



BOYS & GIRLS CLUBS
Wiregrass

Rehobeth

AFTER SCHOOL PROGRAM

With the goal of instilling every Club member with a sense of self-worth, the Boys & Girls Club offers a range of programs and services that help members reach their full potential to become productive, responsible, and caring citizens. We provide a daily snack, quiet time for homework, and proven educational games and programming. Through these fun and engaging programs, the Boys & Girls Club offers something for every young person.

August 6, 2024 - May 16, 2025

Annual Membership Fee- \$25.00 per member

(All memberships must be renewed every August and are not prorated)

After School Program Fees

Rehobeth

Program Fees

\$70	- 1 child
\$130	- 2 children
\$190	- 3 children
\$250	- 4 children

Payment Terms and Policies

- Membership and 1st month's program fee are due at registration.
- All fees (except draft) are due on the **1st of each month** and are **late after the 5th**.
- **Late fees begin on the 6th of the month for any unpaid balance at a charge of \$5 per day.**
- **NO CASH PAYMENTS.** After registration, payments can be made online @ www.bgcwiregrass.org or you can sign up for Auto Draft. If you do not have a bank account, please speak with the Front Desk about your method of payment.
- If you sign up for Draft, your payment will be withdrawn on the 15th of each month.
- There will be a \$35 overdraft fee on any returned items.
- **Fees are not prorated. Entire fee is due monthly regardless of the number of days attended.**
- To withdraw your child from the program, please notify the Front Desk. Monthly fees will be charged until withdrawal notice is received in writing.

I have read and agree with the policies and terms listed above. I have received a parent orientation packet and understand the policies and procedures outlined in the packet.

Parent/Guardian Name (Print): _____ Date: _____

Parent/Guardian Signature: _____

Member Name: _____

UNIT: ☐Rehobeth ☐Slocomb ☐Enterprise

2024/2025 School Year

☐New ☐Returning Current Member

Monthly Payment Method: ☐Draft ☐Payments

Last Club Attended:

YEAR:

A \$25 yearly Membership is required for all members
(expires July 31 each year)

MEMBERSHIP APPLICATION



BOYS & GIRLS CLUBS
WIREGRASS

Please print CLEARLY & fill out application completely. BGCW will NOT accept incomplete applications or applications without payment

CLUB MEMBER INFO (Please Print)

First Name:

Middle Name:

Last Name:

Address:

Nick Name

Zip Code:

County:

City:

Birthdate:

School Grade 24/25

Gender:

Age:

Race/Ethnicity:

- ☐ Female
☐ Male

- ☐ Black or African American
☐ White/Caucasian
☐ Hispanic/Latino
☐ Other _____

- ☐ Asian
☐ Native American
☐ Multi-Racial

Name of School:

Emergency Contact Phone

Other Siblings attending club:

- ☐ Yes Names: _____
☐ No _____

Name: _____

****Please list any information we should be aware of in order to best serve your child:**

HOUSEHOLD INFO (Please Print) (Information kept private and confidential. Used for grant purposes only.)

MEMBER LIVES WITH: (CHECK ONE)

- ☐ Both Parents ☐ Foster care/DFACS
☐ Mother ☐ Aunt/Uncle
☐ Father ☐ Other _____
☐ Split Custody ☐ Grandparent (s)

MEMBER RECEIVES:

- ☐ SSDI ☐ SSI ☐ TANF
☐ Food Stamps
☐ School Lunch Program
☐ None

LUNCH PROGRAM

- ☐ Free Lunch
☐ Reduced Lunch
☐ None

Single Parent Household?:

- ☐ Yes
☐ No

Head of Household:

- ☐ Male
☐ Female

Annual Household Income
(for grant purposes please)

\$

Number of Persons in Household:

Military?: ☐ Yes ☐ No

- ☐ Parent/
Guardian
over 55?

