

Office Use only:

Person(s) not allowed to pick-up listed: Yes No

Allergies Listed: Yes No

Court Order on File: Yes No

Membership Paid: Yes No

For: 1 2 3 4 Full Reduced

**BOYS & GIRLS CLUBS**
OF GREATER
NORTHWEST INDIANA**Membership Registration Form**

Amount \$ _____ Check #: _____ Cash CC

Club location: _____

Office only: Member #1 - Membership Number: _____ New Renewal Club Kidstop: _____**Member #1: First Name:** _____ **Last Name:** _____

Gender: Male Female Date of Birth: _____ Age: _____

Ethnicity: Caucasion African American Hispanic Asian Mutli-Racial Native American Other: _____

School: _____ Grade: _____ Teacher: _____ Bus #: _____

Office only: Member #2 - Membership Number: _____ New Renewal Club Kidstop: _____**Member #2: First Name:** _____ **Last Name:** _____

Gender: Male Female Date of Birth: _____ Age: _____

Ethnicity: Caucasion African American Hispanic Asian Mutli-Racial Native American Other: _____

School: _____ Grade: _____ Teacher: _____ Bus #: _____

Office only: Member #3 - Membership Number: _____ New Renewal Club Kidstop: _____**Member #3: First Name:** _____ **Last Name:** _____

Gender: Male Female Date of Birth: _____ Age: _____

Ethnicity: Caucasion African American Hispanic Asian Mutli-Racial Native American Other: _____

School: _____ Grade: _____ Teacher: _____ Bus #: _____

Office only: Member #4 - Membership Number: _____ New Renewal Club Kidstop: _____**Member #4: First Name:** _____ **Last Name:** _____

Gender: Male Female Date of Birth: _____ Age: _____

Ethnicity: Caucasion African American Hispanic Asian Mutli-Racial Native American Other: _____

School: _____ Grade: _____ Teacher: _____ Bus #: _____

Mailing/emailing Information

(We do send Periodic Program information to parents through mail or email)

Member's Address: _____ City: _____ State: _____ Zip: _____

Household e-mail: _____

Primary Phone: _____ Cell Home

A parent or an authorized adult, as listed below, must sign every child in and out daily.

Individual(s) Authorized to contact in an Emergency and/or to pick up your child. Please list name and phone number in the order you would like us to call. We can only accept changes that have been submitted in writing by the parent or guardian. *Any person picking up a child in the Kidstop program must have a picture ID and be listed below.*

1. **Who should we contact first:** Name: _____ Relationship to child: _____
Phone #: _____ Cell Phone Number: _____
2. Name: _____ Relationship to Child: _____ Phone#: _____ C H W
3. Name: _____ Relationship to Child: _____ Phone#: _____ C H W
4. Name: _____ Relationship to Child: _____ Phone#: _____ C H W
5. Name: _____ Relationship to Child: _____ Phone#: _____ C H W

Person(s) NOT allowed to Pick UP

Person(s) NOT allowed to pick up Club/Kidstop members listed on this form including Male & Female Head of household: (Please note if a person not allowed to pick up is the mother or father of a member we will need a copy of the Court Order)

Name of person not allowed to pick up: _____ Relationship to the Member: _____

Member(s) who cannot be picked Up: _____

Court Order Provided: Yes No

Name of person not allowed to pick up: _____ Relationship to the Member: _____

Member(s) who cannot be picked Up: _____

Court Order Provided: Yes No

Medical Authorization

I understand **all members listed on this Membership Form/Child Information** may, while on the premises of Boys & Girls Clubs of Greater Northwest Indiana or during any Club/KidStop sponsored activities/programs become ill or injured and that it may be impractical to notify me prior to: (a) administering first aid and/or (b) securing medical attention. I therefore authorize Boys & Girls Clubs of Greater Northwest Indiana and its agents and employees to render such first aid and/or seek such emergency medical attention and authorize any physician (including, but not limited to, Porter Emergency Physicians Associates, P.C.) or hospital (including, but not limited to, Porter Hospital) selected by the Club to render such emergency services.

I have read and understand the Medical Authorization. Yes

Media Release

I give Boys & Girls Clubs of Greater Northwest Indiana full permission to use and keep my child's artwork; photographs or moving pictures they may take; or photographs or moving pictures in which my child appears for marketing and development purposes. This may include, but not limited to, the web site, brochures, flyers, displays, press releases, or gifts to donors and board members. By checking yes below, my child and I are aware this material may be used indefinitely in marketing and development.

