



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

Clubs Handbook

Policies and procedures for enrichment programs

Updated 8/28/2023

BISC-LP Clubs Calendar, 2023-24

Autumn Term Clubs	
New club information released	Monday, August 7th
Registration Opens	Monday, August 7th, 2023 ALL YEARS: 12:00 noon
Registration Closes Registration requests will NOT be accepted from August 17th at 8pm, to August 22nd, 2023.	Thursday, August 17th, 2023, 8:00 PM
External Club Activities begin for all students registered by August 18th	Monday, August 21, 2023
Late registration requests open	Tuesday, August 22, 2023, 12:00 AM
Last day of Autumn Term Clubs	Thursday, December 14, 2023
Spring Term Clubs	
New club information released	Monday, November 27, 2023
Registration Opens	Monday, November 27, 2023 ALL YEARS: 12:00 noon
Registration Closes Registration requests will NOT be accepted from December 8 (8:00 PM) – January 8	Friday, December 8, 2023, 8:00 PM
Club Activities begin for all students registered by December 8	Monday, January 8, 2024
Last registration requests open	Tuesday, January 9, 2024
Last day of Spring Term clubs	Thursday, March 28, 2024
Summer Term Clubs	
New club information released	Monday, March 11, 2024
Registration Opens	Monday, March 11, 2024 ALL YEARS: 12:00 noon
Registration Closes Registration requests will NOT be accepted from March 22 (8:00 PM) to March 29, 2023	Friday, March 22, 2024, 8:00 PM
Club Activities begin for all students registered by March 22	Monday, April 15, 2024
Dates of NO CLUB ACTIVITIES	Friday, December 15, 2023 Friday, March 29, 2024 Monday, June 17, 2024 Tuesday, June 18, 2024
Last day of Summer Term clubs	Friday, June 14, 2024

1. Registration

- a. **Expectations** Registration is required for all students interested in participating in an activity. Students may not attend any activity for which they are not currently registered, as this has a larger impact on health and safety for the school and our ability to maintain accurate information about your student's supervision and location within the building. This means that we cannot accommodate trial visits or one-time visits to any activity.
- b. **Where to register** All club information and registration forms are found on our activity management site, SchoolsBuddy. Log in at: <http://www.schoolsbuddy.com>
 - i. If you do not yet have a user ID or password for SchoolsBuddy, please contact sarah.draffen@bischicagolp.org for assistance with creating an account.
- c. **Terms of Registration**
 - i. Registration is **Preference-Based**, and all forms are handled by the SchoolsBuddy registration service. Make your selections for each desired day of the week (1st, 2nd, and 3rd choice). You may save your changes and revisit/change your selections any time during the registration period. **Once you submit your selections to the school, you will not be able to go back and change them.**
 - ii. You will receive a confirmation message at the time you submit your Club preference selections to the school. After the registration period ends, students will be auto-allocated into clubs based on their preference and the clubs capacity. You will then receive a confirmation email informing you into which Clubs your student has been accepted.
 - iii. **Cancellations** may be accepted up to one week after the registration close date. After this date, all fees related to your registered activities will be billed to your student account and are non-refundable and non-transferrable.
- d. **Important Deadlines**
 - i. Students must be registered for their preferred clubs during each term's planned open registration period. The dates and times of open registration periods for the 2023-24 school year are listed on the Clubs Handbook calendar in this document on page 2.
- e. **Dates of Activities**
 - i. Once registered, all activities are active for the entire school term of activity. All activity dates for each term are listed on the Clubs Handbook calendar in this document on page 2.
 - ii. Any exceptions to these dates for an activity will be noted in the activity's description on the registration page. Reminders of these dates will also be sent out throughout the term.
- f. **Late Registration**
 - i. After regular registration closes, no more registration requests can be accepted until the late registration period starts (dates noted on Clubs Handbook Calendar).
 - ii. How to submit late registration
 - 1. To complete late registration, log in at: <https://www.schoolsbuddy.com>, and submit a post-allocation join request, or contact sarah.draffen@bischicagolp.org
 - iii. When can my student join activities?
 - 1. Requests for late registration will be honored at the school's discretion based on availability. Students registered late may join activities the week following the submission of the late registration form and once confirmation is received.
 - iv. Dates of late registration

1. The dates and times of late registration are listed on the Clubs Handbook calendar in this document on page 2.
- v. Late registration fee
 1. The required late registration fee is \$30. This processing fee and will automatically be added to your student's account when they are accepted as a late-joiner to any club activity.