PARENT INFORMATION (Please Print Clearly)

PRIMARY PARENT/GUARDIAN- (Authorized for pick-up and Emergency contact)

First Name

Last Name

Relation to Member:

Cell Phone

Phone:

Place of Employment
Extension

Employer Phone Number

Parent Email

SECONDARY PARENT/GUARDIAN- (Authorized for pick-up and Emergency contact)

First Name

Last Name

Relation to Member:

Cell Phone:

Phone:

Employer & Work Number:

Address: (if different from Member)

PICK UP INFORMATION – Other than those listed above

Additional Contacts Authorized for Pick Up: Only those listed above and below will be available to pick up member. Must be 18 or older. (You must contact the front desk and sign a form if a younger driver will pick up a sibling)

	Name	Relation to Member	Phone Number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name	Relation to Member	Phone Number
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name	Relation to Member	Phone Number
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name	Relation to Member	Phone Number
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name	Relation to Member	Phone Number
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Person(s) NOT authorized to pick up member:

NOTE: YOU MUST PROVIDE LEGAL DOCUMENTATION (if a Biological parent is listed)

Name of person(s) NOT authorized to pick up member:

Have you attached legal documentation?

☐ Yes ☐ No

MEMBER DISCIPLINE POLICY

The goal of the Boys & Girls Clubs of the Wiregrass is to provide a **safe** environment for all children. It is the hope of the Staff that every member treats the Club with respect and demonstrates proper behavior. It becomes necessary, however, to deal with inappropriate behavior quickly, professionally and in a manner members can understand. Below you will find a detailed explanation of inappropriate behaviors and their consequences. **Parents and children must read and sign this policy.** The underlying goal of this policy is to reinforce the idea that all behaviors (appropriate and inappropriate) and their consequences **are in the child's control.**

<p><u>Minor Infractions</u></p> <ul style="list-style-type: none"> - Screaming/Yelling - Not following Directions - Rough Housing - Running in the Building - Disrespect to other members (name calling, teasing, etc.) - Being in an unsupervised area/leaving Group 	<p><u>Consequences</u></p> <p>Phase 1 – Warning/Time out/Behavior Reflection</p> <p>Phase 2 – Activity Restriction/Notify Parents</p> <p>Phase 3 – Suspension from program</p>
<p><u>Major Infractions</u></p> <ul style="list-style-type: none"> - Disrespect to Staff or Volunteers - Destruction of Property/Supplies/Equipment - Bullying/Intimidation (repetitive behavior towards another Club member) - Repetitive Behavior that has already been talked about with the member - Leaving the Building and/or property without permission * - Inappropriate Behavior in any Club area, including bathrooms, or to another member or staff 	<p><u>Consequences</u></p> <p>Phase 1 – Activity Restriction/Notify Parents</p> <p>Phase 2 – Suspension from program</p> <p>Phase 3 – Termination of membership</p> <p>*For everyone's safety, any member who leaves Club property will not be chased. Staff cannot leave a group unattended. If the situation warrants, the police will be called.</p> <p>Also – restitution for all broken equipment</p>
<p><u>Serious Infractions</u></p> <ul style="list-style-type: none"> - Attempts to injure (punching, slapping, biting, pinching, shoving, etc.) - Threatening other members and/or staff (w/ physical harm) - Inappropriate comments and/or touching - Stealing - Throwing items, this includes out of the bus or fenced in areas - Being disruptive to the point it causes a safety concern or disruption to an entire activity/program 	<p><u>Consequences</u></p> <p>Phase 1</p> <ul style="list-style-type: none"> – Suspension from program or transportation or field trips (*Transit & DCS may also suspend your child for inappropriate behavior during transit to our Club) We do not control their suspensions. <p>*For Members in grades K - 1st, the situation will be evaluated to determine if it is the first time and if the infraction warrants suspension.</p> <p>Phase 2 – Termination of membership</p> <p>Also – restitution for stolen/damaged items</p>

- Suspensions shall be for 1-5 days and will depend upon the severity of the behavior and prior incidents. This includes all club programs/functions and field trips.
- The Executive Director and Unit Director shall review all suspensions. The child and parent shall have the opportunity to schedule a follow up conference to discuss behavior issues. (5-day suspensions require a meeting)
- Continuous inappropriate behavior(s) will result in permanent removal from the program and revocation of Club membership.
- Behavioral infractions shall be documented and put in the child's membership folder.

