Yorba Linda Middle School



# School Year 2024-2025

Member(s) Name: \_\_\_\_\_

Below is a list of items that MUST be read, signed, fully completed by all parties before Membership paperwork is reviewed.
Policies & Procedures Form (signed & every section initialed)
Parent Handbook (signed)
Membership application (signed and every section completed)
Staff Use ONLY (initial once you complete)
<ul> <li>Registration fee:</li> </ul>
• Vision:
<ul> <li>School Year Google Sheet:</li> </ul>
<ul> <li>Payment Log/Sign-in Sheet:</li> </ul>
<ul> <li>Emergency Contact:</li> </ul>
<ul> <li>Card on File:</li> </ul>

• Other: \_\_\_\_\_

BOYS & GIRLS CLUBS OF BREA - PLACENTIA - YORBA LINDA
TEL: (714)990-0215 FAX: (714) 990-5036 www.everykid.org

# SCHOOL YEAR 2024 - 2025

Date Enrolled: _	
Receipt #:	
Payment Type: _ Site: Brea	YLMS
Staff Initials:	
Ent. Date	Exp. Date

MEM	BERSHI	Ρ
APPL	ICATIO	Ν

Member Information			
First Name:	Last Name:	Middle:	
Birth Date://	Gender: 🗆 Male 🔲 Female	School Name:	
School District: D BOUSD	PYLUSD 🗌 FSD 🔲 Other:	Grad	e:
Ethnicity: African American	Asian/Pacific Islander	Caucasian 🔲 Hispanic/Latino	Native American
Address:	City:	State:	Zip Code:
Receives Free/Reduced Lunch:	☐ Yes  ☐ No Lives With:	Mother 🗌 Father 🔲 Both 🗌	Other:
First Name:	Last Name:	Middle:	
Birth Date://	Gender: 🗆 Male 🗆 Female	School Name:	
School District: 🔲 BOUSD 🔲	PYLUSD  ☐ FSD  ☐ Other:	Grad	e:
Ethnicity: C African American	Asian/Pacific Islander	Caucasian 🛛 Hispanic/Latino	Native American
Receives Free/Reduced Lunch:	] Yes ☐ No Lives With: [	Mother 🗌 Father 🗌 Both 🗌	Other:
First Name:	Last Name:	Middle	:
Birth Date://	Gender: 🗆 Male 🔲 Female	School Name:	
School District: BOUSD	PYLUSD □ FSD □ Other:	Grad	e:
Ethnicity:  African American	Asian/Pacific Islander	Caucasian 🛛 Hispanic/Latino	Native American
Receives Free/Reduced Lunch:	☐ Yes  ☐ No Lives With:  [	☐ Mother	] Other:

### Parent /Guardian Information

First Name:		_ Last Name:	
Address:	City:	State:	Zip Code:
Email Address:			Gender: 🗆 Male 🗆 Female
Home #:	Cell #:	Work #:	
Family Income: Less Tha	ın 30k 🛛 30-50k 🖾 51-99k	🗆 100-150k 🔲 150-200k	Over 200k
First Name:		_ Last Name:	
New Address / Same as	Above:	Email Address:	
City:	State: Zip Co	ode: Ger	nder: 🗆 Male 🗔 Female
Home #:	Cell #:	Work #:	

#### Medical Information

Does the member have any physical,	emotional. or	r other limitations that migh	t impact the member's use	of the Club or receipt of

emergency medical treatment or about which the Clubs otherwise should be aware?	□ YES	□ NO
If YES, please explain		

Medication taken regularly \_\_\_\_\_ Please list any allergies \_\_\_\_\_

Medication is the responsibility of the parent/s and Family Physician. Parents are urged, with the advice of your child's Physician to work out a schedule of administering medication at home, outside of Club hours. Club Staff are non-medical personnel. The Club is willing to safeguard inhalers for asthmatics, but takes no responsibility for administering dosages, or for replacement cost if lost or stolen.

#### Emergency Contact Information (Please list 2 preferably someone nearby)

First Name:	Last Name:	Relation:
Home #:	Cell #:	Work #:
First Name:	Last Name:	Relation:
Home #:	Cell #:	Work #:
First Name:	Last Name:	Relation:
Home #:	Cell #:	Work #:

#### Photo Consent/Release

To keep costs down for families and to serve more kids and families, the Boys & Girls Club highlights the work we do to funders such a corporations, foundations, donors, and state/local governments. I give my consent for my child to appear in photographs, newspapers, articles, brochures, public materials. etc. related to their participation in the Boys & Girls Club events: □YES □ NO

Disclaimer: I have received, read and understand the Parent /Member handbook. I understand the rules of the Boys & Girls Clubs of Brea-Placentia-Yorba Linda and request that my son/daughter be admitted into membership. I have explained the rules to my son/daughter. By signing below I agree to release the Boy & Girls Clubs of Brea-Placentia-Yorba Linda, its staff and Board of Directors, from any liability resulting from any accident or incident involving my child on Club premises or while engaged in any Club-sponsored activity away from Club premises. If the Parent or Guardian does file a complaint against the Club the Parent or Guardian agrees to pay for the Boys & Girls Clubs of Brea-Placentia-Yorba Linda legal fees. I understand that the Boys & Girls Clubs of Brea-Placentia-Yorba Linda operates under an open door policy. I will be responsible for making sure that my child understands that he or she is not to leave the premises unless it is with either myself or another individual that I designate. I further understand that I am to inform the Club if my child is permitted to walk home.

