



**BOYS & GIRLS CLUB
OF GREATER LYNCHBURG
(Fall) Registration [24-25]**

For Office Use Only

Date: _____ Staff Initials: _____ Member ID: _____
First Date Attended: _____ Last Date Attended: _____

**All boxes must be filled - If there is no information, please put "N/A" **

Child	Date of Birth	Age	Sex
Address		Home Phone	
Chronic Physical Problems/Pertinent Developmental Info/Special Accommodations Needed			
Previous Child Day Care & Schools Attended			
Other School/Program (Give name of school w/ teacher's name/program)		Grade of Class Level	

Parent(s)/Guardians(s)

Parent name and email	Place Employed	Work Phone
Home Address		Home Phone
Parent	Place Employed	Work Phone
Home Address		Home Phone
Person(s) or Agency Having Legal Custody of Child		
Home Address		Home Phone
Work Address		Work Phone

Emergency Information

Allergies or Intolerance to Food, Medication, etc., and Action to Take in Emergency	
Child's Physician	Phone

Two People to Contact if Parent(s) Can't Be Reach	Address	Phone
1.	1.	1.
2.	2.	2.
Person(s) Authorized to Pick Up Child		
Person(s) <u>NOT</u> Authorized to Pick Up Child		

Demographic Information

Ethnicity: African American Asian Caucasian Hispanic Two or more Other	
Family History Number of Brothers or Stepbrothers:	Number of Sisters or Stepsisters:
Circle One: 2 Parent Family Mother Only Father Only Foster Care 1 Parent/1 Step Grandparents	

Confidential Information

<p align="center">The following information is necessary for our records and the funding our organization receives. The answers that you provide are confidential. Your cooperation in providing this information is both appreciated and necessary. If you have any questions, please contact the Club Director: Desmond Mosby</p>
Household Income: \$0 - \$18,000 \$18,001-\$24,000 \$24,001-\$26,000 \$26,001-\$28,000 \$28,001-\$32,000 \$32,001-\$41,500 Over \$41,501
Circle All That Apply: TANF Food Stamps SSDI SSI Teen Parent Veteran Compensation Daycare Volunteer

Contract

- Members must be enrolled and attending school.
- Members must remember Club # and sign in at the front desk.
- All membership is non-refundable. **Fees are \$10 for one member and \$20 for a family (cash only)**
- For safety reasons, members may not be left at the Club any earlier than the time of opening and must be picked up at or before closing. Supervision is unavailable outside of established Club hours. Therefore, for your child's safety, we reserve the right to call the police when members are not picked up or parents fail to call the front desk 846 -1111 explaining the situation. **It will be a \$15-dollar late fee for every 15 minutes that you are running late.**
- Members must notify staff of all conflicts. Fighting, vandalism, misuse of equipment or mistreatment of other members or staff is unacceptable. Positive guidance techniques utilized by staff include verbal warning, time outs, and Club service. Parents will be notified regarding positive and negative behavior.
- No weapons, drugs, or smoking is allowed on the property. The police will be notified of any youth or adult that acts in a threatening manner or is suspected to be under the influence of drugs
- Club members cannot leave premises without a certified adult (parent/s, chaperon, or guardian)

As the parent/guardian of _____, I hereby agree to the policies listed above.

- I understand that such a membership is conditional upon his/her ability to follow Club guidelines and rules.
- I give permission to the Boys & Girls Club of Lynchburg to take and release pictures of my child for the purpose of marketing the Club programs in the community.
- I release and hold harmless the Boys & Girls Club of Lynchburg relating to any sickness or injury sustained by my child during Club activities and field trips.
- Members cannot leave the Club without a certified adult.
- I WILL immediately pick up my child if the staff determines that they are sick with a communicable disease.

Agreements

1. The Boys & Girls Club of Greater Lynchburg agrees to notify the parent(s)/guardian(s) whenever the child becomes ill, and the parent(s) or guardian(s) will arrange to have the child picked up as soon as possible.
2. The parent(s)/guardian(s) agree to inform the center within 24 hours or next business day after the child or any immediate family member has developed a communicable disease, as defined by the State Board of Health, except for life threatening disease which must be reported immediately.
3. The parent(s)/guardian(s) give permission for representatives of the Boys & Girls Club of Greater Lynchburg to contact the child's school for information regarding grades and behavior.
4. The Boys & Girls Club of Greater Lynchburg agrees to keep all files confidential and will contact parent/guardian with results.
5. The parent(s)/guardian(s) authorize the Boys & Girls Club to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately. **
6. The Boys & Girls Club staff and any emergency personnel have permission to administer appropriate medical care in the event of an emergency.
7. The Boys & Girls Club staff is not responsible for any lost/broken or stolen cellular devices or tablets if a child brings such items into the club.
8. The Boys & Girls Club staff will not allow members to plug cellular devices or tablets into any outlets except for one deemed the charging station (if applicable). All parents will need to sign the attached digital policies regarding electronic devices at the Club.

Parent Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

****If there is an objection to seeking emergency medical care, a statement should be obtained from the parent(s) or guardian(s) that states the objection and the reason for the objection.**

Disciplinary Procedures

The Boys and Girls Club of Greater Lynchburg handles behavioral problems on an individual basis. It is the responsibility of the parents and guardians to let us know if the member has developmental delays at home or school, so that we have information to better understand the member's behavior. Level 1 infractions will generally be handled by staff within the members group. Level 2 and above will result in separation from the group activity. The Club Director or his designee will make the final determination if a suspension of membership privileges is in order. The Boys and Girls Club has a **ZERO TOLERANCE POLICY FOR BULLYING**, *which we define as targeted, persistent behavior that we believe is meant to harm or intimidate or coerce another member.*

A Level 1 Infraction is defined as any minor disruptive behavior such as yelling, running, being out of assigned area, profanity, misuse of club equipment. Parents will be notified if we reach a 3rd occurrence in a day or once there is a persistent problem.

<u>Age</u>	<u>Occurrence 1</u>	<u>Occurrence 2</u>	<u>Occurrence 3</u>
6 – 9	Warning	5-min timeout	50 sentences
10 -12	Warning	10-min timeout	75 sentences
13 & up	Warning	Sit-out activity	Sent home for the day

A Level 2 Infraction is defined as any behavior which disrupts Club activities. Behavior in this category includes but is not limited to outright defiance, disrespecting staff, encouraging or instigating a fight, confrontations without physical harm. Parents will always be notified if a Level 2 Infraction occurs.

<u>Age</u>	<u>Occurrence 1</u>	<u>Occurrence 2</u>	<u>Occurrence 3</u>
6 – 9	20-minute timeout	1-day suspension	2-day suspension
10 -12	20-minute timeout	2-day suspension	3-day suspension
13 & up	Sent home for the day	2-day suspension	1-week suspension

A Level 3 Infraction is defined by any behavior which endangers members, staff, or club facilities. Behavior in this category includes but is not limited to repairable vandalism, minor theft, and fighting/causing physical harm. Parents will always be notified if a Level 3 Infraction occurs.

<u>Age</u>	<u>Occurrence 1</u>	<u>Occurrence 2</u>	<u>Occurrence 3</u>
6 – 9	1-day suspension	3-day suspension	2-week suspension
10 -12	2-day suspension	1-week suspension	2-week suspension
13 & up	1-week suspension	1-month suspension	TBD by Club Director

Serious or serial infractions involving violence (inclusive of threats), damage to the Club or theft, possession of drugs or weapons, etc. will be dealt with on a case-by-case basis but could result in permanent exclusion from the Club.