GREAT FUTURES START HERE.

BOYS & GIRLS CLUBS
OF LORAIN COUNTY

Dear Parents and Members:

We are excited about your involvement with the Boys & Girls Clubs of Lorain County! In order for our staff to best serve you and your family, it is important that you read and complete this application packet **in its entirety**. What we have been able to do for the Lorain County Community the last 20 years has been because of the support of individuals, corporations, foundations, and local, state and federal grants, helping to support our mission to help all youth reach their full potential as productive, caring, responsible citizens. The Boys & Girls Clubs of Lorain County plays a powerful role in making after-school a time for learning and developmental gains for children while having as much fun as possible!

Since 1999, we have implemented summer and after-school programs that give members meaningful opportunities to engage and interact with their peers while making academic gains through fun, educational experiences. All programming is designed for school-aged children who are currently enrolled in Kindergarten and not yet graduated high school (typically 6-18 years old). We also serve a daily, hot meal which meets the USDA requirements as specified under the CACFP food program.

The Club splits members in to groups based on age and rotates them through different stations, implementing our programs such as Sports and Rec, Literacy, STEM, Healthy Habits, the Arts and much more. Trained, professional staff members facilitate proven, best practices programming and serve as positive adult mentors while guiding and teaching youth how to handle conflicts, make good choices and improve their character.

The first requirement for membership is completing the forms included in this packet, attaching necessary documentation and returning them to a Site Director at a Boys and Girls Club.

Here are some other important notes to remember throughout the Program:

- The Boys & Girls Clubs of Lorain County does NOT operate as a daycare. Your child's enjoyment of our programs and opportunities will result from his/her full participation in activities and his/her commitment to follow the rules. If they choose not to participate or comply with the Club's rules, they may be suspended from the Club and/or from field trips and activities that are planned for them.

- Members are required to check-in each day and if they are not given permission by you to walk home, then parents/guardians must sign each child out in the evening. Only those listed on the authorized to pick-up portion of the application may pick them up and sign them out. **We require a picture ID in order to identify the person picking up the child.**

• The Boys & Girls Club opens after school (time varies by location) and closes between 6 and 7 pm (depending on location. Summer hours may also vary by location but are generally from 8a-4p. Members who are picked up late are subject to a fee of $1 per minute and repeated late pick-ups may result in the member being suspended or membership being terminated. Please call the club if you anticipate being unable to pick up your child on time.

• Our goal is to maintain open communication with our member's families. If at any time you have a question about your child's behavior or have any other Club-related concerns, please contact the Site Director to set up a meeting. We try hard to work with families to reinforce what you are doing in your home to help shape and guide your child's behavior. If there is anything specific that you feel has worked well or not so well for your child in regard to academics, discipline or social interaction, please share that information with the Club Director.

• While each Club will have staff trained in CPR and Mental Health First Aid to provide immediate, life-saving assistance, we are not licensed counselors, psychologists or behavioral specialists. If your child in on an I.E.P or you feel they otherwise may need special attention in specific situations, please inform the Club Director.

• Our staff are not licensed to administer medication of any kind. We are more than happy to remind children of when to take their medicine but cannot administer it. If your child requires medication, please talk with the Club Director about who will administer that medication.

• The Boys & Girls Clubs of Lorain County has a **NO TOLERANCE** stance on violence, threats or dangerous behavior. You will receive a phone call as soon as any such behavior is exhibited. Our number one priority is to establish a safe environment in which all members can learn and grow. If you receive a phone call concerning your child's behavior or a suspension and have any questions, please contact the Site Director to schedule a meeting.

We strive to provide the best possible experience for each and every child and truly believe that ***Great Futures Start Here***. We are proud and thankful to be a part of your child's life and hope we make a positive, lasting impression. We thank you for your taking the time to fill out this application and we look forward to the school year ahead.

