



BOYS & GIRLS CLUB
OF GENEVA

Boys & Girls Club of Geneva

Summer 2021



BOYS & GIRLS CLUB
OF GENEVA

Program Application

The Programs that we are offering this summer are listed below.

Please check which program applies to your child according to their age group!

Program Name	Grade Lvl.	Program Hours	Primary Club Site
<input type="checkbox"/> Toddler Time	0-3 (ages)	Mon - Fri 9:00 am-11:00 am	160 Carter Rd. (Teen Center)
<input type="checkbox"/> Discovery Day Camp**	1-3	Mon - Fri 8:30 am-5:30 pm	1 Goodman St. (Goodman)
<input type="checkbox"/> Discovery Day Camp**	4-8	Mon - Fri 8:30 am-5:30 pm	160 Carter Rd. (Teen Center)
<input type="checkbox"/> Teen Time	9-12	Mon - Sat 6:00 pm - 10:00 pm	160 Carter Rd. (Teen Center)

Programs run from July 12th to August 14th. Program Hours are subject to change.

****Members in 1st - 8th grade must be enrolled in Summer School through the Geneva City School District in order to be eligible for Discovery Day Camp. Members are transported from school directly to the Club.**

Members currently attending who are in good-standing are prioritized but not guaranteed admission. **Applications must be dropped-off in print form at 1 Goodman Street OR 160 Carter Road by APRIL 31st.** Applications dropped off after the April 31st deadline will not take priority. It is advised that you drop off your completed application as soon as possible. The Membership and Safety Coordinator will call you to notify you of your application status. Both the Teen Center and Goodman Sites operate as School Age Child Care (S.A.C.C.) and follow state regulations set by the Office of Children and Family Services which are available in the lobbies of each respective site.

Check One That Applies:

- ☐ My child is currently attending a Geneva B&GC Program **(free)**
- ☐ My child has attended Geneva B&GC Programs previously **(free)**
- ☐ My child has never attended a Geneva B&GC Program **(\$525 fee)**

Included in this application, you will find a:

- | | |
|---|--|
| <ul style="list-style-type: none"> x. Summer + Financial Assistance Fact Sheets 1. Request for Member Demographic Data* 2. Request for Guardian Consent* 3. Request for Household Demographic Data* 4. Request for Emergency Contacts* | <ul style="list-style-type: none"> 5. Request for Healthcare Information* 6. Request for Transportation Information* 7. B&GC Geneva Discipline Policy* 8. OCFS-6040 (a one-time COVID-19 Attestation)* |
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All sections marked with an asterisk (*) must be completed by an adult guardian for the application to be considered.

If you have any questions, you may contact the Membership & Safety Coordinator at **(315) 759-6060**.

Boys & Girls Club Summer Program 2021 Fact Sheet

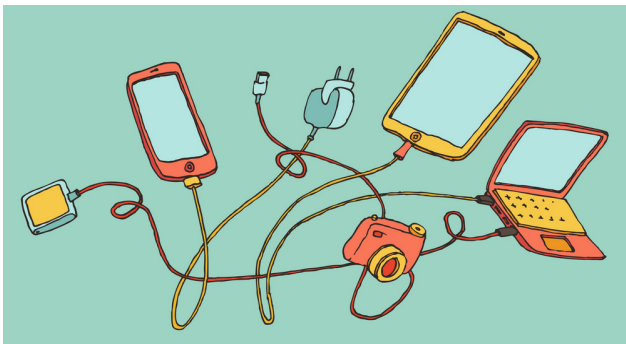
WHAT TO BRING TO CAMP EACH DAY:



- Back Pack
- Rain Jacket
- Sunscreen (Please apply before arrival)
- Water Bottle
- Sweatshirt
- Sneakers or Sandals with a Heel Strap
- Bathing Suit & Towel
- Face Mask

Please be sure that the member's name is written on *everything* (water bottle, back pack, etc.) that goes to camp. We have an active program and children should be dressed in clothing in which they can run and play. Please bring all of the above items everyday as sometimes we may have additional opportunities to swim, or the weather may unexpectedly change.

