



SUMMER 2017

DROP-IN PROGRAM CONTRACT

PLEASE READ THE FOLLOWING AGREEMENT VERY CAREFULLY BEFORE SIGNING.

The conditions for this agreement provide protection for our parents as well as our organization. In order to assure that we can provide the services that your children are entitled to, it is essential that the financial status of the organization be stable. The \$15 annual membership fee will be collected prior to participation in Club programs. **All fees must be paid in advance with no deductions for absences, vacations or holidays.**

Child's Name: _____ Home Phone: _____

School: _____

DROP-IN PROGRAM

Participation in this program is for members entering grades 6 and up. The Drop-In Program allows members to participate in all programs between the hours of 3:00pm to 6:00pm, Monday through Friday, for only the cost of annual Club membership (\$15). The membership year runs from September 1, 2016 - August 31, 2017. Transportation is not provided.

(Initial) _____

For additional fees, Drop-In members may also participate in the Full Day Program on an as needed basis as well as field trips, classes, and Club events.

(Initial) _____

AS NEEDED FEES:

Full Day programs are available to Drop-In members who need care prior to 3:00pm on an as needed basis. Full Day fees of \$32 per day will be billed as used and must be paid prior to use.

(Initial) _____

I HAVE INITIALED, UNDERSTAND AND AGREE TO THE ABOVE STATED FEES AND CONTRACT OBLIGATIONS.

Name of Parent/Guardian

Signature of Parent/Guardian

Date

Signature of Club Representative

Date

RECREATION PROGRAM

CHILD'S NAME: _____

SCHOOL: _____

GRADE (in September): _____

MEMBERSHIP: (Valid September 2016 - August 2017) \$15 _____

SPORTS LEAGUES

COED ARENA SOCCER - Season runs from July 17 - Sept. 16

Cost includes jersey, socks, awards, games & playoffs for Divisions I-III.

Early Registration: April 1 - May 22, 2017

_____ \$85 Pee-Wee & K-League _____ \$95 Divisions I-III

Registration: May 23 - June 27, 2017

_____ \$115 Pee-Wee & K-League _____ \$125 Divisions I-III

Late registrations subject to availability.

Divisions: Age Determined as of June 1, 2017.

Pee-Wee 3½ - 4½ yrs Division II 8 - 10 yrs

K-League 4½ - 5 yrs Division III 11 - 13 yrs

Division I 6 - 7 yrs



Evaluations: June 24, 2017 at our Huntington Beach Branch.

Division I - 9AM Division II - 10AM Division III - 11AM

COED BASKETBALL - Season runs from July 17 - Sept. 16

Cost includes jersey, awards, games & playoffs for Divisions II-V.

Early Registration: April 1 - May 22, 2017

_____ \$90 All Divisions

Registration: May 23 - June 27, 2017

_____ \$120 All Divisions



Late registrations subject to availability.

Divisions: Age Determined as of June 1, 2017.

Division I 6 - 7 yrs Division III 10 - 11 yrs Division V 14 - 16 yrs

Division II 8 - 9 yrs Division IV 12 - 13 yrs

Evaluations: at our Huntington Beach Branch.

June 26 Division II 6:30PM June 27 Division IV 6:30PM

June 26 Division III 7:30PM June 27 Division V 7:30PM

CLUBHOUSE THEATRE SUMMER CAMP- *Seussical*

Young actors will gain experience with all aspects of musical theatre including voice, dance, and stage direction. Fees include major costume pieces, script, music CD, show t-shirt and cast party. All camps are held at the Kingston Branch stage (16582 Brookhurst St, Fountain Valley). No audition is required. Space is limited.

SUMMER CAMP Ages 5-8, Beginning/Intermediate _____ \$150

Child must have completed Kindergarten and be entering grades 1+ in September.

Rehearsals: Mon-Fri, July 11-21, 9am-12pm

Final Performance: Sunday, July 23, 2:00pm

SUMMER CAMP ADVANCED Ages 9+, Interm./Advanced _____ \$150

Rehearsals: Mon-Fri, August 7-18, 9am-12pm

Final Performance: Sunday, August 20, 2:00pm

STAGE CREW SUMMER CAMP 8th Grade + _____ \$50

Work behind the scenes on the 5-8 year old's production of *Seussical*.

