



BOYS & GIRLS CLUBS
of Brea- Placentia- Yorba Linda

PARENT HANDBOOK

ADMINISTRATIVE OFFICES
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BREA, CA 92821
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****Effective April 2, 2026***

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Introduction

Welcome to the Boys & Girls Clubs of Brea- Placentia- Yorba Linda! We are excited to have your child as a member of our club. This handbook is intended to be a helpful, general information guide for parents and members. Inside you will find information on membership, policies, procedures, and general club programs and guidelines. It is not possible to cover every policy, procedure, program, activity, or event in the handbook; therefore, contact your local club for current and specific information. **Once you have read the handbook in its entirety, detach and return the last page of the manual with your signature.** We look forward to working with you and your child(ren)!

Mission

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

Who Are We?

The Boys & Girls Clubs of America, a national organization comprised of more than 4,300 associated clubs, has been successfully redirecting the lives of young people since 1860, serving over 4.8 million kids.

All young people need to know people care about them. At Boys & Girls Clubs, we care about all youth individually. Club programs and services promote a sense of competence, usefulness, belonging, and influence.

Young people, especially those at greatest risk, need responsible adult guidance. They need to know someone cares about them and there are concerned and capable adults to whom they can turn.

Core Programming Areas

Schedules will differ from site to site depending on activities planned for the day or other special events. Activities will follow national Boys & Girls Clubs five core content areas: Character & Leadership, Health & Life Skills, Arts, Sports, Fitness and Recreation, and Education.

Hours of Operation

Administrative office hours are from 9:00 a.m. – 6:00 p.m., Monday through Friday. The administrative office and Boys & Girls Clubs of Brea-Placentia-Yorba Linda (BGCBPYL) will be closed on the following holidays: New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, Christmas eve, and Christmas Day. Our hours of operation are shown below:

Program	Hours of Operation
Brea Clubhouse	Mon.-Fri. 1pm-6pm
Travis Ranch (Yorba Linda site)	Mon.-Fri. 2pm-6pm
Summer Program (<i>Brea Clubhouse</i>)	Mon.-Fri. 7:00am-6:00pm

If you have any questions please contact your site using the information below.

Brea Clubhouse 502 S. Sievers Ave Brea, CA 92821 (714) 582-3768	Travis Ranch School 5200 Via De La Esucela, Room 38 Yorba Linda, CA 92887 (714) 287-7437
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Admission and Registration

Admission to BGCBPYL is open to any child who meets the following criteria:

- Children must be in K – 12th grade to attend.
- The BGCBPYL does not provide transportation in the summer.
- Parent has completed the entire enrollment online at parentportal.everykid.org.
- Membership fees have been paid prior to attendance. \$50 for first child and \$25 per additional child in household. **The registration fee is NON-REFUNDABLE.**
- Youth with special needs are accepted if we are able to meet their needs and they are able to participate without risk to themselves or others. **If you have any questions, please contact Club Director who can assist you.**

Membership Policies

Each member must meet the following standards:

- The member must be in K – 12th grade and have a completed enrollment packet signed by their parent or legal guardian.
- To attend the Summer or School Year program, parents must watch an orientation ([Parent Orientation](#))
- No one will be denied membership based on their inability to pay; however, payment arrangements must be made with the Club Director.

Membership and Participation Fees

Session	Fees	Description
Registration (School Year & Summer)	\$50 1 st child \$25 each addt'l child	Covers membership for entire school year and club card.
SY Weekly Fee w/o transportation	\$75	August – June Program
SY Daily Fee w/o transportation	\$19	August – June Program
SY Fee w/Transportation Weekly	\$105	August – June Program
SY Fee w/Transportation Daily	\$28	August – June Program
Summer Program 2 nd & up	\$140/weekly \$37/daily	June 8th – August 6th
Summer Program K & 1st	\$160/weekly \$45/daily	June 8th – August 6th