WHAT TO LEAVE AT HOME:



- Electronics: Games, Phones, etc.
- Candy or Any Outside Food
- Make-Up / Perfume
- Drugs and Alcohol
- Money / Anything of Value
- Toys
- Flip-flops / Slides / Open-Heeled Sandals
- Weapons

Everyone is welcome. The Boys & Girls Club of Geneva strengthens our community through youth development, healthy living and social responsibility.

Financial Assistance Facts

All Summer 2021 Programs are free of charge for current members in good standing.

Families who are new to the Geneva Boys & Girls Club will be asked to provide a fee of \$525 (cash or check) if accepted. If your family is interested in discussing scholarships or financial assistance, please contact the Membership & Safety Coordinator, who will schedule an appointment for you to meet with the Executive Director to discuss your options. Rising 1st Graders whose families are currently Club-affiliated are exempt from the \$525 cost. Call **(315) 759-6060** with any questions.

Section 1: Member Demographic Data

First Name	Middle Name	Last Name
Date of Birth (mm/dd/yyyy):		Grade (Entering in FALL '21):
Primary Phone #:		
Home Address:		Apartment #:
Race (Check One):	<input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Mixed Race <input type="checkbox"/> Brown <input type="checkbox"/> Indigenous <input type="checkbox"/> Other: <input type="checkbox"/> White <input type="checkbox"/> Pacific Islander _____	
Ethnicity (Check One):	<input type="checkbox"/> Hispanic / Latine <input type="checkbox"/> Non-Hispanic / Non-Latine	
Gender:		Pronouns (i.e. she/her):
Eye Color:		Hair Color:
Skin Color:		Other Physical Descriptors:
Name of School:		Name of Teacher:
Tee Shirt Size:	Youth Unisex Sizing <input type="checkbox"/> XS (Size 4, Chest 25-26) <input type="checkbox"/> S (Size 6/8, Chest 26-28) <input type="checkbox"/> M (Size 10/12, Chest 28-30) <input type="checkbox"/> L (Size 14/16, Chest 30-32) <input type="checkbox"/> XL (Size 18/20, Chest 32-35)	Adult Unisex Sizing <input type="checkbox"/> S (Chest 35-37) <input type="checkbox"/> M (Chest 38-40) <input type="checkbox"/> L (Chest 41-43) <input type="checkbox"/> XL (Chest 44-46) <input type="checkbox"/> 2 XL (Chest 47-49) <input type="checkbox"/> 3XL (Chest 50-53) <input type="checkbox"/> 4XL (Chest 54-57)

Section 2: Guardian Consent

"I, _____ (print name) guardian of _____ (print member name) give my consent for (check all that apply -- do not check if you do not consent):

- ☐ The Geneva City School District to release all educational records relating to my child to the Boys & Girls Club of Geneva (B&GC). I understand that these records (such as report cards) will be released so that the Club 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 child may appear to be used by the B&GC. Photos/videos may be used for the purpose of marketing the B&GC (newspaper articles, social media, special presentations/projects, etc.)

Signature: _____ Date: _____

Section 3: Household Information

Please list all members of the child's household -- all of those residing at the address provided above.

Guardian 1 First Name		Guardian 1 Last Name		Relationship to Member	
Primary Phone #:					
Work Phone #:			Extension #:		
Primary E-mail:					
Check All That Apply:	<input type="checkbox"/> Emergency Contact <input type="checkbox"/> Military Affiliation <input type="checkbox"/> Authorized to Pick Up <input type="checkbox"/> Physical Disability <input type="checkbox"/> Parent / Immediate Guardian <input type="checkbox"/> Over Age 65 <input type="checkbox"/> Single Parent				
Guardian 2 First Name		Guardian 2 Last Name		Relationship to Member	
Primary Phone #:					
Work Phone #:			Extension #:		
Primary E-mail:					
Check All That Apply:	<input type="checkbox"/> Emergency Contact <input type="checkbox"/> Military Affiliation <input type="checkbox"/> Authorized to Pick Up <input type="checkbox"/> Physical Disability <input type="checkbox"/> Parent / Immediate Guardian <input type="checkbox"/> Over Age 65 <input type="checkbox"/> Single Parent				
Total Household Income:	<input type="checkbox"/> <10K <input type="checkbox"/> 26-40K <input type="checkbox"/> 61-75K <input type="checkbox"/> 11 - 25K <input type="checkbox"/> 41-60K <input type="checkbox"/> >76K				

Does the member have a guardian who does not live with them in their household? I.e. separated parents?

