



**BOYS & GIRLS CLUB
OF DANVILLE**

Office Use Only	
FN: _____	INV: _____
LN: _____	PD: _____
CUBBIE NUMBER: _____	SY 2022-2023

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 YL AS AM AL 1XL 2XL 3XL

School: _____

Grade: (2022-2023 School Year: _____)

Birthdate: ____ - ____ - ____

Social Security # _____ - _____ - _____

Insurance Co. /Medical Card: _____ Physician: _____

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

Medical Problems/Disabilities / Allergies: _____

Medications: _____

***Behavioral Concerns: _____

Ethnicity:	_____ Hawaiian Pacific Island
_____ Hispanic	_____ Asian
_____ Non-Hispanic	_____ Black/African American
	_____ White
	_____ Multiple Races
	_____ American Indian/AK Native
	_____ Chose not to answer

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: 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
Referring _____ Catholic Charities
Organization: _____ Center for Children Services
_____ Danville District 118
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

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.**

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 5:30 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 will 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 will 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.
 - If a subsequent offense occurs after one (1) week suspension, another full week of suspension will be administered.
 - 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):
 - Member will receive one (1) warning.
 - 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):
 - 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.
 - If subsequent offense occurs after one (1) week suspension, another full week of suspension will be administered.
 - 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:**
 - Suspension starting at two (2) days. If a subsequent offense occurs, two (2) days will be added to previous punishment (four (4) days).
 - Next offense will result in a one (1) week suspension.
 - If subsequent offense occurs after one (1) week suspension, another full week of suspension will be administered.
 - 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:

- **Fighting**
- **Harassment of any type**
- **Insubordination/Disrespect toward staff**
- **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!
- ☞ 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 and all equipment used in accordance with using the above-named facility.

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 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 (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 will be revoked. 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) as soon as possible.

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 Tuesday, August 15, 2022, and ends Tuesday, May 30, 2023.

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**. 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 6:30 p.m. *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 15 minutes.**

We will begin these transportation arrangements on Tuesday, August 15, 2022. If you have any questions regarding this matter, please call Jason Henton, 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 will volunteer at least one hour a month at the Boys & Girls Club of Danville.
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: _____



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, as well as to teach them personal responsibility for their belongings.

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.

Your child is **not** allowed to come to the Club during his/her suspension. If this occurs, you will be assessed to twenty-dollar (\$20) fee.

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,

Jason Henton
Jason Henton
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**

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

2022 - 2023 CALENDAR

To: Parent/Guardian

Programming ends daily (Monday thru Friday) at 6:30 p.m. unless otherwise posted. Members picked up after 6:30 p.m. will be assessed a \$5.00 per member late fee per 15 minutes. Following is a list of scheduled closing dates and times: The Club is closed on days District 118 is closed unless otherwise noted.

2022

Wednesday-Thursday August 10-11
Friday August 12
Monday August 15
Friday September 2
Monday September 5
One Week October 17-21
Monday October 24
Tuesday November 1
Thursday November 3
Monday November 7
Tuesday November 8
Friday November 11
Wednesday-Friday November 23-25
Monday November 28
Friday December 16
Two weeks December 19-30

Staff Institute – No School for students
Early dismissal for students
First full day of school for all students
½ day student attendance; ½ day staff development
Labor Day – District closed
Fall Break - School closed
Students & staff return from Fall Break
Early dismissal for parent conferences after school
Early dismissal for parent conferences after school
No school for students & staff
Election Day – No school for students & staff
Veterans Day - District closed
Thanksgiving Break - District closed
Students & staff return from Thanksgiving Break
Early dismissal for Winter Break
Winter Break - District closed

2023

Monday January 2
Tuesday January 3
Friday January 13
Monday January 16
Friday February 17
Monday February 20
Friday March 17
One week March 20-24
Tuesday April 4
Thursday April 6
Friday April 7
Monday April 10
Monday May 29
Tuesday May 30

New Year’s Day observance – No school for students & staff
Students return from Winter Break
Semester Planning Day – No school for students
Martin Luther King Day – District closed
Half Day student attendance; half day staff development
Presidents Day – No school for students & staff
Half Day student attendance; half day staff development
Spring Break - District closed
Early dismissal for parent conferences after school
Early dismissal for parent conferences after school
Staff Institute – No school for students
No school for students & staff (following parent-teacher conference)
Memorial Day – District closed
Last Day of school if all five emergency days are used

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

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

THANK YOU FOR YOUR COOPERATION