#### ALL MEMBERSHIPS ARE ACCEPTED ON A TRIAL BASIS, THE FIRST 60 DAYS OF MEMBERSHIP WILL BE CONSIDERED PROBATIONARY MEMBERSHIPS MAY BE RESCINDED BY CLUB MANAGEMENT FOR REASONS OF SAFETY, CONDUCT, OR DISCIPLINARY ACTION.

I have received, read and understand the rules and regulations of the Club, including Dress Code Policy, and I have explained it to my child:

Child/ren:

Date:	

Parent Signature: Print Name:



# School Year 2024-25 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. 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 Friday at the **END OF EACH WEEK**. The School Year prices are \$70/week or \$18/day for Walk-In Program only. The fee including transportation is \$100/ week or \$28/ day (\$125/week or \$32/day Kinder). 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.

\_\_\_\_ AM Program monthly payments are due the 1<sup>st</sup> week of each month **NO EXCEPTIONS.** 

\_\_\_\_\_ Annual, monthly, and weekly fees must be "**PAID IN FULL**" regardless of the number of times your child chooses to use the service.

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

\_\_\_\_\_ A late fee of \$10 per 10-minute increment after 6:05 pm for each child picked up after 6:00 p.m. This fee is **due upon pick up or will be added to balance**. Failure to pay the fee or excessive tardiness (more than 2 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 childcare 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 in 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 always remain within supervised areas and are not permitted to leave the Club and return at a later time on the same day.

Reflection Time: is the opportunity for members to step aside from the current activity or situation and take time to reflect on their poor behavior. Reflection sheets help members breakdown what Club expectation they did not meet, what their behavior was, and lastly what their behavior should look like instead. This reflection sheet ensures members take accountability for their behavior, serves as an effective parent and staff form of communication and partnership, and keeps parents in the know of their child's behavior during Club hours.

\_\_\_\_\_ 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's belongings. Please leave iPads, 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!

\_\_\_\_\_Unwritten Club Rules: We do not tilt in our chairs, we do not share food or money, we can only use the vending machine when a staff is present, staff areas are for staff only, we do not bring toys to the clubs that is any except a book or electronic, if you ever feel uncomfortable or unsafe, whether it is something you hear or see tell a staff immediately, even if it is not happening to you.

\_\_\_\_\_ I recognize Boys & Girls Clubs of Brea-Placentia-Yorba Linda Staff are not certified teachers. While they will offer support where possible, parents are responsible for reviewing their child's work and progress.

\_\_\_\_\_ Boys & Girls Clubs of Brea-Placentia-Yorba Linda is in no way responsible for the completion or submission of any assignment or project my child has due for school.

\_\_\_\_\_ 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.

Social media is not an appropriate vehicle for voicing concerns or grievances. BGCBPYL will not engage in dispute resolution via social media. Please direct all such matters to the Lead Staff or Area Director for them to be handled appropriately. Parents are encouraged to voice their concerns at any time, and any concerns will be investigated promptly and thoroughly. Parents will be treated respectfully and professionally throughout this process. Likewise, BGCBPYL expects the voicing of concerns by parents to be done in a professional and respectful manner. The use of profanity or other disrespectful or threatening behavior towards Club staff will not be tolerated. The Club reserves the right to terminate services at any time if it feels the behavior of a parent/guardian endangers other children or staff at the site or prevents Club staff from performing their duties as youth development professionals.

# \*Policies and Procedures are subject to change without prior notice. You will be notified via email of important updates\*

Name of Child	Age	Name of Child		Age
Name of Child	Age	Name of Child		Age
Parent/Guardian Name (Print):				
Parent/Guardian Signature:			Date:	

Yorba Linda Middle School 4777 CASA LOMA DR. YORBA LINDA, CA 92886 (714) 287-7437



# 2024-25 School Year

#### REGISTRATION INFORMATION Children's Names:

1. Last:		First:	Age:
2. Last:		First:	Age:
3. Last:		First:	Age:
Address, City:		Home	Phone:
Father's/Guardian's Informa		Mother's/Guardian's	s Information: Cell:
Employer:	Work #:	Employer:	Work #:
EMERGENCY CONTACT I Emergency Contact #1:	NFORMATION (OTHER	THAN PARENT/GUARDIAN)	
Home:	Name Work:	Cell:	Relationship to Member
Emergency Contact #2:			
Home:	Name	Cally	Relationship to Member