Guardian First Name		Guardian Last Name		Relationship to Member	
Primary Phone #:					
Work Phone #:			Extension #:		
Primary E-mail:					
Home Address:				Apartment #:	
Check All That Apply:	<input type="checkbox"/> Emergency Contact <input type="checkbox"/> Military Affiliation <input type="checkbox"/> Authorized to Pick Up <input type="checkbox"/> Physical Disability <input type="checkbox"/> Parent / Immediate Guardian <input type="checkbox"/> Over Age 65 <input type="checkbox"/> Single Parent				

Please list any other children and adults residing in the household.

Household Occupant 1 First Name	Household Occupant 1 Last Name	Relationship to Member
Check All That Apply:	<input type="checkbox"/> Emergency Contact <input type="checkbox"/> Authorized to Pick Up <input type="checkbox"/> Military Affiliation <input type="checkbox"/> Under 18 <input type="checkbox"/> If under 18, B&GC Member? <input type="checkbox"/> Over 65	
Household Occupant 2 First Name	Household Occupant 2 Last Name	Relationship to Member
Check All That Apply:	<input type="checkbox"/> Emergency Contact <input type="checkbox"/> Authorized to Pick Up <input type="checkbox"/> Military Affiliation <input type="checkbox"/> Under 18 <input type="checkbox"/> If under 18, B&GC Member? <input type="checkbox"/> Over 65	
Household Occupant 3 First Name	Household Occupant 3 Last Name	Relationship to Member
Check All That Apply:	<input type="checkbox"/> Emergency Contact <input type="checkbox"/> Authorized to Pick Up <input type="checkbox"/> Military Affiliation <input type="checkbox"/> Under 18 <input type="checkbox"/> If under 18, B&GC Member? <input type="checkbox"/> Over 65	

Section 4: Emergency Contact Information

Please list 2 individuals **who do not live in the household** who could respond in case of emergency.

Emergency Contact 1 First Name	Emergency Contact 1 Last Name	Relationship to Member
Primary Phone #:		
Work Phone #:	Extension #:	
Check All That Apply:	<input type="checkbox"/> Emergency Contact <input type="checkbox"/> Authorized to Pick Up	
Emergency Contact 2 First Name	Emergency Contact 2 Last Name	Relationship to Member
Primary Phone #:		
Work Phone #:	Extension #:	
Check All That Apply:	<input type="checkbox"/> Emergency Contact <input type="checkbox"/> Authorized to Pick Up	

Section 5: Healthcare Information

Member's Doctor's Name	Member's Doctor's Practice (i.e. Rochester Regional Health)	
Practice Phone #:		

Does your child have any...	Please indicate yes or no and describe below:
...ongoing specific health care needs ? A child with a special health care need means a child who has a chronic physical, developmental, behavioral or emotional condition expected to last 12 months or more and who requires health and related services of a type or amount beyond that required by children generally (i.e. asthma, diabetes, ADHD, autism)	
... allergies ? (i.e. medication, foods). If so, has the allergy ever required emergency treatment?	
...history of hospitalizations, significant injuries or surgeries ?	
... medications that they take regularly at home?	

If you indicate that your child has specific health care needs, the Membership & Safety Coordinator will contact you for additional information.

"In the event of an emergency, the Boys & Girls Club (B&GC) of Geneva 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 B&GC Staff is authorized to act for me according to their best judgement 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 that I am responsible for the cost of all medical treatment and care.

I acknowledge that the B&GC Staff may administer basic First Aid and CPR to my child. This may include, but is not limited to, band aids, topical ointments, and sunscreen. I understand that the B&GC Staff is not authorized to administer medication to members at any time, with the exception of emergency epinephrine auto injectors as provided by me, the guardian.

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

Signature: _____ Date: _____

Section 6: Transportation

Permission to Transport

"I, _____ (print name) give permission to the Boys & Girls Club of Geneva to transport _____ (print member name) before, after, and during Program hours according to my needs and the needs of the Program. I will be alerted in advance of any field trips or off-site Program engagement.

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

Morning pick-up and evening drop-off will not be offered for Discovery Day Camp programs. Guardians are responsible for transporting their children to and from the Club.

Signature: _____ Date: _____

The Membership and Safety Coordinator will contact you regarding transportation once this application has been processed.

