



BOYS & GIRLS CLUBS
OF BREA - PLACENTIA - YORBA LINDA

Summer 2024

Member(s) Name: _____

Below is a list of items that MUST be read, signed, fully completed by all parties before Membership paperwork is reviewed.

Parent Orientation (<https://vimeo.com/932284848/e4018d82ee>)

Verification Code: _____

Parent Handbook (signed)

Membership application (signed and every section completed)

Staff Use ONLY
(initial once you complete)

- Registration fee: _____
- Vision: _____
- Summer Google Sheet: _____
- Payment Log/Sign-in Sheet: _____
- Emergency Contact: _____
- Field Trips: _____
- Shirt size: _____, _____, _____, _____
- Card on File: _____
- Other: _____



Summer 2024

Date Enrolled: _____
 Receipt #: _____
 Payment Type: _____
 Staff Initials: _____
 Date Entered in Trax _____

BOYS & GIRLS CLUBS
 OF BREA - PLACENTIA - YORBA LINDA

TEL: (714)990-0215
 FAX: (714) 990-5036
 www.everykid.org

MEMBERSHIP APPLICATION

Member Information

First Name: _____ **Last Name:** _____ **Middle:** _____
 Birth Date: ___/___/____ Gender: Male Female School Name: _____
 School District: BOUSD PYLUSD FSD Other: _____ Grade: _____
 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: _____ Grade: _____
 Ethnicity: 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: _____ Grade: _____
 Ethnicity: African American Asian/Pacific Islander Caucasian Hispanic/Latino Native American
 Receives Free/Reduced Lunch: Yes No Lives With: Mother Father Both Other: _____
 Are member(s) child/ren of military parent: Yes No If yes, do member(s) live on military base: Yes No

Parent /Guardian Information

First Name: _____ **Last Name:** _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Email Address: _____ Gender: Male Female
 Home #: _____ Cell #: _____ Work #: _____
 Family Income: Less Than 30k 30-50k 51-99k 100-15k 150-200k Over 200k

First Name: _____ **Last Name:** _____
 New Address / Same as Above: _____ Email Address: _____
 City: _____ State: _____ Zip Code: _____ Gender: Male Female
 Home #: _____ Cell #: _____ Work #: _____

Medical Information

Does the member have any physical, emotional, or other limitations that might 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: _____



BOYS & GIRLS CLUBS
OF BREA-PLACENTIA-YORBA LINDA

2024 Summer Program Policies & Procedures

_____ \$50 **NONREFUNDABLE** registration fee is required for your child's registration and \$25 for each additional child. This fee includes a 2024 summer membership that expires on August 9th for BOUSD & FUSD and Thursday, August 24th for PYLUSD, and a current Club T-shirt.

_____ A 2024 Club Membership Application & Parent Handbook must be completed and on file. Membership paperwork is required for summer registration. Membership information must be current for members to participate in daily and special activities.

_____ Our 2024 Summer Program runs from the end of school until Friday, August 9th, 2024. The Boys & Girls Clubs of Brea-Placentia-Yorba Linda (BGCBPYL) will be **closed August 12th - 14th**, and PYLUSD member may attend from **August 12th through Friday, August 23rd**. The Club will be closed on Thursday, July 4th & Friday July 5th in observance of Independence Day.

PROGRAM PAYMENTS

_____ **Payments.** Payments must be made in a timely manner. Payments are due the **FRIDAY** of the week the member(s) has attended. Our Front Counter and/or Management Staff will be available to assist you. Proper payment will ensure that your child enjoys all that the Club has to offer. Members that have outstanding balances may result in suspended membership privileges.

_____ **Outstanding Balances.** If your account goes unpaid for one week, Staff will give you a friendly reminder notice and your name will be added to our "outstanding balance" list. If you do not contact us within 48 hours, we will contact you with a final notice and/or a complimentary phone call for payment. If your balance is still outstanding after these steps, we will inform you that your child's membership privileges are suspended until payment has been received. *Please keep your receipts to help us maintain and confirm an accurate record of your payment.*

_____ **Refunds.** Refunds can only be issued if the payment cannot credit other Club services. All refunds require a Refund Request Form, available at the Front Counter.