Dates: Crew production meeting Friday July 7, 9:00am - 11:00am

Mon-Fri, July 10-21, 8:30am-12pm and

Performance Sunday, July 23, 1:00pm - 5:00pm

CLUBHOUSE ACADEMY PERFORMING ARTS

Transportation is provided to and from the following ClubHouse Academy performing arts classes for \$10 per month. *Classes beginning at 5pm or later will not have busing back to the Club and require parents to pick children up at ClubHouse Academy:

10200 Slater Avenue, FV (between FV City Hall and Library)

Other classes available. For a full list of classes, pick up a flyer from the front office!

DANCE (pricing applies for all dance classes)

_____ \$40/month - 1 class/week _____ \$70/month - 2 classes/week

_____ \$90/month - 3 classes/week _____ \$110/month - 4 classes/week

_____ \$130/month - 5 classes/week _____ \$25/half hour - Private Lessons

Ballet Level 1 5-7 yrs Th 4:00PM - 4:50PM

Level 2 7 yrs+ W 5:00PM - 5:50PM*

Level 3 8 yrs+ Th 5:00PM - 5:50PM*

Hip Hop Level 1 5 yrs+ Th 4:00PM - 4:50PM

GYMNASTICS (pricing applies for all gymnastics classes)

_____ \$55/month - 1 class/week _____ \$75/month - 2 classes/week

Beginning II 6 yrs+ W, Th 4:00PM - 5:00PM

Intermediate 6 yrs+ W, Th 5:00PM - 6:00PM*

KARATE

_____ \$55/month - 1 class/week _____ \$65/month - 2 classes/week

_____ \$75/month - Unlimited

Beginning 5 yrs+ W 4:00PM - 4:50PM

5 yrs+ Th 5:00PM - 5:50PM*

Inter/Adv 5 yrs+ W 5:00PM - 5:50PM*

CLUBHOUSE ACADEMY DANCE SUMMER CAMP

FAIRY TALE DANCE ADVENTURES CAMP, June 26-30 _____ \$85

Preschool/Ballet 1 4-8 yrs Monday-Friday 9:00AM - 11:30AM

We will be exploring various styles of dance including Ballet, Musical Theatre, Jazz, Tap, and more. We will focus on different Classical Ballets while incorporating crafts and activities to help us learn. Tuition includes dance class, crafts, a daily snack and a dance camp t-shirt.

SUMMER DANCE INTENSIVE, June 26 - July 7 _____ \$85/1 wk _____ \$155/2 wks

Beg/Int/Adv 8 yrs+ Monday-Friday 12:00PM - 13:00PM

In this intensive, students will take classes in ballet, lyrical, contemporary, jazz, tap, and musical theatre dance, working on dance technique and choreography that will take their training to the next level. Tuition includes 3 dance classes per day and a dance intensive t-shirt. June 26 - July 7. No class on 7/4.

ART FUN FOR KIDS _____ \$40/month + \$10 materials fee

Learn the basics of drawing and using different materials such as oil pastel, chalk, watercolor, and other paints. Different artistic styles and famous artists will be introduced during the class time. Each week your student will bring home their own piece of art work. **Held at the Kingston Branch Arts & Crafts Room.**