Parental Behavior:

The following may be reasons for a child's termination from a program or Club membership and will be determined by the Executive Director. **Parental** inappropriate behavior includes but is not limited to:

- Disrespect, humiliation, or ridicule directed to or about staff, parents, volunteers, or members.
- Disrespect to the Club and/or the program by speaking poorly of staff and/or management or posting on Social Media
- Speaking inappropriately to children – concerns regarding Club members should be directed to staff.
- Inappropriate touching, pushing, and shoving or intimidation of staff or children will result in automatic barring from all Club operating sites and functions
- Asking personal questions of children or staff

Should a problem arise with another child, staff member or parent, all concerns should be addressed to the Executive Director. Confidentiality will be maintained at all times toward Club members and their families. Staff and Administration are available to schedule mutually convenient meetings to discuss any problems or conflicts.

Policies and Procedures

MEMBER NAME: _____

Payments: All payments are due on the 1st day of each month. Late fees will begin on the 6th day of the month at a charge of \$5 per day until the account is paid in full. Accounts not paid by the 15th of the month + late fees, will be removed from active status and placed on a waiting list. Most payment questions can be handled at the front desk. In the event you need further assistance or become in need of payment arrangements, please contact the Front Desk or our Executive Assistant, Zahne'via Hayes @ 334-792-8787, *Members placed on a waiting list will only be readmitted if the grade level spot is still available. We do not pro-rate. We charge the monthly fee regardless of the number of days we are open. We do not charge extra for 5-week months.

Refunds: Class sizes are very limited. When you register, we reserve a space for your child/ren to attend therefore possibly denying another child the opportunity to attend. Consequently, refunds will not be given unless there are extenuating circumstances.

Late Pickup: We close at 6:00 pm. Any member remaining after that time will be charged \$1 per minute until picked up. These fees will be due when you pick up your child/ren.

Safety: Staff at BGCW are trained throughout the year to be able to provide your child/ren with a safe and fun learning environment. Staff complete both first aid and CRP training along with yearly Club Safety, policies, and procedures.

Phones: Club members are not allowed to use cell phones or watches while at the Club. They must remain in their backpack.

BGCW Property: Club members are expected to treat all BGCW property with care and to act responsibly when using our equipment, games, toys, books, etc. Members who willfully damage our property/equipment will be required to pay the replacement cost of such equipment/property.

Operating Days/Hours: BGCW reserves the right to make changes in operating hours and days. Every effort will be made to notify parents of the changes. **WE COMMUNICATE THROUGH THE REMIND TEXT MESSAGE, JOIN TODAY!!** We may close early for emergencies, weather, power outages, etc. It is imperative that we are able to reach you to notify you of these events. Join Remind and keep a current number on file with us. Please see attached page for the Remind Text information.

Discipline: BGCW has a policy in place to deal with inappropriate behavior quickly, professionally and in a manner the Club member can understand. We use positive recognition; calling out their name during assemblies, placing their picture on our Club recognition board and giving out rewards. In the event discipline is necessary, our trained Staff will refer to the Discipline Policy found in this packet. Parents will be notified after we have had to make several corrections for behavior. Suspensions consisting of 5 days or more will require a meeting with the Executive Director before the member can return to the Club. Parents with concerns or questions should inquire at the front desk to schedule a time to speak with or receive a return call from the Unit Director

I understand that my child is expected to behave in a safe and respectful manner while attending the Boys & Girls Club. I have reviewed and discussed with my child the expectations and discipline policy at BGCW.

