



# Clubhouse Program Registration Form

Please print clearly using ink

1144 NE Cedar Street, Roseburg, OR

Phone: (541) 440-9505

Fax: (541) 440-9661

E-mail: [contactus@bgcuv.org](mailto:contactus@bgcuv.org)

Website: [www.bgcuv.org](http://www.bgcuv.org)

<b>Section I: Family Information</b>			
Parent/Guardian (child lives with)			
Mailing Address		City	Zip
E-Mail Address			
Cell Phone		Home Phone	
Employer	Work Phone	Position	
Other Parent/Guardian			
Address (if different)		City	Zip
Cell Phone		Home Phone	
Employer	Work Phone	Position	
Living with:			
<input type="checkbox"/> Both parents <input type="checkbox"/> Father & Step-Mother <input type="checkbox"/> Mother & Step-Father <input type="checkbox"/> Father Only <input type="checkbox"/> Mother Only <input type="checkbox"/> Other _____			
Is either parent in the Military? Branch _____ Status: <input type="checkbox"/> Active <input type="checkbox"/> Guard <input type="checkbox"/> Reserve			
<b>Section II: Member Information</b>			
Child's First Name		Middle Name	Last Name
Birth date		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
School		Grade	
Ethnic Information: Check all that apply			
<input type="checkbox"/> Hispanic <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> African American <input type="checkbox"/> Native American <input type="checkbox"/> Other: _____			
<b>Section III: Insurance Information</b>			
Children must have health insurance as a pre-requisite for membership. If your child is not covered by health insurance please ask membership services for information on enrolling in the Oregon Health Plan.			
Insurance Company Name			
Insurance Policy Number		Insurance Policy Group Number	

<b>Section IV: Confidential Information</b>	
<i>This information will be kept in strict confidence and is important because it helps us to identify members who qualify for services including scholarships, free eye care and free dental care. It also makes the Boys &amp; Girls Club eligible to receive federal grant funding.</i>	
Family Income:	
<input type="checkbox"/> \$0 - \$28,000 <input type="checkbox"/> \$36,001 - \$40,000 <input type="checkbox"/> \$46,401 - \$49,600 <input type="checkbox"/> \$28,001 - \$32,000 <input type="checkbox"/> \$40,001 - \$43,200 <input type="checkbox"/> \$49,601 - \$52,800 <input type="checkbox"/> \$32,001 - \$36,000 <input type="checkbox"/> \$43,201 - \$46,400 <input type="checkbox"/> Over \$52,800	
Number of people in your household: _____	
Does your family qualify for free school lunch? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Section V: Medical Information</b>	
Does your child have any medical problems or allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain:	
Please list any medications your child is taking:	
Note: The staff of the Boys & Girls Club cannot administer medication. All medication must be kept in the administrative offices. Please ask membership services for the Club's full medication policy.	
Does your child have special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please ask membership services for the Club's information sheet on serving members with special needs.	
<b>Section VI: Emergency Contacts</b>	
In case of emergency, the Club will make every effort to reach the parents/guardians listed. However, in case we are unable to reach a parent/guardian, please list at least two other local emergency contacts.	
(1) Emergency Contact Person:	Cell Phone:
Relationship to child:	Home Phone:
(2) Emergency Contact Person:	Cell Phone:
Relationship to child:	Home Phone:

### **Section VII: Parent/Guardian Agreement**

As a partner in your child's positive development, the Boys & Girls Club of the Umpqua Valley is committed to providing the best possible after-school program for your child. The following are expectations for parents/guardians of members of the Club.

Please read and understand each statement:

The Boys & Girls Club is a youth development program; not a child care facility. The program design requires members to be self-directed and responsible for choosing a program area throughout the day from the schedule provided. Our staff helps guide members through problem-solving and decision making. If you believe your child would be better suited to a child care environment, we are happy to provide information on child care options in the community.

Be sure that your child has his/her membership card every day. Scanning in and out of the Club each day your child attends is **mandatory**. The member's participation in most Club activities is also dependent on having their card with them as they move from area to area. If your child comes without a membership card, a courtesy note will be given as a reminder, if possible. If your child comes without a membership card 3 times, a replacement card, bag tag, & lanyard will be provided to your child and a **\$5.00 fee will be charged to your account**.

The Club operates with a "Safe Passages" policy. For members under 6<sup>th</sup> grade, a parent, guardian, or other adult must come to the Greeter's desk to pick up his/her child. Members in 6<sup>th</sup> grade and up may leave the Club unescorted with written permission from a parent/guardian and a signed release of liability. No member will be allowed to return to the Club once they leave the premises for the day. It is the parent's responsibility to discuss the Safe Passages Policy with his/her child and ensure that he/she complies.

I understand that my child must attend a full day of school in order to attend the after-school program.

I understand that I am expected to pick up my child on time. The Club closes at 6:30pm during the school year and 5:30pm during the summer, winter and spring breaks. If your child is picked up late, the Greeter will issue a warning notice. If your child is picked up late a second time, your child's membership may be suspended and a \$50.00 late pick up fee will be assessed in order to reinstate the membership.

If my child is sick or injured or if he/she is suspended due to a discipline issue, I am required to pick up my child within 1 hour of notification by the Club.

I understand that any violation of Club rules by my child will result in disciplinary action as laid out in the member's Code of Conduct. I accept that the Club has the right to take the disciplinary action necessary.

I understand that my child's account of an event may differ from that of another member and/or staff member. In these situations, the staff does their best to determine the truth and to administer discipline fairly. By allowing my child to come to the Club I understand that I must respect and support Club Director's decisions regarding incidents that occur.

### **Parent/Guardian Agreement continued**

Parents, guardians or family members who exhibit behavior or language that is offensive and/or inappropriate **or** engage in physical/verbal abuse or threat of harm to any staff, volunteer or member will be subject to removal from the facility.

I waive any claims against the Boys & Girls Club, board, staff or volunteers except claims arising from gross negligence or willful acts of the board or its agents that may arise from participation in Club activities.

### **Section VIII: Parent/Guardian Permission**

Permission will be required for my child to be transported to any off-site activities accompanied by leadership staff. I understand that reasonable measures will be taken to safeguard the health and safety of all participants.

I will encourage my child's positive participation in Club programs and will adhere to all Club policies. I understand that failure to abide by these rules could result in suspension of my child's membership.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

I give permission for the Club to use photographs and/or videos in which my child appears for publicity or programming purposes.  Yes  No

### **Payment Information:**

\$ 52 Annual Membership Fee

\$ \_\_\_\_\_ I would like to make an additional contribution to support the true cost of my child's participation in the Boys & Girls Club's after-school program.

Round up to \$60 (+\$8.00)

Round up to \$100 (+\$48.00)

Pay the true cost of my child's membership (+\$720.00)

Please charge my card \$60/month using the credit card listed below

\$ \_\_\_\_\_ Total paid today

### **Method of Payment:**

Cash  Credit Card  Check # \_\_\_\_\_ (make payable to BGCUV)

Please complete the following if using credit card by mail or fax:

Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp. \_\_\_/\_\_\_ CVV Code \_\_\_\_\_

### **For Office Use Only:**

New Member

Renewing Member

Rcpt. # \_\_\_\_\_

BGCUV # \_\_\_\_\_ Expires \_\_\_/\_\_\_/\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_