

# Boys & Girls Club of Mount Vernon

## After School Program

September 9, 2021 – June 10, 2022

Registration is now open! Register early!



### General Information

350 South Sixth Avenue, Mount Vernon NY

Ages: 6 – 13

Cost: \$100 per school year

Mondays – Fridays, 3:00 pm – 6:30 pm



914-668-9580



[bgcmvny.org](http://bgcmvny.org)



914-668-1902



[mcampos@bgcmvny.org](mailto:mcampos@bgcmvny.org)

### Specialty Programs

Cheerleading, Dance, GAGA Ball,  
Basketball, Volleyball, Soccer

*Must be a registered Club Member  
Additional Days & Fees May Apply*

### Registrations Requirements Checklist

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

#1: General Information

#2: Code of Conduct

#3: Club Policies

#4: Consent Form

#5: Medical Information

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

#6: Physician's Form & Immunization Records

#7: Birth Certificate

#8: \$100 Registration Fee (Non-refundable)

#9 Covid – 19 Safety Precautions

#10 Income verification: Recent Tax Return



# After School Program Membership Application

## Member Information

Name \_\_\_\_\_ Male Female  
*Last First MI* (circle one)  
Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_  
Address \_\_\_\_\_ Apt# \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

## Parent/Guardian Information

**Female Guardian** (circle one) **Mother** **Stepmother** **Other** \_\_\_\_\_  
Name \_\_\_\_\_ Place of Employment \_\_\_\_\_  
Cell# ( ) \_\_\_\_\_ Work# ( ) \_\_\_\_\_ Email \_\_\_\_\_  
**Male Guardian** (circle one) **Father** **Stepfather** **Other** \_\_\_\_\_  
Name \_\_\_\_\_ Place of Employment \_\_\_\_\_  
Cell# ( ) \_\_\_\_\_ Work# ( ) \_\_\_\_\_ Email \_\_\_\_\_

## Family Information

- Gross Household Income (Please circle one)  
Under \$15,000    \$15,000 - \$25,000    \$25,000 - \$45,000    \$45,000 - \$65,000    Over \$65,000
- Does your child qualify for free or reduced lunches at school? **No** **Yes**
- Does your child live in a single parent household? **No** **Yes**
- Is your family a military family not living on a base? **No** **Yes** **Physical** **Mental** **Both**
- Is any member of your household disabled? (If yes, circle one)
- Who does your child live with? (Circle all that apply.)  
**Mother** **Stepmother** **Father** **Stepfather** **Grandparent** **Other** \_\_\_\_\_
- How many brothers does your child have? \_\_\_\_\_ What are the ages? \_\_\_\_\_
- How many sisters does your child have? \_\_\_\_\_ What are the ages? \_\_\_\_\_

## Income Verification:

To secure grant monies and donations, federal authorities and our auditors require us to collect certain information from the families we serve. Please complete the income requirements that Boys & Girls Club of Mount Vernon may secure funding for its programs, and continue to keep fees low in order to serve your needs.

Acceptable Items –

- current, most recent Tax Return, or
- 4 consecutive Pay stubs dated 30 days of application, or Budget letter from government agency or affiliated agency.

## Office Use Only

☐ Cash    ☐ Check    ☐ CC    ☐ Money Order    Staff Initials \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Receipt \_\_\_\_\_ Date Received \_\_\_\_\_

## #2: Code of Conduct

**This form must be read and signed by each Club member and Parent/Guardian.**

The Boys & Girls Club of Mount Vernon encourages youth to engage in positive recreation, education, and social & character development activities. It serves as a positive arena where young people can socialize, learn, have fun, and participate in activities especially designed for them. For these reasons – and for the safe secure management of the Club, the following Code of Conduct exists and will be enforce.

- 
1. Remove hats, headgear, and poor attitudes upon entering the Club.
  2. Keep the Club clean; eat only in approved areas.
  3. Respect others. Be kind with your words and actions.
  4. Refrain from hanging out or roaming the hallways, bathrooms, stairwell, and offices.
  5. Do not bring weapons of any kind into the Club, and fighting will not be tolerated.
  6. Participate in gymnasium floor activities with sneakers, pants, or shorts and a top.
  7. Refrain from disrupting or interfering in the management of the Club activities and events.
  8. Refrain from engaging in destructive behavior such as activating the fire alarm.
  9. Refrain from encouraging or participating in vandalism.
  10. Refrain from possessing or using illegal drugs or alcohol.

