



Geneva Community Center

Boys & Girls Club of Geneva Program Application 2021-2022



**BOYS & GIRLS CLUB
OF GENEVA**

Section 1: Member Demographic

First Name:	Middle Name:	Last Name:

Date of Birth:		Grade (Entering in Fall 2021):	
Primary Phone #:		Preferred Language:	
Home Address:		Apartment Number:	

Race (Check One):	<input type="checkbox"/> African American	<input type="checkbox"/> Caucasian	<input type="checkbox"/> Mixed Race
	<input type="checkbox"/> Native American	<input type="checkbox"/> Asian	<input type="checkbox"/> Other: _____
Ethnicity (Check One):	<input type="checkbox"/> Hispanic / Latino <input type="checkbox"/> Non-Hispanic / Non-Latino		

Hair Color:		Eye Color:	
Gender:		Other Physical Descriptors:	

Section 2: Guardian Consent

"I _____ (print name) guardian of _____ (print child's name) give my consent for

- I authorize Geneva City School District to release all educational records relating to my child to the Boys and Girls Club of Geneva. I understand that these records will be released so that the 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 Boys and Girls Club. Photos/Videos may be used for the purpose of marketing the Boys and Girls Club (newspaper articles, social media, special presentations/projects, etc.)

Signature: _____ Date: _____

Section 3: Household

Guardian 1 First Name:	Guardian 1 Last Name:
Phone Number:	Relationship to Member:
Check All That Apply:	
<input type="checkbox"/> Primary Contact <input type="checkbox"/> Parent/Immediate Guardian <input type="checkbox"/> Emergency Contact	<input type="checkbox"/> Authorized to Pick Up <input type="checkbox"/> Single Parent
<input type="checkbox"/> Military Affiliation <input type="checkbox"/> Physical Disability <input type="checkbox"/> Over Age 65	
Guardian 1 <input type="checkbox"/> lives with member <input type="checkbox"/> does not live with member	

Guardian 2 First Name:	Guardian 2 Last Name:
Phone Number:	Relationship to Member:
Check All That Apply:	
<input type="checkbox"/> Primary Contact <input type="checkbox"/> Parent/Immediate Guardian <input type="checkbox"/> Emergency Contact	<input type="checkbox"/> Authorized to Pick Up <input type="checkbox"/> Single Parent
<input type="checkbox"/> Military Affiliation <input type="checkbox"/> Physical Disability <input type="checkbox"/> Over Age 65	
Guardian 2 <input type="checkbox"/> lives with member <input type="checkbox"/> does not live with member	

Household Income:	<input type="checkbox"/> less than \$10,000	<input type="checkbox"/> \$26,000 - \$40,000	<input type="checkbox"/> \$61,000 - \$75,000
(Check One)	<input type="checkbox"/> \$11,000 - \$25,000	<input type="checkbox"/> \$41,000 - \$60,000	<input type="checkbox"/> more than \$75,000

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

First Name:	Last Name:	Relationship to Member:

First Name:	Last Name:	Relationship to Member:

First Name:	Last Name:	Relationship to Member:

First Name:	Last Name:	Relationship to Member:

Section 4: Emergency Contacts

Emergency Contact 1 First Name:	Emergency Contact 1 Last Name:	
Phone Number:	Relationship to Member:	
Check All That Apply:		
<input type="checkbox"/> Primary Contact	<input type="checkbox"/> Authorized to Pick Up	<input type="checkbox"/> Military Affiliation
<input type="checkbox"/> Parent/Immediate Guardian	<input type="checkbox"/> Single Parent	<input type="checkbox"/> Physical Disability
<input type="checkbox"/> Emergency Contact		<input type="checkbox"/> Over Age 65

Emergency Contact 1 First Name:	Emergency Contact 1 Last Name:	
Phone Number:	Relationship to Member:	
Check All That Apply:		
<input type="checkbox"/> Primary Contact	<input type="checkbox"/> Authorized to Pick Up	<input type="checkbox"/> Military Affiliation
<input type="checkbox"/> Parent/Immediate Guardian	<input type="checkbox"/> Single Parent	<input type="checkbox"/> Physical Disability
<input type="checkbox"/> Emergency Contact		<input type="checkbox"/> Over Age 65

Section 5: Transportation / Permission to Transport

I, _____ (print name) give permission to the Boys and Girls Club of Geneva to transport _____ (print child's name) between club sites and to club events in the Geneva area. I will be alerted in advance of any field trips outside of the Geneva area. Transportation may be provided by Boys and Girls Club van, bus, or school bus.

Signature: _____ Date: _____

Permission to leave the premises unescorted **(for children in grades 6-12 ONLY)**.

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

Signature: _____ Date: _____

Section 6: Healthcare Information

Member's Doctor's Name:	Member's Doctor's Phone Number:

Does your child:

Have any ongoing health concerns? (i.e. asthma, ADHD, autism, etc.) ___Yes ___No
If Yes, please describe:
Have any allergies? (i.e. medication, food, etc.) ___Yes ___No
If Yes, please describe:
Has the allergy required emergency treatment? (i.e. EpiPen, etc.) ___Yes ___No
If Yes, please describe:
Have a history of hospitalizations, significant injuries or surgeries? ___Yes ___No
If Yes, please describe:
Take any medications regularly at home? ___Yes ___No
If Yes, please describe:

By signing below, you are indicating that the Boys and 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. I understand that the Boys and Girls Club 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.

In the event of an emergency, the Boys and Girls Club 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 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 I am responsible for the cost of all medical treatment and care.

Signature: _____ Date: _____

Discipline Policy of the Boys and Girls Club of Geneva

Updated August 4, 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 to 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: 'Character Count' Verbal Warning

Step 2: 'Character Count' Written Warning that is sent home to parents

Step 3: 'Character Count' 1 Day Suspension

Step 4: 'Character Count' 3 Day Suspension and meeting with Site Supervisor

Step 5: 'Character Count' 1 Week Suspension and meeting with Site Supervisor and Executive Director

Step 6: 'Character Count' Membership Termination

Expectations

- It is the staff's job to keep members safe, it is members' job to help keep it safe
- We treat each other, the staff and property with kindness and respect
- We take a break (in a designated area or the Site Supervisor's office) when we feel that it would be helpful
- We stay safe and in control of our bodies inside and outside the premises, keeping our feet on the floor, using walking feet and keeping our hands to ourselves at all times
- 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 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

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 and 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; 30 minutes after closing, local law enforcement will be contacted.

Parents or guardians picking up children are expected to park in legal parking spaces and enter the club. Parking in the drive-thru areas makes for unsafe conditions for other departing members. Calling in advance of arrival or asking the child to come out unaccompanied is not allowed.

Abuse of early / late pick 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 the club or calling the club 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 (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 and 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 the 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 who is not their parent.

Grievance Procedure

Adults are encouraged to bring their concerns to the attention of the Membership and Safety Coordinator or Site Supervisor by asking to meet / privately discuss 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 options 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 and 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 and understand the Discipline Policy of the Boys and 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.

Parent/Guardian Name (print): _____ **Relationship to child:** _____

Parent/Guardian Signature: _____ **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?
 - a. Cough (new or worsening)
 - b. Shortness of breath (new or worsening)
 - c. Trouble breathing (new or worsening)
 - d. Fever
 - e. Chills
 - f. Muscle Pain (new or worsening)
 - g. Headache (new or worsening)
 - h. Sore Throat (new or worsening)
 - i. New loss of taste
 - j. 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 questions, 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.