



**BOYS & GIRLS CLUBS
OF DELAWARE**

Registration Packet

Western Sussex Boys & Girls Club
Before & After Care

Member Name: _____

Club Contact Information:

- Club Name: **Western Sussex Boys & Girls Club**
- Address: **310 Virginia Avenue**
- Address: **Seaford, DE 19973**
- Phone Number: **(302)-628-3789**
- Email:

Hours of Operation:

- Before Care: 6:30 a.m. until start of school day (bus schedule posted at Club)
- After Care: Bus arrival (schedule posted at Club) or Dismissal from school until 7:00 p.m.
- No School Days: 6:30 a.m. – 6:00 p.m.

General Pricing Information

- Before Care: \$62.00/wk
- After Care: \$72.00/wk
- Before & After Care: \$117.00/wk
- No School Days:
- Annual Membership Fee \$15 (POC exempt)
- Purchase of Care (POC) **Site ID # 1710320800**

**** No refunds are granted for child care fees** We do not pro-rate weeks****

Office Use Only

Person accepting application initials: _____
 Administrative initials: _____
 Program Director Initials: _____
 Intake Team Initials: _____

Date: _____
 Date: _____
 Date: _____
 Date: _____

__MEMBERSHIP __PHYSICAL/SHOTS __1ST PAID WEEK __P.O.C. PAPERWORK __IEP/504 Plan

Before & After Care Information:

The Boys & Girls Club's Before & After Care Program runs throughout the school year. Doors open at 6:30am and close at 7:00 p.m. (If no school, closure at 6:00pm)

- Each child will be assigned to a group of children the same age
- All counselors are screened and trained. All have received a background check conducted by the State of Delaware.
- Homework time along with high yield learning activities and gross motor play are incorporated into the program daily.
- Snack will be provided daily. On No School Days please have your children eat breakfast before coming to the club. Parents/Guardians will be responsible to provide lunch on those days unless otherwise notified.

Purchase of Care Information:

The Boys & Girls Club accepts Purchase of Care, however, the proper steps must be taken before and throughout enrollment to ensure program placement

1. To see if you qualify under the new limits set by Delaware Division of Social Services, please call 1-800-372-2022. The Boys & Girls Club does not approve or oversee the Purchase of Care Program.
2. Purchase of Care approval forms **must be present and submitted at the time of registration**. We will only accept official forms from Delaware Division of Social Services. **Site ID# 1710320800**
3. Purchase of Care approval **does not** automatically ensure a spot in the program. Registration is still necessary and all registration rules and deadlines apply.
4. Please be sure your Purchase of Care approval sheet has the following information:
 - a) Location of the Boys & Girls Club must be named as the care provider
 - b) Dates must coincide with the school year program
 - c) If you plan on sending your child(ren) on no-school days, "Extended Care" must be marked yes

The following items are required at the time of enrollment for our Child Care Program:

- The first week of Before & After Care payment (including POC co-payments) must be paid
- All Purchase of Care documentation must be on file
- Read and sign the parent and member Code of Conduct
- Completed and signed registration packet
- Membership Form must be completed and signed each time your child is signed up for a program (i.e. childcare, summer camp, etc).
- Membership must be paid in full or current at the time of enrollment
- Current physical form and shot records (or an appointment scheduled. Physical needed in our hands within 30 days)
- Receipt of Parent Handbook signed

**** No refunds are granted for any child care payments****

PARENTS RIGHT TO KNOW NOTICE

Please read each item carefully and place initials in the space below the statement. Signature confirms that parent/guardian has read, understands and agrees to each policy and procedure.

Under the Delaware Code you are entitled to inspect the active record and complaint files of any licensed child care facility. To review a child care facility record contact: Ann Marie Bercy, Office of Child Care Licensing, 3411 Silverside Road, Concord Plaza Hagley Building, Wilmington, Delaware 19810-4803

You may also view substantiated complaints and compliance review histories for the past three years by visiting <http://www.apex01.kids.delaware.gov:7777/occl/>

Parent Initials: _____

I understand the hours of operation are 6:30am– 7pm (If no school, closure at 6:00pm) and late fees will apply to those members picked up after closure. Fees will start promptly at time of closure. The late fee is \$5 per child for the first 15 minutes you are late and \$1 per minute for each additional minute per child payable at the of pick up. I understand that I am responsible for paying the late fee BEFORE my child can return to the program.

