



*One child per contract. Please complete using a pen only.*

**CHILD'S NAME:** \_\_\_\_\_ **TODAY'S DATE:** \_\_\_\_\_

**PARENT'S NAME:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_ **START DATE:** \_\_\_\_\_

**PLEASE CHECK ONE:**  BEFORE SCHOOL  FULL-TIME AFTER SCHOOL  
 PART-TIME AFTER SCHOOL  FULL DAY PROGRAM

**MEMBERSHIP:**

Valid September 2018- August 2019 \$25 \_\_\_\_\_

**BEFORE SCHOOL PROGRAM:**

**FULL-TIME** (weekly) \$33 \_\_\_\_\_

**SECOND CHILD** (weekly) \$28 \_\_\_\_\_

**FULL-TIME AFTER SCHOOL PROGRAM:**

**FULL-TIME** (weekly) \$78 \_\_\_\_\_

**SECOND CHILD** (weekly) \$73 \_\_\_\_\_

**KINDERGARTEN** (weekly) \$83 \_\_\_\_\_

**PART-TIME AFTER SCHOOL PROGRAM:**

**PART-TIME** (weekly)

*Days MUST be indicated below*

	M	T	W	Th	F	
1 day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$30 _____
2 days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$47 _____
3 days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$62 _____

**FULL DAY PROGRAM:**

**FULL DAY PROGRAM FEES** (Non-school day) \$32 \_\_\_\_\_

Donate \$1 to the Boys & Girls Club scholarship program? \$1 \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY**

**ALL FEES ARE NON-REFUNDABLE  
AND NON-TRANSFERABLE**  
unless activity is cancelled by Boys & Girls Club.

**TOTAL** (this page) \$ \_\_\_\_\_

**TOTAL** (ClubHouse Academy) \$ \_\_\_\_\_

**TOTAL AMOUNT PAID** \$ \_\_\_\_\_

Cash  Check  Credit

**STAFF SIGNATURE:** \_\_\_\_\_

## RECREATION PROGRAM

CHILD'S NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

GRADE (in September): \_\_\_\_\_

MEMBERSHIP: (Valid September 2018 - August 2019) \$25 \_\_\_\_\_

## SPORTS LEAGUES

**COED ARENA SOCCER** - Season runs from October 29 - January 19  
 Cost includes jersey, socks, awards, clinic or games & playoffs for Divisions I-III.

**Early Registration:** August 1 - September 23, 2018  
 \_\_\_\_\_ \$90 \*Tiny Tots Clinic, Pee-Wee & K-League \_\_\_\_\_ \$95 Divisions I-III

**Registration:** September 24 - October 11, 2018  
 \_\_\_\_\_ \$120 \*Tiny Tots Clinic, Pee-Wee & K-League \_\_\_\_\_ \$125 Divisions I-III

**Divisions:** Age Determined as of September 1, 2018.

Tiny Tots	2 - 3½ yrs	Division I	6 - 7 yrs
Pee-Wee	3½ - 4½ yrs	Division II	8 - 10 yrs
K-League	4½ - 5 yrs	Division III	11 - 13 yrs



**Evaluations:** Oct. 13, 2018 at our Huntington Beach Branch.  
 Division I - 9AM Division II - 10AM Division III - 11AM

\*Tiny Tots Clinic-parent participation required.

**COED BASKETBALL** - Season runs from October 29 - January 19  
 Cost includes jersey, awards, games & playoffs for Divisions II-V.