- For our summer program please enter the grade your child will be going into the upcoming school year.
- Registration is required when enrolling for School Year and/or Summer.
- Scholarships are available (If interested aske front desk)

Payment

Payment is due on a weekly basis. All payments must be made no later than Friday of that week. Any payments made after that Friday will incur a \$10 late fee. If your account is not paid in full and you have not made payment arrangements with your Club Director, your child will not be allowed to attend the Club until your account is paid. **There is a \$25 Administrative fee for all returned checks. After 2 checks, the Club reserves the right to no longer accept checks as a form of payment.** Financial assistance may be available. Please ask your Club Director for a Scholarship application.

Taxes

The Boys & Girls Club is a 501(c)3 non-profit and not a licensed childcare facility. **It is your responsibility to keep all receipts from payments made. If you need us to provide a year-end statement, the fee is \$25 and we require at least weeks for research.**

Our tax ID number is 95-2428410.

Club Card Policy

Members must have their club cards for entering and exiting the Club. They must always keep their club cards on them 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)

Homework

Members of the BGCBPYL will be offered homework assistance during Power Hour. It is important that parents understand that while given a chance to work on homework, homework may not be completed or corrected within that hour as staff often do not have time to check everyone's homework thoroughly. It is ultimately the parent's responsibility to check with their child on all matters dealing with homework and school projects.

Personal Belongings

BGCBPYL is not responsible for lost, stolen, or damaged belongings. We strongly encourage members to only bring essential items to the Club. Members should especially refrain from bringing items as such:

- Electronics (cell phones, PSPs, Game Boys, iPods, tablets, MP3 players, etc.)
- Sports equipment (basketballs, footballs, etc.)
- Billiard Equipment (pool sticks, etc.)
- Blankets or sleepwear
- Toys (Stuffy, dolls, cards, Pokémon cards, etc.)
- We will provide a space for personal belongings

These items may be confiscated and returned to the parent at the end of the day. Our sites are equipped with phones to place emergency calls.

Dress Code

Members should be adequately dressed for indoor and outdoor activities appropriate to the season.

- Children must have tennis shoes (without black soles), and shorts/sweatpants for gym activities.
- Children's shoes must stay on their feet; thongs, sandals, shoes with wheels, and open-toe-shoes are not acceptable.
- No clothing with holes, ragged or cut off hemlines, or made of transparent or fishnet fabric.
- Clothing that exposes the chest, abdomen, genital area, buttocks, undergarments, or legs above mid-thigh shall not be worn in the Club or on field trips.
- Clothing or jewelry (earrings, necklace, bracelets, etc.) that displays logos or images that promote drug use, alcohol, violence, profanity, or racism are not allowed.
- Oversized, extremely baggy clothing or improperly-fitted clothing is not allowed.
- Pants, shorts, or skirts must be worn at the waist; sagging is prohibited.
- Hats or hoods on sweatshirts/jackets shall not be worn in the Club at any time.

Failure to follow these standards will result in the member being sent home. **This expectation also applies to parents/guardians or guests who attend BGCBPYL functions.**

Reminder: BGCBPYL programs are active and your child will be involved in physical activities and arts and crafts programs. Your choice of clothing should be appropriate for active play, however, if you prefer that your child wear dress clothes, please send along play clothes for them to change into at the Club for certain activities.

Pick-up and Sign-out

When picking up a child, the parent/guardian(s) or those listed on the registration form for pick-up must come into the club to get them. Members are not permitted to wait outside of the club for a ride. Safety of our members is a priority.

All children must scan out from the club. Children may be picked up only by parents or those persons listed for pick-up on the registration form. A photo ID may be required by the staff at any time for any individual picking up a child. Changes to the pick-up list must be made in parent portal or given to the Club Director through email to change in system.

Note: Appropriate paperwork such as custody papers must be submitted if a parent is not allowed to pick up a child.