Beginning 6-8 yrs Monday 4:00PM - 4:50PM

Intermediate 9 yrs+ Monday 5:00PM - 5:50PM

**Total from ClubHouse Theatre, ClubHouse Academy
 Performing Arts Classes and Sports Leagues**

Total: \$ _____



POLICIES & PROCEDURES

GENERAL INFORMATION

- 1.** Facility hours are 6:30am to 6:00pm and drop-in program hours are 3:00pm to 6:00pm. There is no adult supervisor before or after these times. Children are not permitted to remain outside waiting for parents. The Police Department will be called to pick up children remaining after hours.
- 2.** The Boys & Girls Club will be closed the following holidays or the day the holiday is observed: The Boys & Girls Club will be closed on the following dates: Independence Day (7/4/17), and Labor Day (9/4/17).
- 3.** Parents are responsible for dropping off and picking up their children on time. Parents are encouraged to pick up their children in the program area. Children may not wait by the entrance.
- 4.** Parents are requested to let front counter staff know when you leave with your child at the end of the day. This allows the Club to keep accurate counts of children in case of a fire and life safety incident.
- 5.** Visitors meeting age requirements are welcome for one visit only. Please register at the office. There will be a charge of \$32, of which \$5 can be applied toward future membership. Visitors may not participate in field trip activities.
- 6.** Members in grades 6 and up may participate in the Drop-In Program. This allows participation in all programs areas between the hours of 3:00pm to 6:00pm, Monday through Friday, for only the cost of Club membership. A Drop-In Program member who arrives before 3:00pm is considered a participant in the full day program and will be charged for the full day. Additional fees required for field trips and special events. Daily program fees apply for field trips and events starting before 3:00pm.
- 7.** Children are not allowed to eat or drink outside of designated areas. Snacks made in the Cooking Room or brought from home are to be eaten in the Kids Café or designated areas outside. No refrigerator or microwave is available for member use (no heat-ups).
- 8.** The Boys & Girls Club is a recreation program offering supervised activities under the guidelines of the State of California, Department of Social Services. These guidelines are posted in the office. Children participating in the recreation facility program must be responsible enough to remain within our boundaries, as directed by their parents. The Boys & Girls Club is not responsible for those children who intentionally leave the grounds.
- 9.** All children participating in the transportation program must follow the Transportation Program Rules. Please see the Transportation Program Rules for full details.
- 10.** All children participating in field trips and purchasing lunches must follow the Field Trip & Lunch Policies. Please see the Field Trip and Lunch Policies for full details.
- 11.** On "Movie Day," the Club will show "G" and "PG" rated movies. Selected "PG-13" rated movies may be shown at Teen Room events. If you have concerns, contact our office.
- 12.** The Boys & Girls Club offers volunteer opportunities and participates in various job training programs. Participants in these programs work directly in our program areas assisting our regular staff. Volunteers and job training participants are not part of our maintained facility staff ratios.

PAYMENT AND CONTRACT INFORMATION

- 13.** All fees must be paid in full by the Friday prior to the week of use. Payments made after Monday of the current week are considered late and will be charged a \$10 late fee. Partial payment may result in a late fee.
- 14.** NO deductions in program fees will be made for absences, vacations, or holidays whether or not your child intends to use the Club's full-day program during those weeks.
- 15.** You have the option to pay online for your weekly program fees/tuition. A \$1 convenience fee will apply to all online payments. Online payment is not available for lunches, field trips, and other specialized services.
- 16.** All program fees must be kept current to participate in extra activities, including field trips.
- 17.** Delinquency in payment will prohibit your child's attendance at the Club. Delinquent accounts will be reviewed and may be referred to a collection agency.



POLICIES & PROCEDURES

- 18.** A \$25 service charge will be collected for all returned checks.
- 19.** We understand that situations change. Contract changes require a one week notice and a \$25 processing fee. Other fees may apply.
- 20.** When you notify the Club that you intend to cancel or not fulfill the remainder of your Full-Time Summer Contract, this will trigger a change in status from Full-Time to As Needed and this change applies retroactively. An immediate payment of an additional \$15 per week will be required for all weeks used to date.
- 21.** A one-week written notice must be given prior to withdrawal from the program. If this notice is not given, one week's program fees must be paid prior to withdrawal.
- 22.** All fees are non-refundable and non-transferable. No exceptions. This applies to lunches and field trips.
- 23.** Families participating in our scholarship program must realize that payments for regular child care fees are their primary obligation. Therefore, enrollment and payments for extra activities such as classes, field trips, etc. are discouraged.

MEDICAL INFORMATION

- 24.** Children who become ill may not remain at the facility. Parents will be called to pick up the child within the hour. Children absent from the facility with a contagious illness will not be readmitted without a statement from a physician indicating that the child is no longer contagious.
- 25.** All prescribed medicines will be given for well-child maintenance following an illness, providing the following conditions are met: A) A "Medication Administration Form" must be completed before medication will be disbursed. B) PRESCRIPTION medication must be administered in accordance with the physician's current orders. It must be prescribed for the child who is to receive the medication. Medication must be in its original container. Exact time and dosage must be in written form and the parent must "log-in" the number of doses to be dispensed for the week/month. C) NON-PRESCRIPTION medication will not be administered without written instruction from a physician. Medication must be in its original container. D) For safety reasons, medicine MUST be kept in the front office. Please do not leave medicine of any kind in your child's care. E) It is the child's responsibility to request and administer their own medication as needed.
- 26.** Due to the dangers of an allergic reaction, lotions, ointments, sunscreen, over the counter medications, etc. cannot be administered by our staff.
- 27.** In the event of an emergency, the Club has my permission to administer first aid or obtain emergency medical treatment in the child's best interest. I agree to pay any and all expenses incurred due to an emergency involving my child.