Parent Initials: _____

I further understand that payments (including POC co-payments) are due by 6pm the Friday prior to the start of the next session and failure to make a payment on time will result in my child no longer being able to attend the child care program. We do not pro-rate weeks.

Parent Initials: _____

I, the parent/guardian hereby give permission for my child to be transported by or travel with the Boys & Girls Clubs of DE for special events, trips or by bus to and from school (if applicable).

Parent Initials: _____

I acknowledge that cell phones may not be used, must be turned off while at the Boys & Girls Club, and must be out of sight. In addition, I understand that electronics and other computer devices are not permitted at the Boys & Girls Club. I understand that staff will confiscate any device that my child brings to the Club.

Parent Initials: _____

I acknowledge that my child is responsible for any personal belongings that are brought into the Boys & Girls Club. In addition, I understand and agree that Boys & Girls Club is not responsible for any personal items regardless of the value that may be lost, stolen, or destroyed even if item is confiscated while a member is attending the club.

Parent Initials: _____

I acknowledge that bullying and harassment are not permitted at Boys & Girls Club. I understand that bullying can entail verbal abuse, physical abuse and technological abuse (i.e. Facebook, etc.). I understand that Boys & Girls Club has **zero tolerance** when it comes to bullying and harassment.

Parent Initials: _____

I understand that members will spend a portion of the day outdoors; weather permitted, and understands that appropriate attire and enclosed toe shoe must be worn and that sunscreen is my responsibility.

Parent Initials: _____

Screen Time Permission

Children over the age of two may have an educational video, movie (G or PG), or game incorporated into their curriculum. These may be viewed on a television, computer, tablet, or gaming device. These will be age-appropriate and limited to one hour per day unless a special occasion or activity occurs. Children will be closely supervised while using the internet.

Parent Initials: _____

I, the parent/guardian, hereby give permission for my child to swim while attending the Boys & Girls Club

Parent Initials: _____

I understand that snack will be offered daily by the club and that if my child does not plan to eat what is being offered I will pack him/her a nutritious bag snack. I understand there will NOT be access to a microwave for food which needs to be heated. I also understand that no members will be able to order or receive “take out” or fast food at the club.

Parent Initials: _____

I understand that the failure of my child to comply with the member code of conduct may result in suspension or removal from the program. **No refunds are granted should this occur.**

Parent Initials: _____

I understand that all parents, guardians and person who enter the club with me must follow the Visitor Code of Conduct. If any of the above named act disrespectful or aggressive towards any staff member, they will be asked to leave the premises and the child’s membership privileges may be **revoked. No refunds are granted should this occur.**

Parent Initials: _____

I understand that I or whomever is dropping off or picking up my child/ren must enter the building at drop off and pick up to sign members in/out. In addition, I understand that whomever is picking up may be asked for ID on any given day. (This is an Office of Childcare Licensing Regulation)

Parent Initials: _____

I understand that pictures may be taken while at the Boys & Girls Club or on a field trip to use in the program or in promotional materials for the club.

Parent Initials: _____

I have received and understand it is my responsibility to read the Boys & Girls Club Parent Handbook.

Parent Initials: _____

I understand that it is my responsibility to contact both school district transportation and my child’s school to have his/her bus stop changed to the Boys & Girls Club stop or to let the school know my child will be getting on the Boys & Girls Club bus. (If applicable)

Parent Initials: _____

I understand that if my child is going to be absent from Boys & Girls Club, I must contact someone by 2:00pm. If your child uses our causal care we must be notified by 1:00pm on the day they are attending.

Parent Initials: _____

I understand that the Boys & Girls Club needs a copy of my child's report card for reporting and funding purposes. I give permission for them to make copies of all report cards.

Parent Initials: _____

I understand that prior to my child starting I must provide a copy of his/her IEP or 504 accommodation to the Boys & Girls Club in order to ensure academic and behavioral consistency and success.