**Early Registration:** August 1 - September 23, 2018  
 \_\_\_\_\_ \$95 All Divisions

**Registration:** September 24 - October 11, 2018  
 \_\_\_\_\_ \$125 All Divisions

**Divisions:** Age Determined as of September 1, 2018.

K-League	5 yrs	Division II	8 - 9 yrs	Division IV	12 - 13 yrs
Division I	6 - 7 yrs	Division III	10 - 11 yrs	Division V	14 - 16 yrs



**Evaluations:** at our Huntington Beach Branch. No evals needed for Division I.

Oct. 9	Division II	6:30PM	Oct. 11	Division IV	6:30PM
Oct. 10	Division III	6:30PM	Oct. 12	Division V	6:30PM

**Late registrations subject to availability.**

## CLUBHOUSE THEATRE – Seussical.

Fees cover rehearsals, major costume pieces, script, music CD, dance instruction, voice lessons, T-shirt, 5 tickets to the show, and cast party. Auditions & rehearsals are at the Fountain Valley Kingston Branch (16582 Brookhurst Street).

**Beginning \_\_\_\_\_ \$200 (ages 6-8, Cast 1)**

**No audition required.** Class limited to first 30 enrolled

**Beginning-Intermediate \_\_\_\_\_ \$200 (ages 8+, Casts 2-4)**

Auditions: Sun, Sept. 16 held between 3:00pm-5:30pm

**ClubHouse Theatre Entertainers \_\_\_\_\_ \$200 (ages 10+)**

Auditions: Sun, Sept. 16 12:00pm-2:00pm, must be present the entire time.

**Production Dates:** January 15-February 10, 2019. Tech rehearsals and performance dates are specific to each cast and will be available prior to auditions.

**Rehearsals:** Classes begin week of September 24.

**Cast 1:** Tues. 5:00pm - 6:30pm **Cast 3:** Thurs. 5:00pm - 6:30pm

**Cast 2:** Wed. 5:00pm - 6:30pm **Cast 4:** Tues. 6:30pm - 8:00pm

**Jr. Entertainers:** Th 6:30pm - 8:00pm

**ClubHouse Theatre Entertainers:** W 6:30pm - 8:00pm

## MUSICAL THEATRE CLASSES

**ACTING WORKSHOP-Page to Stage \_\_\_\_\_ \$85**

Class is held at the Kingston Branch stage (16582 Brookhurst St, FV).

Beg.-Int.	8yrs+	M	4:30pm - 5:30pm
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**ACTING WORKSHOP-Technique \_\_\_\_\_ \$85**

Int.-Adv.	11yrs+	W	4:00pm - 4:50pm
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**BOYS DANCE \_\_\_\_\_ \$45/month**

Level I	7yrs+	M	5:30pm - 6:20pm
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**MUSICAL THEATRE DANCE \_\_\_\_\_ \$45/month**

This class brings the exciting world of Broadway to life. Classes held at ClubHouse Academy (10200 Slater Avenue).

Levels 1, 2, 3	7 yrs+	F	4:30pm - 5:20pm
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Level 2/3	10 yrs+	S	1:00pm - 1:50pm
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**VOCAL PERFORMANCE \_\_\_\_\_ \$45/month**

Musical theatre actors will learn sight singing, performance techniques and increase your range. Classes held at ClubHouse Academy (10200 Slater Ave).

Level I	7-11 yrs	T	6:00pm - 6:50pm
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Level II	11 yrs+	T	7:00pm - 7:50pm
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## CLUBHOUSE ACADEMY PERFORMING ARTS

Transportation is provided to and from the following ClubHouse Academy performing arts classes for \$14 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)

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

**DANCE** (pricing applies for all dance classes)

50-min. classes: \$45/month • 70 min.+ classes: \$60/month

Discounts for multiple classes: \$15 off your 2nd class, \$10 off your 3rd-5th classes, \$5 off your 6th+ classes

<b>Ballet</b>	Level 2/3	8 yrs+	W	4:00PM - 4:50PM
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<b>Hip Hop</b>	Level 1	5 yrs+	Th	4:00PM - 4:50PM
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<b>Jazz</b>	Level 2	8 yrs+	Th	5:00PM - 5:50PM*
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<b>Lyrical</b>	Level 2	9 yrs+	Th	4:00PM - 4:50PM
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**GYMNASTICS** (pricing applies for all gymnastics classes)

