

GREAT FUTURES START HERE.



Office Use Only	
FN: _____	INV: _____
LN: _____	PD: _____
CUBBIE NUMBER: _____	SY 2021-2022

MEMBERSHIP APPLICATION

Confidentiality: Any information requested is for our records and for the funding our organization receives. The answers you provide will be kept completely confidential. Your cooperation in providing this information is both appreciated and necessary.

Member Information

FName: _____ MName: _____ LName: _____

Home Address: _____ City: _____ Zip: _____

Home Phone: _____ Gender: Male Female

T-shirt size: YS YM AS AM AL AXL AXXL AXXXL

School: _____

Grade: (2021-2022 School Year): _____

Birthdate: ____ - ____ - ____

Ethnicity:	<input type="checkbox"/> Hawaiian Pacific Island
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian
<input type="checkbox"/> Non-Hispanic	<input type="checkbox"/> Black/African American
	<input type="checkbox"/> Caucasian
	<input type="checkbox"/> Multiple Races
	<input type="checkbox"/> American Indian/AK Native

Social Security # _____ - _____ - _____ Chose not to answer

Insurance Co. /Medical Card: _____ Physician: _____

Insurance Policy/Medical Card #: _____ Physician Phone: _____

Medical Problems/Disabilities / Allergies: _____

Medications: _____

***Behavioral Concerns: _____

This section must be filled out completely for application to be accepted

Parent / Guardian #1 Information Mother Father Guardian

FName: _____ LName: _____

Home Address: _____ City: _____ ZIP: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Parent / Guardian #2 Information Mother Father Guardian

FName: _____ LName: _____

Home Address: _____

City: _____

ZIP: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email: _____ **

****Must show legal documentation to have authorized spouse or legal guardian taken off pick-up list.****

Family Information

****REQUIRED** THIS IS KEPT CONFIDENTIAL**

Family Income: _____ \$9,000 or below _____ \$9,001-\$12,000

_____ \$12,001 or \$15,000 _____ \$15,001-\$19,000

Family Size: _____ _____ \$19,001 or \$23,000 _____ \$23,001-\$28,000

_____ \$28,001 or \$32,700 _____ \$32,701-\$37,500

_____ \$37,501 or \$42,000 _____ \$42,001 +

Family Setting: _____ Both Parents

_____ Mother Only

_____ Father Only

_____ Grandparent(s)

_____ Guardian

_____ Other

Check all that Apply:

_____ TANF

_____ Food Stamps

_____ General Assistance

_____ SSDI

_____ SSI

_____ Veteran's Compensation

_____ Day Care Voucher

_____ School Lunch

_____ Medicaid

_____ Section 8

_____ Public Housing

Referring _____ Catholic Charities

Organization: _____ Center for Children Services

_____ Danville District 118

Other: _____

Emergency Contact Information

Please list two people who may be contacted in the event that parent/guardians can not be reached. Persons listed below should be different from parents/guardians named previously.

Note-these Contacts will be considered an "Authorized Pick-up" for your child. If you would like to add additional individuals to the list, please list their name(s) and Relationship below. **"Authorized Pick-Up" list, please list their name(s) and RELATIONSHIP below. Those picking up are asked to call 217-446-4315 once they are in the parking lot for release of their child. Please do not call in advance as we don't want children sitting up front. There will be no in-building sign outs by person picking up the child(ren) at this time (until further notice).*

Contact #1 _____ Relationship _____ Acquaintance* _____ Other*

FName: _____ LName: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Contact #2... _____ Relationship _____ Acquaintance* _____ Other*

FName: _____ LName: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Membership Waiver

I have read and completed the membership application and hereby authorize my son/daughter to enroll at the Boys & Girls Club of Danville. I furthermore agree that:

- The Boys & Girls Club of Danville, Boys & Girls Clubs of America, the City of Danville, and representatives of the aforementioned, shall be indemnified and saved harmless from any and all claims of every character and nature arising out of or resulting from my child's participation in Club activities both on-site and away from the Club.
- No refunds are given if a child withdraws from the program for any reason, including being dismissed for disciplinary reasons.
- In the event that I cannot be reached in an emergency, I hereby give permission to the physician selected by Club Staff to hospitalize, secure proper treatment for and to order injection and/or anesthesia and/or surgery for my child as named above. I understand that I will be responsible for any/all costs of medical attention and treatment.
- I give permission for photos of my child to be used for promotional purposes related to the Club as deemed appropriate by Club Staff.