### Membership Card

All members are given a membership card when they join the Club. Members must bring their card each day to the Club. If the membership card is lost, members can request a replacement. A fee of \$5 is charged for the replacement card. Allowing non-members to use the card may result in suspension.

### Suspension & Expulsion

At the discretion of onsite supervisory staff, members can and will be suspended (depending on the infraction) for a variety of days, weeks, months, or the entire program season if they knowingly and repeatedly violate the above-mentioned rules. Members who knowingly violate the rules will be warned several times before they are considered for suspension. If a member is expelled for any infraction, no previous funds will be refunded.

When a suspended member returns to the Club, he/she is given a fresh start. No mention is made of the suspension to avoid pressure on the youth. The more serious and destructive actions can and will result in suspension for an entire program season or permanent expulsion altogether. The Chief Executive Officer or Executive Director can suspend a member for more than 30 days. Our policies are not designed to be punitive, but to encourage and reward positive behavior and hold youth members accountable for negative behavior. Permitting a program to function without rules presents risks to our members and staff, sets a poor example for our youth, and stands contrary to our mission of providing youth with a safe, clean, and positive environment where they come to learn, have fun, and meet people.

We hope both members and parents understand and support our effort to run a productive Club with quality programs by people who genuinely care about the youth and community.

### Member's Pledge

I hereby apply for membership at the Boys & Girls Club of Mount Vernon NY Inc. I agree to obey the rules of the Club and be respectful of the staff and officers. I promise to be loyal to the Club, to allow no one to use my membership card, and to be careful to prevent damage to the building and equipment. I agree that my membership may be suspended or canceled at any time.

### Signatures

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## #3: Club Policies

**This form must be read and signed by each Club member and Parent/Guardian.**

### Application Process

To become a member of the Boys & Girls Club of Mount Vernon, NY Inc., we must receive a complete application for each child. A complete application means that each section of the Registration Form must be complete. We must also receive a current physical, immunization record, birth certificate, and Guardian income verification. We will not accept incomplete applications. Payment must be received at the time the complete application is submitted. We will not accept an application without payment in full.

- **After School Program** – The age requirement for the After School Program is 6 – 13 years. The cost of the membership in the After School Program is \$100 per Club member for the program year. **(Summer Program Not Included.)**
- **Teen Program** – The age requirements for the Specialty Programs is 14 – 18 years. The cost of membership in the Teen Program is \$25 for the program year.
- **Specialty Programs** – The age requirement for the Specialty Program is 6 – 18 years. Members in the Specialty Programs must first become Club members. \$100 for 6 – 13 years old, and \$25 for 14 -18 years old. In addition, members must contact the Directors if these programs to get information about meeting times and locations. The Club has the following Specialty Programs: Basketball, Cheerleading, and Dance.

### Mandatory Late Fee

Hours for the After School Program are 3:00 pm – 6:30 Pm. All After School members must leave the Club by 6:30 pm or mandatory late fee will be charged. We will enforce a late fee of \$1/minute with a maximum of \$50. The Fee must be paid when you pick up your child or they cannot return the following day.

### NSF Charges

There is a \$35 fee for returned checks. If a check is returned, you will need to find another method of payment.

### Sign-in/Sign-out

All members must sign in when they arrive and sign out when they leave.

### Personal Information Regarding Members

The Boys & Girls Club of Mount Vernon will only give information about Club Members to the Parent/Guardian who registered the child. If the parent or guardian wishes the information to be released to others, the request must be submitted in writing or via court order.

### Personal Items

The Boys & Girls Club Mount Vernon strongly encourages members not to bring cell phones, iPads, or any other expensive personal items to the Club. The Club cannot assume responsibility for items that are lost, stolen, or misplaced.