Sincerely,

Mike Conibear

Michael Conibear
Executive Director
Boys and Girls Clubs of Lorain County

Parental Release

I, the parent/guardian of the minor child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Clubs of Lorain County, and Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors and/or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury or death and any claim of damages resulting from the use of facilities owned or controlled by the above organizations, or participation in activities of said organizations either at or away from said facilities. I also agree to the following:

Medical Treatment

I give permission to the Boys & Girls Clubs of Lorain County to seek emergency medical treatment for the minor listed on this application if I cannot first be reached. I will be responsible for any and all costs of medical attention and treatment. I will not hold the Boys and Girls Clubs of Lorain County, or any person associated with them, responsible for any medical claim arising from such treatment/medical attention.

Data Collection and Data Sharing

I give my permission to the Boys & Girls Clubs of Lorain County to collect information via paper or online surveys, questionnaires, interviews, and/or focus groups from the minor child listed on this application. Any and all information received will be kept strictly confidential and the minor's name will never be used in the reporting of any such data. These data collections may be shared with Club staff, Boys & Girls Clubs of America (BGCA), funders, and other community stakeholders to evidence program effectiveness, demonstrate the impact of our programs on our members, and/or improve our programs.

I give my permission for the Boys and Girls Clubs of Lorain County to take pictures and or videos of the minor applicant during the Club's programs and activities and use them to promote the effectiveness of the Boys and Girls Clubs of Lorain County to its funders, the community, BGCA, and Club Staff without any further authorization or any reimbursement.

School Information

I give my permission to the Boys & Girls Clubs of Lorain County and the Local School Districts to exchange information regarding the minor listed on this application. The purpose of the exchange is to better equip the student for success in school, in the Club, and in life.

Technology

Members of the Boys & Girls Clubs of Lorain County have access to the Internet. While every preventative measure is taken to ensure the well-being of the Club's members, it is possible they may be exposed to inappropriate images, content, and/or websites. While we strictly enforce the rules and consequences that accompany the misuse of the Internet, we are not responsible for damages done to a minor as a result of viewing/using such content.

Miscellaneous

I understand the Boys & Girls Clubs of Lorain County is not responsible for lost or stolen items. I also understand that the Boys and Girls Clubs of Lorain County is only responsible for the child during the times they are signed in and present at the club.

I have read this form, I understand the procedures stated above, and I request the minor applicant be admitted into membership. As a member, and as the member's parent/guardian, we promise to be honest and trustworthy and always respect those in charge. We will take good care of the Club facilities and property. We will obey all rules. If we fail to do so, we understand that this membership may be canceled and we may lose our Club privileges.

_____ _____ /_____ /_____

Signature of Applicant Date

_____ _____ /_____ /_____

Signature of Parent/Guardian Date

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (800)795-3272 (voice) or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer."

GREAT FUTURES START HERE.

BOYS & GIRLS CLUBS OF LORAIN COUNTY

Membership Application

Note: The following information is necessary for our records and the funding of our organization. ***The answers you provide are confidential.*** *Your cooperation in providing this information is both necessary and greatly appreciated.*

Office Use Only

Membership # _____ **Card Made? (Y / N)** **Issue Date: _____/_____/_____**

Today's Date: _____/_____/_____ **Member Fee: $_____** **Date Paid: _____/_____/_____**

_____	_____		_____
First Name	**Middle Name**		**Last Name**
_____	_____	M / F	_____/_____/_____
Nickname	**Age**	**Gender**	**Birthdate**

Race/Ethnicity: ***Check ALL that apply***

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic/Latino
- ☐ Native Hawaiian / Other Pacific Islander
- ☐ White or Caucasian
- ☐ Other_____

Religion: _____

Can Applicant Swim? *Circle One* **Y / N**

Lunch Received at School: *Check One*

☐ Free ☐ Reduced ☐ Paid

How Long Have You Been a Member? _____

Which Location Will You Attend?