Please see your individual club for hours of operation. All clubs are open Monday-Friday following public school calendars during the regular school year. **ALL CLUBS CLOSE AT 6PM, PLEASE MAKE SURE THAT YOU PICK UP YOUR CHILD PRIOR TO 6PM, LATE FEES WILL APPLY!** If 4 incidences of late pick-up occur, you may be asked to make other after-school arrangements. **If your child(ren) has not been picked up one hour after closing, the Police Department will be notified.**

Late Child Pick-Up Policy

We understand the problems occasionally arise that could prevent you from picking up your child on time. In that event, please call the Club as soon as you know you may be late and identify who will be picking up your child. It is important to contact us as soon as possible; if the program staff have not heard from you by closing time, the person(s) listed on your authorized pick-up list will be contacted to pick up your child immediately. In the event that we are unable to contact you, or someone listed on your authorized pick-up list, by closing time, the police may be contacted.

Parents who do not pick up their child before the Club closes must pay the after—hour fee shown below:

Time	Fee
01-05 minutes	Grace Period
06-16 minutes	\$5.00/per child
17-25 minutes	\$10.00/per child
26-35 minutes	\$15.00/per child
36-45 minutes	\$20.00/per child
After 45 Minutes	\$1.00/per minute each child

Communication

Pre-enrollment orientation is required for parents/guardians to learn about schedules, fees, special needs, and obligations/responsibilities concerning the program. Please visit our website to receive Club tour or we have designated Open House dates where you can come in to receive a tour. **To ensure all families are informed of our new policies and procedures, your child will not be able to attend until you have viewed the orientation video.**

You can request a conference at any time and are encouraged to spend a few minutes each week talking with the staff about the program and your child. If you have any questions or concerns, please call the Club to speak with the Club Lead.

Withdrawing from Program

Please notify Club Lead in writing at least one week in advance if you wish to withdraw your child from the program; this will ensure that another child needing our services can be admitted to the program. We hope that your child's time at the Club has been enjoyable. Please let us know if there are any specific incidents or reasons causing you to withdraw your child.

Health and Safety Policy

We need to be informed if your child has a known medical condition (asthma, diabetes, seizure disorder, allergies to cleaning supplies, etc.). You will be required to have your child's physician fill out an Individualized Care Plan, outlining what should be done if a problem should occur during program hours. Please make sure that any medication and appropriate information is available with written instructions for us to follow in the event of an emergency.

Parents of the member will be called immediately in the case of a major accident or incident. In serious cases, the child will be taken to the nearest local hospital by emergency vehicle for treatment; parents will be called as soon as possible.

The BGCBPYL staff is mandated by law to report child abuse and neglect to the Division of Social Services. A report is required for any incident of child abuse and/or neglect. The person reporting does not need to witness actual abuse or neglect; he or she needs only suspect that this is occurring. Failure to report suspected cases of child abuse or neglect may result in disciplinary action.

All BGCBPYL staff, volunteers or other representatives of this organization must report any suspected child abuse and/or neglect of Club members or program participants immediately. All such suspected reports must be made to appropriate state and/or local authorities. Program staff must follow the organization's procedures for reporting and notify the organization's Chief Executive Officer (CEO) or the Area Director. The CEO and AD shall ensure that proper reporting was made to the appropriate state and/or local authorities and shall execute the organization's Crisis Communication Plan, including reporting it as a Critical Incident to Boys & Girls Clubs of America within 24 hours of learning of the report. All employees and volunteers of BGCBPYL shall undergo training as to what constitutes child abuse and neglect, the state and federal statues defining child abuse and neglect, and how to properly report such cases. Any staff or volunteer accused of child abuse or neglect will be fully investigated by authorities and this organization. In such an occurrence, contact with members and program youth will be restricted or constrained and/or the person in question suspended from employment or program participation pending the decision of the CEO and Board of Directors until such an investigation is concluded.

Staff is instructed to make every effort to prevent a member from getting into a car with a parent under the influence of drugs or alcohol. This includes the mandated reporting of parents who appear to be impaired by drugs or alcohol.