\_\_\_\_\_ 1 class/week - \$55/month \_\_\_\_\_ 2 classes/week - \$80/month

Beginning II	6 yrs+	W, Th	4:00PM - 5:00PM
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Intermediate	6 yrs+	W, Th	5:00PM - 6:00PM*
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**KARATE** (pricing applies for all karate classes)

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

\_\_\_\_\_ Unlimited - \$95/month

Beginning	5 yrs+	W	4:00PM - 4:50PM
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	5 yrs+	Th	5:00PM - 5:50PM*
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Int/Adv	5 yrs+	W	5:00PM - 5:50PM*
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**Would you like to donate \$1 to the Boys & Girls Club**

**Scholarship program?** \_\_\_\_\_ \$1 Donation

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

**Total: \$ \_\_\_\_\_**



# 2018-2019 SCHOOL YEAR 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. Fees must be paid on a continuous basis, from September 2018 – June 2019.

All fees must be paid in advance with no deductions for absences, vacations, holidays and weeks when school is not session, including Thanksgiving Break, Winter Break, and Spring Break, whether or not my child intends to use the Club’s full-day program during those weeks. We understand that situations change. Contract changes require two weeks notice and a \$25 processing fee. Other fees may apply.

Child’s Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

- 1. BEFORE SCHOOL PROGRAM FEES (Full-Time only, 5/days/week, Monday-Friday)** (Initial) \_\_\_\_\_  
Program hours are 6:30am until 8:30am. Children will be transported from the Club to their school by Club owned yellow school buses driven by CHP certified school bus drivers.  
\$33/week, \$28/week/2<sup>nd</sup> child
- 2. FULL-TIME AFTER SCHOOL PROGRAM FEES (5/days/week, Monday-Friday)** (Initial) \_\_\_\_\_  
Program hours are after school until 6:00pm. The Club’s yellow school buses, driven by CHP certified school bus drivers, will transport your child from school to the Club. Full-Time fees also include conference days, teacher training days and most school holidays.  
\$78/week, \$73/week/2<sup>nd</sup> child  
\$83/week (Kindergarten Program is full-time only)
- 3. PART-TIME AFTER SCHOOL PROGRAM FEES (1-3/days/week, Monday-Friday)** (Initial) \_\_\_\_\_  
Program hours are after school until 6:00pm. Children will be transported from their school to the Club on their scheduled day(s) by Club owned yellow school buses driven by CHP certified school bus drivers. Specific days must be listed and cannot be changed without a contract change fee of \$25.00. Based on availability, additional days may be added each week for a fee of \$24.00 per day.  

	M	T	W	Th	F
\$30 for 1 day/week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$47 for 2 days/week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$62 for 3 days/week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- 4. FULL DAY PROGRAM FEES (Provided for most school holidays/conference days)** (Initial) \_\_\_\_\_  
Program hours are 6:30am – 6:00pm. **Full-Time After School Program:** no additional fee to participate in the Full Day program.  
**Part-Time After School Program:** no additional fee for the Full Day program on regularly scheduled day(s) - \$32 /day for full days on other days of the week.
- 5. I understand that the weekly fee is required during weeks when school is not session,** including Thanksgiving Break, Winter Break, and Spring Break, whether or not my child intends to use the Club’s full-day program during those weeks. (Initial) \_\_\_\_\_
- 6. All fees must be paid by the Friday prior to the week of use.** Payments made after Monday at 6pm of the current week are considered late and will be charged a \$10 late fee. (Initial) \_\_\_\_\_
- 7. For the safety of my child** I agree to notify the office by 11:00am if he/she will not be riding the bus on a scheduled day. (Initial) \_\_\_\_\_

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

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



# **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: Labor Day (9/3), Thanksgiving and the day following (11/22 & 11/23), Christmas Eve (12/24) Club closes at 2pm, Christmas (12/25), New Year's Day (1/1), President's Day (2/18), and Memorial Day (5/27).
- 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 or 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 Club transportation or 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 day. Additional fees apply 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.** 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.
- 12.** 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.