_____

Education

School: _____

Teacher:_____ Grade Level:_____

Expected H.S Graduation Year: _____

_____	_____	_____	_____
Applicant's Home Address	**City**	**State**	**Zip**

Live in a Housing Development? Y / N

(_____) _____ -- _____
Cell Phone Number

_____

(_____) _____ -- _____

Name of Housing Complex (LMHA, Marshall, etc.) **Home Phone Number**

GREAT FUTURES START HERE.

BOYS & GIRLS CLUBS OF LORAIN COUNTY

Membership Application (pg 2)

Pick-Up Required? Y / N First and Last Name Phone # Relationship to Applicant

Parent(s)/Guardian(s) Allowed to Pick-Up Applicant: (Make more lines if needed) _____ (___)_____-_____ _____

_____ (___)_____-_____ _____

_____ (___)_____-_____ _____

_____ (___)_____-_____ _____

Emergency Contact Information

_____ _____

1st Emergency Contact (First and Last Name) Relation to Applicant

(_____) _____ -- _____ (_____) _____ -- _____

Emergency Contact Primary Number Emergency Contact Secondary Number

_____ _____

2nd Emergency Contact (First and Last Name) Relation to Applicant

(_____) _____ -- _____ (_____) _____ -- _____

Emergency Contact Primary Number Emergency Contact Secondary Number

Parent/Guardian Work / Email Information

_____ _____

Mother/Guardian's Name Employer

(_____) _____ -- _____ _____ _____

Work Phone Ext. # Email Address

_____ _____

Father/Guardian's Name Employer

(_____) _____ -- _____ _____ _____

Work Phone Ext. # Email Address

GREAT FUTURES START HERE.

BOYS & GIRLS CLUBS OF LORAIN COUNTY

Membership Application (pg 3)

Medical Information

_____

List prior/current Medical Conditions, Allergies, and/or Injuries. Use additional paper if necessary

_____ (____) ____ - _____ _____ _____

Physician's Name **Physician's Phone #** **Ext. #** **Name of Clinic/Hospital**

Y / N _____ _____

Do You Have Health Insurance? **Insurance Provider** **Group / Member #**

_____

Please List Any Medication the Child is Currently Taking. Use additional paper if necessary

Date of Last Medical Exam or Check-Up _____ / _____ / _____

Confidential Information

The following information is necessary for our records and the funding our organization receives. As with all information on this application, ***the answers you provide are confidential****. Your cooperation in providing this information is both appreciated and necessary.*

Yearly Household Income: □ $0-$9,999 □ $10,000-$19,999 □ $20,000-$29,999
□ $30,000-$39,999 □ $40,000-$49,999 □ $50,000-$59,999 □ $60,000-$69,999 □ $70,000+

Check All Services Received:

□ SSDI □ SSI □ TANF □ Food Stamps □ Medicare □ Medicaid □ HEAP □ OWF
□ Free or Reduced School Lunch □ Veteran Compensation □ Childcare Assistance □ WIC

Child's Lives With:

□ 1 Parent / 1 Step Parent □ 2 Parent Family □ Mother Only □ Father Only □ Foster Care
□ Grandparents □ Teen Parent(s) □ God Parent(s) □ Other _____

Military Service: Years of Service _____
□ Army □ Marines □ Air Force □ Navy □ Coast Guard ☐ National Guard

Household Size □ 2 People □ 3 People □ 4 People □ 5 People □ 6 People □ 7 People or More

GREAT FUTURES START HERE.

BOYS & GIRLS CLUBS
OF LORAIN COUNTY

CLUB RULES

1. Members are required to check-in at the front desk each day and parents/guardians must sign each child out in the evening. Picture ID is required. Only those on the authorized to pick up list may do so.

2. All members and staff will treat others with respect and courtesy. Fighting, play-fighting, threats, intimidation and/or name-calling will result in immediate consequences.