Dietary Procedures

All meals will be eaten in a common space.

Summer: Breakfast/Morning Snack 9:30/9:45, Lunch 12/12:30, Afternoon Snack 3/3:30.

School Year: Afternoon Snack 3/3:30 for all members.

Snacks/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.

Snack Program

- *Snack is served at a specific time.*
- Snack menu is posted on front door

Due to health standards and regulations, no refrigerator or microwave is available for member use (no heat-ups).

Medications

Policy prohibits staff members of BGCBPYL from administering prescription or over-the-counter medications of any kind. This includes skin cream, sunscreen, and insect repellent. If your child requires emergency medication, such as an inhaler or Epi-Pen, you are required to provide the medicine in its original packaging. All emergency medications are locked in a storage cabinet at your child's site. **(Medicines that are out of date or not in the clearly labeled original container will not be permitted).** If a situation arises that your child should need emergency medication, BGCBPYL staff will then allow him/her access to their emergency medication and allow him/her to administer the medication themselves. **BGCBPYL staff will not administer medication to a child.** Parents will be notified immediately when a child needs access to their emergency medication.

Communicable Disease 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, scabies, ringworm, head lice, etc.) the BGCBPYL will remove the member from the program areas and isolate the member in a designated area until a parent or designated guardian can be notified to pick up the member from the Club. If member has symptoms, they cannot return to the Club until symptoms have subsided for 24 hours, without the assistance of medication. We will also do periodic Head Lice checks. If staff suspect that a child may be ill, you will be called to pick up your child and required to arrange pick up within one hour.

The parent will be notified to pick up the child immediately if a child has any one of the following conditions:

- Contagious disease
- Fever over 100 degrees Fahrenheit
- Vomiting or diarrhea
- Accident requiring medical attention

The contagious member will not be allowed to participate in the Club activities until medical personnel examine the member and the member is found to be non-contagious. A letter to this effect must be signed by a physician (or registered nurse) and placed in the member’s membership file before they are allowed to return and participate in any Club activities.

Parent Notification

It is very important that we have up-to-date contact information for parents/guardians and emergency contacts. If your phone number or address changes, you are required to let us know as soon as possible through parent portal. The phone numbers provided on the application are the only way we have to notify parents in case of an accident or other emergency. Emergency situations which require the BGCBPYL to close or evacuate the building make it necessary for staff to contact each parent and/or guardian. Please make sure staff members can do that efficiently by providing updated information.

Emergencies and Disaster Plan

In the event of a fire, natural disaster, or man-made disaster, staff will evacuate all children using the posted exit routes. The appropriate authorities as well as parents and/or guardians will be contacted. Should parents and/or guardians be unavailable, those listed under “emergency pick-up” on the application will be called.

Staff Ratios and Lines of Authority

Our staff to member ratio during regular programming hours is 1 staff per 20 children and for Kindergarten 1 staff per 10 kids. The Club Lead is responsible for overseeing program quality and staff. Club Leads report to the Area Director and then to the Chief Professional Officer.

Facility Space

Club members of the BGCBPYL will be allowed to enter only those areas designated for use during programming hours. No member should be in an area unless Staff are present.

Transportation

Transportation to and from school may be provided, please check with the Club Lead for more details.

Summer Programs

Please make sure you pay attention to site announcements or call the main office for details about our summer program. Although times and activities change during the summer, adherence to the expectations in this handbook still applies.

Field Trips

Field trips are normally an integral part of BGCBPYL summer programs. Parents will be given the schedule of summer field trips and the cost of these trips. In general, you will have to enroll members through parent portal. Parents will

need to sign their children up and pay the fee to hold their children's spots for field trips. The payment is due before the field trip is to occur; your permission is required for your children to attend.

Children who do not have permission to attend the field trip will stay with an alternate group. For field trips that require a fee, the fee is due at the time you enroll members(s). Due to limited space, field trips are first come first served. Depending on the field trip, the cost will range from \$10 to \$60; most are kept under \$45.00. There are no refunds for field trips unless the Club must cancel the field trip. In this case, money will gladly be refunded.

Remember:

- Field trips must be paid in full when you sign up your child.
- Field trips are non-refundable unless the Club cancels the trip, no exceptions.
- Field trips are not included in your summer fee.
- Members must wear their BGCBPYL T-shirt, every field trip. 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.
- Members must arrive **PRIOR** to check-in times. Failure to check-in on time will result in a forfeiture of child's space and money for that trip, even if you arrive before departure.
- Members are expected to follow club rules, van rules, and staff direction. Failure to adhere to Staff direction or disregarding any other rules will result in suspension from any/all further field trips.

Behavior and Code of Conduct

- BGCBPYL has a zero-tolerance policy regarding violence and acts of aggression.
- Breaking the rules will result in time-out/loss of privileges.
- Continuing to break the rules will result in suspension.
- Repeat suspensions will result in a loss of membership.
- Children who fail to follow these guidelines can and will be dismissed from attending the Club.
- Under extreme circumstances (for example: intentional injury to another child or staff member), the Club Director has the discretion to suspend a child immediately, without advance notice.

Code of Conduct: In order to promote the child's physical, intellectual, emotional, and social well-being and growth, BGCBPYL members will be expected to follow the BGC Code of Conduct:

Have fun!

Respect yourself.

Play fairly and be honest.

Applaud the efforts of others.

Avoid inappropriate language.

Dress appropriately at all times.

Running is reserved for athletics.

Say only good things about others.

Be respectful of Boys & Girls Clubs staff.

Resolve disagreements in a positive way.

Listen during appropriate times and assemblies.

Be respectful of other members and their property.

Participate only in activity areas open to your assigned group.

Take care of your Boys & Girls Clubs facilities, grounds, and equipment.

Tobacco, drugs, alcohol, weapons, and gang colors/logos/gestures are prohibited.

Zero Tolerance Policy

The BGCBPYL strives to provide a positive place for kids. The safety of our members is our primary concern and therefore we have no tolerance for fighting or bullying. If a child acts out in an aggressive manner with the intent of harming another child, he/she will be suspended. We understand each altercation is different and some incidents are more severe than others; therefore, our discipline may vary depending on each individual incident.

The BGCBPYL reserves the right to search all persons and carry-in items such as backpacks and gym bags. Any person whose refuses to submit to such a search will not be allowed admission into the Clubs.

These guidelines apply to members, as well as parent(s), guardian(s), and any other person authorized to pick up child(ren) while they are at the BGCBPYL site. Failure to comply with these regulations may result in a ban from Club facilities and functions.

Reflection Time

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. Overall, reflection sheets support members in processing conflict in a healthy way. The reflection sheet then goes into the members file and if reflection sheets start to accumulate, then further steps will be taken to address this behavior, now involving more serious consequences.

For example: member A continues to yell at member B after verbally being instructed by the staff to stop and remember our Club agreements; therefore, staff will instruct member A to sit out and fill out a reflection sheet to process their behavior, turn it in to the staff, review the sheet together, staff signs, supervisor/lead signs, and parent signs the form at pick-up after reviewing with the lead the sheet.

Discipline Procedures

The Club’s primary method of discipline is to focus on and reward positive behavior.

Infraction I

Infraction I is defined as any minor disruptive behavior such as yelling, running, being out of your assigned area, cursing, sitting on tables, misuse of club equipment, not removing hats, or showing inappropriate signs of affection.

<u>Occurrence 1</u>	<u>Occurrence 2</u>	<u>Occurrence 3</u>
Warning & “teachable moment”	5–10minute reflection time	Suspended from that area

Infraction II

Infraction II is defined as any behavior that disrupts club activities or disrespects club, staff, or members. Behavior in this category includes, but is not limited to, outright defiance, cursing, or disrespecting staff, intimidation, encouraging or instigating a fight, horse playing, confrontations without harm, and minor vandalism.