Parent/Guardian Signature

Date

Walker Policy & Procedures

***Only sign if you wish for your child to walk home on a regular basis. ***

Club members given written permission from their parent/guardian to walk home from the Club will be allowed to do so at the Club's designated time. The designated time during the After-School Program will be **5:00 p.m.** Only requests received in writing and signed by a parent/guardian for a member to be permitted to depart the Club outside the designated time be honored. Should special circumstances arise; a parent/guardian may also contact the Club via phone and give verbal permission for a member to leave. Verbal permission only be honored on the day which the call is received.

The Club provides no staff supervision of members after they have departed the premises of the Club and holds no liability. The Club reserves the right to require pick-up of members when inclement weather occurs.

I have read and understand the Club's "Walker Policy and Procedures" and hereby grant permission for my son/daughter to be permitted to walk home from the Boys & Girls Club of Danville.

Parent/Guardian Signature

Date

Code of Conduct

The Boys & Girls Club of Danville expects staff, members, and guests to behave in accordance with our mission and values at all times, respecting the rights and dignity of others.

At the Boys & Girls Club, we demonstrate Respect, Responsibility, Caring and Honesty by:

- Speaking in respectful tones; refraining from the use of vulgar or derogatory language; and dressing appropriately.
- Resolving conflicts in a respectful, honest, and caring manner; never resorting to physical contact or threatening gestures.
- Respecting others by refraining from intimate behavior in public; abstaining from contact of a sexual nature.
- Respecting the property of others; never engaging in theft or destruction.

- Creating a safe, caring environment; never carrying illegal firearms or devices.
- Participating in programs to build a healthy spirit, mind, and body; never engaging in the use, sale, dispensation or possession of illegal drugs or narcotics, or the use of alcohol on the Boys & Girls Club premises.
- Adherence to the Boys & Girls Club Code of Conduct and regulations are essential.
- Any and all return checks will be a \$25.00 recovery fee.

Members and guests are encouraged to be responsible for their own personal comfort and safety by requesting that any person whose behavior is in violation of the Code of Conduct listed above stop the offensive behavior immediately. If a member feels uncomfortable confronting the person directly, they should report it immediately to a staff person or the Administrative Staff on Duty.

Members and guests should not hesitate to notify a staff person if assistance is needed. Please do not hesitate in requesting help. Our staff is here to make the Boys & Girls Club the best part of your day.

I, the undersigned, have read and agree to the above Code of Conduct and following discipline procedures of the Boys & Girls Club of Danville.

Member's Signature: _____

Date: _____

Parent/Guardian's Signature: _____

Date: _____

DISCIPLINE PROCEDURES

- If incident/action requires more than an in-area time-out or apology, or is a recurring behavioral problem, an incident report will be filled out.
- **FIRST INCIDENT REPORT** (for non-zero-tolerance rule):
 - Punishment including but not limited to: apology, time out, work assignment, or in-house suspension.
- **SECOND INCIDENT REPORT** (for non-zero-tolerance rule):
 - Punishment including but not limited to: apology, time out, work assignment, or in-house suspension.
- **THIRD or MORE INCIDENT REPORT:**
 - Suspension starting at one (1) day. For every subsequent offense, a day will be added to previous punishment up to three (3) days.
 - After being suspended for three (3) days, next offense will result in a one (1) week suspension.

o If a subsequent offense occurs after one (1) week suspension, another full week of suspension will be administered.

o After two (2) weeks of suspension, a meeting with the Executive Director, Program Director, parent/guardian, and child will occur. Possible expulsion will be discussed and left to the discretion of the Executive Director and Program Director.