Image/Name Use:

I agree to allow my children's image and name to be used in the publicity purposes as described above. Yes No

Technology Use:

I give permission for my children to use computers/technology while at any Boys & Girls Club's facilities/program. Yes No

Safe Passage Policy

An authorized adult with photo ID must sign-out members when using Kidstop. If your child is signing-out of Club, BGC Greater Northwest Indiana operates under the **Safe Passage Policy**. For members under the age of 12, a parent, guardian or other pre-authorized adult must retrieve the member from the Club. Members age 12 and older may leave the Club unescorted with written permission from a parent or guardian. Members 12 and older may also escort other members of their household. No member, regardless of age, will be allowed to return to the Club once they leave the premises for the day. The Club will not physically restrain a member that insists on leaving, nor block the facility's exits. Therefore, it is each parent's responsibility to discuss the Safe Passage Policy with his/her child and ensure that he/she complies. The Club will not accept responsibility for members that leave unsupervised and in breach of this policy. The Club does, however, reserve the right to discipline members that leave unescorted without written permission, up to and including suspension and termination of membership.

Authorization to Leave Premises Unescorted

My child(ren) 12 years or older has my permission to check him/herself out of the Club. Yes No
Children under 12 years old may leave the Club with a relative so long as the relative is 12 years or older. My child is younger

than 12 years old, but has my permission to leave the Club with _____ Age: _____

Relationship: Brother Sister Other relative: _____

I have read and understand the Safe Passage Policy as described above Yes

Household Information

Members live with: Biological Parents Mother Father Mother & Stepfather Father & Stepmother Other: _____

Male Head of Household Information: Father Stepfather Other: _____

First Name: _____ Last Name: _____ Cell Phone: _____

Employer: _____ Dept.: _____ Work Phone: _____

Person at work who will know how to contact you: _____ Phone: _____

Email (If different from household email): _____

Is this person authorized to pick up the member's list on this form: Yes No

If the male head of household is the biological father of the child, we must have a court order stating any restrictions.

Female Head of Household Information: Mother Stepmother Other: _____

First Name: _____ Last Name: _____ Cell Phone: _____

Employer: _____ Dept.: _____ Work Phone: _____

Person at work who will know how to contact you: _____ Phone: _____

Email (If different from household email): _____

Is this person authorized to pick up the member's list on this form: Yes No

If the female head of household is the biological mother of the child, we must have a court order stating any restrictions.

Has any Parent served in the Military? Yes If Yes: Parent Name: _____ Branch: _____

A large portion of our funding is dependent on receiving grants. Please help us secure funding in the future by answering question about your finances. **It is mandatory to complete the financial information if you receive scholarship aid.** All information is strictly confidential.

Annual Household Income: \$0-\$5,000 \$5,001-\$12,000 \$12,001-\$22,000 \$22,001-\$32,000 \$32,001-\$40,000 \$40,001+

Does your family receive any form of public assistance? TANF(Temporary Aid to Needy Families) Food Stamps Medicaid
Hoosier Healthwise Child Care Vouchers WIC (Women, Infants and Children) HUD (Reside in Public Housing)
Free Lunch Reduced Lunch Other (Please Specify): _____

Medical/Allergy Information

Member #1 Full Name: _____

List any/all allergies/illnesses/conditions including any that may affect your child's ability to participate in vigorous activities:

Any behavior/capability concerns your child that would help us provide the best experience for them:

Any other information we should know about your child: _____

Medications: Please list name of medication – dosage – frequency (If you need a Staff Member to give your child medication, please fill out an Authorization to Administer Medication Form. Please note medication must be in the original prescription container and properly labeled. Only a one-day, one dose supply of medication may be sent each day).

Member #2 Full Name: _____

List any/all allergies/illnesses/conditions including any that may affect your child's ability to participate in vigorous activities:

Any behavior/capability concerns your child that would help us provide the best experience for them:

Any other information we should know about your child: _____

Medications: Please list name of medication – dosage – frequency (If you need a Staff Member to give your child medication, please fill out an Authorization to Administer Medication Form. Please note medication must be in the original prescription container and properly labeled. Only a one-day, one dose supply of medication may be sent each day).