<u>Occurrence 1</u>	<u>Occurrence 2</u>	<u>Occurrence 3</u>
Warning & “teachable moment”	10-20 minute reflection time	Suspended from club activities for the day

Infraction III

Infraction III is defined as any behavior that endangers members, staff, or club facilities. Behavior in this category includes, but is not limited to, repairable vandalism, minor theft, fighting, and outright threats. Please see our zero tolerance policy.

<u>Occurrence 1</u>	<u>Occurrence 2</u>	<u>Occurrence 3</u>
Suspended from club activities	Suspended for one day	Suspended for one week

Infraction IV

Infraction IV is defined as any infraction that is criminal or damaging to club, club members, or staff in a permanent or longstanding way. Behavior that is included in this category consists of participating or being involved in weapon

possession, major theft, drug possession, threat to staff or major vandalism. Accompanying discipline action in Infraction IV will be a police report. Please see our Zero Tolerance Policy.

<u>Occurrence 1</u>	<u>Occurrence 2</u>	<u>Occurrence 3</u>
Suspended for one month	Suspended for three months	Permanent Suspension

***The information presented indicates the general nature and level of behavioral problems in these classifications. It is not designed to contain, or to be interpreted as a comprehensive inventory of all behavior, actions, or disturbances. All behavioral problems will be handled on an individual basis.

Teachable Moment

Asking the member to choose a different behavior and giving them logical consequences for failure to comply (i.e., an apology, time out, leaving the area, etc.).

Conference with the Lead Staff and/or Program Coordinator & Area Director

The member(s) may be asked, "What did you do?" or "What part of the problem are you responsible for?" Members will be given the opportunity to discuss other possible choices and what they would likely choose to do in the future. A call to parents will be made if the incident warrants.

A Call Home and/or Short-Term Suspension

A call home or a short-term suspension may be given at the discretion of the Lead Staff in response to continued inappropriate actions.

A Long-Term Suspension or Revocation of Membership

A long-term suspension or revocation of membership may be given in response to continued inappropriate behavior.

BGCBPYL handles behavioral problems on an individual basis. It is the responsibility of parents/guardians to let us know if members have developmental disabilities so that we have information to better understand behavior. If the behavior is ongoing or extreme, the member will be sent to the Club Lead for further guidance. The Club Director has the option of sending the member home and/or suspending the Club member.

If the member's behavior remains disruptive, the member may be temporarily removed from the group. If this method still does not work, the parent will be contacted and the child may again be temporarily removed from the group. All attempts will be made to help the child.

Suspension/Termination of Membership

Suspension from the program is a last resort in cases when negative behavior remains unchanged. It is our policy to practice discretion of any other parties involved in your child's suspension as we practice focusing on each case individually with each family involved.

Only Lead Staff and Area Director are authorized to suspend children for any of the following reasons. (Parents will be notified by phone call and/or conference when the child is picked up.)

- Violent behavior that may endanger other Club members and staff.
- Excessive or abusive language.
- Not complying with the Club rules.
- Bringing a weapon into the Club or onto Club property.
- Bringing illegal drugs/alcohol into the Club.
- Attending the Club while under the influence of an illegal drug and/or alcohol.

Excessive continual suspensions could lead to termination of membership.

School Suspension

If a member is suspended from school, they will not be allowed to attend the Club. We expect good behavior in and out of the Club.

Returning after Suspension

If a child is suspended, the parent/guardian will receive a phone call notifying them of the suspension.

If a three-or-more day suspension was enforced, the parent/guardian must come to the Club and have a conference with the Lead Staff and Area Director before the child's membership may be reinstated. Any other suspension requires a parent/guardian to confer with a Club Lead regarding the expectations of the child upon their return. The members will not be allowed to return to the Club until this conference has taken place.

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: _____