▪ **FIRST OFFENSE ZERO-TOLERANCE RULE** (except hitting another member/fighting):

o Member will receive one (1) warning.

o Punishment including but not limited to: apology, time out, work assignment, or in-house suspension.

▪ **SECOND OFFENSE ZERO-TOLERANCE RULE** (except hitting another member/fighting):

o Suspension starting at one (1) day. For every subsequent offense, a day will be added to previous punishment up to three (3) days.

o After being suspended for three (3) days, next offense will result in a one (1) week suspension.

o If subsequent offense occurs after one (1) week suspension, another full week of suspension will be administered.

o After two (2) weeks of suspension, a meeting with the Executive Director, Program Director, parent/guardian, and child will occur. Possible expulsion will be discussed and left to the discretion of the Executive Director and Program Director.

▪ **HITTING ANOTHER MEMBER/FIGHTING:**

o Suspension starting at two (2) days. If a subsequent offense occurs, two (2) days will be added to previous punishment (four (4) days).

o Next offense will result in a one (1) week suspension.

o If subsequent offense occurs after one (1) week suspension, another full week of suspension will be administered.

o After two (2) weeks of suspension, a meeting with the Executive Director, Program Director, parent/guardian, and child will occur. Possible expulsion will be discussed and left to the discretion of the Executive Director and Program Director.

ZERO TOLERANCE RULES:

o **Fighting**

o **Harassment of any type**

o **Insubordination/Disrespect toward staff**

o **Theft or Destruction**

*Club Administration reserves the right to forgo the aforementioned procedures and suspend or expel any member when extraordinarily unacceptable situations arise. *

Technology Acceptable Use Policy

The following rules and regulations are to be observed by all Technology Center users at all times:

- Absolutely no food or drinks in the lab or near iPads!
- Get permission from staff BEFORE you print anything.
- Only visit "Club Appropriate" Web sites...
 - If you need help deciding what is appropriate, ask a staff member if you are allowed to visit a specific site BEFORE you go there!
- Chat rooms and instant messaging are not allowed!

- You may not buy anything online or enter contests.
- Do not save anything to the computer's hard drive.
- Speakers are to remain at a reasonable level!
- Abuse or inappropriate use of the technology equipment will not be tolerated.
- **The pirating or unauthorized use of another person's log-in and password will result in an automatic suspension from the Club!**
- **DO NOT DOWNLOAD ANYTHING!!!**

Technology Use Agreement

Please read the TECHNOLOGY ACCEPTABLE USE POLICY before signing this agreement. The signatures on this document indicate that all parties who have signed have read and understand all terms and conditions pertaining to the use of the Boys & Girls Club of Danville's technology facilities and the rules regarding the use of the Technology Center.

Member Section:

I have read the TECHNOLOGY ACCEPTABLE USE POLICY. I agree to follow the rules and guidelines listed in the policy. I understand that if I violate the rules, I may lose my privileges to use the Technology Center, and I may be disciplined according to the Club's disciplinary guidelines and procedures. I hereby release the Boys & Girls Club of Danville, the Board of Directors and its staff and agents acting therein from any claims and damages arising from my use, or inability to use these systems and services.

Member's Signature: _____

Date: _____

Parent/Guardian Section:

As the parent/guardian of the above member, I have read the TECHNOLOGY ACCEPTABLE USE POLICY, and grant permission for my child to use the Technology Center in the Boys & Girls Club of Danville to access the Internet and use the computer for learning exercises. I understand that the Technology Center is primarily used for learning activities and member development. I also understand that it is impossible for all inappropriate material to be screened out completely. The Club will take reasonable measures to provide a safe place to learn and grow in technology usage. As such, I as a parent will not hold any entity of the Club responsible for inappropriate use of the software or equipment. After reading the policy, I grant the above-named member access to the Technology Center/individual iPads and all equipment used in accordance with club programming.

Parent/Guardian's Signature: _____

Date: _____

If you do not wish for your child to access the Internet, please initial here _____.

