



# Ela Township Homework Club

a K-5th grade after school program for residents of Ela Township

**LOCATION:** Community Center (380 Surryse Rd. Lake Zurich)

**Ages:** Kindergarten - 5th grade

**Days & Times:** After school everyday district 95 is in session until 5:00 PM

**COST:** \$10 per month per child

## Registration

Registration is open throughout the school year and will be processed on a first come first serve basis. Any participants that register for a month that has already been filled will be added to a wait list and contacted if space becomes available.

**Registration begins on Monday, July 16th.**

Completed packets along with payment can be dropped off at the Community Center.

**\*\*We are currently accepting cash or check. Please make checks out to 'Ela Township'.\*\***

# **General Information about Homework Club**

## **Registration & Attendance:**

Homework Club begins on Wednesday, August 22<sup>nd</sup>, 2018 and runs throughout the school year ending on Monday, June 3<sup>rd</sup>, 2019. Participants register by month at a cost of \$10 per month per child. There is no minimum number of months required to register and you do not have to register for consecutive months.

Registration reserves a spot for your child(ren) every day of that month. Exact dates covered by each month are listed below. Daily attendance is optional, and no notification is required for any days your child will be absent. However, there are no refunds or prorated fees for any days your child does not attend the program.

## **Dates:**

**Aug/Sept:** Aug 22 - Sept 21 (22 Days)

**October:** Sept 24 - Oct 19 (18 Days)

**November:** Oct 22 - Nov 20 (20 Days)

**December:** Nov 26 - Dec 21 (20 Days)

**January:** Jan 7 - Feb 1 (18 Days)

**February:** Feb 4 - Mar 1 (18 Days)

**March:** Mar 4 - Apr 5 (20 Days)

**April:** Apr 8 - May 3 (20 Days)

**May:** May 6 - June 3 (19 Days)

## **Drop Off & Pick Up Procedures:**

The front parking lot should be used for both drop off and pick up. Participants can enter and exit through the main entrance at the front of the building. Parents are not required to come into the building during drop off. Children can be dropped off at the main entrance and walk inside to the staff table themselves to be checked in. Parents are welcome to walk in with their children to help get them situated or to communicate any specific needs for that day to the staff. During pick up parents are required to enter the building in order to sign their child out.

## **Sign In & Snack Time**

Because we have students attending from 6 different elementary schools arrival is typically staggered and lasts until about 3:30 pm. An afternoon snack is provided daily and is usually available upon arrival. This gives everyone a chance to eat snack, hangout and talk with their friends before starting on homework.

## **Homework/Academic Time**

During this time participants will be able to work on homework, read, study, or work on specific academic skills in a quiet environment. Staff and/or volunteers will be available to provide assistance if needed. When participants are finished with their academic work they are free to move on to recreation time.

What amount of academic work each participant is required to complete before moving on to recreation time is determined by their parent/guardian. Daily workload varies depending on age, grade, teacher, academic ability and much more. Parents are encouraged to communicate with staff what they expect their child(ren) to be working on during academic time.

## **Staff:**

All Homework Club staff have been subject to a background check, are CPR/AED/First Aid Certified, and have had prior experience working in child care. In addition, every staff member goes through 10+ hours of training aimed at making Homework Club the safest and most enjoyable experience possible for everyone. The program is staffed at a child/staff ratio no greater than 8:1.

## **Volunteers:**

We work closely with the National Honor Society (NHS) and Interact Club at Lake Zurich High School to provide volunteer opportunities for their members. Throughout the year LZHS Students will come to Homework Club and provide academic help to anyone who needs it.

## **More Information:**

If you have any questions about Homework Club or would like more information please contact the Youth Program Director at 847-438-9160 or send an email to [youth@elatownship.org](mailto:youth@elatownship.org).

# 2018-19 Homework Club Registration Packet

To complete registration, please fill out the information below and return this packet along with payment to the community center. Only one packet is needed per family provided you are not registering more than 3 children.

Registration packets will NOT be accepted without payment. If you have any questions regarding registration please contact Chris Urry at 847-438-9160 or send an email to [youth@elatownship.org](mailto:youth@elatownship.org). The community center is located at 380 Surryse Rd. in Lake Zurich and is open Mon-Fri 8:30-3:30.

## **Parent/Guardian Information:**

Parent/Guardian 1: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

Parent/Guardian 2: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

## **Emergency Contact Information (Not Parent/Guardian):**

Name of Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

## **Please mark appropriate statement below**

\_\_\_\_\_ I will be dropping off/picking up my child from the Homework Club program.

\_\_\_\_\_ My child has permission to walk home on his/her own from the Homework Club program.

## **List of approved adults to pick up my child(ren):**

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

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

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

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

**\*Unless noted on this form, your child will not be released on their own or to any other person not specified on this list.**

## **List of unapproved adults to pick up my child(ren):**

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

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

**First Child's Information:**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**School:** Isaac Fox - Seth Paine - Sarah Adams - Spencer Loomis - May Whitney - St. Francis

**Other than assigned homework what would you like your child to work on during academic time before moving on to recreation time?** (ex. Math, reading, spelling, vocabulary, etc.)

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**Does your child have any health issues?**

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain: \_\_\_\_\_

**Does your child have any allergies?**

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain: \_\_\_\_\_

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**Second Child's Information:**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**School:** Isaac Fox - Seth Paine - Sarah Adams - Spencer Loomis - May Whitney - St. Francis

**Other than assigned homework what would you like your child to work on during academic time before moving on to recreation time?** (ex. Math, reading, spelling, vocabulary, etc.)

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**Does your child have any health issues?**

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain: \_\_\_\_\_

**Does your child have any allergies?**

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain: \_\_\_\_\_

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**Third Child's Information:**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**School:** Isaac Fox - Seth Paine - Sarah Adams - Spencer Loomis - May Whitney - St. Francis

Other than assigned homework what would you like your child to work on during academic time before moving on to recreation time? (ex. Math, reading, spelling, vocabulary, etc.)

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Does your child have any health issues?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Does your child have any allergies?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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**Note: As a result of participating in the Homework Club program you give Ela Township permission to publish photographs of your child for promotional purposes (i.e. bulletin boards, Facebook page, Township website). However, please notify us if you require an exception.**

**Please list each child on a separate line and put an ‘X’ under each month they will be attending the program. Leave blank any months your child(ren) will NOT be attending. Once registered additional months can be added by contacting the Youth Program Director at 847-438-9160 or youth@elatownship.org.**

	September	October	November	December	January	February	March	April	May	Total Months
<b>Child's Name</b>	Aug 22 - Sept 21	Sept 24 - Oct 19	Oct 22 - Nov 20	Nov 26 - Dec 21	Jan 7 - Feb 1	Feb 4 - Mar 1	Mar 4- April 5	Apr 8 - May 3	May 6 - June 3	

**Behavior Expectations:**

The following behavior expectations are in effect at all events sponsored by Ela Township Youth Program. Individual staff and programs may develop more specific rules for youth.

- Everyone is entitled to a safe, secure, and orderly environment in which to learn and work.
- Student growth is dependent upon positive and successful experiences.
- Discipline is a shared responsibility: students and adults are both responsible for an orderly, safe and equitable learning environment.
- Actions are what we have chosen to do; actions are a product of choices.
- High expectations and courteous, respectful behavior, on the part of all.
- Foster a climate of achievement.

The same behavior expectations apply to all Ela Township Youth Programs as they apply in the Lake Zurich District 95 School Policy Handbook.

**Dismissal:**

**Inappropriate behavior may result in your child(ren) suspension or withdrawal from the program. To ensure the safety and security of all children, if an emergency occurs that threatens the welfare of a child(ren), Ela Township Staff will contact a Parent/Guardians as needed. In the event, a child’s behavior is disruptive, but does not require suspension or withdrawal of the program, the Youth Director will contact the parents and require that the child be supervised by a Parent/Guardian or older sibling at all Ela Youth Programs.**

**I am registering my child for Ela Township’s Homework Club. I have read, understand, and will comply with the rules outlined above. I understand that it is my responsibility to inform Ela Township Staff of any changes of information, particularly phone numbers and emergency contacts.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_