



To all Parents,

I want to make you aware of the recent increase in our program fees and the reason for these increases.

- On February 1, 2019, Governor Murphy signed into law the New Jersey \$15.00 Employee Minimum Wage Bill. This bill increases the minimum wage for all workers, regardless of their age, over the next five years. On July 1, 2019 the minimum wage increased from \$8.85 to \$10.00 per hour. The minimum wage has now increased to \$11.00 per hour as of January 1, 2020. The minimum wage will continue to increase over the next 4 years with an increase to \$12.00 per hour on January 1, 2021, \$13.00 per hour on January 1, 2022, \$14.00 per hour on January 1, 2023 and \$15.00 per hour as of January 1, 2024.
- The Boys & Girls Club of Hawthorne employs approximately 80-85 employees throughout the year. The majority of our employees are high school and college students who are still attending school.
- The impact of the minimum wage bill on our budget will be an increase in our payroll of approximately \$150,000 every year for the next 5 years.

Our Club will continue to pursue new sources of revenue through grants, fundraising and work efficiencies. Unfortunately, we are forced to raise our program fees in all areas of our operation to ensure that we can continue to provide the same safe, quality services we have provided to the youth of the Hawthorne area for the last 73 years.

Thank you for your understanding on this matter!

Sincerely yours,

John Bertollo

Chief Executive Officer

2020 Summer Program Registration

The Boys & Girls Club of Hawthorne offers a summer program for elementary and middle school boys & girls.

***This Summer Program is open to children who have completed kindergarten through the completion of eighth grade.
(No exceptions)***

- The entire camp is state certified and inspected, meets the requirements of the Youth Camp Safety Act and is administered and operated by experienced staff.
- Due to social distancing guidelines our Club staff is required to limit in person registrations and interactions.
- Due to state guidelines and restrictions our summer program will be subject to limited enrollment for 2020. Registration will be accepted on a first come, first serve basis. Once we reach our limit your child will be placed on a waiting list.

***If you are interested in registering for the Summer Program,
please follow the instructions below:***

2020 Summer Program Registration Procedure & Requirements:

- Complete Summer Program registration packet (fillable PDF, printable PDF or Word doc) and email completed packet to summercamp@bgchawthorne.org.
- Registration MUST include a copy of your child/ren's immunization record. You can attach the document to the email. **YOUR CHILD CANNOT START THE SUMMER PROGRAM WITHOUT IMMUNIZATION RECORDS. NO EXCEPTIONS.**
- If your child needs specific medication, please be sure to complete the Medical Authorization Form in the registration packet and be sure to have your child/ren's doctor complete Care Plan Form. You can attach the document to the email. **YOUR CHILD CANNOT START THE SUMMER PROGRAM WITHOUT THEIR CARE PLAN FORM OR THEIR REQUIRED MEDICINE.**
- After you submit your registration packet for your child/ren, you will get an email from Jamie Gruppo or Irina Conte confirming availability.
- If there is availability for your child/ren, this confirmation email will include a total balance for what is due to secure your child/ren's spot. (please see payment section below)
- The total balance must be paid in full within 24 hours to guarantee enrollment.
- After payment is submitted, you will receive another email with a receipt of payment and confirmation of enrollment.

The following summer program forms, (pages 11, 12, 16, 17, 18, 19, and 20) (pages 15 & Care Plan (in email) if applicable) must be completed and emailed to summercamp@bgchawthorne.org in order to register your child.

2020 Summer Program Payment Policy

Please read the following payment policy carefully.

If you have any questions, please email summercamp@bgchawthorne.org.

Due to social distancing guidelines we have updated our payment methods.

- Payments can be made via the following options:
 - Credit/Debit card authorization form (preferred)
 - Form will be provided in registration packet or via email
 - Credit/Debit card payment over the phone with Jamie Gruppo or Irina Conte.
 - PayPal via website (www.bgchawthorne.org)
 - Personal checks can be mailed to the Club (1 Downes Way, Hawthorne, NJ 07506)
 - Venmo

2020 Summer Program Fees and Payment Requirements:

- Cost for each session is \$240 for the first child and \$220 for each additional child.
- Payment for weeks 1 & 2 are due in full at the time of registration. A \$100 deposit per child, per week will also be required for weeks 3-8 at that time in order to secure your child's spot. All deposits are non-refundable and non-transferable, so please choose your weeks carefully.
- Boys & Girls Club members are required to have their initial membership and renewal of membership. Yearly membership runs from September to August.
- Pool membership is required.
 - **Hawthorne and North Haledon** residents must purchase pool passes through the Borough of Hawthorne.
 - Non-Hawthorne/North Haledon residents **are required** to pay a **\$60 pool usage fee** at the time of registration at the Boys & Girls Club.