#### **PAYMENT INFORMATION**

#### REGISTRATION

\$50/ First Child in Household \$25 for each additional child registered

### PAYMENT PLAN (Circle Option)

<u>OPTION B: Weekly</u> \$70/First Child, Program only \$100/ First Child, Program + Van Ride Additional Child discounts available	<u>OPTION C: Daily</u> \$18/ Per Child/ per day \$28/ per day for Prog. + Van Ride
<u>Morning Program:</u> OPTION A: \$75/ weekly OPTION B: \$200/ monthly <b>Please note that monthly fee must be "PAIL</b>	(Payment is due the 1st FRIDAY of each month <u>NO EXCEPTIONS</u> ) O IN FULL" regardless of the number of times your child chooses to use the service
MIDDLE SCHOOL Program: OPTION A: Weekly- \$50 OP	TION B: Daily- \$15
I agree to pay the above amount to the Boys & Girls Clubs of Brea- Placentia- Yorba Linda on or before the scheduled due date/s, and I understand that late or non-payments may result in late charges or my children's expulsion from the School Year Program.	

Parent/Guardian Signature



#### Transportation Consent Form 2024-2025

My child(ren)

has consent to ride the Club van to/from

the Boys & Girls Clubs of Brea-Placentia-Yorba Linda from

School. The following are a list of standards or rules that Parents and/or Club members must follow or face possible suspension or removal from the program. In order for us to pick up a school there <u>MUST</u> be 2 consistent members that ride the van to attend the Club Monday - Friday.

#### Children must:

- Wait at the designated pick-up area, the driver will not search for a child.
- Wear a seat belt at all times.
- Not eat or drink in the van.
- Keep shoes off the seats at all times.
- Be respectful to staff and follow the direction of staff members when directed.
- Be on time, the van will only wait for a child up to 5 minutes after the dismissal time.

### Parents must:

Call if their child does not need to be picked up that day/week. A call is required no later than **noon (12pm)** of that day/first day of the week. **If no call is received a \$5.00 fee will be charged.** 

Be responsible for transportation should your child miss the van; the club van will not make a return trip for your child. If your child misses the van, you must make arrangements for them to be picked up.

\_\_\_\_\_ Understand that due to the dismissal times at each school it is possible that your child could be waiting up to 30 minutes for the van.

\_\_\_\_\_ Any unpaid/overdue fees may result in the discontinuation of service until payment is received.

The Boy & Girls Clubs staff has the right to discontinue service to any child at any time for reasons of but not limited to safety, conduct, or disciplinary reasons.

### Inclement Weather Transportation Consent for Walkers

My child(ren) \_\_\_\_\_\_ has my permission to ride in the Club van to the Boys & Girls Clubs of Brea-Placentia-Yorba Linda in the case of inclement weather from \_\_\_\_\_\_ school.

#### <u>There will not be additional fees for the after school pick up on days when there is</u> <u>inclement weather or due to construction at the park (Arovista).</u> Regular fees apply as usual, \$70 per week.

I have read the above rules and regulations and agree to the terms. NOTE: All late fees and no call fees will be STRICTLY ENFORCED!

Parent/Guardian Name (PRINT)

# **Acknowledgement Form**

- I have read and understand the LATE PICK-UP POLICY. I understand and agree that there will be a late fee that must be paid before my child can return to the Club. A payment schedule can be arranged for considerable amounts of money due; however, I understand that I must call and make such arrangements.
- I have read and understand the BEHAVIOR POLICY/DISCIPLINARY PROCEDURES for children and adults stated by BGCBPYL. I understand that my child and I will need to abide by all rules of the BGCBPYL while at the Club or at a Club event.
- BGCBPYL agrees to notify the parents/guardians whenever the child becomes ill and the parent/guardian will arrange to have the child picked up as soon as possible.
- The parent/guardians authorize the BGCBPYL to obtain immediate medical care if any emergency occurs when the parent/guardian cannot be located immediately.
- I realize the BGCBPYL is not responsible for injures that occur to my child at the Club. Parents should carry their own medical insurance and are responsible for medical costs that may be incurred in cases of emergency.
- I have read and understand the PAYMENT POLICY. I understand that payments must be made by the Friday of the week my child attends, and that any late fees incurred must be paid in full prior to my child returning to the Club. Unless prior arrangements have been made with the director.

### By signing this document, I am acknowledging to have received and read a copy of the Parent Handbook and understand and agree to comply with the policies and procedures outlined within. I have reviewed the policies and procedures with my child.

Parent (Print Name): \_\_\_\_\_

Child(ren)'s Name: \_\_\_\_\_

Date: \_\_\_\_\_