2. Fees and payments

a. Terms

- i. The club fees associated with the selected activities as they appear on each student's submitted registration form are non-refundable and non-transferrable. Full payment is due one week after the close of registration.

b. Late registration fee

- i. Students enrolling in any activities after the late registration period begins will be charged an additional \$30 late registration fee, due one week after receiving confirmation of the new activity schedule(s).

c. Absences

- i. There will be no credits or reduction of fees for days of student absence from an activity that is in session, unless the absence is due to a school-sponsored special event.

d. Cancellations

- i. If a session of activity is cancelled by the school after payment has been made, a credit for this activity session will be applied.

e. Prorated fees

- i. If you have registered via the late registration form and missed three or more sessions of an activity due to joining late, the fees for this session may be waived. If you have registered via the late registration form and missed less than three sessions of an activity, no fees may be prorated.

3. Activity Cancellations

a. How to cancel a registered activity

- i. During open registration, if you have registered to an activity and would like to cancel, you may do so by following the instructions on the registration form.
- ii. After the close of registration, all cancellations must be processed by the school office. You may notify us of your cancellations by email to sarah.draffen@bischicagolp.org. **Please note that credit or transfer of fees may not be allowed after the registration close date. This means that if you would like to cancel a paid activity, the amount paid may not be credited forward or refunded.**

b. 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 your child will receive free after-care provision until you are able to come pick up.

c. Childcare

- i. Whenever possible, we will offer free after-care for students whose enrolled activities have been cancelled. If an activity is cancelled on the day of an event, free after-care is guaranteed.
- ii. After-care is always available at the regular price (\$14/hour) if you do not have an enrolled activity on any day of the week.

d. 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.

4. Club Locations

a. On-Campus

- i. Most of our club activities take place here at our school campus. If you need to find the specific room location of your child's club, there will be a **room list posted on the TV monitors** throughout the building during normal club hours, and a club's typical room assignment is also listed on the SchoolsBuddy website on your child's profile.

b. Off-Campus

- i. Some special activities are offered offsite. If a club is held off-campus, the address and any special pick-up information will be indicated on the registration form within the club description, and these details will also be sent in your confirmation email message. Transportation is always provided from school to off-campus clubs, and pick-up is from the off-campus location, unless otherwise specified.

c. Location Changes

- i. If we change the location of an on-campus activity, this will be displayed on the room sign posted at the front desk. These location changes most frequently occur during Parent Consult evenings, but may happen at other times as well. If the change affects pick-up, we will send you an email update with the new location whenever possible. In case of any confusion, please refer to **room list posted on the TV monitors** or check with the front desk for any location changes. ***Off-campus activities rarely change location. If this were to occur, you would be notified by email at least one week prior to the change.***

5. Student Pick-up Procedure

a. Nursery & Reception (On-campus)

- i. Pick up is always in the school building, directly in the classroom or wherever the activity is being held. There is no car line pick-up for these year groups.

b. Years 1-6, Teacher-led clubs (On-campus)

- i. If your child's activity is led by a member of the BISC-LP teaching staff, pick-up is held in the garage where you may pick up by car or on foot. If you are picking up by car, please refer to the Parent Handbook for car line procedures and expectations.

c. Years 1-6, External provider clubs (On-campus)

- i. If the activity is led by an external provider, students must be picked up in the school building, directly in the classroom or wherever the activity is being held. At pick-up, a parent/guardian must initial the paper roster before leaving to sign the child out from their club.

d. Off-Campus Clubs (All year groups)

- i. Pick-up for all off-campus activities will be held at the off-campus facility. Please refer to the club description or your confirmation message for specific pick-up details for off-campus clubs.

6. 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.

7. 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.)

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

8. Liability Agreement for Athletics Clubs

In completing our clubs registration form on SchoolsBuddy, you accept the following agreement referring to liability for any registered athletics club activities.

- 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.*