



BRITISH INTERNATIONAL SCHOOL
OF CHICAGO, LINCOLN PARK
A NORD ANGLIA EDUCATION SCHOOL

Clubs Handbook

Policies and procedures for enrichment programs

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Policies and procedures for parents and students

We strive to provide enriching club experiences for our students both before- and after-school. This handbook details the policies and procedures in place for these programs. By submitting our online registration form, you and your student agree to abide by these policies.

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Questions? Contact us at administration@bischicagolp.org

1. Registration

- a. All club information and registration forms are found on our activity management site, CHQ. Log in at: <https://mychq.net/bischicagolp>
 - i. If you do not yet have a user ID or password for CHQ, please contact us at administration@bischicagolp.org for assistance with creating an account.
- b. Students must be registered to any chosen clubs during each term's planned open registration period. The dates of open registration for the 2018-19 school year will be:
 - i. AUTUMN TERM
Monday, August 6 at 2 PM – Monday, August 13 at 2 PM
 - ii. SPRING TERM
Monday, December 3 at 2 PM – Monday, December 10 at 2 PM
 - iii. SUMMER DATES
Monday, March 25 at 2 PM – Monday, April 1 at 2 PM
- c. Late registration guidelines
 - i. After the open registration period, no changes may be requested until the late registration period begins.

- ii. Requests for late registration will be honored at the school's discretion. Please allow one (1) week for the processing of any late change requests. (i.e. if a request is submitted for late registration on the first day of school, August 27, your student will be able to participate the club by the following week if space is available)
- iii. For each term, late registration will be available from the following dates.
 - 1. AUTUMN TERM: August 27, 2018
 - 2. SPRING TERM: January 7, 2019
 - 3. SUMMER TERM: April 29, 2019
- iv. The required late registration fee is \$25. This will automatically be added to your student's account when they are accepted as a late-joiner to any club activity.
- d. Once registered, these activities are active for the entire school term of activity, unless otherwise noted in your club confirmation message. School term dates are:
 - i. AUTUMN: Monday, August 27, 2018 – Friday, December 21, 2018
 - ii. SPRING: Monday, January 7, 2019 – Friday, April 12, 2019
 - iii. SUMMER: Monday, April 29, 2019 – Thursday, June 20, 2019

2. Fees and payments

- a. The club fees associated with the selected activities as they appear on each student's submitted registration form are non-refundable and full payment is due one week after the close of registration.
- b. Students enrolling in any activities after the late registration period begins will be charged an additional \$25 late registration fee, due one week after receiving confirmation of the new activity schedule(s).
- c. There will be no credits or reduction of fees for days of student absence from an activity that is in session.
- d. If a session of activity is cancelled by the school after payment has been made, a credit for this activity session will be applied.

3. Student Pick-up Procedure

- a. If the activity is led by a BISC-LP teacher, students should be picked up from the garage by their parent or guardian.
- b. If the activity is led by an external provider, students must be picked up from the location where the club is being held (i.e. in the classroom, gym, or off-site facility) and the parent/guardian must initial the roster before leaving to sign the child out from club.

4. Absence Policy

- a. If a student is absent for three (3) sessions of their registered club, their registration for this activity may be cancelled without refund and parents will be notified of the cancellation.

5. Emergency Medication Policy

- a. While basic medical information is shared by the school with visiting instructors, if your child has special medical needs or concerns, the parent or guardian is responsible for communicating this to the activity provider and making a plan for these concerns (such as asthma, food allergies, inhalers, epi-pens, etc.).
 - i. Parents and guardians will be provided with contact details for their club providers via the CHQ site in order to get in touch with their students' activity instructors.
- b. As our visiting instructors are not direct employees of the school we cannot train them in the administration of any emergency medications. If your child could possibly need emergency

medication (inhaler, epi-pen, etc.) during an activity with a visiting instructor, please reach out to the company or instructor(s) directly regarding any medications and/or emergency instructions.

- c. Any medications you have provided to BISCLP for your child may NOT be shared with the visiting instructors for any enrolled activities.

6. **Liability Agreement for Athletics Clubs**

- a. I, the Parent or Legal Guardian of the registered child, give permission for participation in the club activities to be held at the detailed venue. I understand that physical activity, by its very nature, carries with it certain risks that cannot be eliminated regardless of the care taken to avoid injuries. I, on behalf of the child, myself, my heirs and personal representatives, agree to assume full risk, covenant not to sue and agree to waive, relinquish, and release all claims arising from any injury, damages or claim of any variety against the club, school, or any of its agents, employees, and directors. I understand that I am responsible for personal medical insurance and that I must cover any medical costs incurred. I agree to hold harmless and indemnify BISC-LP from all claims resulting from negligence. I agree to emergency treatment by the physician or hospital in the event that I or an emergency contact cannot be reached. I have read this waiver of liability and fully understand its terms. I understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing freely and voluntarily, and intend my submission of official club registration to be a complete and unconditional release of all liability to the greatest extent allowed by Illinois state law.

7. **Activity Cancellations**

- a. Notifications
 - i. If an activity is cancelled by the school or by the activity leader, you will receive notice by email as far in advance of the event as possible.
 - ii. If an activity is cancelled on the day of an event, you will be contacted by email and later by phone if we cannot confirm receipt of email notice.
- b. Child care
 - i. Whenever possible, we will offer free after-care for students whose enrolled activities have been cancelled.
 - ii. After-care is always available if you do not have an enrolled activity on any day of the week.
- c. Credit of fees
 - i. If you have paid a fee for the cancelled day of activity, the activity fee for the session will be applied as a credit to your student account.

8. **Location Changes**

- a. If we change the location of an activity, this will be displayed on the room sign posted at the front desk. Location changes most frequently occur during Parent Consult evenings.



Questions? Contact us at administration@bischicagolp.org

BISC-LP Clubs Calendar, 2018-19

All new club information and registration forms will be posted to our activity registration site, CHQ.

Log in at: <https://mychq.net/bischicagolp>

Autumn Term Clubs

New club information released	Wednesday, August 1, 2018
Registration Opens	Monday, August 6, 2018, 2:00 PM
Registration Closes	Monday, August 10, 2018, 2:00 PM
No student clubs may be changed between registration close date and late registration start date	
Club activities begin* & Late registration request form opens	Monday, August 27, 2018
Athletics Clubs begin	Tuesday, September 4, 2018
Last day of Autumn Term clubs	Friday, December 21, 2018

Spring Term Clubs

New club information released	Monday, November 26, 2018
Registration Opens	Monday, December 3, 2018, 2:00 PM
Registration Closes	Monday, December 10, 2018, 2:00 PM
No student clubs may be changed between registration close date and late registration start date	
Club activities begin & Late registration request form opens	Monday, January 7, 2019
Last day of Spring Term clubs	Friday, April 12, 2019

Summer Term Clubs

New club information released	Monday, March 18, 2019
Registration Opens	Monday, March 25, 2019, 2:00 PM
Registration Closes	Monday, April 1, 2019, 2:00 PM
No student clubs may be changed between registration close date and late registration start date	
Club activities begin & Late registration request form opens	Monday, April 29, 2019
School Block Party Day –	Friday, June 14, 2019
No Clubs & No After-Care	
Last day of Summer Term clubs	Thursday, June 20, 2019
No Clubs & No After-Care Offered	Friday, June 21 – Wednesday, June 26, 2019