Permission to Leave the Premises Unescorted (for children grades 6-12)

"I, _____ (print name) guardian of _____ (print member name) give permission for my child to walk home from the Boys & Girls Club of Geneva.

I release the B&GC of Geneva or any and all liability related to my child walking home from the Club.

I understand that the safety of my child once they leave the premises of the Club is my responsibility.

I also give my child permission to sign themselves out of the Club on the days when they walk home.

Signature: _____ Date: _____

Discipline Policy of the Boys & Girls Club of Geneva

Updated 18 March 2021

General Guidelines

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 of 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 the established rules and policies at the Club:

- ☐ **Step 1:** Verbal Warning,
- ☐ **Step 2:** 'Character Count' Reflection and Discussion with Site Supervisor,
- ☐ **Step 3:** 'Character Count' and Conference with Guardians and Site Supervisor,
- ☐ **Step 4:** Suspension (One or Multiple Days) or Permanent Loss of Club Privileges.

Expectations

- ☐ It is the Staff's job to keep members safe, it is members' job to keep it safe.
- ☐ We treat each other, the Staff, and objects in this space with kindness and care.
- ☐ We take a break (in a designated area or the Site Supervisor's office) when we feel that it would be helpful.
- ☐ We control our body inside and outside of the premises, keeping our feet on the floor and our hands to ourselves.
- ☐ We take care of our Club space by only eating food in designated areas.
- ☐ We show respect by listening and not talking over each other.
- ☐ We keep our clothes (shoes included) on our body at all times.
- ☐ We stay in areas supervised by Staff, per Staff direction.
- ☐ We focus on ourselves instead of judging others, understanding that some things will be easy for us but not easy for others and vice versa.
- ☐ We will try our very best!

COVID-19 Expectations

- ☐ Masks must be worn PROPERLY at all times. A properly worn mask is clean or a new, single-use disposable mask worn over the nose and under the chin, snug to one's face. Members may only remove their mask if they are 6 feet away from others and given Staff consent or are seated properly to eat or drink.
 - ☐ Eating and drinking while walking or standing is strictly prohibited.
- ☐ Members must abide by physical and other barriers to the space to ensure social distancing. Disrespecting the function of these barriers is dangerous.
- ☐ Members will follow Staff directions to ensure the best hygiene, including rigorously washing their hands and applying hand sanitizer upon entering each room.

- ❑ **Making light of COVID-19 or blatantly endangering others (coughing on another person, etc.) could result in immediate suspension per Staff discretion.**
- ❑ **Members who refuse / are unable to properly wear a mask and follow other COVID-19 expectations after being given reminders will be suspended, as this is a major safety issue for themselves and others.**

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:

- ❑ **Failure by guardians or children to comply with site policies,**
- ❑ **Chronic late pickup of child,**
- ❑ **Failure by guardians to complete requirements for enrollment,**
- ❑ **Failure by guardians or children to follow site COVID-19 guidelines.**

We are committed to ensuring a safe Club environment for our members. Staff enforce policies which establish rules for appropriate member conduct. Bullying, cyber bullying, harassment, intimidation (including derogatory language of any kind), hazing, other violence or threats of violence against students and Staff are prohibited behaviors. Alcohol, tobacco, weapon possession, and drug use are strictly prohibited as well.

Attending the Boys & Girls Club of Geneva is a privilege. We appreciate your support of our policies and reinforcement of our discipline at home.

Early Drop-Off / Late Pick-Up

The Club opens and closes promptly as is posted. We ask that guardians ensure that their children do not arrive early or leave late. Immediate guardians will be called at closing. 15 minutes past closing, Emergency Contacts will be called. 1 hour after closing, local law enforcement will be contacted.

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

Guardian Code of Conduct

Our Staff works hard to provide a safe, positive environment where children can grow, learn, and develop. For this reason, we ask for parents and other guardians to behave in a manner which shows courtesy, decency, and respect to ALL Staff.

Individuals entering and calling the Club are required to behave in a manner which fosters this ideal environment. Guardians who violate this Code of Conduct will not be permitted to enter or call the facility thereafter. As is aforementioned, guardians must follow all of the same general and COVID-19 expectations as our members.

GUARDIANS ENTERING THE GROUNDS MUST BE WEARING A MASK PROPERLY AND BE RESPECTFUL OF COVID-19 GUIDELINES.

