



BOYS & GIRLS CLUBS
OF BREA - PLACENTIA - YORBA LINDA

School Year 2017- 2018 Policies & Procedures Form

Please initial next to each statement

General Information

_____ A completed Membership Application, \$50 School Year registration fee, the first week's dues and signed Policy and Procedure Form are due upon registration for each child, prior to attending the Club program. We will not accept faxed or e-mailed applications. **ALL MEMBERSHIPS ARE CONSIDERED TO BE PROBATIONARY DURING THE FIRST 60 DAYS OF MEMBERSHIP, A MEMBER ON PROBATION CAN HAVE HIS/HER MEMBERSHIP RESCINDED DURING THIS TIME FOR REASONS OF SAFETY, CONDUCT OR FOR DISCIPLINARY REASONS.**

_____ Full payments are due the Friday **PRIOR** to attendance. The School Year prices are \$50/week or \$13/day for Walk-In Program only. Fee including transportation is \$80/ week or \$20/ day (\$100/week or 25/day Kinders). The Club accepts payment methods of cash, checks, Visa, Master card or American Express. There will be a \$25 NSF charge for insufficient funds and after (2x) you will no longer be able to pay by check.

_____ A late fee of \$10/week will be charged for balances not cleared by Wednesday and a hold of services **WILL** apply.

_____ A late fee of \$10 per 15 minute increment after 6:10 pm. for each child picked up after 6:00 p.m. This fee is due upon pick up. Failure to pay the fee or excessive tardiness (more than 3 during any session) will result in a suspension of services.

_____ All fees are non-refundable or transferable.

Club Hours and Policies

_____ The Club is not a licensed child care and operates under an open door policy. Therefore, the Boys & Girls Club asks for your help in communicating to your child that they are to remain under our care and within the clubs boundaries.

_____ The Club closes strictly at 6:00 p.m. Club staff must receive written permission to allow members to go home without a Parent/Guardian or with someone they have designated. Club members are required to be signed out by an adult each day. Once a member signs in, he or she must remain within supervised areas at all time and are not permitted to leave the Club and return at a later time on the same day.

_____ Discipline Policy: The Club practices a progressive discipline plan that begins with a warning, followed by a time out or loss of privileges and finally a written citation. After a child receives 2 citations, they will most likely be suspended from the Club. After 3 citations, the child will be dismissed from the Club. Citations are progressive, and are not year to year. The Club expects the parent's cooperation when a disciplinary issue arises.

_____ The Club is not responsible for any personal belongings that a member brings to the Club. Staff members will not hold any member belongings. Please leave iPods, cell phones, PSPs, DSs and other valuable items at home. If your child brings a cell phone and uses his/her cell phone inappropriately, including taking pictures, videos or internet use, it will be confiscated.

_____ Members are expected to: be respectful to other members, staff and club equipment, ask permission to use materials and equipment, follow any other Club rules and directions given by Club staff and **HAVE FUN!**

_____ Please include a snack and water with your child each day. Snacks and drinks purchased on vending machines are non-refundable and the Club is not responsible for any vending machine malfunctions.

_____ Parents/guardians dropping a child off at the Club should ensure that the Club is open before leaving the premises. Please visit the front desk for important updates such as Club closures or special events.

Policies and Procedures are subject to change without prior notice. Please check the parent Info board regularly for important updates

Parent Signature

Member Signature

Date