### Signature

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## #4: Consent Form

**This form must be read and signed by Parent/Guardian**

### Member Participation

- My child is allowed to engage in all activities and trips that form part of the Boys & Girls Club of Mount Vernon unless I notify the Club in writing.
- My child is allowed to participate in the National Youth Outcome Initiative survey program unless I notify the Club in writing.
- I consent to the transportation of my child to and from all activities deemed necessary by authorized members of the Boys & Girls Club of Mount Vernon in conjunction with the program for which my child is enrolled.
- I give permission for my child's likeness to be used in any Boys & Girls Club publication/video.
- I give permission for my child to participate in the OJJDP Mentor Program offered by Boys & Girls Club of Mount Vernon, NY Inc.
- I give permission for my child's likeness to be used in any Boys & Girls Club Affiliated partners publications/video.
- I hereby release and discharge the Boys & Girls Club of Mount Vernon, staff members, volunteers, and Board of Directors from any liability in the event of an injury, accident, and/or negligence that may involve my child while participating in programs conducted by the Boys & Girls Club of Mount Vernon.

### Extra Charges

- I understand that all After School Program members must leave the Club by 6:30 pm. I understand that a mandatory late fee of \$1/minute will be enforced (with a maximum of \$50) If my child remains at the Club beyond the time that he/she should leave. I consent to pay the fee before my child can return to the Club.
- I understand that there is a \$35 fee for returned checks. If I submit a check for payment that is returned, I consent to paying the NSF charges and I will pay future fees in cash.
- I understand that all Club members must bring their membership cards with them each day to the Club. If a membership card is lost or stolen, I understand that there is a \$5 charge for a replacement card.

### Sign-in/Sign-out Procedures & Personal Information

- I understand that all members must sign in when they arrive and sign out when they leave the Club.
- I understand that the Boys & Girls Club of Mount Vernon will only give information about my child to the person who signs this form. If I want the information to be released to others, the request must be submitted in writing or via court order to the Club in advance.

### Signature

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



## #5: Medical Information for Parent/Guardian

*This form is to be completed by a parent or guardian. Please answer these questions about your child.*

**Is your child Hispanic/Latino?** (please check one)

☐

Yes

☐

No

**Race** (Check ALL that apply)

☐

American Indian

☐

Asian

☐

Black

☐

White

☐

Native Hawaiian/Other Pacific Islander

Other \_\_\_\_\_

### Medical History

Ear Infections	No	Yes	If yes, last known date	/ /
Rheumatic Fever	No	Yes	If yes, last known date	/ /
Convulsion	No	Yes	If yes, last known date	/ /
Diabetes	No	Yes	If yes, last known date	/ /
Behavior	No	Yes	If yes, last known date	/ /

### Allergies

Hay Fever	No	Yes	If yes, last known date	/ /
Ivy Poisoning, etc.	No	Yes	If yes, last known date	/ /
Insect Stings	No	Yes	If yes, last known date	/ /
Penicillin	No	Yes	If yes, last known date	/ /
Other Drugs	No	Yes	If yes, last known date	/ /

### Diseases

Chicken Pox	No	Yes	If yes, last known date	/ /
Measles	No	Yes	If yes, last known date	/ /
German Measles	No	Yes	If yes, last known date	/ /
Mumps	No	Yes	If yes, last known date	/ /
Asthma	No	Yes	If yes, last known date	/ /

### Significant Health Info/Current Conditions

**Does your child have chronic or recurring illnesses?** Please print.

No

Yes

If so, please list them here. \_\_\_\_\_

**Has your child had any contagious illnesses?** Please print.

No

Yes

If so, please list them here. \_\_\_\_\_

**Has your child had serious injuries?** Please print.

No

Yes

If so, please list them here. \_\_\_\_\_

**Has your child had any surgeries?** Please print.

No

Yes

If so, please list them here. \_\_\_\_\_

**Has your child been hospitalized?** Please print.

No

Yes

If so, please list them here. \_\_\_\_\_

**#5: Medical Information for Parent/Guardian, (cont'd)****Does your child take medications?** *Please print.***No****Yes**

If so, please list them here. \_\_\_\_\_

**Does your child wear glasses, contact lens, or any other medical equipment?****No****Yes**If so, please list them here. *Please print* \_\_\_\_\_**Does your child have any conditions that would modify his/her activity at the Club?** If yes, please list them here. *Please print.***No****Yes****Does your child have allergies?** *Please print.***No****Yes**

If yes, please list them here. \_\_\_\_\_

**Are there any foods that your child should not eat?** *Please print.***No****Yes**

If yes, please list them here. \_\_\_\_\_

**Does your child have any other medical conditions of which we should be aware?** If yes, please list them here. *Please print.***No****Yes**

\_\_\_\_\_

**Consent for Emergency Treatment**

I give authority to the Boys & Girls Club of Mount Vernon to obtain necessary emergency medical treatment for my child with the understanding the family will be notified as soon as possible.