3. All members are expected to show "Club Pride" by helping to take care of the equipment and facility.

4. All members are responsible for personal belongings. Any valuables that can stay at home, should stay at home. Cell phones, headphones, gaming devices, etc. will be held by the staff and returned to the member and/or parent upon leaving the Club. We are not responsible for lost or stolen items. The lost and found is emptied monthly.

5. Staff cannot administer medication. Members are responsible for their own medications or parents can give permission for a sibling/family member to administer the medication to the child.

6. All members are required to be inside the facility unless accompanied by a staff member or parent.

7. Members leaving the facility for any reason will be welcomed back to the Club ***the following day.***

8. Members must stay in areas that are supervised by Club staff and stay in their station for the duration of that program. Members may receive a consequence for repeatedly being out of an area.

9. Running is allowed only in the gym or outside.

10. GUM is not allowed at the Club.

11. Appropriate attire is required. Sleeveless shirts, tank tops, flip flops, and short shorts are considered inappropriate attire and are not allowed. Hats and/or other head coverings are only allowed while outside the building. Appropriate attire is tennis shoes, shorts and t-shirt.

12. The Club office phones are reserved for business purposes. Pick-up arrangements should be made prior to the member's arrival at the Club.

Disclaimer:

I understand that if my membership is revoked, no refund will be awarded. I understand that the Boys & Girls Clubs of Lorain County are not responsible for lost/damaged property. I further understand that the Boys & Girls Club has an "Open Door" policy, which means that if my son/daughter leaves without authorization, the Boys & Girls Clubs of Lorain County is not responsible; however, the primary contact will be notified. The Boys & Girls Clubs of Lorain County is not a state licensed day care facility and cannot be used for tax purposes. My signature below indicates that I completely understand the above statements.

_____ _____

Parent Signature Member Signature

Date: _____/_____/_____ Date: _____/_____/_____

STATEMENT of ACKNOWLEDGMENT REGARDING DISCIPLINE

Our goal is to give youth the skills needed to find effective, peaceful resolutions to obstacles that lay before them in life. To achieve this, we encourage members to recognize that, no matter what the circumstances, s/he has choices available and that s/he must accept responsibility for the resulting consequences – positive or negative.

For example, if a child hits another member, who then returns the punch, the second child may be seen by some as protecting himself. We, however, see this as a poor choice. The child could have chosen to handle the situation in another way. Thus, consequences for each child's actions would be given.

We approach each child and each situation in a manner that gives the greatest amount of dignity and respect to members. This means that, as often as possible, discussions with staff are conducted away from other members and that consequences are administered in private – as not to damage the self-esteem of any member regardless of his/her actions. Consequences given to a member for inappropriate behavior will be shared with his/her parents ***only*** and will not be discussed with other Club members or families.

Membership in the Boys & Girls Clubs of Lorain County is a privilege available to any youth who agrees to abide by the rules and expectations. Youth refusing to make such an agreement or choosing to repeatedly violate the rules may lose the privilege of being a Club member.

Conflict Resolution and Discipline Protocol: Members involved in a conflict (with each other or with staff) or having violated a Club rule will be approached in the following progressive manner:

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

Conference with the Site Director and documentation of the incident. The member(s) may be asked, "What part 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 may be given at the discretion of the Director(s) in response to continued inappropriate actions or actions that compromise the safety of self or others.

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

STATEMENT of ACKNOWLEDGMENT REGARDING DISCIPLINE (Continued)

Expectations for Parents/Guardians: We recognize that an important part of our program's success is the support that we receive from parents. A strong partnership must exist between the Club staff and the family in order for us to continue to be a safe and loving place for members to learn and grow.

Through this partnership, parents/guardians are expected to:

- Maintain open communication with the staff. We try hard to reinforce rules at home as long as they align with our rules, so let us know what works for your child in regard to discipline
- Respond as quickly as possible when members need to be picked up (upon closing time, as a consequence, or in case of injury or illness).
- Acknowledge and support our discipline and conflict resolution philosophy.
- Approach conflict with staff and/or other parents in a manner that is respectful and is not witnessed by other children or parents.
- Refrain from any physical punishment of children or verbal attacks of children on Club property.