Parent Initials: _____

My initials above indicate that I have read, understand and agree to the policies and procedures listed:

Parent/Guardian Signature:

Date: _____

Positive Behavior Management Approach

The Boys & Girls Club approaches behavior management in a serious, but positive manner. Appropriate behavior will be rewarded with positive reinforcement. In the event that the child exhibits inappropriate or negative behavior, the staff will use positive redirection. Staff shall use positive age-appropriate methods of guidance of children which encourage self-control, self-discipline, self-esteem, & cooperation. The following behavior policy will be reinforced by staff throughout the school year. PARENTS please make sure that you discuss the behavior policy with your child.

Behavior Policy

Minor Violations: Those violations that relate to behavior and do not endanger the safety of themselves or others.

Examples: Using profanity around children or staff, not obeying counselors, etc.

- Verbal Warning
- Write up in file and phone call to parents
- Write up in file and parents conference
- Write up in file and sent home
- Write up in file and 1 day suspension

Major Violations: Those violations that endanger the safety or well-being of the child, other children or staff.

Examples: Pushing, shoving, kicking, hitting, throwing objects at others, theft, bullying, etc.

- Write up in file, conference with parents and one day suspension
- Write up in file, conference with parents and three day suspension
- Child removed from the program

All behavior incidents are handled on an individual basis. Accommodations will be made for students with 504/IEP's. Some violations will require immediate action which may include dismissal from the program. They will be up to the discretion of the club's Directors.

Note: Giving your child permission to hit someone back is a major violation and will be handled accordingly.

My signature below indicates that I have read and understand Boys & Girls Club's Positive Behavior Management Approach:

Parent/Guardian Signature _____

Print Name _____

Date _____

Member Code of Conduct

As a member of the Boys & Girls Club, I am fully committed to:

- Treating all staff, adults, and other youth with Respect
- Lending a helping hand when needed
- Valuing all cultures and individual differences equally
- Doing my part to keep the building, property, and equipment clean, neat and working properly
- Being friendly to all and demonstrating a positive attitude
- Striving to do my best in everything I do
- Representing the Club's values, both in the Club and when I am outside the building
- Taking responsibility for my choices and the results from making those choices
- Using appropriate language and good manners at all times
- Participating in Club events and activities and following all the Club rules

I understand that my membership privileges may be suspended or revoked if I do not honor this Code of Conduct:

Member Signature _____ Date _____

Parent and Visitor Code of Conduct

As a visitor or parent of a member of Boys & Girls Club, I am fully committed to:

- Treating all staff, adults, and other youth with Respect
- Valuing all cultures and individual differences equally
- Doing my part to keep the building, property, and equipment clean, neat and working properly
- Being friendly to all and demonstrating a positive attitude
- Respecting and reinforcing the Club's values while in the Club
- Modeling appropriate language and behavior at all times
- Following Club policies and procedures at all times
- Supporting Club activities and events whenever possible
- Voicing concerns and ideas for improvement to staff
- Reading all posted materials and asking questions if they are unclear
- Having a Supportive & Cooperative Partnership with staff

I understand that my child's membership privileges and my access to the Club may be suspended or revoked if I do not honor this Code of Conduct:

Parent/Visitor Signature _____ Date _____

“Getting to Know Your Child” Form

(For YOUR CHILD to fill out)

My name is: _____
My nickname is: _____
My favorite activity is: _____
My favorite food is: _____
My least favorite food is: _____
My favorite person is: _____
I am afraid of: _____

(For YOU to fill out)

Please list all the adults living in your child’s household:

	NAME	RELATIONSHIP
1		
2		
3		
4		

Please list all the children in the family along with ages and gender:

	NAME	AGE	GENDER
1			
2			
3			
4			

Does your child have a special diet? Yes No If yes, please explain: _____

Due to tastes, allergies, reactions, and/or religious beliefs, are there any foods, which should not be served to your child? Yes No If yes, please list: _____

Please list any personal habits, thumb sucking, nail-biting, etc. _____

What are your main expectations of this program or things your child needs additional help with? _____

Please list anything else that you feel is important for us to know about your child, or any recommendations you have for us, that will help ensure your child is successful in this program:
