

GREAT FUTURES START HERE.



**BOYS & GIRLS CLUB
OF GARFIELD**

AFTER SCHOOL PROGRAM

2019-2020

September 4th – June 23rd

Subject to Change

Application, Agreements and Waivers must be signed in order to be enrolled.

Mandatory Parent Meeting Tuesday, October 8th 6:30pm

490 Midland Avenue
Garfield NJ 07026
973-478-7662

www.bgccgarfield.org
Questions: ycanepa@bgccgarfield.org

ABOUT THE AFTER SCHOOL PROGRAM

The Boys & Girls Club of Garfield's After School Program runs from 3:00pm-7:00pm for Kindergarten - 8th grades. The Club accepts youth from the City of Garfield and surrounding communities without a Boys & Girls Club. All children must be potty trained to attend aftercare.

PROGRAM SCHEDULE PROVIDED BELOW:

3:00PM - 3:30PM	Arrival - Snack - Programming
3:30PM - 4:30PM	Scheduled group activities * Groups rotate to various areas/activities
4:30PM - 5:30PM	Scheduled group activities * Groups rotate to various areas/activities
5:30PM - 6:30pm	Scheduled group activities * Groups rotate to various areas/activities
6:30-7:00PM	* Ready to go Home

FEES & PAYMENTS

- Membership Fee- \$40/yearly
- Public School Monthly Rate \$175/per month - OFC \$66.86/weekly
- Charter School Monthly Rate - \$115/per month
- **No refunds on Any Payments.**
- OFC agreement must be in before any child will be accepted into program.
- Co-payments & regular payments are due no later than the 5th of every month.
- \$20 late fee will be added to **late** payments.
- Form of Payments: Automated Monthly Payments, Checks, and Cash & Credit Card at site. Phone payments are no longer accepted.
- All Payments must be made at The Boys & Girls Club of Garfield.
- First Day of After School Program September 4th
- Dates Club is Closed 2019-2020- Sept 2nd Labor Day, Sept 3rd, November 8th, November 28th & 29th , December 23rd-January 1st, April 10th & May 25th.
- Last day of After School Program TBD pending school calendar/snow days tentative date is June 23rd.
- Full days \$25 Members/\$35 Non Members- per day fee- October 7th, November 5th and 7th, January 20th, February 17th - 21st and April 13th - 17th. (Parent must provide lunch - **no peanuts**)
- Half days- September 4th - 5th, October 4th, November 27th, April 9th & June 19th - 23rd.
- All Club Programs will close at 5:30pm for any special event including Wednesday, December 4th, 2019.
- **ALL dates scheduled to change.**
- Emergency School Closings & Emergency Early Dismissals, **Club is closed.**
- In the event of inclement weather on a full day, **Club will be closed.**
- In the event of inclement weather while program is in session if a decision is made to close due to weather all programming will end at 6:00pm.

Late Fees - Afterschool concludes at 7:00pm. All youth must be picked up on time or you will incur a \$1 a minute late fee for each occurrence.

ABOUT THE AFTER SCHOOL PROGRAM (CONT.)

SECURITY- All youth records will be kept confidential and must be fully completed before a youth will be accepted into the program. Youth records include application, parent release form, medical release form, and emergency numbers for use if the parent/guardian cannot be reached, health records and pertinent information on the Childs' progress.

LUNCH/SNACKS- Snack is provided by Maschio's Food Service.

CHILD ABUSE & NEGLECT- New Jersey State Law requires that any instance of child abuse or neglect suspected by a child care worker must be reported to the Division of Youth and Family Services. The After School program will follow this directive.

IN THE EVENT OF AN EMERGENCY- We will evacuate to the nearest safe shelter, library, recreation center and or school. Emergency contact numbers will be with counselors and every effort will be made to contact guardians.

In the event that we are in Lockdown, **positively no one** will be allowed entrance for any reason. Phones will be used for emergency use only.

ELECTRONIC DEVICES- We follow school policy. The use of electronic communication and entertainment devices is not permitted. We assume no responsibility for lost, damaged or stolen items. We will confiscate them if they are not approved devices by the CEO.