CLUB POLICIES

- 28.** THE TELEPHONE IS FOR EMERGENCY USE ONLY. Parents and children should make ride arrangements before arriving. Staff cannot give messages.
- 29.** Behavior problems are handled by our staff. Parents, however, are called and expected to pick up their child within the hour if their child is involved in a serious or recurring situation.
- 30.** The Boys & Girls Club has a policy of zero tolerance for violence and sexual harassment. If anyone engages in any sexual harassment at the Club, violence at the Club, or threatens violence at the Club, his or her membership will be terminated immediately.
- 31.** The Boys & Girls Club is not responsible for lost money or belongings. Please mark all articles brought to the facility. Place money in pockets, socks, wrist packs or fanny packs. We HIGHLY discourage handheld game devices, collectibles, tablets, iPods, cell phones and skateboards. The Boys & Girls Club is not responsible for lost or damaged items.
- 32.** Misuse of cameras, cell phones, or other internet enabled devices may result in disciplinary action including suspension and revocation of Club membership. Misuse includes, but is not limited to, photographing of members, staff, or club property, inappropriate emails, texts, social media posts, etc.



POLICIES & PROCEDURES

- 33.** All adults in the building must abide by the policies and procedures of the Club.
- 34.** If you have a concern, complaint, or special need, please make an appointment to discuss it with the Unit Director at your child's branch. The Boys & Girls Club maintains a professional environment. Our staff members are respectful of parents and parents are expected to be respectful of the staff as well. Yelling and cursing at the staff will not be tolerated.
- 35.** Should the Unit Director determine that your child cannot adjust to the program offered, or any of your contract agreement is not fulfilled, your child will be withdrawn and your contract will be terminated without refund.
- 36.** The Boys & Girls Clubs of Huntington Valley is an equal opportunity employer. No person will, on the basis of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program.
- 37.** These policies and procedures may be changed by the Club at any time to comply with government regulations or for any other reason.

I UNDERSTAND AND AGREE TO THE ABOVE STATED POLICIES, AS WRITTEN.

Name of Parent/Guardian

Signature of Parent/Guardian

Date



FIELD TRIP & LUNCH POLICIES

- 1.** Field trips are optional. Regular programs are available for those not participating in trips.
- 2.** Field trip fees must be paid in person at the Club in addition to program fees at the time of registration. Sorry, no phone reservations. Individual annual passes are not valid on Club field trips.
- 3.** All fees must be kept current in order to participate in extra activities, including field trips.
- 4.** No Refunds, Transfers or Exceptions! Field trips are non-transferrable and non-refundable.
- 5.** Field trip reservation closes one hour before departure time or when trip reaches full capacity, whichever comes first. Space is limited and is available on a first come, first served basis.
- 6.** Parents **MAY NOT** transport children to or from field trip locations or visit them while on field trips. **NO EXCEPTIONS** will be made.
- 7.** Children **MUST** wear their blue Boys & Girls Club T-shirt on all off-site trips. No shirt = No Trip! T-shirts may be purchased in the office for \$9 and cannot be exchanged or refunded.
- 8.** Times listed include travel and preparation.
- 9.** Children demonstrating unacceptable behavior are not allowed on future trips. No refunds.
- 10.** Children should bring a disposable double-sacked lunch and a drink on all field trips, unless otherwise indicated. Children may be required to eat lunch early due to field trip schedules.
- 11.** Parents must apply sunscreen before all outdoor field trips. Staff will not apply sunscreen.
- 12.** The amount of additional money sent for snacks and souvenirs is left to parents' discretion. Please be reasonable about amount sent. Staff cannot lend money or be responsible for holding children's money.
- 13.** All field trip transportation is provided by the Boys & Girls Clubs of Huntington Valley or by charter bus. Children who do not follow the bus safety rules will be given a written warning and parents will be notified. If inappropriate behavior continues, the child's transportation privileges may be suspended temporarily or permanently.
- 14.** Optional lunches are available. Lunches must be ordered and paid for in person by 10:00am on the day of use. Sign-ups will **NOT** be taken over the phone. Children must arrive at the Club by noon to participate in the lunch program. Lunches are non-transferrable and non-refundable. No exceptions.
- 15.** If lunch is not purchased on Full Days, children must bring a sack lunch. Due to health standards and regulations, no refrigerator or microwave is available for member use (no heat-ups).

I UNDERSTAND AND AGREE TO THE ABOVE STATED POLICIES, AS WRITTEN.

Name of Parent/Guardian

Signature of Parent/Guardian

Date



TRANSPORTATION PROGRAM RULES

1. Seat belts must be worn at all times when the bus is in motion.
 2. No eating or drinking is allowed on the bus. NO EXCEPTIONS.
 3. No animals allowed on the bus. NO EXCEPTIONS.
 4. No standing on the bus when the bus is in motion.
 5. No changing seats on the bus.
 6. No yelling or loud talking allowed on the bus. No foul language.
 7. All body parts must be kept inside the bus at all times while the bus is in motion.
 8. Keep aisle clear at all times.
 9. All personal items including cell phones and electronic devices are to be put away while on the bus.
 10. No fighting or horseplay. No arguing or bullying.
 11. Any vandalism to the bus will be paid for by that member's parents/guardians.
 12. Shirts and shoes are required to ride the bus. NO EXCEPTIONS.
 13. No large boxes or packages. Please make other arrangements to transport these items.
 14. Field trip registration closes one hour before departure time or when the trip reaches full capacity, whichever comes first.
 15. Parents MAY NOT transport children to or from field trip locations or visit them while on field trips. NO EXCEPTIONS.
 16. California Administrative Code, Title V, Section 14103 states:
"Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation."
 17. If a bus rider violates transportation program rules, the following consequences are in place:
 - 1st notice: Written warning
 - 2nd notice: 1 day suspension from bus program
 - 3rd notice: 3 day suspension from bus program
 - 4th notice: Dismissal from the bus program
- Signed citations MUST be returned to the Transportation Director or bus driver for continued bus riding privileges.**
Please call us anytime if you have any questions or concerns.

Name of Parent/Guardian

Signature of Parent/Guardian

Date



SAFETY BROCHURES

Your child's safety is priority #1. To help keep your child safe at the Boys & Girls Club and at home, the Club has prepared two brochures for you. Please read them carefully. Then, talk with your child about the Club's rules, bus riding policies and safety at the Boys & Girls Club and elsewhere.

1. I have received and read my copy of the Boys & Girls Club's "**Safety**" brochure, including safety rules in effect at the Boys & Girls Club.

Parent/Guardian Signature

Date

2. I have received and read my copy of the Boys & Girls Club's "**School Bus Safe Riding Practices**" brochure, including rules in effect for the Boys & Girls Club's bus transportation program.

Parent/Guardian Signature

Date

EARTHQUAKE EMERGENCY INFORMATION



The Club will provide earthquake food for the children. If your child requires a special diet, please supply the appropriate food and place it in a one-gallon ziplock bag with your child's name clearly marked. If your child has special medical needs, bring extra medicine to the Club for us to store.

Earthquake preparedness is an important objective for our Club.

PLEASE FILL OUT THE EMERGENCY INFORMATION BELOW

EMERGENCY EARTHQUAKE PHONE NUMBERS

Child's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Parent/Guardian #1 Name: _____

Parent/Guardian #1 Cell Phone: _____

Parent/Guardian #2 Name: _____

Parent/Guardian #2 Cell Phone: _____

EMERGENCY CONTACTS: *(out of state/area preferred)*

Name: _____

Phone: () _____ Relationship to child: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Phone: () _____ Relationship to child: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Phone: () _____ Relationship to child: _____

Address: _____

City: _____ State: _____ Zip: _____



BOYS & GIRLS CLUBS
OF HUNTINGTON VALLEY

Which program is your child being enrolled in?

- After-School Care/Full Day School Age Youth Program
- Sports Leagues
- ClubHouse Academy Classes
- Daycare/Pre-K

How did you hear about the Boys & Girls Club and/or the program you are enrolling your child in today?

- My child was already a Club member.
- My older children attended the Club.
- I received a flyer or postcard in my child's school packet.
- I received a postcard or other information mailed to our home.
- I received a phone call about the Club's programs.
- I read a newspaper or magazine article about the Club.
Please list the name of the publication: _____
- I saw a newspaper or magazine advertisement about the Club.
Please list the name of the publication: _____
- I learned about the Club through an online search and visited www.bgchv.com,
www.bgchvsports.com or www.clubhouseacademy.com.
- My child's friends talked about the Club.
- My child's teacher or a school administrator recommended the Club.
- I heard about the Club through a friend, relative or colleague.
- I saw signage outside the Club as I drove by.
- Other: _____

Thank you for completing this survey to help the Club
learn the most effective ways to reach families like yours!

