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615 Main Street, West Springfield, MA 01089
 Tel: 413-736-1831 Fax: 413-731-8339 Web: wsbclub.org

School Year 2018/2019 - Program Registration Financial Form

The Boys & Girls Club of West Springfield presents two programs for middle school aged children and teens! The Boys & Girls Club of West Springfield's child care programs offer homework assistance, drama, math, science, literacy, character development, arts & crafts, group games, nutrition, fitness and much more in a safe, supportive environment! Our programs run the length of the WSPS school year (39 weeks).

Please check one:

Location: WS Middle School @ Middle School Program, 31 Middle School Drive, West Springfield
Program Hours: Monday – Friday; 2:30pm – 6:00pm
Grades: 6th - 8th, West Springfield Middle School students ONLY
Cost: \$25.00 per week for the length of the school year (39 weeks)

Location: Drop-In Program; Boys & Girls Club of West Springfield, 615 Main Street, West Springfield
Program Hours: Monday – Friday; 2:30pm – 6:00pm
Grades: Grade 6 and up
Cost: \$200.00/year (Paid in 4 installment)

Drop-In Program for Hampden Charter School of Science Students: The program follows the Drop-In Program schedule and pricing listed above however, please note our program follows WSPS's school calendar. Therefore we can't accommodate Hampden Charter School of Science members on unique HCSS half-days. Parents are responsible for making alternate childcare arrangements.

Transportation: Any West Springfield Middle School child who chooses to attend the Drop-In program at the Club will be bussed to the Club after school. Any non-West Springfield Middle School child attending the Drop-in program at the Club will need to arrange their own transportation to and from the program. Hampden Charter School of Science student/members will be walkers and will walk to the Club after school (.1 mile walk).

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Financial Form

Child's Name: _____ Grade: _____ Age: _____

I agree to pay the registration fee of \$25, along with the program fee. The registration fee and program fee are non-refundable. I understand that early dismissal days, early release days and some holidays are included in the program fee, and no refund will be provided for days missed due to illness or other unforeseen circumstance. I understand that special days and vacation weeks are a completely separate fee and that these programs will be provided at the Boys & Girls Club of West Springfield only. A written two week notice for early withdrawal from the program is required. I understand I may pay by cash, check, money order, credit card, or e-pay via credit card or debit card. All payments must be made at the Boys & Girls Club of West Springfield.

The Club cannot guarantee enrollment if registration packets are incomplete or missing any documentation (ie. missing signatures, medication forms, method of payment, etc.).

I agree to pay my fees as described above and understand this amount will be due every week for the length of the school year or in 4 installments, depending on which program I choose.

Signature _____ Date: _____

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BOYS & GIRLS CLUB
OF WEST SPRINGFIELD

Registration

****Please note that all information is kept confidential.****

Child's Name: _____ D.O.B. ____/____/____ Age: _____

Address: _____ City: _____ State: ____ Zip: _____

Primary Telephone: (____) _____ Circle One: Home / Cell / Work

Date of Registration: ____/____/____ Start Date: ____/____/____

Name of School (SY 2018-2019): _____ Grade (SY 2018-2019): _____

Primary Language (if other than English): _____

Optional (for funding purposes only): Does your child receive: Free Lunch / Reduced lunch / N/A (circle one)

Health Questions

Yes or No (circle one) Does your child have any medical/health conditions, allergies, dietary restrictions or other special needs? (Examples: Asthma, allergy to penicillin, allergy to nuts, gluten free diet, etc.)

If so please specify: _____

Yes or No (circle one) Does your child require medication or treatment while at our program?