DRESS CODE- We follow school policy and require appropriate dress. Sneakers are required for gym. Hooded clothes, hats, sunglasses, flip-flops, slippers, revealing clothing or improperly fitting clothes are not allowed.

GENERAL INFORMATION

The Boys & Girls Club of Garfield, Inc is a non-profit organization dedicated to serving youth. We are a member of The Boys & Girls Club of America. The club is governed by a volunteer Board of Trustees and administered by the professional staff. Various auxiliary groups support the organization. New members always welcome to join.

MISSION STATEMENT

To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens.

The purpose of The Boys & Girls Club is to provide opportunities for social, educational, recreational, vocational and character development of youth. The club is open to children ages 5 (in kindergarten) -18.

IMPORTANT CONTACTS

Shane Sudol, Chief Executive Officer	973-478-7662
Alejandrina Banch (Sugar), Director of Operations	973-478-7662
Yesenia Canepa, Front Desk Administrator	973-478-7662 ext. 202

BOYS & GIRLS CLUB POLICIES

AUTHORIZATION TO PICK UP CHILDREN – We require that you notify the Club in writing if someone other than the parent/guardian who will be picking up your child. Please advise such person to present identification upon entering the program/building. Identification will be checked for all parents/guardians.

***Any restraining order, court orders etc must be submitted to the Club in a timely fashion to be enforced. Club must have a copy on file.**

POLICY ON THE RELEASE OF CHILDREN (10:122-6.5)

1. Child(ren) may be released only to the child's parent(s) or person(s) authorized by the parent(s), as specified in N.J.A.C. 10:122-6.8(a)3, to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached;

2. If a particular non-custodial parent has been denied access, or granted limited access, to the child by a court order, the center shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order;

3. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s) as specified in (a) 1 above, fails to pick up a child at the time of the center's daily closing. The procedures shall require that:

- i. The child is supervised at all times;
- ii. Staff members attempt to contact the parent(s) or person(s) authorized by the parents;
- iii. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parents(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child;

4. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (a) 1 above appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual. The procedures shall require that:

- i. The child shall not be released to such an impaired individual;
- ii. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
- iii. If the center is unable to make alternative arrangements, as noted in (a) 3ii above, a staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child.

(b) For School Age Child Care Programs, the following shall apply:

1. **No phone calls to facility asking for child to be sent outside.**

SICKNESS/ABSENTEEISM- We request that you do not send your child to the program if they are sick. If a child becomes ill at the program, parents will be notified to pick the child up. Please refer to following health policy issued by the state licensing department for further information regarding illness, accidents and medications. **If your child is going to be absent, we request that you notify the Club at 973-478-7662.**

HEALTH REQUIREMENTS

ILLNESSES/ COMMUNICABLE DISEASES (10:122-7.1)

(a) A center that seeks to serve any children who have any of the illnesses, symptoms of illness or diseases specified in (c) and (d) below shall meet all applicable provisions of this subchapter and all provisions of N.J.A.C. 10:122-8.

(b) Under no circumstances shall any center serve or admit any child who has any illness, symptom of illness or disease that a health care provider has determined requires the child to be:

1. Confined to a home under a health care provider's immediate care; or
2. Admitted to a hospital for medical care and treatment.

(c) The following provisions relate to illness and/or symptoms of illness:

1. A center serving well children shall not permit a child who has any of the illnesses or symptoms of illness specified in (c) 1i through xiii below to be admitted to the center on a given day unless medical diagnosis from a health care provider, which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to any of the following:

- i. Severe pain or discomfort;
- ii. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a loose consistency within a period of 24 hours, or bloody diarrhea;
- iii. Two or more episodes of acute vomiting within a period of 24 hours;
- iv. Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
- v. Lethargy that is more than expected tiredness;
- vi. Yellow eyes or jaundiced skin;
- vii. Red eyes with discharge;
- viii. Infected, untreated skin patches;
- ix. Difficult rapid breathing or severe coughing;
- x. Skin rashes in conjunction with fever or behavior changes;
- xi. Weeping/bleeding skin lesions that have not been treated by a health care provider;
- xii. Mouth sores with drooling;
- xiii. Stiff neck.