( )

Signature

Date

Phone

Print Name

Relationship to Child

**Emergency Contacts**

Give the names of at least two individuals who are available to come to the Club in case of emergency if the parents or guardians are not available. *Please Print.*

( )

Name

Relationship to Child

Phone

( )

Name

Relationship to Child









Phone

## Covid-19 Safety Precautions: Health and Hygiene

The BGCMV is committed to providing all members with a safe environment by ensuring each person who enters the site abides by the Hygiene and Health Policy. The COVID-19 pandemic has affected society in an unprecedented fashion. Significant adjustments are essential to ensure we continue to keep all our members and families safe.

All staff members shall abide by local and state government mandates regarding COVID-19. Staff shall ensure Club members are always following our guidelines.

### Safety Guidelines

-  All staff members shall wear a mask and gloves in the building. The Director of Safety and Security will distribute masks and gloves to each staff member. Masks are reusable and machine washable. The masks issued are not particulate filtering N95 medical masks; however, they will provide protection and help reduce the transmission of COVID-19. Gloves will consist of non-latex material and will be safely disposed of after each workday.
-  Staff and Club members entering the building shall have their temperatures checked with a no-touch forehead thermometer for early signs of sickness related to COVID-19.
-  All persons entering the building shall use the hand sanitizer dispenser located by the front entrance. The front desk coordinator shall ensure all persons are using the hand sanitizer upon entering the building and shall check the temperature of all visitors before being admitted.
-  Hands are to be cleaned regularly with soap and water for a minimum of twenty seconds.
-  Coughs and sneezes will be covered with a tissue or the inside of the individual's elbow.
-  All occupants in the Club will practice social distancing by keeping six feet apart, refraining from sharing items, and keeping their hands to themselves. The Chief Professional Officer, Director of Safety and Security, and the Director of Education will ensure activities are modified to accommodate social distancing.
-  Staff members will be responsible for the cleanliness and sanitation of their respective areas throughout the day. Tables, chairs, computer keyboards, games, toys, and high touch surfaces will be disinfected frequently, with the last cleaning occurring at the end of the day.
-  We will mark the floors with colorful masking tape to indicate appropriate social distancing.
-  All children will be required to wear protective masks. They are receiving cloth, washable, reusable masks. We will have extras to supply when needed.
-  A Jr. staff/volunteer will be stationed outside each bathroom to assure only one child at a time uses the bathroom.
-  The Club will utilize all doors in the building except the boiler room (4) to move from one area to the other to minimize groups of children crossing each other's paths. Once the schedule is finalized, we will provide guides for each group to minimize crossing other groups.



It is our collective responsibility to maintain a healthy environment at the Club. If anyone is exhibiting symptoms of a sickness, he/she shall be sent home under the directive of the Chief Executive Officer or the Director of Safety and Security. Symptoms of sickness can include, but not be limited to, coughing, sneezing, fever-like symptoms, and runny-nose. Staff members showing signs of sickness will be spoken to and advised directly by the Chief Executive Officer or the Director of Safety and Security. Club members exhibiting signs of sickness will be isolated in an empty room; parents will be notified immediately to pick up their child. The room occupied by the sick child will be sanitized after each use.

## **Rules for Parents**

Parents will not be allowed in the Club house unless they have an appointment with a staff member.

A table will be set up outside of the Club manned by a senior staff and two other staff. As children arrive, the members temperatures will be taken before they separate from the parent/guardian. Once they are clear, they will be brought into the building, signed in, and a monitor inside the building will escort them to their designated area. Temperature will be taken via touchless thermometer.

If anyone in the BGCMV community (participants, staff, volunteers) tests positive for Covid-19, we will close the building as soon as possible and remain closed for 14 days (2 weeks)

BGCMV Board and Staff have worked extremely hard to offer a program that makes sense for our organization and for our community. With our community slowly reopening and our parents needing to work, a safe viable live program for Mount Vernon is critically important. We are committed to serving our community in a safe and responsible manner. If we all band together to execute our plan we can have a safe, productive, successful program.

Mel Campos,  
Chief Executive Officer