Clubhouse Policies Regarding Participation in Alternative Payment Programs

- You must complete the attendance form weekly no later than Friday of that week. If your child rarely attends, and you don’t think you’ll be in on Friday, we recommend signing/dating ahead of time so you don’t miss the deadline. If the attendance sheet is not signed weekly, we reserve the right to not pick up your child the following week.
- If you do not comply with the CDA/YMCA and clubhouse policies, the clubhouse is not reimbursed for your child’s program fees. If this is the case, you will be responsible for paying the unreimbursed month’s fees and/or your child will be suspended from our program.
- Participation in CDA/YMCA program does not release a family from clubhouse enrollment/cancellation policies. Cancellations and enrollments must be received by the stated deadlines. Parent will be responsible for any cancellation or late enrollment fees.
- Attendance sheets must be fully and correctly filled out in order for CDA/YMCA to reimburse the clubhouse. Failure to complete the attendance sheets correctly and on time means the club does not receive payment for your child’s program fees, in which case the parent will be responsible for paying.
- You must comply with the times approved and communicated to you in your “Certificate for Child Care Services”. If your child arrives at the clubhouse before, or leaves the clubhouse after, the approved time frame, CDA/YMCA will not reimburse their fees.
- Note that CDA and YMCA do not cover peripheral fees, including field trips, late night events, T-shirts, and penalties such as late enrollment or late cancellation fees.

See below for examples/instructions regarding the attendance sheet. Your child’s sheet may look slightly different, depending on which “Stage” of care you are a participant of – but the guidelines are the same. Be sure to use the same color pen for the in time, out time, and/or comment each day.

1. The two middle columns should not be used unless you pick up your child during the day and then bring them back again later. Otherwise, Time In should be recorded in the first column, and Time Out in the fourth. See example on the right.
   a. Parent is responsible for inputting all times. We have attached a bus schedule to the signout clipboard so you can reference when your child’s bus arrives at the clubhouse, and make an educated estimate.
2. Any absence on a day the clubhouse is open should have an explanatory comment, and must be legible. See example on the right.
   a. Do not fill in times on a day your child did not attend. False claims of attendance can jeopardize your coverage in the alternative payment program.
3. Do not cross out days of non-attendance, or weekends. Simply leave the times blank.
4. Sign and date the form no later than the 5th of the following month.
5. CDA/YMCA will reject forms with rounded times, or times that are exactly the same each day (e.g. Monday 2:30-5:00, Tuesday, 2:30-5:00, Wednesday 2:30-5:00, etc).

We appreciate your help and consistency in this regard. If you have any questions, you can contact the BGC Carlsbad Membership Department, or your case worker.

I have received and understand the Boys and Girls Clubs of Carlsbad policies regarding Alternative Payment Program attendance sheets and other related policies.

Parent’s Name (printed) __________________________________________

Signature ______________________________________________________

Date __________________________________________________________