(Print)Parent/Guardian Name: _____

Parent/Guardian Signature: _____



MEDICAL INFORMATION FORM

Boys and Girls Clubs of the Wiregrass

"A Positive Place for Kids"

Knowledge is key to offering the best possible experience for our Club members. Being aware of any family changes; death of a relative, divorce, moving, etc., that may be affecting your child, as well as any limitations or medical concerns, are important in knowing how to offer the proper assistance, guidance, and care. Please keep us aware of these changes and let us know about changes & medical diagnosis so we can best serve your child. We want every Club kid to have a positive experience at BGCW!

In order to keep all Club members safe, Club members are required to be bathroom independent, able to understand & follow directions, and able to physically move from one activity to another throughout the day. When children are physically unable to do this, it creates an unsafe environment for the child, the Club, our staff, and other Club members.

While we encourage and welcome all children to apply for membership, our programs and facilities may not be suitable for everyone. Safety is a key element at BGCW! Some conditions may require more information than we are able to collect on this form and therefore a meeting with the Executive Director to gain insight into your particular situation will be needed. to determine if Membership at our Club will be suitable for your child.

_____ I request a meeting with the Executive Director

_____ My child does not have any medical conditions that limit his/her physical or mental ability to participate in programs and activities at BGCW

Medical Concerns/Diagnosis/Limitations:

My child is allergic to: _____

My child has asthma. ____ YES ____ NO _____ An inhaler will be at the Club

Current Medications _____

My child will need to take medicine while at the club ____ YES ____ NO

*(Any medication to be administered at the Club (including inhalers) must be accompanied by a medical form signed by a physician. Medication must be turned in by the parent/guardian (including OTC meds) in the original container with correct label and dosage instructions. Forms are available at the Front Desk. **NO medication will be accepted from a Club member or Staff, nor can a member keep medication in their possession/backpack.***

My child has the following Medical condition/s:

Please explain any special needs/concerns to help us better serve your child:

I have listed any allergies, medical conditions, concerns, or limitations my child has.

(I understand that failure to do so may result in membership being withdrawn for my child.

INITIAL HERE _____

Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

Release Form

Medical: (Initials Required)

The Club must have written consent to provide basic first aid to your child. We will provide band aids, ice packs, and antibiotic ointment for minor bumps and bruises. We will **NOT** apply sunscreen. Please do this at home.

☐ I authorize administration of basic first aid to my child

☐ I **DO NOT** authorize administration of basic first aid to my child

Physician Name: _____ Phone: _____

☐ In the event of an emergency, I understand that BGCW will call 911 to seek emergency medical treatment for my child. Every effort will be made to contact the Parent/Guardian. I understand that treatment may include emergency transportation, X-Rays, or emergency surgery in some circumstances to save the life of my child. I agree to assume responsibility for charges associated with this or any other treatment given to my child in an emergency.

Homework Policy:

All Club members are required to attend a daily Homework Program. Members not having homework, or those who do not wish to do it at the Club will be given a book or an activity sheet.

While every effort is made to complete homework assignments during this time, we do not guarantee that your child has completed all their work. Please check with your child daily.

☐ I wish to **OPT OUT** of homework and prefer my child to read a book or do a worksheet during this time.

Photo & Video Release

Boys & Girls Clubs of the Wiregrass, their subsidiaries, affiliates, and advertising agencies use photographs, videos, and works of art in BGCW marketing materials to publicly recognize a member for good grades, good behavior, character and educational programs. We celebrate member achievements and accomplishments both in house and through public promotions.

I hereby consent to the reproduction, publication and use of photographs/video footage taken of my child by Boys & Girls Clubs of the Wiregrass, or any organization designated by BGCW, for advertising, sponsorship, educational and/or publicity purposes in publications, Web sites, television, social media, advertisements, and publicity materials, without limitations or reservation, as deemed appropriate by the organization. I also consent to any testimony or text written about the Club member that may accompany said photographs or stand-alone in any publications, advertisements and publicity materials without limitation or reservation, as deemed appropriate by the organization. I understand that no personal information will be given out about my child in any publicity, advertising or promotional materials, photographs, or video. I fully understand that I will receive no remuneration as a result of any use of my Club member's photo/video.