2. Once the child is symptom-free, or a health care provider indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.

3. If a child who has already been admitted to the center manifests any of the illnesses or symptoms of illness specified in (c)1 above, the center shall remove the child from the group of well children to a separate room or area, as specified in N.J.A.C. 10:122-5.2(p)4, until:

- He or she can be taken from the center; or
- The director or his or her designee has communicated verbally with a health care provider, who indicates that the child poses no serious health risk to himself or herself or to other children, at which time the child may return to the group.

4. The center may exclude a child whose illness prevents the child from participating comfortably in activities, or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the center.

(d) The following provisions relate to excludable communicable diseases:

5. The center shall not permit a child or staff member with an excludable communicable disease, as specified in the table below, to be admitted to or remain at the center, until:

- A note from the child’s or staff member’s health care provider states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself, or to others;
- The center has contacted the Communicable Disease Program in the State Department of Health and Senior Services, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or
- If the child or staff member has chicken pox, the center obtains a note from the parent or staff member stating that all sores have dried and crusted.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

Respiratory Illnesses	Gastro-Intestinal Illnesses	Contact Illnesses
Chicken Pox	Campylobacter	Impetigo
German Measles	Escherichia Coli	Lice
Hemophilus Influenza	Giardia Lamblia	Scabies
Measles	Hepatitis A	Shingles
Meningococcal	Salmonella	
Mumps	Shigella	
Strep Throat		

INJURY OR ILLNESS TO A CHILD

Parents are responsible for making arrangements for youth to be picked up from the Club when notified.

Parents will be notified for:

- Broken Skin
- Falls from a height greater than the height of two feet
- Complaints of pain or discomfort
- Vomiting or diarrhea
- Flu symptoms- (fever, coughing, lethargy, runny nose)
- Head, neck or back injury
- Any injury requiring professional medical care

Boys & Girls Club of Garfield has an arrangement with Hackensack Hospital. Youth will be transferred via ambulance to Hackensack Hospital at the discretion of the Club if:

- We are unable to contact parents/guardians
- Child is unable to be picked up when notified of illness or injury
- Emergency medical care is required
- Before returning to the club we require a note from the child's health care provider stating that the child has been diagnosed and present no risk to himself, herself, or to others

MEDICATION- In order to administer medication at the Club, the child is responsible. The Club does not administer medication of any kind. The Club will store medication in a safe place but again does not administer.

DISCIPLINE POLICY

It is the philosophy of this Club to help children grow emotionally as well as intellectually. To help children succeed, feel good about themselves and be able to express their feelings in a **positive and constructive** manner.

It is our policy that discipline be positive. **Discipline is not punishment.** It is a way of helping children learn to identify socially acceptable behavior.

Within our Club, limits and rules are clearly defined. We focus strongly upon the reinforcement of acceptable behavior and the prevention of undesirable behavior by being, responsive to the needs of the children.

Methods of correcting inappropriate behavior within the Club consist of the following:

1. **Re-direction of activities:** to change the focus of a child's behavior.
2. **Individualized attention:** to help child to deal with a particular situation.
3. **Time-out:** the removal of a child from the area of activity, for a few minutes, so that he/she may gain self-control. Time-out shall be used as a last resort in disciplining any child that is misbehaving.
4. **Attention to good behavior:** to respond to and reinforce positive behavior, acknowledge or praise the child when behaving well to let him/her know that we approve of what he/she is doing.
5. **Discipline will not involve isolating a child without supervision, or withholding food or attention. No child shall be subjected to corporal punishment, emotional neglect, abusive language, ridicule or any behavior that would intimidate, frighten or endanger a child or his/her self-image.**

EXPULSION POLICY

Unfortunately, there are some situations in which we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this club.

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or him/herself
- Parent threatens physical or intimidating actions toward staff members
- Parent exhibits verbal abuse to staff in front of enrolled children

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments
- Failure to adhere to ALL Club policies
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Verbal abuse to staff

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Biting

SCHEDULE OF EXPULSION- If the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.

- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED- If a child's parent(s):

- Make a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the Club
- Question the Club regarding policies and procedures.
- Not given the parent sufficient time by the Club to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, appropriate of activities, supervision
- Staff will always use positive methods and language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- Child will be given time to regain control
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be notified verbally
- The director, club staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors
- The parent will be given literature or other resources regarding methods of improving behavior
- Recommendation of evaluation by professional consultation on premises
- Recommendation of evaluation by local school district child study team

The center shall provide the Information to Parents document to each child's parent(s) upon enrollment, and to every person upon becoming a staff member.

1. The center shall secure and maintain on file a record of each parents and staff member's signature attesting to receipt of the document.
2. The center shall maintain on file a copy of the Information to Parents document.

INFORMATION TO PARENTS DOCUMENT (10:122-3.6)

The center shall give to the parent(s) of every enrolled child and to every staff member written information to Parents document designated by the Bureau of Licensing and indicating that the center is required to:

1. Be licensed by the Bureau of Licensing, Division of Youth and Family Services;
2. Comply with all applicable provisions of the Manual of Requirements for Child Care Centers;
3. Post its license in a prominent location within the center;
4. Retain a current copy of the manual and make it available for parents' review;
5. Indicate how parents can secure a copy of the manual and obtain information about the licensing process from the Bureau;
6. Make available to parents, upon request, the Bureau's Life/Safety and Program Inspection/Violation and Complaint Investigation Summary report(s) on the center, as well as any letters of enforcement or other actions taken against the center during the center's current licensing period;
7. Post a diagram of those rooms and/or areas that have been approved by the for children's use;
8. Comply with the inspection/ Investigation functions of the Division, including the interviewing of staff members and children;

9. Afford parents the opportunity and time to review and discuss with the center director or sponsor any questions or concerns about the policies and procedures of the center or whether the center is in compliance with all applicable provisions of the manual;
10. Advise parents that if they believe or suspect that the center is violating any requirement of the manual, they may report such alleged violations to the center sponsor or director or to the Bureau;
11. Afford parents of enrolled children an opportunity to participate in the center's operation and activities and to assist the center in complying with licensing requirements.
12. Afford parents of enrolled children the opportunity to visit the center at any time during the center's hours of operation to observe its operation and program activities without having to secure prior approval;
13. Provide parents with advance notice of any field trip, outing or special event involving the transportation of children away from the center, and, for each event, secure the written consent of the parent(s) before taking a child on such a field trip, outing or special event;
14. Post a copy of the center's written statement of policy on the discipline of children by staff members in a prominent location within the center, and make a copy of it available to parents upon request.
15. Indicate through this document that any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, is required by State law to report such allegations to the Division's Office of Child Abuse Control or any District Office immediately, and indicate that such reports may be made anonymously;
16. Indicate through this document how parents and staff members may secure information about child abuse and/or neglect from the division.
17. Inform parents of the center's policy on the release of children;
18. Inform parents of the center's policy on administering medication and health care procedures;
19. Provide parents with a copy of the center's policy on management of communicable diseases;
20. Provide parents with a copy of the center's policy on the expulsion of children from enrollment;
21. Inform parents that the center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. §§12101 et seq.), and indicate that anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY uses may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 or (800) 514-0301, or (800) 514-0383 (TTY).

USE OF COMPUTERS, INTERNET & ELECTRONIC MAIL PERMISSION FORM

Boys & Girls Club of Garfield is pleased to offer Members access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes.

WHAT IS POSSIBLE?

Access to e-mail and the Internet will enable members to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the Club are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to members from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

WHAT IS EXPECTED?

Members are responsible for appropriate behavior on the Clubs computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General Club rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the club's computer resources. The members are advised never to access, keep, or send anything that they would not want their parents or counselors to see.