## **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 and weeks when school is not in session, including Thanksgiving, Winter and Spring Break, 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 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.



# **POLICIES & PROCEDURES**

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.
18. A \$25 service charge will be collected for all returned checks.
19. We understand that situations change. Contract changes require two weeks notice in writing and a \$25 processing fee. Other fees may apply.
20. A two-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.
21. All fees are non-refundable and non-transferable. No exceptions. This applies to lunches and field trips.
22. Families participating in our scholarship program must realize that payments for regular school age program fees are their primary obligation. Therefore, enrollment and payments for extra activities such as classes, field trips, etc. are discouraged.

## **MEDICAL INFORMATION**

23. Children who become ill may not remain at the facility. Parents will be called to pick up the child within the hour. Children absent with a contagious illness will be readmitted with a statement from a physician indicating that the child is no longer contagious.
24. 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.
25. Due to the dangers of an allergic reaction, lotions, ointments, sunscreen, over the counter medications, etc. cannot be administered by our staff.
26. 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**

27. THE TELEPHONE IS FOR EMERGENCY USE ONLY. Parents and children should make ride arrangements before arriving. Staff cannot give messages.
28. 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.
29. 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.
30. 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.
31. 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. Misused devices will be held in the office until a parent is able to pick them up.**



# **POLICIES & PROCEDURES**

- 32.** All adults in the building including parents/guardians must abide by the policies and procedures of the Club.
- 33.** 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.
- 34.** 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.
- 35.** 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.
- 36.** 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



# 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 is 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. If your child will not be riding the Boys & Girls Clubs of Huntington Valley bus after school on a scheduled day, YOU MUST notify our office before 11:00am the day of the absence.
  15. Please notify the Club ahead of time if your child has gone on a field trip with his/her school and will not be back to the school at the scheduled pick up time. Parents are responsible for transportation to the Boys & Girls Club if the child is not there at the scheduled pick up time. However, if available, we will make a later pick up, otherwise the parent is responsible for transporting their child.
  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.

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Name of Parent/Guardian

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Signature of Parent/Guardian

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Date



## **NO CALL - NO SHOW POLICY**

If your child will not be riding the Boys & Girls Clubs of Huntington Valley bus after school on a scheduled day, **YOU MUST** notify our office before 11:00am the day of the absence.

For the protection of members, our policies require us to locate your child when they do not arrive at the Club after school. This requires our staff to call the school to see if your child was in attendance. If your child was at school, we then try to contact the parents to find out if your child was expected on the bus. This requires much time, unnecessary phone calls and dramatically impacts our level of service. It is imperative that you take a moment and contact the office to inform our staff of your child's absence.

The Boys & Girls Clubs of Huntington Valley's policy regarding "no call - no shows" is:

1. Parents will receive 3 warnings regarding the "no call - no show" policy before action is taken.
2. On the fourth offense, parents/children will receive a bus citation.
3. On the fifth, and all subsequent breaches of policy, members will be suspended from the bus program for one day.
4. If parents/guardians continue to abuse this policy, the Boys & Girls Clubs of Huntington Valley reserves the right to terminate service at our discretion.

Parents, thank you for working with us in implementing this policy. It improves your child's safety.

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Signature of Parent/Guardian

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Name of Parent/Guardian

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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. On Full Days, including all of winter break and spring break, 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.**

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Name of Parent/Guardian

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Signature of Parent/Guardian

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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



# **CLUB MEMBER USE OF TECHNOLOGY**

## **ACCEPTABLE USE AGREEMENT**

The Boys & Girls Clubs of Huntington Valley (BGCHV) authorizes club members to use technology owned or otherwise provided by the BGCHV as necessary for program purposes. The use of BGCHV technology is a privilege permitted at the BGCHV's discretion and is subject to the conditions and restrictions set forth in applicable School-age programs policies and procedures and this Acceptable Use Agreement. The BGCHV reserves the right to suspend access at any time, without notice, for any reason.

