Thank you for choosing the Boys & Girls Club to provide early morning care for your children. It is our goal to offer an affordable child care option, while providing a safe and positive environment for youth development.

**LOCATIONS:**

<table>
<thead>
<tr>
<th>Boys &amp; Girls Club</th>
<th>Salamonie School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parkview Boys &amp; Girls Club</td>
<td>608 East State Street</td>
</tr>
<tr>
<td></td>
<td>1063 E 900 South</td>
</tr>
<tr>
<td>Huntington, IN 46750</td>
<td>Warren, Indiana 46792</td>
</tr>
</tbody>
</table>

**HOURS:**

5:30 AM until the start of school

If school is closed due to weather, both before school sites will meet at the Parkview BGC Site located at 608 East State Street.

If the cancellation occurs after 5:30 am, Salamonie members will be transported to the Parkview site by either Club staff or HCCSC transportation.

Members picked up by noon will be charged their regular before school fee. Members who remain at the Club after noon will be charged $5.00/per day, per child until 5:30 PM.

**COST:**

- **Paid** school lunch: $10 per week per family (less than four hours per week $5.00)
- **Reduced** school lunch: $5 a week per family (less than four hours per week $2.50)
- **Free** school lunch: Fee waived for family

**PAYMENT:**

Payment may be scheduled for a weekly or bi-weekly cycle. All payments will be due the Friday of the chosen cycle. If payment is not made, your child will be unable to return until past due amount is made.

**DROP OFF:**

An adult must come inside of the Club and sign-in all members with a Club staff.

**MEALS:**

Breakfast for will be served daily.
Name of Child: ___________________________ Circle Site: State Salamonie
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Approximate drop off time: ______ Days expected to Attend: M T W R F

Additional Notes: ___________________________

Choose a Pay Schedule: □ Weekly □ Bi-Weekly Date of First Payment ____________

Paid School Lunch____ Reduced School Lunch____ Free School Lunch____

FEE PER ½ UNIT (up to 4 hrs) $____ FEE PER 1 UNIT (4 hrs or more) $____

The Boys & Girls Club of Huntington County must verify the school lunch status for each student participating in the Before School program to determine the weekly Before School fee for each family. Additionally, we must have on file immunization records for each student participant. The data collected is in effort to remain in compliance with grant funded programs used to maintain affordable fees for the Before School Program.

All records and information regarding services will be limited to the authorized Before School Staff and HCCSC. No individual student data will be released beyond that which is specified in this authorization. This authorization will remain in effect for the 2018-19 schoolyear or until rescinded in writing.

_____ Yes. I DO want school officials to share information from my Free and Reduced Price Meals Application with the Boys & Girls Clubs.

_____ Yes. I DO want school officials to provide copies of my child’s immunization records.

By signing this form, I grant Huntington County Community School Corporation to disclose to the Boys & Girls Club of Huntington County the information checked above.

Print Name of Parent: ___________________________

Signature of Parent: ___________________________ Date: _____________________
DISCIPLINE/GUIDANCE POLICY

It is very important a child’s development is nurtured through caring, patience and understanding. However, while caring for your children, we may have to respond to your child’s misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors, we will not use:
- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, we will:
- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child’s eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out chair for no longer than one minute per year of your child’s age, if necessary

If your child’s behavior is very disruptive or harmful to himself or other children, we will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

As a parent, you may have some concerns or wish to offer suggestions. Using the lines below, we may modify the above plan with agreed upon suggestions.

Additional techniques to be used with my child:


Child’s Name ___________________________ Date of Birth ___________________________

Parent/Guardian Signature ___________________________ Date ___________________________