WHAT ARE THE RULES?

- Privacy - Network storage areas may be treated like Club lockers. Network administrators may review communications to maintain system integrity and to insure that members are using the system responsibly.
- Storage Capacity - Users are expected to remain within allocated disk space and delete e-mail or other material, which take up excessive storage space.
- Illegal Copying - Members should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should members copy other people's work or intrude into other people's files.
- Inappropriate Materials or Language - Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of club behavior. A good rule to follow is never view, send, or access materials, which you would not want your counselors and parents to see. Should members encounter such material by accident, they should report it their counselor immediately.

Please review the Use of Computers permission form with your child. This page must be signed by both a parent and the Club member before computer use will be allowed at the Boys & Girls Club of Garfield.

Electronic & Cellphone Usage Policy

In order to ensure the confidentiality and security of our employees, volunteers, clients and other stakeholders, Boys & Girls Club of Garfield strictly prohibits the use of personally-owned devices for business, social and organizational activities. Any devices required for such functions, will be provided, maintained and monitored by Boys & Girls Club of Garfield.

Use of personally owned devices at the Club is granted only once the "User" agrees and signs to follow the Boys & Girls Club of Garfield's policies concerning the use of these devices.

Expectation of Privacy

Boys & Girls Club of Garfield will respect your privacy and will only request access to your personal devices under this policy to: implement security controls, monitor compliance with this policy, or to respond to discovery requests arising out of any legal, disciplinary or requests of Club management.

Compliance with Applicable Laws

Boys & Girls Club of Garfield endeavors to remain compliant with all current, federal, state or local laws and regulations concerning the use of personally-owned devices in the workplace.

User Acknowledgment and Agreement

I understand and accept the Boys & Girls Club of Garfield's right to restrict the use of personal devices for organizational safety, youth safety and also the right of the organization to enforce the conditions of this policy. I further understand that the use of a personal device is a privilege and not a right, and that my right to use my personal device may be rescinded if I violate any of the policies contained in this agreement I understand and agree that it is my responsibility to inform the CEO if I do not understand, am unable to comply, or inadvertently violate any aspect of this BYOD. Please reference the Disciplinary and Expulsion section on how the Club will deal with a violation to this policy.

Child's Full Name: _____

Child's Personal Device: _____

Parent/Guardian Signature: _____

Effective July 29th, 2019

SUCCINCT ADVICE

These are guidelines to follow to prevent the loss of network privileges at The Club.

- Do not use a computer to harm other people or their work
- Do not damage the computer or the network in any way
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware
- Do not violate copyright laws
- Do not view, send, or display offensive messages or pictures
- Do not share your password with another person
- Do not waste limited resources such as disk space or printing capacity
- Do not trespass in others folders, work, or files
- Do notify an adult immediately, if by accident, you encounter materials, which violate the miles of appropriate use
- Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated

CODES

Announcements will be made via the 2-way radios when situations arise. The following are codes and procedures to be utilized.

CODE RED (FIRE DRILL)

This code will be used in the event the alarm does not go off for fire drills, and/or the need to evacuate the building utilizing fire drill procedures. Follow Fire Drill procedure and exit from the nearest "EXIT" and clear the area surrounding the building for emergency vehicles.

CODE PURPLE (LOCKDOWN DRILL)

In the event of a lockdown, or harmful situation, all youth and counselors are to remain in their rooms away from doors and windows. Door is to remain closed and locked. A lockdown may last an indefinite length of time according to the nature of the threat. Remain in the rooms until an all clear is announced.

CODE YELLOW (WANDERING CHILD)

In the event of a lost child, counselors and youth are to remain where they are. Attendance and head counts are to be performed. Attendance is to be taken by asking each youth their name and checking them off your list. Report youth not on your attendance list.

CODE GREEN (WEATHER EMERGENCY)

In the event of inclement weather, youth are to be taken to the ground floor. Safe areas are hallways, bathrooms, and inner rooms away from windows. Have youth sit on floor until danger passes and an all clear is given.

AFTERCARE BOOKLET AGREEMENT

The Boys and Girls Club of Garfield is a State of New Jersey Licensed After Care Facility for school age children. We are licensed by the Bureau of Licensing, Division of Youth and Family Services and comply with all applicable provisions of the Manual of Requirements for Child Care Centers.

Please initial that you have received, read, understand, agree and will follow each of the following components of our Summer Program Booklet.

Please initial ALL areas that you have read and understand. Must return with Packet.

_____ Information to Parents Document

_____ Policy on the Discipline of Children/Parents/Guardians

_____ Policy on the Release of Children and Photos

_____ Policy on the Administration of Medication and Health Care Procedures

_____ Policy on Expulsion of Children from Enrollment

_____ Policy on the Management of Communicable Diseases

_____ Policy on Swim

_____ Policy on Cellphone

_____ Calendar

_____ Emergency Procedures

_____ Fees, Payments and No Refund Policy

_____ Trip Rules

_____ **We assume no responsibility for lost, damaged or stolen items/electronics**

_____ I understand only people listed on **membership form** can pick up my child unless I call.

_____ Parental Consent for Survey Participation

_____ Permission to participate in any Boys & Girls Club of America Programs

_____ Emergency School Closings & Emergency Early Dismissals (Club Closed)

_____ In the event of inclement weather on a full day, the club will be closed.

BOYS & GIRLS CLUB OF GARFIELD

I, _____ do hereby give permission for _____ to attend and or participate in activities, including bus trip to the park, walking from schools in the case of no transportation, and other walking trips within and outside of the neighborhood, sponsored by The Boys & Girls Club of Garfield, its employees, associates and contributors. In further consideration of the benefits to be gained by our child we covenant that we will never institute any action by law against the Boys & Girls Club of Garfield, Inc., its agents, servants and employees, on account of any injury or other loss or damage sustained by our child's participation.

Furthermore, I hereby do authorize medical examination and treatment of my child by a qualified licensed physician in any event of an accident and all efforts to contact the parent/guardian have been exhausted. In addition, I hereby consent to use, by you or anyone authorized by you, my child's **photograph** or any reproductions of them, for editorial illustration, advertising or nonprofit promotional purposes. I also consent to the use of my child's name in connection there with.

EMERGENCY MEDICAL RELEASE/PERMISSION TO PARTICIPATE IN BCGG PROGRAM ACTIVITIES

I _____ do hereby give my child _____ Permission to attend and/or participate in all activities sponsored by the Boys & Girls Club of Garfield, its employees, associates, and contributors. In further consideration of the benefits to be gained by our child we covenant that we will never institute any action at law against the Boys & Girls Club of Garfield, Inc., its agents, servants and employees, on account of any injury or other loss or damage sustained by our child's participation, furthermore, I hereby do authorize medical examination and treatment of my son/daughter by a qualified licensed physician in any event of an accident and all efforts to contact the parents/guardian have been exhausted.

STATEMENT OF GOOD HEALTH

I understand that my child is in good health and has **no restriction** placed upon him/her while participating in the summer program activities.

I have reviewed the Boys & Girls Club of Garfield Booklet with my child(ren).

CHILD'S NAME _____

PARENT/GUARDIAN NAME _____

PARENT/GUARDIAN SIGNATURE _____

CHILD'S SIGNATURE _____

DATE SIGNED _____

PARENT PERMISSION FORM & USER AGREEMENT

As a parent or guardian of a member at the Boys & Girls Club of Garfield, I have read the above information about the appropriate use of computers at the club and I understand this agreement will be kept on file at the club. (Questions should be directed to the program director for clarification.)

Please initial below.

____ My child may use e-mail and the Internet while at the Club according to the rules outlined.

____ I would prefer that my child not use e-mail and the Internet while at the Club.

PARENT NAME (PRINT) _____ DATE: _____

PARENT SIGNATURE _____

PARENTS PERMISSION FOR PUBLICATION OF STUDENT WORK/PICTURES

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server (WWW).

Please initial below.

____ My child's work can be published on the Internet and photographs of my child can be published

____ I would prefer that my child's work and picture not be published on the Internet

PARENT NAME (PRINT) _____ DATE: _____

PARENT SIGNATURE _____

As a user of the Club computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

STUDENT NAME (PRINT) _____ DATE: _____

STUDENT SIGNATURE _____

CHILD'S NAME _____ DOB _____

SCHOOL _____ GRADE AS OF 9/4/19 _____

MEMBERSHIP APPLICATION

Membership is valid 1 year from date joined. Fill out all information. Fees are \$40 for first child, \$30 each additional child.

FIRST NAME: _____ MIDDLE: _____ LAST: _____

ADDRESS: _____ AT THIS ADDRESS SINCE: _____

CITY: _____ STATE: _____ ZIP: _____ IN AREA SINCE: _____

PHONE: _____ CELL #: _____ D.O.B.: _____

ETHNICITY: _____ GENDER: _____ MEMBER'S SSN: _____

CURRENT SCHOOL: _____ GRADE AS OF 9/4/19: _____ CURRENT GPA: _____

CURRENT TEACHER: _____ FOOD PROGRAM: ___FREE___REDUCED___N/A

SPECIAL CLASS ___YES___NO (If yes, please explain.)

MEDICAL INFORMATION:

DOCTOR NAME: _____ DOCTOR PHONE: _____

HEALTH INSURANCE CARRIER: _____ POLICY #: _____

SERIOUS HEALTH PROBLEMS: ___YES___NO (If yes, please explain.)

MEDICATIONS: _____ ALLERGIES: _____

ONLY PEOPLE LISTED ON THIS FORM BELOW CAN PICK UP CHILD LISTED ABOVE:

FATHER'S NAME: _____ MOTHER'S NAME: _____

EMPLOYER: _____ EMPLOYER: _____

WORK PHONE: _____ WORK PHONE: _____

CELL: _____ CELL: _____

EMAIL: _____ EMAIL: _____

ANY FAMILY ISSUES WE NEED TO BE AWARE OF? _____

EMERGENCY CONTACTS: MUST SHOW ID AT ALL TIMES

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

GENERAL INFORMATION

BIRTH CERTIFICATE ON FILE: YES NO BIRTH CITY: _____

BIRTH STATE/COUNTRY: _____

PARENT UNDERSTOOD SIGNED INSURANCE DISCLAIMER & PERMISSION STATEMENT:

Yes No

THIS MEMBER HAS PERMISSION TO BE USED IN PUBLIC RELATIONS MATERIALS:

Yes No

THIS MEMBER MAY PARTICIPATE IN ALL CLUB ACTIVITIES IN OR ADJACENT TO THE CLUB BUILDING: Yes No

HAS EITHER PARENT EVER BEEN A MEMBER OF THE BGCG?	YOUTH EMPLOYED?
<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> YEARS	_____
	<input type="checkbox"/> PART TIME <input type="checkbox"/> AFTER SCHOOL <input type="checkbox"/> SUMMER <input type="checkbox"/> WEEKENDS <input type="checkbox"/> FULL TIME

DOES YOUTH BELONG TO ANY OTHER YOUTH ORGANIZATION? (BOY/GIRL CHURCH GROUPS, ETC.) PLEASE SPECIFY BELOW.

HOW LONG A MEMBER IN YEARS: _____ CLUB MEMBER SINCE: _____

REASON(S) FOR JOINING: FUN LEARNING SPORTS OTHER: _____

ANNUAL GROSS HOUSEHOLD INCOME

	\$0 - \$10,000 _____	\$10,001 - \$19,240 _____	\$19,241 - \$25,900 _____
	\$25,901 - \$32,560 _____	\$32,561 - \$39,220 _____	\$39,221 - \$45,880 _____
# in household	\$45,881 - \$52,540 _____	\$52,541 - \$59,200 _____	\$59,201 - \$65,860 _____
	\$65,861 - \$70,000 _____	\$70,001 - \$80,000 _____	\$80,001 - \$90,000 _____
			Over \$90,001 _____

Do you live with your: Mom Step-Mom Dad Step-Dad Grandparent Other: _____

Is there a Member of the Household 65 years old or older: Yes No

Is there a Member of the Household Handicapped: Yes No

Current Head of Household: Female Male

Current Housing Area: _____

Current Single Parent: ___Yes ___No Current Number in Household: _____

Number of Brothers: _____ Ages: _____ Number of Sisters: _____ Ages: _____

PHYSICAL

Eye Color: _____ Hair Color: _____ Skin Color/Features: _____

Height: _____ Weight: _____

PERMISSION

I, _____ do hereby give my son/daughter _____ permission to attend and or participate in activities, including bus trips to the park and walking trips within the neighborhood, sponsored by the boys & girls club of Garfield, its employees, associates and contributors. In further consideration of the benefits to be gained by our child we covenant that we will never institute any action by law against the boys & girls club of Garfield, including its agents, servants and employees, on account of any injury or other loss or damage sustained by our child's participation. Furthermore, I hereby do authorize medical examination and treatment of my son/daughter by a qualified licensed physician in any event of an accident and all efforts to contact the parent/guardian have been exhausted. In addition, I hereby consent to use, by you or anyone authorized by you, my child's photograph or any reproductions of them, for editorial illustration, advertising or nonprofit promotional purposes. I also consent to the use of my name in connection therewith.

SIGNED: _____ MEMBER'S SIGNATURE: _____

PARENT(S) OR GUARDIAN

FOR OFFICE USE ONLY

MEMBERSHIP#: _____ PICTURE TAKEN: _____

ENTRY DATE: _____ EXPIRATION DATE: _____ STATUS: _____

TYPE: _____ NEW/RENEWAL MEMBER: _____ PROCESSED BY: _____



**BOYS & GIRLS CLUB
OF GARFIELD**

PERMISSION SLIP

As the parent(s)/legal guardian(s) of , we (I) hereby grant permission for child to participate all field trips including walking trips on 9/4/2019-6/23/2020 at the expense of and under the sponsorship, auspices, direction, control and jurisdiction of *Boys & Girls Club of Garfield, Inc.* Its agents, servants and employees. We (I) understand and acknowledge that participation in the activities involved inherent risks of injury to my child including risks associated with transportation by mother vehicle. We (I) agree to indemnify *Boys & Girls Club of Garfield, Inc.* For any costs or expensed arising out of our (my) child's participation in the activities including the cost of any medical care given our (my) child or any expenses or fees incurred in any lawsuit arising as a result of any damage or injuries caused by our (my) child in the course of his or her participation in the activity. We (I) further give my consent to that in our (my) absence the above-named minor be admitted to any hospital or medical facility for diagnosis and treatment. We (I) request and authorize physicians, dentists, and staff duly licensed as doctors of medicine or doctors of dentistry or other such licensed technicians or nurses, to perform any diagnostic procedures, treatment procedures, operative procedures and x-ray treatment of the above minor. This authorization does not cover major surgery unless the medical opinion of two other licensed physicians or dentists concurring in the necessity for such surgery is obtained prior to the performance of such surgery. The following information is needed by any hospital, physician or dentist not having access to the child's history:

ALLERGIES: _____

MEDICATIONS BEING TAKEN: _____

DATE OF LAST TETANUS SHOT: _____

PHYSICAL IMPAIRMENTS: _____

OTHER IMPORTANT MEDICAL PROBLEMS PHYSICIANS SHOULD BE AWARE OF: _____

If this agreement is signed by only one person, that person represents that he or she is the only person having custody of the minor child named herein and that no other person's agreement or authorization for the purposes hereof is required.

NAME OF PARENT(S)/GUARDIAN(S): _____

ADDRESS: _____

HOME PHONE: _____

CELL PHONE: _____

WORK PHONE/OTHER PHONE: _____

SIGNATURE OF PARENT/GUARDIAN: _____

DATE: _____