The BGCHV expects all club members to use technology responsibly in order to avoid potential problems and liability. The BGCHV may place reasonable restrictions on the sites, material, and/or information that club members may access through the system.

A parent/guardian of every BGCHV club member who is authorized to use BGCHV technology shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

**Definitions:** BGCHV technology includes, but is not limited to, computers, BGCHV's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through BGCHV-owned or personally owned equipment or devices.

**Club Members Obligations and Responsibilities:** Club members are expected to use BGCHV technology safely, responsibly, and for program purposes only. The club member using BGCHV technology is responsible for its proper use at all times. Club members shall not share online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they are assigned.

**Club members are prohibited from** using BGCHV technology for improper purposes, including, but not limited to, use of BGCHV technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other Club members, volunteers, staff, or any other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another club member, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm BGCHV technology or other operations (such as destroying BGCHV equipment, placing a virus on BGCHV computers, adding or removing a computer program without permission from a BGCHV staff member, changing settings on shared computers)
6. Install unauthorized software
7. "Hack" into the system to manipulate data of the BGCHV or other users
8. Engage in or promote any practice that is unethical or violates any law or BGCHV policy or practice

**Privacy:** Since the use of BGCHV technology is intended for program purposes, club members shall not have any expectation of privacy in any use of BGCHV technology.

The BGCHV reserves the right to monitor and record all use of BGCHV technology, including, but not limited to, access to the Internet or social media, communications sent or received from BGCHV technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Club members should be aware that, in most instances, their use of BGCHV technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any BGCHV technology are the sole property of the BGCHV. The creation or use of a password by a club member on BGCHV technology does not create a reasonable expectation of privacy.



## **CLUB MEMBER USE OF TECHNOLOGY**

### **ACCEPTABLE USE AGREEMENT CONTINUED**

**Personally Owned Devices:** Personally owned devices are permitted for use during Club time for Club purposes and in approved locations only. The Club prohibits use of personally owned devices in restrooms. If a club member uses a personally owned device to access BGCHV technology, he/she shall abide by all applicable BGCHV programs policies and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

**Reporting:** If a club member becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of BGCHV technology, he/she shall immediately report such information to the BGCHV staff member or other BGCHV personnel.

**Consequences for Violation:** Any inappropriate use of a personally owned device, or failure to report a security issue or misuse of technology, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership, or other disciplinary actions determined appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

**Parent Acknowledgment:** I have received, read, understand, and agree to read these policies to my child and insure that they abide by this Acceptable Use Agreement and other applicable laws and BGCHV policies and regulations governing the use of BGCHV technology. My child understands that there is no expectation of privacy when using BGCHV technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.



# **CLUB MEMBER USE OF TECHNOLOGY**

## **ACCEPTABLE USE AGREEMENT CONTINUED**

Member's Name: \_\_\_\_\_ Age: \_\_\_\_\_  
(Please print)

School/Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Legal Guardian Acknowledgment:** Since the club member is under 18 years of age, a parent/guardian must agree to read this policy to your child and also read and sign the agreement.

As the parent/guardian of the above-named club member, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use BGCHV technology and/or to access the club's computer network and the Internet. I understand that, despite the BGCHV's best efforts, it is impossible for the club site to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the BGCHV, BGCHV board of directors, and BGCHV personnel against all claims, damages, and costs that may result from my child's use of BGCHV technology or the failure of any technology protection measures used by the BGCHV. Further, I accept full responsibility for supervision of my child's use of his/her access account, as applicable, if and when such access is not in the club setting.

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

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



# 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](http://www.bgchv.com),  
[www.bgchvsports.com](http://www.bgchvsports.com) or [www.clubhouseacademy.com](http://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!