If so please specify: _____

**Any prescription medications must be provided in their original boxes/bottles with the pharmacy label attached.*

**The Club Will Provide two medication consent forms to be completed & signed by a physician & parent/guardian. These forms are required if your child needs to take medication while at the Club.*

PHYSICAL DESCRIPTION OF CHILD AND CURRENT PICTURE:

Eye Color: _____ Hair Color: _____ Height: _____ Weight: _____

Sex: Male / Female (circle one) Race: _____ Identifying Marks: _____

Child's Physician: _____ Phone: _____

Address: _____

Health Insurance Carrier: _____

Policy Number: _____

T-SHIRT SIZE: (circle one) Youth – S M L XL Adult – S M L XL

Parent/Guardian Contact Information

How were you referred to WSBGClub?:

- My Child attended previously I attended as a child A friend/family Member My Child's school
 Facebook WSBGClub's Website Newspaper Ad Email from WSBGClub Other _____

Parent/Guardian Information (Primary Contact):

Parent/Guardian Name: _____

Email Address: _____

Relationship to Child: _____

Home Address: _____

Home Phone #: (____) _____

Cell Phone #: (____) _____

Employer's Name: _____

Employer's Address: _____

Employer's Phone #: (____) _____ Hours at Work: _____ to _____

Preferred contact #: Home / Cell / Work (Please circle one)

Parent/Guardian Information:

Parent/Guardian Name: _____

Email Address: _____

Relationship to Child: _____

Home Address: _____

Home Phone #: (____) _____

Cell Phone #: (____) _____

Employer's Name: _____

Employer's Address: _____

Employer's Phone #: (____) _____ Hours at Work: _____ to _____

Preferred contact #: Home / Cell / Work (Please circle one)

Parent/Guardian Signature

____/____/____
Date

Child Pick-Up/Emergency Contact Information

Children will not be released to anyone except the Parents/Guardians and the contacts who are listed below, unless written confirmation is provided to our Membership Office Staff. The list of contacts you provide to the Boys & Girls Club of West Springfield will be used in the case of an emergency and/or, if the Parent/Guardian cannot be reached. Please note, these contacts must be at least 18 years of age. Please supply a written note to the Membership Office Staff, if anyone other than the Parent/Guardian(s) or Emergency Contact(s) listed below plans to pick up your child. Any and all persons authorized to pick up your child will be required to show photo ID at time of pick-up in compliance with our childcare license.

Name: _____ **Relationship to Child:** _____

Address: _____

Home Phone: (____) _____

Cell Phone : (____) _____

Work Phone: (____) _____

Name: _____ **Relationship to Child:** _____

Address: _____

Home Phone: (____) _____

Cell Phone : (____) _____

Work Phone: (____) _____

Name: _____ **Relationship to Child:** _____

Address: _____

Home Phone: (____) _____

Cell Phone : (____) _____

Work Phone: (____) _____

Name: _____ **Relationship to Child:** _____

Address: _____

Home Phone: (____) _____

Cell Phone : (____) _____

Work Phone: (____) _____

I give permission to the above listed contacts to pick up my child from the Boys & Girls Club of West Springfield.

Parent/Guardian Signature

____/____/____
Date

Consent Form

Please carefully read and initial each line. By initialing, you agree to and understand all the terms listed below.

I understand that the Staff at the WSBGClub are trained in the basics of First-Aid and CPR, and I authorize them to give my child First-Aid and CPR when appropriate.	Required
In the case of emergency, I give the WSBGC permission to take my child to the nearest medical emergency treatment facility and to authorize necessary treatment until I can be reached.	Required
I hereby verify that documentation of physical exam, immunization, and lead screening is on file at my child's school.	Required
I give the WSBGClub permission to take my child on scheduled field trips and understand that a third-party bus company will provide transportation for our members to and from the field trip. (Trips typically occur during vacations/Special Days when applicable sign-up is offered.)	Required
I understand that In the event my child does not wish to attend the scheduled field trip, my child <u>will not</u> be able to attend the Club that day as all staff will be on the field trip. I will secure alternative care arrangements for my child for this day only.	Required
The Program Development Director may request a conference regarding my child's behavior and/or incident that may warrant suspension or termination. I understand that it is to the discretion of the Program Development Director whether my child will be suspended or terminated from the program. I also understand that I may request a conference to discuss matters that concern my child and the program.	Required
I give the WSBGClub permission to photograph my child to be used in displays and promotional materials.	Optional
I give the WSBGClub permission for my child to use computers according to the Club rules.	Optional

