any lost or stolen goods. The children are responsible for their personal belongings. **PLEASE LABEL ALL ITEMS.**

Medical Emergency . . . In the event your child needs emergency medical attention, the Forest Park Paramedics will be called. You will be notified immediately.

Child's Name _____ (please print)

Parent's Name _____ (please print)

Parent's Signature _____

Date _____

Clubhouse
Administration of Medication

TO BE IN COMPLIANCE WITH ILLINOIS LAW:

1. Prescription drugs shall be labeled with child's name, directions for administering medication, date, physician's name, prescription number and name of pharmacy. Each prescription must be in the original container.
2. Prescription drugs must be accompanied by a letter of release from the parent, giving the permission for the drug to be administered by us.
3. Non-prescription drugs must be accompanied by written parental permission. Such medication must be labeled and dated and must be administered in accordance with package directions.

MEDICATION WILL NOT BE GIVEN UNLESS THE ABOVE PROCEDURES
ARE FOLLOWED.

All letters of consent must be kept on file and are subject to review
by the State of Illinois Department of Public Health.

COVID – 19

Upon arrival if a child shows any signs of fever, they will not be allowed to attend the program. We will be monitoring the children throughout the day for fever with a no touch infrared thermometer. If throughout the day the child shows symptoms of being sick, we will isolate them and notify the parent to pick up the child. The child may be asked to wear a mask, if tolerable. If not tolerated by the child, our staff member will wear a mask, isolate and stay with the child. We will let the parent know they must contact their family physician. The child may not return to Clubhouse until a written authorization from a doctor is presented.

I have read and understand the above policy regarding medications.

Parent/Guardian Signature _____

Child's Name _____

Date _____

Clubhouse

Clubhouse Termination Policy

- Child's behavior is uncontrollable and is a risk to other children or staff
- Child is not adjusting to the environment
- Tuition was not paid and is overdue
- Parent is a risk to the provider or other children in Fall Clubhouse
- Parent, guardian or authorized adult picking up the child arrives at Clubhouse under the influence of drugs or alcohol
- The staff at Clubhouse makes a judgment call and feels that immediate termination is necessary and in the best interest of the child and or staff.

The Clubhouse Staff is within all rights to terminate daycare services once a child has received 3 write-ups. With each write-up a meeting will be held with the parent, the child, and the supervisor. At this time the write-up will be signed by the parent and the child.

Child's Name _____ (please print)

Parent's Name _____ (please print)

Parent's Signature _____

Date _____

Clubhouse

Transportation Release – when school resumes in person learning

I give permission for my child, _____ to be transported to and from _____ School by the Howard Mohr Community Center Day Care Program (Clubhouse) in their vehicle leaving the Center at 7:50 AM and picking up at their respective schools at 2:45 PM. I will assume full responsibility for my child while engaging in after school activities and while on school property after being dropped off by the Howard Mohr Community Center Day Care vehicle. I will not hold the Howard Mohr Community Center Day Care responsible for any events which may occur when my child is not on the premises of the day care Center, engaging in school-sponsored activities, or being transported in any vehicle other than the one provided by the Howard Mohr Community Center Day Care.

I give permission for my child to participate in all field trips, visits to the park and other activities sponsored by the Howard Mohr Community Center Day Care (Clubhouse).

Date _____

Parent/Guardian _____

CLUBHOUSE

Guidance & Disciplinary Procedures

Our staff is here to help the children develop into positive, respectful individuals. We believe that all children are good, but sometimes they make wrong choices or get involved with others who make the wrong choices.

Our staff will always give the children the benefit of the doubt. When an incident occurs, the staff will question the children involved and come to a conclusion as to the action needed.

Parents are informed of any discipline measures that are taken during the day through discussion with a supervisor and/or through written notices. These discussions and written notices can be formal (write ups/private discussions) or informal (pink slips/casual discussions).

The children are involved in the guidance and discipline process also. We have asked them many questions about children's behaviors and have discussed the answers and consequences of actions with them. We address them directly when any discipline issues are needed and we always get more than one "story". We also involve the children during our discussion with their parents and supervisors.

Our procedure for discipline/termination is as follows:

- Level 1 - Try to diffuse the situation...give a verbal warning and let the child try to solve the issue first
- Level 2 - Separate/Time out...If the problem persists, move it. Take the children out of the situation/in group time out.
- Level 3 - Time out "up front"....The child will be taken out of the group situation. At this time a supervisor will discuss the child's behavior with them and ask what should he/she do next time to avoid the situation.
- Level 4 - Write-up form...If the issues/behaviors persist, a write up will be issued and the parent will be notified.
- Level 5 - Suspension...If the child receives 3 write-ups, they are suspended for a week (five days). The return date will be given to the parent.
- Level 6 - Termination...If and when the child returns after the suspension week, the child will be given one more chance. If they still continue the behavior, they will be asked to leave the program.

The following behaviors are prohibited in all child care settings:

- A. Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear;
- B. Threatened or actual withdrawal of food, rest or use of the bathroom;
- C. Abusive or profane language;

Guidance & Disciplinary Procedures, continued

- D. Any form of public or private humiliation, including threats of physical punishment; and
- E. Any form of emotional abuse, including shaming, rejecting, terrorizing or isolating a child.

The Howard Mohr Community Center (clubhouse) is licensed through the State of Illinois and the following are a few of the policies listed that we, as a licensed center, must abide by:

Any child who, after attempts have been made to meet the child's individual needs, demonstrated inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility.

In all instances, when a facility decides that it is in the best interest of the child to terminate enrollment, the child's and parents' needs shall be considered by planning with the parents to meet the child's needs when he or she leaves the facility, including referrals to other agencies or facilities.

COVID-19 POLICY:

The Howard Mohr Community Center will follow all CDC and IDPH COVID-19 guidelines. We will have face coverings and gloves accessible for all children attending our Center. If parents need face coverings, the Center will also provide. The center will use sanitizer daily on all high touch surfaces, desks, toys, outdoor balls, chairs, etc.

Upon arrival if a child shows any signs of fever, they will not be allowed to attend the program. We will be monitoring the children throughout the day for fever with a no touch infrared thermometer. If throughout the day the child shows symptoms of being sick, we will isolate them and notify the parent to pick up the child. The child may be asked to wear a mask, if tolerable. If not tolerated by the child, our staff member will wear a mask, isolate and stay with the child. We will let the parent know they must contact their family physician. We will then clean/disinfect the area after the child leaves. The Howard Mohr Community Center will notify the local health department if a positive case has been at our facility.

Only children will be allowed into the facility until further notice. The sign in desk will be moved into our hallway, between our outside door and classroom door. There will be hand sanitizer available for parents/guardians to use and we will wipe down all touch surfaces many times per day. Parents/Guardians will not be allowed to enter building unless wearing a face covering. All non-essential visitors will also not be allowed to enter building, but if essential, temperatures will be taken and face coverings must be worn at all times.

Social Distancing: Children will wear face coverings as tolerable. We will keep children 6 feet apart where applicable. Counselors will always wear face coverings when indoors. We will supply the face masks needed for every child. Counselors will remain with the same group/same children until further notice. Only one group of children allowed to use the playground at a time and all equipment will be sanitized between group usage. All indoor arts & crafts supplies will be sanitized and each child will have their own markers, crayons, glue sticks etc, until further notice. Only two children per table will be allowed. Classroom chairs will be moved to reflect social distancing.

Outside Play: Children will also be required to wear face coverings while outdoors as tolerable. Counselors will always wear face coverings while with children. All outdoor playground balls will be sanitized between group usage. There will be one group outdoors at a time and a one hour break between groups outdoors will be implemented. Children will use hand sanitizer before entering the building. Children and staff are required to change shoes before entering the building.

Childs Name _____

Guardian _____

Date _____