Parents/guardians can expect from Club staff:

- Open communication regarding members' difficulties and accomplishments.
- Phone call or letter home informing parents/guardians of any incidents that might be of concern.
- Members will be treated with dignity and respect and will be given every opportunity to succeed within the parameters of the Club rules.
- Every effort will be made to ensure that Club members are safe and experience success.
- Up-to-date information regarding field trips, programs and events is provided.

Parent Signature of Acknowledgement _____

Date: _____/_____/_____

Important Boys and Girls Clubs of Lorain Policies

Child Abuse Reporting: All staff members are mandated reporters of child abuse. If a staff member has suspicions that a child is being abused or neglected, they MUST make a report to the local child services agency. The safety of the children is always our first concern.

Accidents/Emergencies: The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. Fire, Tornado and Intruder drills are routinely practiced. In the event of a fire or tornado, staff would follow the written instructions in the facility, maintaining attendance to assure that children have arrived at the designated spot.

- In the event that we need to evacuate the building due to fire or weather conditions, or the loss of power, heat, and/or water to the center, a sign will be posted in front of the center indicating the location where you can pick-up your child. Parents will also be contacted as soon as possible to come to pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.
- In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided for the parents.
- There will always be one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid. If the injury/illness is more severe, first aid will be administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their own vehicles. Only parents or EMS will transport the child.
- An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four (24) hours after the incident occurs.

Management of Illness: The Boys & Girls Clubs of Lorain County provides children with a clean and healthy environment. However, we realize that children become ill from time to time. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center as they will be sent home. Please also plan ahead and have a backup care plan in

Policies Continued

place if you are not able to take time off from work/school. If your child does not attend the school day due to illness, he/she is expected not to attend club.

A child with any of the following symptoms will be immediately sent home to the parent or emergency contact:

-Temperature of 100°F or higher in combination with any other signs of illness
-Diarrhea
-Severe coughing (causing redness in the face or a whooping sound)
-Difficult or rapid breathing
-Yellowish skin or eyes
-Redness of the eye or eyelid, discharge, matted eyelashes, burning, itching, or eye pain
-Untreated skin patches, unusual spots, or rashes
-Unusually dark urine or grey or white stools
-Stiff neck with an elevated temperature
-Evidence of lice, scabies, or other parasites
-Vomiting more than once or when accompanied by any other sign of illness
-Sore throat or difficulty swallowing

- Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified and asked to pick up the child. If a child does not feel well enough to participate in center activities, the parent may be called to pick-up the child.
- Parents will be notified if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. A doctor's note will be required stating that the child is no longer contagious.

Policy Acknowledgement

I have read the policies of Boys and Girls Clubs of Lorain County, I understand the rules and procedures stated above.

_____ _____/_____/_____

Parent / Guardian Signature Date

GREAT FUTURES START HERE.

BOYS & GIRLS CLUBS
OF LORAIN COUNTY

Activity Waiver

My minor child, _____,
will be attending the Boys and Girls Clubs of Lorain County after-school program. By signing this form, I give my child permission to participate in all activities—both on and off-site—and I agree not to hold the Boys and Girls Clubs of Lorain County responsible for injury or loss sustained while participating in any and all of the club activities.

By signing this form, I also give permission to the Boys and Girls Clubs of Lorain County to seek emergency medical treatment for the minor listed above, if I cannot first be reached by phone. I also understand that I will be responsible for any and all costs of medical attention and treatment. I will not hold the Boys and Girls Clubs of Lorain County, or any person associated or employed by them, responsible for any medical claim arising from such treatment and/or medical attention.

_____ _____/_____/_____
Parent/Guardian's Printed Name Date

_____ _____/_____/_____
Parent/Guardian Signature Date