Transportation Plan and Authorization

(Please check write AS, BS or both on the appropriate line to indicate how your child will arrive and depart)

ARRIVAL MY CHILD WILL ARRIVE TO THE PROGRAM BY:	DEPARTURE MY CHILD WILL DEPART THE PROGRAM BY:
<i>Example: <u>BS</u> Contract Van</i>	<i>Example: <u>AS</u> Parent Pick-Up</i>
_____ PARENT DROP OFF	_____ PARENT PICK UP
_____ PUBLIC TRANSPORTATION	_____ PUBLIC TRANSPORTATION
_____ SCHOOL/PROGRAM BUS/VAN	_____ SCHOOL/PROGRAM BUS/VAN
_____ CONTRACT/VAN	_____ CONTRACT/VAN
_____ PRIVATE TRANS. ARRANGED BY PARENT BY	_____ PRIVATE TRANS. ARRANGED BY PARENT BY
_____ OTHER (Please Specify)	_____ OTHER (Please Specify)

Please note, each morning and afternoon, the Parent/Guardian or other authorized contact must accompany your child and sign them in and out of the program.

Parent/Guardian Signature

____/____/____
Date

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BOYS & GIRLS CLUB
OF WEST SPRINGFIELD

This information is *optional* and strictly confidential.
It is collected for grant funding purposes **ONLY!**

Ethnicity: (Please Circle All That Apply)

African American Multi-Racial
Asian Native American
Caucasian Pacific Islander
Hispanic Other _____

Household: (Check All That Apply)

Member Lives With:

Mom _____ Grandparent _____
Dad _____ Foster Parent _____
Step-Mom _____ Other _____
Step-Dad _____

Annual Household Income: _____

Number of Individuals in Household Over 18 years of age: _____

Number of Children in Household Under 18 years of age: _____

Is there a member of the Household 65 or Older? Yes _____ No _____

Is there a member of the Household who is Handicapped? Yes _____ No _____

Current Head of Household: Female _____ Male _____ Both _____

Current Single Parent: Yes _____ No _____

Military Service Member in Household: Yes _____ No _____

Branch: _____ **Base:** _____ **Rank:** _____

Status: Active _____ Reserve _____ Guard _____

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**BOYS & GIRLS CLUB
OF WEST SPRINGFIELD**

OPTIONAL FORM

The Boys and Girls Club of West Springfield is committed to working closely with The West Springfield Public Schools. At times it is beneficial to a child for the administration of the School-Age childcare program to exchange information with the Public Schools. If you wish to allow this exchange of information please sign the below release form. All release of information will be used in the best interest of the child and will be kept confidential.

Authorization to Release Information

I hereby give permission to the Boys and Girls Club of West Springfield School-Age Childcare Program to release and exchange any information, both written and verbal, with the West Springfield Public Schools, pertaining to the records of:

(Child's name)

Grade

Parent/Guardian Signature

____/____/____
Date

This form was developed in cooperation with the West Springfield Public Schools and approved by the Superintendent.

**Boys & Girls Club of West Springfield
Registration**

To avoid a delay in enrollment, please ensure you ...

- Have filled out, signed, and initialed all sections of the registration form
- Have signed the financial form (the first page of the packet) and indicated method of payment
- Paid the registration fee and deposit, or signed up for e-pay (as applicable)
- Read and initialed/signed all policies/consent forms
- Received the parent handbook and understand the policies and procedures of the Club's Licensed Childcare Programs. Policies & handbook are attached and/or available at www.wsbgclub.org.

By signing this form, I acknowledge that I have read, understand and agree to all Club Policies and Procedures herein and in the Parent Handbook. I also acknowledge that the information provided on this form is true and accurate. I understand that if I provide an incomplete or inaccurate registration form, my child may not be able to enroll or may be terminated from the program.