Attendance Policy

The Boys & Girls Club of Danville is committed to providing a safe atmosphere and quality programming for our members. Through these programs, we hope to inspire and enable them to reach their full potential as productive, caring and responsible citizens. It is our desire that every member receives the most benefit they can through their participation, and for this to occur, they must attend the Club on a regular basis.

Due to a large waiting list and to effectively serve as many children as possible, we have instituted the following Attendance Policy. Members are **REQUIRED** to attend the Club **at least** fourteen (14) days out of every month or 3-4 days per week (roughly 70 % attendance). If this does not occur, you will be notified, and your child will be placed on "Membership Probation". If your child does not reach the minimum attendance requirement during the following month, you will be notified, and his/her membership could be revoked. **No refunds will be given.** If you so choose, your child will be placed at the end of the waiting list and will be re-considered for membership if an opening becomes available. If your child is absent from the Club due to family vacation, illness, sports or any other external activity, you should notify the Club (in writing or verbally) in advance or as soon as possible preferably before being absent.

I, the undersigned, have read and agree to abide by the above Attendance Policy of the Boys & Girls Club of Danville.

Member's Name: _____

Parent/Guardian's Signature: _____ **Date:** _____

Overnight Policy

The Boys & Girls Club of Danville does not condone or encourage overnight visits between members and staff. The only exception is a Club sponsored event; in which case you will be notified by Club Administration (via written notification). Under no circumstance is a member of the Boys & Girls Club of Danville to stay overnight with a staff member or volunteer.



Dear Parent/Guardian

Danville School District #118 is pleased to partner with the Boys & Girls Club of Danville by providing an opportunity for students to participate in the After-School Program that is offered by the Club. The After-School Program **begins Monday August 23rd, 2021, and ends Tuesday June 7th, 2022**. The Club is open for 1st-12th grade from 2:30pm-6:30pm during regularly scheduled school days. If COVID causes schools to be closed (virtual schooling only) for the FY22 year, we will look to open for 1st-12th grade from 7:30am-5:30pm (provide own transportation both ways). Blended school schedule Club hours would be looked at if needed (school buses to Club/parent-guardian pickup).

Arrangements have been made to provide transportation to the Club at the end of each school day for those students who **are members of the Club and in the 1st-12th grades.** Students must agree to ride the bus to the club **every day** in order to take advantage of this transportation offer. As with regular transportation arrangements, **any changes in the routine will require a note from the parent (given to the school) in advance.**

If you are interested in having your child participate in Club activities and ride the bus directly to the Club at the end of the school day, we ask that you complete the form below and return with your membership application to the Boys & Girls Club at 850 N. Griffin Street.

Please note that the Club closes at **6:30pm**. *Parents/guardians must provide transportation home from the Club.* Members picked up **after 6:30 p.m.** will be assessed a **\$5/member late fee per each 10 minutes.**

We will begin these transportation arrangements on **Monday August 23rd, 2021 or approximately 3-5 days after the application is received once school begins.** If you have any questions regarding this matter, please call Denton Hird, at 446-4315.

Sincerely,

Robert Gifford

Robert Gifford, Executive Director
Boys & Girls Club of Danville

I give permission for my child _____ to ride the

Student Name (please print)

school bus from _____ to the Boys & Girls Club

School Name (please print)

of Danville at the end of each school day.

Parent/Guardian Signature

Date

Teen Reach Release Form

(Required: All members ages 6-18)

I agree to cooperate with the Boys & Girls Club of Danville and its staff for the well-being of my child and adhere to the policies and procedures of the organization. I further agree to assist in any way possible for the betterment of the Club.

I give permission for the child named to participate in the programs of the Teen Reach program at the Club. I understand that the program focuses on academic enrichment, recreation, life skills, education, and mentoring.

I give permission for photos of my child to be used for promotional purposes related to the program.

I give permission for the Boys & Girls Club of Danville to secure academic information from the school my child attends so that his/her progress can be assisted by Teen Reach.

