

Kid ID#: \_\_\_\_\_  
Location: \_\_\_\_\_  
Start Date: \_\_\_\_\_  
Expiration Date \_\_\_\_\_  
Registration Fee: \$24  
Receipt No. \_\_\_\_\_

NEW RENEWAL



## MEMBERSHIP APPLICATION FORM 2018-2019 After School Program

September 4, 2018– June 21, 2019

**(All registration forms & payment must be delivered to the Boys & Girls Club Teen Center at 160 Carter Road)**

Member's First Name:

Middle Name:

Last Name:

Birthdate:

Gender:

Ethnicity: (Circle One)

1. African American  
2. Asian American  
3. Caucasian

4. Hispanic/Latino  
5. Native American  
6. Pacific Islander

7. Other \_\_\_\_\_

Home Address:

City:

State:

Zip:

Phone Number:

### PHYSICAL:

Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_ Skin Color/Features \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Expected Arrival Time: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Expected Departure Time: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Name of School

and

Teacher

Grade:

Has your child been a member of the Boys & Girls Club of Geneva before? (Circle) **YES NO**

### HOUSEHOLD:

Current Single Parent: **YES** \_\_\_\_ **NO** \_\_\_\_ Members in Household 65+ \_\_\_\_ Military Branch Name \_\_\_\_\_

Number Under 18 in Your Household \_\_\_\_ Members in Household Handicapped Yes \_\_\_\_ No \_\_\_\_

Member Lives with (Circle One): Both parents Mother or Father Aunt/Uncle Sister/Brother Grandparent Guardian  
Other \_\_\_\_\_ Household Size: \_\_\_\_\_

Father/Guardian First Name:

Last Name:

Phone: Cell/Home/Work (circle one)

Phone: Cell/Home/Work (circle one)

Father's Employer:

Father's Email:

Mother/Guardian First Name:

Last Name:

Phone: Cell/Home/Work (circle one)

Phone: Cell/Home/Work (circle one)

Mother's Employer:

Mother's Email:

**EMERGENCY CONTACTS (Other than Parent/Guardian listed on this form)**

Name \_\_\_\_\_  
Authorize to pick-up?    **Y**        **N**

Relationship to child \_\_\_\_\_

Phone: Cell   Home   Work   (*circle one*) \_\_\_\_\_

Name \_\_\_\_\_  
Authorize to pick-up?    **Y**        **N**

Relationship to child \_\_\_\_\_

Phone: Cell   Home   Work   (*circle one*) \_\_\_\_\_

**DOES YOUR CHILD:**

- Have any ongoing health concerns? (i.e. asthma, diabetes, etc.) **Y / N**
  - If Yes, please describe: \_\_\_\_\_
- Have any allergies? (i.e. medication, food, etc.) **Y / N**
  - If Yes, please describe: \_\_\_\_\_
- Has the allergy required emergency treatment? **Y / N**
  - If Yes, please describe: \_\_\_\_\_
- Have a history of hospitalizations, significant injuries or surgery? **Y / N**
  - If Yes, please describe: \_\_\_\_\_
- Take any medication regularly at home? **Y / N**
  - If Yes, please describe: \_\_\_\_\_

**Please be advised that the Boys & Girls Club of Geneva Staff is not authorized to administer medication to members at any time.**

**Medical Information:**

Member's Doctor Name: \_\_\_\_\_ Doctor Phone: \_\_\_\_\_

Please list any additional concerns or information that you may have:

\_\_\_\_\_  
\_\_\_\_\_

By signing below, you are indicating that the Boys & Girls Club staff may administer basic first aid to your child. This may include, but is not limited to, band aids, topical ointments (i.e. Neosporin) and sunscreen.

In the event of an emergency, the Boys & Girls Club (BGC)/Geneva Community Center (GCC) staff will make every effort to contact me; however I authorize them to call 911 first when deemed necessary. If I cannot be reached, the BGC/GCC staff is authorized to act for me according to their best judgment in an emergency requiring transportation, medical care or surgery. The physician selected may hospitalize, secure proper treatment for, order injection, anesthesia, or surgery for my child. Being the Parent/Guardian of the above child, I understand I am responsible for the cost of all medical treatment and care.