Parent/Guardian Signature

____/____/____
Date

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School Year Program Policies and Procedures

(Please detach and keep for your records)

*Please read each item carefully. Copies are available on our website. Translations are available.
Las traducciones estan disponibles. الترجمات متوفرة.*

Deposit Required for Non-E-pay Registrations: A two-week non-refundable deposit per child, per school-year program is required upon registration for those paying by cash, check or credit card. The two week deposit will be applied to the last two weeks of the program. Please note, a deposit will not be required for those who wish to utilize the E-pay system to schedule payments.

Special days and school vacation weeks are a separate fee. Sign-ups are accepted on an as-needed, first come, first served basis.

Refunds: The weekly membership fee for each week for the school-year program is a set rate for **39 weeks** or, the length of the school year. The program you register for will secure your child's slot for the length of the program. If your child does not attend the program due to an illness or other reason, there will be no refund or credit placed on the account for the missed day(s). Any weeks that are shortened due to a holiday closing, will be charged the regular fee, unless otherwise noted. There will be no additional fee for early dismissal days, early release days or half days, as long as your child is registered for the after school program on that specific day.

There will be no refund for inclement weather. The Club will make all efforts to stay open to members during inclement weather. However, if the Club deems the weather as a safety concern for its members and staff, the Club will remain closed until conditions improve. The Club will follow the school schedule and will extend the end of the program year by the number of days that were closed due to inclement weather only if they exceed the number of allotted snow days.

Financial Aid: It is the mission of the Club to supply services to those families who need us most. If you should need financial assistance, the Club encourages you to apply for Financial Aid. Financial aid forms can be found on our website at www.wsbclub.org, as well as in the Membership Office. We ask that you also fill out a New England Farm Workers waiting list form. If you should need assistance filling out the form, our Membership Staff, or Office Manager would be happy to assist you.

Please allow 1-5 business days to process your financial aid. Please note, you may be responsible for the full week's price until your financial aid is reviewed. The necessary documents needed to apply should be provided to the Membership Office. The list of documents include: latest tax return, four weeks of most recent pay stubs, social security, disability, food stamps, child support, alimony, and any other form of assistance. Financial aid is calculated by a scale that is provided on a case-by-case basis and is subject to financial aid funding.

If you receive a Financial Aid rate for your child, that installment rate is a fixed rate for each week your child is registered for the program, unless otherwise noted. If your child does not attend the program due to an illness or other reason, there will be no refund or credit placed on the account for the missed day(s). Any weeks that are shortened due to a holiday closing, will be charged the full financial aid rate, unless otherwise noted. There will be no additional fee for early dismissal days, early release days or half days, as long as your child is registered for the program on that specific day. Your financial aid rate does not include special days or vacation weeks. Families can register for special days or vacation weeks on an as-needed basis.

Outstanding Balances: If your child has a balance from a previous program, he/she will not be eligible to register for the upcoming program until the balance is brought to "0".

Your child's account must be up to date with regular payments in order to register him/her for any sports league programs, special field trips, or other special programs that contain a cost.

Registration Fee: A non-refundable registration fee of \$25 per family, per program is due at registration. If you wish to pay for the full program cost in full at the time of registration, the registration fee will be waived.

Payments Due Friday: Payments for each week are due in full every Friday by 6:00pm, prior to the start of the new week of service. Payments may be made in advance, if desired. Any payments made after 6:00pm on Friday will be subject to applicable late fees. A \$5 late fee will be charged per family, per day for each day the weekly payment is late. If the Club is closed due to inclement weather or some other unforeseen circumstance, payments will be due the next day the Club is open for operation, with no late fees.