Child Name: _____

Parent/Guardian's Signature: _____ **Date:** _____

Parent/Guardian's Name (please print): _____

I agree to volunteer at least one hour a month at the Boys & Girls Club of Danville if asked. The following are the days and times I am able to volunteer.

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

Fieldtrip Policy

I give permission for the child named to participate in fieldtrips scheduled by the Club. I understand that I will be notified of any fieldtrip prior to it taking place. If I do not wish for my child to participate in a specific fieldtrip, I am required to provide written documentation including my child's name, the nature of the fieldtrip, my name, and my signature to the Club at least three (3) days prior to the fieldtrip. **If this should occur, I understand that my child is not allowed to come to the Club on that particular day, as all Club Staff will be participating in the fieldtrip.**

I, the undersigned, have read and agree to the above Fieldtrip Policies of the Boys & Girls Club of Danville.

Parent/Guardian's Signature: _____

Date: _____



BOYS & GIRLS CLUB
OF DANVILLE, IL

850 N. Griffin Street
Danville, IL 61832
Phone: 217-446-4315
Fax: 217-446-6885
www.bgcdnv.org

Dear Parent/Guardian,

We require all members to present their I.D. card upon entrance and exit to the Club every day. This is to ensure the safety of your child, teach them personal responsibility for their belongings and for attendance record keeping purposes.

Per our I.D. card policy a replacement I.D. card will cost after the 3rd time of not having it. The cost for the card is \$5.00. Additionally, your child will be suspended until the fee is paid or an I.D. card is presented.

This must be found or replaced immediately!

Please ensure that your child's I.D. card is in their book bag before they leave the house each morning. Encourage them to leave it in there until they get to the Club **as this I.D. card policy will be strictly enforced. No exceptions.**

Thank you for your cooperation.

Sincerely,

Denton Hird

Denton Hird
Unit Director

I, the undersigned, have read and understand the Club's I.D. card policy and agree to the above-mentioned discipline procedures of the Boys & Girls Club of Danville.

Member's Name: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____



Boys & Girls Club of Danville
 Mervis Unit
 850 North Griffin Street
 Danville, IL 61832-3306
 Phone: 217.446.4315
 Fax: 217.446.6885
 www.bgcdnv.org

2021 - 2022 CALENDAR

To: Parent/Guardian

Programming ends daily (Monday thru Friday) at 6:30 p.m. unless otherwise posted. Members picked up after 6:30p.m. will be assessed a \$5.00 per member late fee per 10 minutes. Following is a list of scheduled

closing *dates and times:*

Wednesday	August 18	Staff Institute – No school for students
Thursday-Friday	August 19-20	Early dismissal for students
Monday	August 23	First full day of school for all students
Monday	September 6	Labor Day – District closed
One week	October 11-15	Fall Break – School closed
Monday	October 18	Students & staff return from Fall Break
Tuesday	November 9	Early dismissal for parent conferences after school
Wednesday	November 10	Early dismissal for parent conferences after school
Thursday	November 11	Veterans Day – District closed
Friday	November 12	No school for students & staff
Wednesday-Friday	November 24-26	Thanksgiving Break – District closed
Monday	November 29	Students & staff return from Thanksgiving Break
Friday	December 17	Early dismissal for Winter Break
Two weeks	December 20-31	Winter Break – District closed

2022

Monday	January 3	Students return from Winter Break
Friday	January 14	Semester Planning Day – No school for students
Monday	January 17	Martin Luther King Day – District closed
Monday	February 21	Presidents' Day – District closed
One week	March 21-25	Spring Break – District closed
Tuesday	April 5	Early dismissal for parent conferences after school
Thursday	April 7	Early dismissal for parent conferences after school
Friday	April 8	No school for students & staff
Friday	April 15	Good Friday – No school for students & staff
Monday	April 18	No school for students & staff
Monday	May 30	Memorial Day – District closed
Tuesday	June 7	Last day of school

If District 118 closes due to inclement weather, the Club will be closed to members as well.

We hope this calendar will help you make the appropriate arrangements for your children's care.

THANK YOU FOR YOUR COOPERATION