Member #3 Full Name: _____

List any/all allergies/illnesses/conditions including any that may affect your child's ability to participate in vigorous activities:

Any behavior/capability concerns your child that would help us provide the best experience for them:

Any other information we should know about your child: _____

Medications: Please list name of medication – dosage – frequency (If you need a Staff Member to give your child medication, please fill out an Authorization to Administer Medication Form. Please note medication must be in the original prescription container and properly labeled. Only a one-day, one dose supply of medication may be sent each day).

Parent Signature

I hereby approve my child(ren) application for membership in Boys & Girls Clubs of Greater Northwest Indiana. I will notify the Club/KidStop of any changes in address and phone numbers listed on the membership application.

Staff witness (Year One)

Parent/Guardian Signature

Date

Staff witness (Year Two)

Parent/Guardian Signature

Date

Kidstop - Child Information/Membership Form

Kidstop Policy Agreement • One per family

Kidstop Site Attending: _____

1. A weekly schedule must be submitted, with payment of fees, by the Wednesday of the week prior to the scheduled week usage for the Kidstop Program.
2. An additional \$5.00 per day per child will be charged for children not pre-scheduled and pre-paid. Children picked up after 6:30p.m. will be charged a late fee of \$1.00 per minute per child.
3. Participation in the Kidstop program requires a current membership to the Boys & Girls Club. The cost of membership will be automatically charged to your account during the month of expiration if your child is still attending the program. Memberships are \$40.00 per year. Financial assistance is available to those who qualify.
4. BGC of Greater Northwest Indiana runs background checks on all of our staff for the safety of our members. We do not permit parents or legal guardians to visit or help at our Kidstop Sites unless they have applied and been approved as a volunteer.
5. To ensure your child's favorite toys do not get lost or broken please have them leave all toys at home.
6. Please have your child dressed appropriately; we utilize the outdoors as well as the school building. Kidstop follows the same dress code as your child's school. Children who do not have gym shoes will not be allowed to participate in gym.
7. Children who attend the all-day, non-school day Kidstop program must bring a lunch. If you forget to pack your child a lunch, we will provide a lunch for your child. You will be charged \$5.00 per child per day for a lunch.
8. A parent or an authorized adult, as listed on the Child Information/Membership Form, must sign every child in & out daily. Each person picking up a child must have a picture ID. All changes to the Child Information/Membership Form must be done in writing. This includes changes to the pick-up authorization list.
9. We practice good citizenship including an appreciation for the rights of others. To ensure the safety of all our members and Kidstop staff, we ask that you would go over and make sure your child has an understanding of our Kidstop rules. Kidstop has a no tolerance policy for bullying. Bullying means overt, repeated acts or gestures including verbal, written, or transmitted communications. This includes physical acts committed or any other behaviors committed with the intent to harass, ridicule, humiliate, intimidate or harm the other person.
10. There will be a \$25.00 fee for all returned checks.
11. To obtain a copy of our Kidstop Policy Agreement, Serve Weather Emergency Policy, Authorization to Administer Medication form, Kidstop rules, Kidstop Site Monthly Newsletter, Kidstop Activities Agendas, Fee Assistance forms, all Registration Forms, and Kidstop information are available online at our website, bgcgreaterwi.org.
12. Please save all of your receipts if you intend to claim childcare expenses when filing taxes. Yearend statements are available upon request. Our Tax number is 35-1262439 - Boys & Girls Clubs of Greater Northwest Indiana
13. If you have a balance with Kidstop you unfortunately may not attend the program or the Boys & Girls Club until your balance is paid in full.

Kidstop Field Trip Permission

I give the Member's on this Child Information/Membership Form permission to be transported on short field trips within Porter, Lake, & La Porte Counties with their Kidstop caregivers as part of their planned program that includes transportation to and from playgrounds and/or trips to local venues. I/We give my child permission to attend major field trips as part of our regularly scheduled program. In order for your child to participate in our Kidstop program, the Field Trip permission must be checked yes. Kidstop has your permission to allow your Child(ren) to participate in field trips when they are participating in our program?

Yes No

I HAVE READ AND FULLY UNDERSTAND THE ABOVE LISTED POLICIES AND AGREE TO ABIDE BY THEM.

Parent/Guardian Signature: _____ Print Name: _____

Children's Names: _____