☐ I DO give Media Permission for my child

☐ I DO NOT wish to have my child photographed or videoed.

Parent Name: _____

Parent Signature: _____

Boys & Girls Safety Policies are located on our Web-Site at www.bgcwiregrass.org

Parents will receive a Parent Handbook at Parent Orientation along with a brief overview of our Policies & Procedures. Information concerning pick-up and drop-off, club activities, programs and more. No child may attend the Boys & Girls Club until a Parent/Guardian has attended the orientation. Every effort is made to meet at a convenient time for all parents. _____ **Please Initial**

I have read and agree to have my child abide by the policies and procedures, including discipline, of BGCW.

Parent Signature: _____



BOYS & GIRLS CLUBS
WIREGRASS

457 South Alice Street
P.O. Box 1231
Dothan, AL 36302-1231
(T) 334.792.8787
(F) 334.712.6482

Dear parents/guardians,

A new fiscal year has begun, and our federal grants are being renewed. **These grants make it possible to run the programs we do, to hire staff, and to keep the fees we charge our families low.**

For us to continue receiving federal grant funding for our non-profit organization, we need to have a certain number of members that will qualify from the income-based project. (For example, a family of 3 earning less than \$6,100 per month qualifies our organization to receive grant monies.) This includes the majority of our members.

We are asking you to PLEASE complete this form, even if your income is above the limit, so that we can continue to receive funding. These forms are only used for grant purposes and are kept confidential. *It must include the social security number and income level in order for them to be accepted.*

Forms are due immediately. Please turn them in with your application.

Thank you for your help and allowing us to mentor your children.

If you have any questions regarding this, please feel free to contact me 334-792-8787 or zahneviabgc@gmail.com

Best regards,

Zahne'via Hayes
Executive Assistant
Boys and Girls Clubs of the Wiregrass

Great Futures Start HERE!

This form helps the club obtain state funds and grant monies needed to keep our non-profit rates low. Form must be **fully complete** in order for us to qualify. Thank you!

***TANF in this case refers to State funding, not family TANF.**



BOYS & GIRLS CLUBS
OF THE WIREGRASS
BGC/DHR Project

**Please help us keep fees low!
Complete in Full.**

Name of Parent/Caretaker Relative _____ SSN _____ Required
Spouse's Name (if in home) _____ SSN _____
Address _____ Phone # _____
City _____ State _____ Zip Code _____ County _____

A. Are you the parent or caretaker relative of a child living with you who is age 5 to 18? Yes ☐ No ☐

B. Are you and the child(ren) residents of Alabama? Yes ☐ No ☐

If the answer to A or B above is no, you are not TANF eligible. If the answer to A and B is yes, go to the next section.

List the name, relationship to you and date of birth for participating children.

WHO ATTEND THIS CLUB

Name of Child	Relationship	Date of Birth	Name of Child	Relationship	Date of Birth

For the child(ren) listed above, indicate whether you receive benefits from any of the following programs:

Family Assistance (FA) Yes ☐ No ☐

Food Assistance (Food Stamps) Yes ☐ No ☐

Medicaid Yes ☐ No ☐

School Reduced/Free Lunch Yes ☐ No ☐

Child Care Yes ☐ No ☐

If the answer is yes to participating in any of the above programs, skip to the Affirmation and Agreement Section.

If the answer to all of the programs above is "no" and you are a parent, use the section below to report your family's size. To determine correct family size, include yourself, your spouse in the home, your children and other related children in your care under age 18 living in your home. Circle the correct family size on the chart below.

Size of Family Unit	Size of Family Unit	Size of Family Unit	Size of Family Unit
1	4	7	10
2	5	8	11
3	6	9	12

If you are a parent, enter your name and that of your spouse (if in the home), amount of monthly gross income and source. Examples of income: Wages, Social Security, SSI, unemployment compensation, etc.