NO PERSON (guardian or child) is permitted to curse or use inappropriate language on the grounds or 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, this behavior at all times. Threats of any kind will not be tolerated.

Parents and other family members are absolutely 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 the Membership & Safety Coordinator or Site Supervisor.

It is completely inappropriate for a guardian or family member to seek out, telephone, or otherwise contact another parent to discuss their child's alleged misbehavior. All behavior concerns should be brought to the attention of Membership & Safety Coordinator or Site Supervisor. At that point, the Site Supervisor will address the issue with the other child and guardian. Keep in mind; because families are protected by our confidentiality policy, Staff are strictly prohibited from discussing anything about a child outside of the grounds / off-the-clock.

Grievance Procedure

Adults are encouraged to bring their concerns to the attention of the Membership & Safety Coordinator or Site Supervisor by asking to meet / privately address their concern. All decisions regarding the resolution of a grievance remain at our discretion. Because our goal is to provide a quality, safe space for youth, this procedure does not include the option of airing grievances while children are present. Any situation deemed to be a threat to the safety and well-being of children in our care or our employees is a disruption to the operation of our program and will not be tolerated.

Items to Bring / Not to Bring

- ☐ If a child is riding a bike or skating, helmets are required.
- ☐ Please check in with the Membership & Safety Coordinator of the respective site to ask about the consumption or bringing-in of outside foods.
- ☐ Anything that could be considered to be a weapon or toy weapons of any size are prohibited.
- ☐ Personal cell phone usage is not permitted unless Staff consent is given.
- ☐ **THERE IS A ZERO TOLERANCE POLICY TOWARDS DRUGS, ALCOHOL, AND WEAPONS OF ANY KIND.**

ACKNOWLEDGEMENT OF RECEIPT

I have read, I understand, and I have received a copy of this Discipline Policy of the Boys & Girls Club of Geneva's application. 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 and I will hold my child to this standard.

Guardian Signature: _____

Relationship to Member: _____ Date: _____

NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES
Child Care Employee, Volunteer, Parent, Child AND Essential Visitors
Health Screening One-Time Attestation

Before entering a child care program, employees, volunteers, parents, children and essential visitors **must complete a health screening questionnaire daily. In addition, each employee, volunteer, parent, child and essential visitor must sign and submit this form to the program one time.** Employees, volunteers, parents, children and essential visitors must answer all questions and take their temperature daily to confirm a body temperature lower than 100.0 degrees Fahrenheit. If anyone answers "Yes" to any of the questions below, they cannot enter the child care program. A parent or guardian is responsible for completing daily screening on behalf of their child(ren).

Self-Screening: Below are the self-screening questions that employees, volunteers, parents, children and essential visitors are required to answer **daily**. If any of the answers to the below questions are "Yes," individuals **cannot** enter the program. If the answers are "No" to all the following questions, individuals may enter the program. If employees, volunteers, parents, children and essential visitors cannot take their temperature at home, but answer "No" to all other questions, they may report to the program to have their temperature taken on site.

1. Is your temperature higher than or equal to 100.0 degrees Fahrenheit?
2. Have you had any known contact with a person confirmed or suspected to have COVID-19 in the past 14 days?
3. Are you currently experiencing ANY of the following symptoms?
 - ☐ Cough (new or worsening)
 - ☐ Shortness of breath (new or worsening)
 - ☐ Trouble breathing (new or worsening)
 - ☐ Fever
 - ☐ Chills
 - ☐ Muscle pain (new or worsening)
 - ☐ Headache (new or worsening)
 - ☐ Sore throat (new or worsening)
 - ☐ New loss of taste
 - ☐ New loss of smell
4. Have you tested positive for COVID-19 through a diagnostic test in the past 14 days?

If you have answered "NO" to all questions, you have passed and may enter the program.

If you have answered "YES" to any question, you will not be allowed to enter the program.

Attestation: By signing this document, I agree that I will self-monitor these symptoms each day and report the outcome per the instructions above and will not enter any child care program if any of the above symptoms or conditions are present.

_____ (member printed name)

_____ (guardian signature) _____ (date)

Note: This document must be signed and returned to the program prior to entry. A signed copy needs to be provided only once. The child care program must retain a copy for their records.