ADDITIONAL FEES.

_____ **Field Trips.** During the summertime, BGCBPYL offers a variety of exciting field trips. These trips have a limited number of spaces which are filled on a first paid basis. The field trip fee must be paid in full to guarantee your child's spot on our list, and a current permission slip must be complete. For all trips, members must wear their **BLUE** 2024 BGCBPYL T-shirt, included in your registration fee. Additional shirts can be purchased for \$15. If your child is not wearing his/her T-shirt on an assigned field trip day, Staff reserve the right to withdraw your child from the field trip list. Further, all members attending field trips must depart from and return to the Club, with the Club. Parents cannot drop off or pick up their child from any field trip location.

_____ **Phone Calls.** The BGCBPYL telephones are for business and emergency use only. If a child needs to contact his/her parent/guardian, he/she must receive permission from a Staff and pay 50 cents for each call.

CLUB POLICIES

_____ **Membership.** Membership is a privilege, not a right. All Memberships are considered to be probationary during the first 60 days, a member on probation can have his/ her membership rescinded during this time for reasons of safety, conduct, or disciplinary reasons.

_____ **Hours of Operation.** During the summertime, the Club opens at 7:00 a.m. and closes promptly at 6:00 p.m. Monday through Friday. The BGCBPYL are not responsible for children dropped off early and/or picked up late. If you know you are going to be late, please contact the Club immediately (**714-582-3768**). The first time your child is picked up late, we will courteously waive all penalties. Afterward, the following penalties will apply: at 6:05pm, an extra charge \$5 for every 10-minute increment your child remains at the Club applied to your account. If your child is not picked up by 7:00, he/she will be taken to the Police Department. If your child is picked up late more than 3 times during a program session, your membership may be revoked.

_____ **Safe Passage Policy.** The BGCBPYL have a "Safe Passage Policy," meaning, once a member signs in for the day, he/she can only exit the Club with a parent, guardian, or emergency contact. Notes from parents giving permission to members to leave the program early and unattended are strongly discouraged. **The BGCBPYL will not assume liability for any child that intentionally exits the facility.**

_____ **Entry/Departure.** We ask that parents call (**714-582-3768**) when they arrive or ring the doorbell for both drop-off and pick-up if a staff member is not present.

_____ **Personal Belongings.** The BGCBPYL are not responsible for members lost, damaged, or stolen items. The Club reserves the right to ban any items that cause consistent problems with our program. Personal belongings should be kept to necessities and labeled with your child's name. We donate items left at the Clubhouse for over a week.

_____ **Snack/Lunch.** Morning snack and afternoon snack are times are available for your children to enjoy a snack that you provide, or purchase something from the Club "Snack Shack". Parents must provide a sack type lunch for their children

_____ **Handheld Electronics.** Handheld electronics, i.e. Cell Phones, video game units, and iPad/tablet can be a necessity in these times, if it creates a problem they will be confiscated. If such electronics are confiscated they will only be returned to members' parents or guardians. **Members are responsible for any/all use or content viewed or shared at the Club.**

_____ **Dress Code.** Members must **NOT** wear any clothing considered to be offensive or in poor taste (i.e. clothing with logos or images that promote drugs, alcohol, sex, violence, or racism, and provocative clothing) at Staff discretion. Any member violating the dress code will be asked to cover up or change their clothes, and Staff reserve the right to call parents for pick-up if their child refuses to comply with our dress code. Members should wear comfortable clothes that they can get dirty (tank straps two finger tips wide & shorts finger tips length) and closed toed shoes.

_____ **Club Card.** Members must have their club cards for entry and exiting the Club. They must keep their club cards on them at all times while at the Club. Cards must be given to the staff in order to check out equipment, such as games, pool cues, etc. Cards are only returned to the member when the checked-out equipment is returned in good and complete condition. Lost or forgotten club cards are replaced at the expense of the member (replacement cards will be issued at a cost of \$2.00).

_____ **Equipment.** In order to reduce the amount of damaged equipment, parents will be held responsible for any broken Club equipment or facility damage due to improper use or abuse by their child. Parents will be responsible for either replacing or paying for repairs to any Club-related damage. In most cases, if any equipment is found damaged, the child that last checked out the equipment will be held responsible.