**My signature acknowledges my understanding of and in agreement to the above:**

**Parent/Guardian Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Initial** \_\_\_\_\_



## DISCIPLINE POLICY

A serious discipline problem can lead to suspension or expulsion if a child is engaging in behavior which includes (but is not limited to) the following:

- **Dangerous** – causing purposeful, physical or emotional harm to themselves or others
- **Destructive** – destroying, damaging or defacing property
- **Disruptive** – interrupting the program so normal operation is not possible
- **Disrespectful** – repeated defiance/disrespect towards staff

We are committed to providing the best possible experience for your child at the Club. In order to ensure safety and maintain a positive environment, staff must use discipline procedures with members who exhibit inappropriate behavior. The following steps may be utilized to assist in the enforcement of established rules and policies at the Club:

- Step 1: Verbal warning
- Step 2: Reflection and Alternative Choice Form
- Step 3: Discipline form and conference with parents
- Step 4: Suspension or permanent loss of Club privileges

**REMOVAL FROM THE PROGRAM:** We reserve the right to suspend a child for disciplinary reasons. Other causes for suspension or removal from the program are defiance, failure by parents or children to comply with site policies, chronic late pickup, non-payment of tuition, failure to complete requirements for enrollment or other standards of policy. In such cases, fees will not be refunded.

We are committed to ensuring safe clubhouses for our students. Staff enforces policies which establish rules for appropriate member conduct. Bullying, cyber bullying, harassment, intimidation, hazing, other violence or threats of violence against students and staff, and alcohol, tobacco and other drug use are all prohibited behaviors.

**Attending the Boys and Girls Clubs of Geneva is a privilege.**

**We appreciate your support of our policies and reinforcement of our discipline at home.**

**RULES:** Please familiarize your child with these rules:

- Treat staff, members and property with respect
- Follow staff instructions
- Walk inside at all times
- Pushing, shoving or fighting is not allowed
- Use appropriate language
- No gum or sunflower seeds
- Food and drink in designated areas
- No rock throwing
- Always keep your shoes on
- No climbing (ie. Fences, trees, toilets, etc.)
- Kids allowed in supervised areas ONLY
- Member must have independent bathroom habits

Additional rules may apply at individual Clubs.

**EARLY DROP-OFF/LATE PICK-UP:** The Club opens and closes promptly as posted. We ask that parents ensure that their children do not arrive early or leave late. Children remaining at or near the Club will be taken inside and a staff member will remain with them until they are picked up. The parent will be called at closing. 15 minutes past closing, the EMERGENCY contact will be called and 1 hour after closing, the local law enforcement will be contacted. There is a late fee for children left at the Club before and after operating hours:

- **First Occurrence of less than 5 minutes:** WARNING. (More than 5 minutes will result in a late fee of \$5.00 for every 15 minutes or portion thereof)
- **Second Occurrence:** Late fee of \$5.00 for every 15 minutes or portion thereof
- **Third Occurrence:** A late fee will be assessed and membership may be temporarily suspended

Abuse of early/late policy (repeated occurrences) will lead to revocation of membership. This action is necessary for the children's safety and security. We appreciate your cooperation.

**PARENT CODE OF CONDUCT:** We work to provide a positive environment where a child can grow, learn and develop. For this reason, we ask parents and other family members to behave in a manner which shows courtesy, decency, and respect.

Individuals entering the center and grounds are required to behave in a manner which fosters this ideal environment. Individuals who violate this Code of Conduct will not be permitted in the facility thereafter.

No person is permitted to curse or use other inappropriate language on the grounds at any time, whether in the presence of a child or not. At no time shall inappropriate language be directed towards, or during conversations with staff.

All threats to persons or property will be taken seriously and reported to the appropriate authorities. Adults are asked to take control of, and responsibility for, their behavior at all times. Threats of any kinds will not be tolerated.

Parents and other family members are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. If an adult should witness a child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is appropriate for them to direct their concern to a staff or the director.

It is completely inappropriate for one parent or family member to seek out, telephone or email another parent to discuss their child's alleged misbehavior. All behavior concerns should be brought to the staff or director's attention. At that point, the director will address the issue with the other parent. Keep in mind; because families are protected by our confidentiality policy, staff is strictly prohibited from discussing anything about a child with an individual who is not their parent.

**GRIEVANCE PROCEDURE:** Adults are encouraged to bring their concerns to the attention of the director by asking to meet and, in privacy, address their concern. All decisions regarding the resolution of a grievance remain in our discretion. Because our goal is to provide a quality, safe place for youth, this procedure does not include the option of airing grievances while children are present. Any situation deemed threat to the safety and well-being of children in our care or a disruption to the operation of our programs will not be tolerated.

