



## Kids' Clubhouse Enrollment Form

\_\_\_\_\_  
Name of Child (last name, first name)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Parent or Guardian's Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Phone # / Cell Phone # \*

\_\_\_\_\_  
Emergency Contact and/or  
Authorized to Pick-Up

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Phone # and/or Cell Phone #

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Work Address

\_\_\_\_\_  
Work Phone # \*

\_\_\_\_\_  
Parent or Guardian's Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Phone # / Cell Phone # \*

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Work Address

\_\_\_\_\_  
Work Phone # \*

\*Please initial below.

\_\_\_\_\_ I understand that the Boys & Girls Club of Newport County is working closely with the schools on how they are reopening and that the Club will provide full days of care for families in case the state determines that distance learning is the safest option.

\_\_\_\_\_ I understand the Club will communicate their plans as soon as the final reopening plans for schools are approved.

\_\_\_\_\_ I understand transportation this year may look different and the Club will determine this based on current guidelines. This will be communicated once the Club's plans are approved.

### **Medical Information and History**

First Aid: I authorize the Program Staff to administer first aid treatment to my child.

Hospital: Should a medical issue arise I understand that a conscientious effort will be made by the Boys & Girls Club of Newport to contact me at the emergency numbers I have provided before any medical action is taken. In case of an emergency, I understand that choice of hospital may be limited by service of the local rescue squad.

Doctor: I authorize the Program Staff to contact \_\_\_\_\_ M.D. at (Phone #) \_\_\_\_\_ with questions the Program Staff may have regarding the health of my child.

Social: Please attach a letter stating any additional information on how your child functions in a group setting which would be pertinent to their participation at the Club.(withdrawn, shy, reactive, ADD, easily discouraged etc...)

## **Transportation Permission (based on traditional Club programming)**

I \_\_\_\_\_ give permission for my child \_\_\_\_\_ to be transported by the Boys & Girls Club of Newport to an/or from \_\_\_\_\_ school, in order to attend the KIDS CLUBHOUSE program. An authorized adult must be present at home or the child will be returned to the Club until an authorized adult picks them up. Any changes to transportation home must be made with BGC Newport Staff **before** 4:00pm.

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We participate in the CACFP which allows us to provide free nightly meals to all participants. If you do not wish to have your child partake of these meals, please speak with our Program Coordinator. BGC is an equal opportunity provider and employer and abides by all state and federal requirements. Please see our staff for a copy of the state requirements should you have any questions.

I have read and understand all the policy information that has been provided to me and agree to comply with these policies.

\*Parent/Guardian's Signature

Date

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### **Kids' Clubhouse Parent Authorization for First Aid & Emergency Treatment**

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In the event it is necessary, I authorize the Program Staff to administer first aid treatment to my child. I authorize the Program Staff to contact \_\_\_\_\_ M.D. at (Phone #) \_\_\_\_\_ with questions the Program Staff may have regarding the health of my child.

In consideration of admittance, I hereby authorize the Boys & Girls Club of Newport to arrange for medical examination and/or treatment of my child, \_\_\_\_\_ should an emergency arise at the Club or on a field trip. I understand that the Boys & Girls Club of Newport will make a conscientious effort to contact me at the emergency numbers I have provided below before any medical action is taken. I understand that choice of hospital may be limited by service of local rescue squad.

Health Insurance Plan \_\_\_\_\_

Policy Number \_\_\_\_\_

Please note that all emergency contacts are denoted on the Kids' Clubhouse Enrollment Form.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## **Kids Clubhouse Policy & Procedure Updated Handbook Acknowledgement**

By signing below, you acknowledge that you have read, understand and agree to abide by the policies and procedures outlined in this manual by the Boys & Girls Club of Newport.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name

## Discipline Policy & Procedures

The Kids' Clubhouse staff use positive methods of discipline which encourage self-control, self-direction, self-esteem and cooperation.

The staff is prohibited from using the following means as punishment.

1. Hitting, shaking, biting, pinching or inflicting any form of corporal punishment.
2. Restricting a child's movement by binding or tying him or her.
3. Mental or emotional punishment such as humiliating, shaming or threatening a child.
4. Depriving a child of meals, snacks, rest or necessary toilet use.
5. Confining a child in an enclosed area such as a closet, locked room, box or similar cubicle.

*\*Non-severe discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming themselves, other persons, or property.*

All staff members are expected to handle the discipline of the children in their charge. A child is sent to the Director when:

1. The staff person has used all resources at his/ her disposal and the member still refuses to cooperate. Before a child is sent to the Director, it is expected that the staff member has made the following efforts to solve the problem:
  - a. Give the child an opportunity to explain their behavior and identify a more appropriate response.
  - b. Warn the child to correct his/ her behavior
  - c. Use fair judgment in deciding the consequence, ex. Removal from activity, formal discipline report to parent or guardian.
2. In the event that a child commits an act which calls for his/ her immediate removal from the activity, either to maintain control or to protect the safety of the group, the child is taken to or sent to the office of the Director. The Director, after considering the facts will take the appropriate action.
3. In the event of serious breaches of discipline policy, dismissal from any program or activity will be served with due process, but dismissal by the Director (pending the hearing) will be enforced where necessary. The Director will, in the final analysis, exercise the authority and assume the responsibility for the proper application of all rules.
4. Repeated episodes of any behavior issues (stealing, bullying, fighting, etc...)will be handled individually, keeping in mind that dismissal from a program will be applied only in extreme cases, where all efforts to improve behavior have failed.

□□□□ All suspensions will be reviewed by the Director of Programs and the Assistant Executive Director. If a child is suspended for more than one day, parents or guardians must communicate with the Director of Programs before the child may return.

## **Discipline Policies and Procedures Acknowledgement**

I have read the attached Discipline Policy & Procedures and understand they will apply to my child upon entering the Kids' Clubhouse program at the Boys & Girls Club of Newport. I will review this document with my child. I agree that my child and I will abide by the attached Discipline Policy & Procedures.

*Please sign and date below and return this page to the Director of Programs or the front office at the Boys & Girls Club of Newport. Please retain the attached Discipline Policy & Procedures document for your records*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_



**Optional:** Are there other circumstances preventing you from being able to afford the total cost of the program in which you are registered?

*Ex: Caretaker illness will reduce family income.*

**SIGNATURE:** I certify that all of this information is true and correct and that all income is reported.

\_\_\_\_\_ **date**

**The Boys & Girls Clubs of Newport County reserves the right to request documentation verifying the information reported.**

**Eligibility Chart 2017/2018 (Based on Federal Poverty Guidelines)**

Household Size	150% or less Qualifies for 75%	150% to 200% Qualifies for 50%	200 % to 250% Qualifies for 25%
1	\$18,090	\$24,120	\$30,150
2	24,360	32,480	40,600
3	30,630	40,840	51,050
4	36,900	49,200	61,500
5	43,170	57,560	71,950
6	49,440	65,920	82,400
7	55,710	74,280	92,850
8	61,980	82,640	103,300

**Office use only**      % discounted from original price \_\_\_\_\_ **Weekly Rate/ total program cost : \$** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_