_____ **Information Desk.** The best way for us to communicate information to you is through our Front Counter. Important information for all upcoming activities, programs, and announcements will be posted outside, sent home, or emailed.

_____ **Medicine Policy.** A request must be submitted in writing to the BGCBPYL if you need Staff to hold onto *prescription medicine* for your child, along with a doctor's note. **Never send medicine with a child.** It is the child's responsibility to remember when to take his/her medication, and it is the parent's responsibility to keep track of the medication's supply. Over the counter medicine will only be allowed with specific written instructions from the parents.

_____ **Communicable Disease/Illness Policy.** If a member shows evidence of having a communicable disease (as defined by a skin irritation or lesion that is designated as contagious to others and appearing as "pink eye," impetigo, chicken pox, ringworm, head lice, etc.) or ill (COVID, flu, strep, fever over 100 degrees, vomiting, diarrhea, accident requiring) keep them home until they are no longer contagious. If staff suspect that a child(ren) may be ill, you will be called to pick up your child and required to arrange pick up within one hour.

_____ **Club Rules.** 1. Respect Staff, members, and equipment. 2. Be in an area with a staff. 3. Keep your hands and feet to yourself. 4. Walking at all times (two places you can run are gym and park). 5. Have FUN with a PURPOSE (to do these members must participate in activities planned out by staff).

_____ **Three-part Discipline Policy.** The BGCBPYL have a three-part discipline policy. If a child demonstrates negative behavior, Staff will first offer a verbal warning. If the problem continues, the child will receive a designated amount of "time out." The third time, the child will be written up and the parent will be notified of the incident. Following three write-ups, the child may be suspended from the Club at Staff's discretion. If a child is suspended from the Club, the parents must meet with the Lead Staff & Area Director before the child is allowed to return. Severe or dangerous behavior problems may result in the expulsion of a child from the BGCBPYL.

_____ **Social Media Policy.** Using 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.

_____ **Parent Relationships.** Under no circumstances should a parent discipline, argue with, accost, or admonish a Club member, other parent, or Staff on Club property. If you have a problem with anyone affiliated with the Club, please schedule a meeting to discuss your concern with the Lead Staff.

_____ **Parent Orientation.** I (Parent/Guardian) have attended/watched a recording of the Summer 2024 Orientation prior to enrolling my child(ren).

These policies and procedures have been designed to ensure the safety of all BGCBPYL members. Please take the time to review them with your child. If you have any questions or concerns, please contact any of our Lead Staff.

We the undersigned have read, understand, and agree to these BGCBPYL policies and procedures.

Parent/Guardian Signature

Children's Names

Date

Brea Clubhouse
502 S. SIEVERS AVE.
BREA, CA 92821
(714) 990-0215



BOYS & GIRLS CLUBS
OF BREA•PLACENTIA•YORBA LINDA

Summer 2024 Registration

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 Information:

Name: _____ Cell: _____

Employer: _____ Work #: _____

Mother's/Guardian's Information:

Name: _____ Cell: _____

Employer: _____ Work #: _____

Put member(s) initials by shirt size:

T-Shirt Size: **Youth:** S ____ M ____ L ____ XL ____ **Adult:** S ____ M ____ L ____ XL ____

EMERGENCY CONTACT INFORMATION (OTHER THAN PARENT/GUARDIAN)

Emergency Contact #1: _____

Name _____ Relationship to Member _____
Home: _____ Work: _____ Cell: _____

Emergency Contact #2: _____

Name _____ Relationship to Member _____
Home: _____ Work: _____ Cell: _____

PAYMENT INFORMATION

REGISTRATION

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

OPTION A: Weekly

\$125/First Child \$115/Second Child

OPTION B: Daily

\$33/First Child \$30/Second Child

** Family discount applied after first child*

Going into Kinder/1st:

\$150/First Child \$140/Second Child

\$40/First Child \$38/Second Child

SNACKS & LUNCH NOT INCLUDED

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

Date

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 injuries 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): _____

Parent Signature: _____

Child(ren)'s Name: _____

Date: _____