Payments Due Friday (continued): Payments may be made by cash, check, money order, credit card, or e-pay (automatic withdrawal). All physical payments can be made at the Boys & Girls Club of West Springfield's Main Street location only. Payments may be mailed in, or may be made by setting up an e-pay account with us. A receipt will be provided to you for each transaction except E-pay payments. E-pay receipts will be provided upon request only. If you would like detailed records regarding your account, please contact the Membership Office.

E-pay/E-pay Discount: E-pay participants will receive a \$5.00 discount per week, per child. Families who are awarded financial aid are not eligible for the weekly discount, however can still utilize the e-pay service. If you are interested in setting up e-pay, please see our Membership Office. *Please note, if for any reason your card is declined the day it is scheduled to run, it should be assumed the card will be re-charged the following business day. If at that time the charge amount to the card is accepted, there will be no late fees applied to the account. However, if the card is declined a second time, applicable late fees will be charged to the account until funds become available. You should expect a courtesy call from us if the latter occurs to avoid any further late fees.*

Insufficient Funds: In the event your check is returned due to insufficient funds, you will be responsible for the money due, plus a returned check charge of \$15, which includes the fees and charges associated with the returned check.

Late Pick-up Policies: It is very important that parents make every effort to pick up their child from the program on time. If you are going to be late, please call the Club at 413-736-1831 (or call your child's Club location Site phone number) to notify us of your estimated arrival time. Starting at 6:00 PM a late fee of \$1 per minute will be charged. As mandated reporters, any child that is left 30 minutes beyond pick-up time, with no contact from the parent/guardian is considered abandoned. The Police Department and DCF will be notified. We ask that all Parents/Guardians cooperate with our pick-up policy to avoid unnecessary phone calls.

Please note: The Boys & Girls Club reserves the right to terminate any child who is chronically picked up late from the program.

Delinquent Accounts: If your account should become delinquent beyond two weeks, you will be notified by phone, mail and/or email regarding the balance due. At which time, you will be required to pay the balance in full. If you are unable to pay the balance in full, you may request to setup a payment plan for the outstanding balance with the Office Manager. Your child will be at risk for temporary termination from the program until either option ensues. If a payment plan is secured with the Office Manager for the outstanding balance, you will be required to adhere to your payment plan arrangement. In the event you do not adhere to the payment plan arrangement, your child will be at risk for temporary termination from the Club until at least two consistent payments have been made, or the remaining balance is paid in full. If at least two consistent payments have been made or the balance is paid in full, your child may then return to the Club. If an unforeseen circumstance prevents you from making payments to your account, you will need to request an additional meeting with the Office Manager to review the account. If you become delinquent and/or fail to pay your balance according to the terms above, you will be responsible for the balance due, as well as any applicable late fees and attorney/collection fees incurred.

Code of Conduct: Here at the Boys & Girls Club we promote healthy lifestyles, character and leadership. We hope everyone who enters our program is a partner in our mission. We ask that if a concern, conflict or misunderstanding arises that you are mindful of the children in our building. We are happy to find an appropriate area to address any concerns. Any outburst in earshot of our members and families and any verbal abuse toward anyone including our staff will not be tolerated and will jeopardize your child's membership.

Suspected Drug Use/Abuse: The Club also reserves the right to make sure our members are safe when they leave the building. Though alcohol and other substances are legal, we strongly encourage you to partake of these substances after you have picked up your child. We will not release a child to anyone we suspect is under the influence of any kind of drug or alcohol. Due to the fact that we have no sophisticated methods for detecting impairment we must err on the side of caution. Our Club staff will assist in finding a safe way home for the child.

Withdrawals: If you decide to withdraw your child from any registered program, you must provide 2 weeks written notice to the Office Manager. Failure to do so will result in the loss of your 2 week deposit.

Space & Waiting Lists: Space is available on a first come, first served basis. A waiting list will be created once the program reaches its maximum enrollment. If space should become available, the names on the waiting list will be called for interest in the order they were received.

Incomplete Registration Packets: The Club cannot guarantee enrollment if registration packets are incomplete or missing any documentation (ie. missing signatures, medication forms, method of payment, etc.).