**ITEMS TO BRING OR NOT TO BRING:**

- If children are riding bikes or skating, helmets are required
- Chewing gum and sunflower seeds are not allowed
- This is not the place for toy guns of any size
- THERE IS A ZERO TOLERANCE POLICY TOWARD DRUGS, ALCOHOL AND WEAPONS

**ACKNOWLEDGEMENT OF RECEIPT:** I have received a copy, I have read and understand the POLICY AND DISCIPLINE section of the Boys and Girls Clubs of Geneva. I accept and will comply with the requirements so forming part of my agreement of the membership. I will keep myself aware of its contents and any updates of which I am made aware.

**Parent or guardian signatures:**

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**Date Signed:**

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**BOYS & GIRLS CLUB  
OF GENEVA**

**Authorization to Leave Premises Unescorted (Teen Center only):**

My child is in 6<sup>th</sup> grade or above and I grant my permission to check him/herself out of the CLUB. Parent must also sign official permission form “*Authorization to leave premises unescorted*” available at the Boys & Girls Club of Geneva, Teen Center, front desk.

How did you hear about the Club? ☐ School Flyer ☐ Drive By ☐ Newspaper ☐ Friend Please Print Name \_\_\_\_\_

Family Income: ☐ Less than 10K ☐ 11 - 25K ☐ 26 – 40K ☐ 41 – 60K ☐ 61 – 75K ☐ Over 76K

**I HAVE READ** the completed application; understand the rules of the Boys & Girls Club of Geneva/Geneva Community Center and request that my son/daughter be admitted into membership. I have explained the rules to my child including the *Discipline Policy* and agree that the Boys & Girls Club of Geneva/Geneva Community Center will not be responsible for any accident to my child while on the CLUB premises or while engaged in any activities away from the CLUB.

I acknowledge the following key points of membership:

- I give my consent that my son/daughter will receive transportation between club sites and to club events within the greater Geneva area. Transportation may be provided by Boys & Girls Club van, bus, arranged school bus, or other form of transportation.
- I authorize the Geneva School District to release all educational records relating to my child to the Boys & Girls Club of Geneva. I understand that these records will be released so that the Boys & Girls Club of Geneva staff may better meet the needs of my child. This includes, but is not limited to, individual education plans, 504 plans, AIS plans, report cards and attendance.
- I give my consent for photographs and or videos in which my son/daughter may appear, to be used by the Boys & Girls Club of Geneva. Photos/videos may be used for the purpose of marketing the Boys & Girls Club of Geneva (newspaper articles, social media, special presentations/projects, etc.)
- I acknowledge that I have received a copy of the DISCIPLINE POLICY.

The Boys & Girls Club of Geneva operates two youth development sites. The Teen Center is located at 160 Carter Road and the Goodman Club is located at 1 Goodman Street in Geneva, NY. Both sites operate as a School Age Child Care (S.A.C.C). These sites follow state regulations set by the Office of Children and Family Services which are available on the parent board at the Geneva Community Center/ Boys & Girls Club Teen Center and Goodman site.

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_



## AUTHORIZATION TO LEAVE PREMISES UNESCORTED

I \_\_\_\_\_ Parent/Guardian of \_\_\_\_\_  
**(Parent/Guardian Print Name)** **(Member Name)**

give permission for my child to walk home from the Boys & Girls Club of Geneva.

I release the Boys & Girls Club of Geneva/Geneva Community Center of any and all liability related to my child walking home from the CLUB.

I understand that the safety of my child once he/she leaves the premises of the CLUB is my responsibility.

I also give my child permission to sign himself/herself out of the CLUB on the days that he/she walks home.

\_\_\_\_\_  
**(Parent/Guardian Signature)** **Date:** \_\_\_\_\_

\_\_\_\_\_  
**(Club Staff Print Name)** **(Club Staff Sign Name)** **Date:** \_\_\_\_\_

***This form may only be used if child is in 6<sup>th</sup> grade or above.***





**BOYS & GIRLS CLUB  
OF GENEVA**

## **PERMISSION TO TRANSPORT (Grades 6 to 12 Only)**

**Address:** \_\_\_\_\_

I \_\_\_\_\_ give permission to the Boys & Girls Club of  
**(Parent/Guardian Print Name)**

Geneva to transport \_\_\_\_\_ home after program  
**(Print Member Name)**

Hours during the 2018-2019 school year.

By signing below you authorize the Boys & Girls Club of Geneva to transport this member in the provided organization vehicles and the 21<sup>st</sup> Century City School District school bus.

\_\_\_\_\_  
**(Parent/Guardian Signature)**

\_\_\_\_\_  
**Date**