



Beech Grove Parks Department

Buzz Club

2018-2019

Welcome to Buzz Club!

The mission of Buzz Club is to facilitate a safe and fun environment for Kindergarten to Sixth Grade students to grow and learn. It is our goal to help your student be academically, as well as socially, successful.

A partnership between Buzz Club staff and parents is very important. Communication is key to making sure your student is successful.

Fees:

Enrollment is for four days, Monday-Thursday, afterschool until 6:00 p.m.

In order to ensure your student's spot, in addition to a completed registration application, a \$30 registration fee (per student) is required to be paid at enrollment.

A fee of \$30 per week, per student is required to be paid in full before 3:00pm on the Friday of the prior week, to be able to participate in the program. If payment is not received by this deadline, your student(s) will not be allowed to attend the program. Additional children residing in the same household are able to participate in the program at the reduced rate of \$15 per week, per additional student.

Cash or check is accepted payment. No credit cards will be accepted. NSF fee of \$30 will be charged for any check returned.

All payments will be collected at the Hornet Park Community Center, only.

Enrollment: All paperwork will be taken to the Hornet Park Community Center. Each student will need to have separate paperwork filled out. Payments must be made by Friday the week prior to your student starting. You must pay a full week deposit before your student can start. No credit or refund will be issued for your student being sick or being absent. Number of students enrolled in the program is limited, so it is highly encouraged to get your enrollment papers and fee submitted as soon as possible.

Daily schedule: Monday through Thursday, afterschool until 6:00 p.m. Pickup can be anytime between 5-6pm at the Hornet Park Community Center. Dinner is served during this time.

Central and South Grove students will be transported after school to Hornet Park Elementary by BGCS bus. During Buzz Club your child will have homework help and will participate in various hands on activities to promote remediation and enrichment.

Snack and dinner will be provided. Please make any allergies known to the Buzz Club staff so accommodations can be provided.

A Buzz Club calendar will follow the school calendar with some exceptions. Our calendar will be provided by the first day of the program. The calendar's design is to help to ensure your child is receiving the best programming.

Pick Up: Pick up for your student will be at Hornet Park Community Center. You will need to show identification at the front desk and sign your child out, daily. Anyone picking up your child MUST be on the approved pick up list. All authorized persons must be at least 18 years old. You may add or change adults on your student's pick up list at any time. In the event of custody situation, you must provide court documents showing proof of legal restrictions.

Your student **MUST** be picked up by **6:00 p.m.** *There will be a minimum late fee of \$15 charged, with additional fees for every minute after 6:15.* It is very important you pick your student up on time. Please call 317-803-9085 if a situation occurs.

Disciplinary Expectation: It is top priority that Buzz Club provides a safe environment for all students and staff. All school rules apply while your student is attending the program. A zero tolerance policy for bullying will be enforced at the program. The following disciplinary action will be taken:

1. Verbal warning: Staff will discuss and help redirect the child to positive behavior.
2. Written warning home to person picking up child.
3. After three written warnings your child will be suspended from program. A phone call to parent will be made. Child will not be allowed back in to program until behavior issue has been formally addressed by phone conference or face to face meeting.
4. After child returns to program, if problem continues, Buzz Club staff has the right to ask the child not to return to the program permanently.

Suspension of the program can be effectively immediately if the offense is warranted which is the discretion of the Buzz Club staff.

Medical Policy: No prescription medicine will be administered at the program. Parents or Legal Guardians can make arrangement with school nurse to administer medication at the end of school if needed. Minor injuries such as bruises, scraps, and cuts will be handled and parents will be notified either verbally or written notification of such incident. If your student is ill, please notify Buzz Club of your child's absence from the program. Your student may return to the program once they are fever free for 24 hours. If your child has allergies of any kind please notify the Buzz Club immediately.

Any questions or concerns please contact:

Angel McKenna
Beech Grove Parks Department
Facility Manager
Hornet Park Community Center
5245 Hornet Ave. Beech Grove IN 46107
Phone: (317) 803-9085
Email: angel.mckenna@beechgrove.com



Beech Grove Parks Department

Buzz Club Registration Form

2018-2019

Name: _____ Grade: _____

Address: _____

D.O.B: _____ Parent Email: _____

Guardian #1 Name: _____

Guardian #1 Phone Number: _____

Guardian #2 Name: _____

Guardian #2 Phone Number: _____

Emergency Contact Name: _____

Relationship to Student: _____

Emergency Contact Phone number: _____

Approved pick up list: Please list anyone over the age of 18 that is allowed to pick up your student. Anyone not on this list will NOT be allowed to pick up your student.

1: _____

2: _____

3: _____

4: _____

5: _____

Please list any allergies Buzz Club staff should be aware of:

Please initial the following:

I give permission to the Buzz Club staff to access my student's information on Skyward, if needed.

I give permission to the Buzz Club staff to take and post pictures of my student participating in various activities during program on social media or any other informational flyers/websites.

I give permission to the Buzz Club staff to administer any minor medical attention to my student if needed. (band aids, triple antibiotic ointment, ice pack, etc.)

I understand it is my responsibility to make sure all payments are made on time and in full.

I have read and understand all rules and procedures of Buzz Club

Signature of legal guardian(s): _____

Printed name: _____

Date: _____

Space is limited, and a registration fee is required in order to hold a spot for your student. All fees are due by 3pm on the Friday prior to the week you need aftercare, or your student cannot attend that week. Only Cash or Check will be accepted.

Please return both pages of this form, the \$30 registration fee per student and any aftercare fees for each child to:

Hornet Park Community Center
5245 Hornet Ave
Beech Grove, IN 46107
317-803-9085
Communitycenter@beechgrove.com

Hours:

Monday-Thursday 7am-8:30pm
Friday 7am-7pm
Saturday & Sunday 8am-4pm