Name	Monthly Gross Income	Source or Type of Income
1.		
2.		
Total Family Monthly Gross Income Listed Above	\$	

Affirmation and Agreement: I certify under penalty of perjury the information given above, including family size and monthly gross income, is correct and true to the best of my knowledge. I further certify that the child(ren) listed above is a U. S. citizen or alien in satisfactory immigration status. I understand that our social security number(s) may be used in computer matching to verify identity and income. I give the BGC/DHR permission to verify information I provided on this form.

Applicant/Parent/Caretaker Relative Signature _____ Date _____

Return completed form to the Boys and Girls Club serving your area.

BGC Use Only: TANF Eligible? Yes ☐ No ☐

Date _____ Eligibility Determined by _____

ONLY COMPLETE IF YOU WISH TO SIGN UP FOR AUTO DEBIT OF YOUR MONTHLY FEES

**AFTER SCHOOL PROGRAM
DIRECT WITHDRAWAL AGREEMENT**

REHOBETH CLUB SCHOOL YEAR: 2024/2025

MONTHLY PAYMENT:

- ☐ \$70.00 - 1 child
☐ \$130.00 - 2 children
☐ \$190.00 - 3 children
☐ \$250.00 - 4 children

This Form will be VOIDED if you do not attach a VOIDED CHECK or letter from your bank with your account number and the routing number and you will need to make your payments in person or via our website.

CHILDS NAME

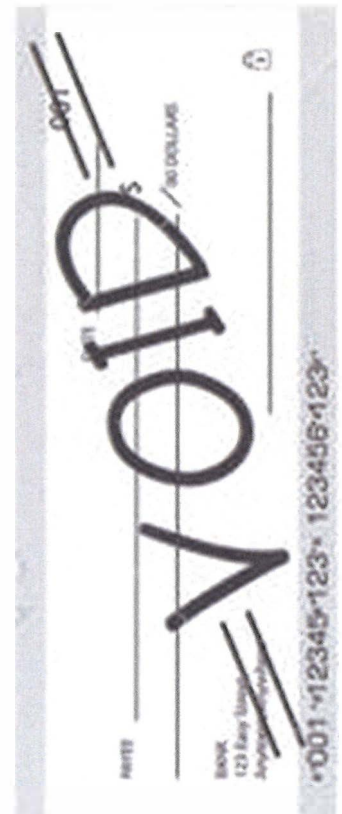
SCHOOL NAME

ATTACH VOIDED CHECK

1)		
2)		
3)		
4)		

PLEASE CONFIRM YOUR COMPLIANCE BY INITIALING BELOW:

- ☐ 1. To begin the Direct Withdrawal Program, **the first month's fee must be paid at registration**
- ☐ 2. A check for membership and the first month along with **a voided check must be attached to this form at registration.**
- ☐ 3. Your monthly fee will be withdrawn on the 15th of each month, beginning with the first month after registration. The Direct Withdrawal Program ends in May.
- ☐ 4. **To withdraw your child from the program, a direct withdrawal cancellation form must be completed and turned in by the 1st day of the month for the direct draft to be terminated. If not received by the 1st of the month, the withdrawal will go through for the following month.**
- ☐ 5. Any and all changes to the account must be in writing and given to a staff member of the Boys and Girls Club by the 1st of the month.
- ☐ 6. **Fees are not prorated.**
- ☐ 7. **Program fees are non- refundable.**
- ☐ 8. No one will be allowed to sign up for the program if there are outstanding balances due to the Boys and Girls Club.
- ☐ 9. There will be a \$35.00 overdraft fee for insufficient funds.
- ☐ 10. I understand and agree with the fee structure and policies of direct withdrawal.



Parent/Guardian Name (Print): _____ **Date:** _____

Parent/Guardian Signature: _____