Payment Schedule:

- Weeks 1 & 2, membership (if applicable), pool usage fee (if applicable) – AT TIME OF REGISTRATION
- Weeks 3 & 4 – Balances are due on or before Monday, July 6th, 2020.
- Weeks 5 & 6 – Balances are due on or before Monday, July 20th, 2020.
- Weeks 7 & 8 – Balances are due on or before Monday, August 3rd, 2020.
- ***Failure to pay balances by the due dates may result in your child being removed from the program's rosters.***

Drop-off/Pick-Up Procedures

At registration, you will be given our official Covid-19 Parent's Handbook. Please be sure to read the handbook thoroughly. All specifics of the daily screening process and the pick-up procedure are explained in full detail. It is imperative to become familiar with this information.

- **Operating Hours: 8 a.m. – 5:30 p.m.**
- Only ONE (1) parent/guardian may be with the child/ren during drop off & pick up.
- **NO PARENTS ARE PERMITTED INSIDE THE BUILDING.**
- Parent/Guardian and child/ren are required to wear masks upon entering the drop off and pick up checkpoint area.
- Child/ren must be dropped off between 8 a.m. - 9:30 a.m. during your designated, scheduled time.
- Child/ren must be picked up between 4 p.m. - 5:30 p.m. during your designated, scheduled time.
- If you are unable to meet the given drop off/pick up time, you must call the Club at 973-427-7777 and confirm with a Club staff member what time you will be arriving, NO EXCEPTIONS.
- If you arrive after 5:30 pm, a rate of \$10 per fifteen minutes, per child or any part thereof, will be charged directly to your account and will appear on your weekly invoice.

Screening Procedure Upon Drop Off

Follow the steps below to have a successful and quick screening process.

- Arrive at the Club at your designated, scheduled time.
- Fill out the Daily Entrance Screening Form BEFORE you arrive. This will be required on a daily basis for entry to the Club.
- Child/ren will walk through the designated temperature scanner.
- Hand your entry slip to the Staff Screener and receive the stamp of approval for entrance.
- Walk your child to the designated area assigned for your child's group/class.
- Give your child's approved entry slip to the teacher or counselor in that assigned area.
- Your child will then be brought to the correct room by the assigned Club staff member.

Pick Up Procedure

Follow the steps below to have a successful and quick pick up process.

- Arrive at the Club at your designated scheduled time.
- Inform the Club staff member with the name of the child/ren you are picking up.
- Parent/Guardian will be required to wait in the designated pick-up area.
- Your child will be brought to the designated checkpoint area by a Club staff member.

2020 Summer Program Operating Hours & Closures

- **Operating Hours: 8 a.m. – 5:30 p.m.**
- The 2020 Summer Program will **start** Monday, July 6th.
- The 2020 Summer Program will **end** Friday, August 28th.
- The Club will be closed for K-8th grade members on Monday, August 31st & Tuesday, September 1st.

WHAT YOU SHOULD SEND WITH YOUR CHILD DAILY:

- **DAILY ENTRANCE SCREENING FORM**
- **LUNCH/SNACKS/WATER & DRINKS:** A packed lunch should be sent each day. The lunch box or bag must be clearly labeled with the child's name. The Kitchen, vending machines, and pizza will NOT be open to purchase.
- **CHILD SIZED MASK:** Please be sure to bring a new mask per day.
- **BACKPACK, BATHING SUIT, & TOWEL:** ***There will be no access to the changing rooms at the Hawthorne Memorial Pool.*** Children should come with their bathing suits on, underneath their clothes daily. Children should bring a bag for their wet clothes and towel every day. After swimming they can change back into their clothes at the Club.
- **SUNBLOCK:** In the form of a spray and face stick should both be supplied for outdoor play.
- **PERSONAL ITEMS:** Toys, electronic games, iPads, iPods etc. are **NOT** recommended to be brought to the Club. Personal toys, stuffed animals, or plush items from home will NOT BE PERMITTED.
- **K-2nd GRADE:** It is recommended that all of our K-2nd grade members are sent with a change of clothes for any accidents that may occur while at the club.
- **SNEAKERS:** It is HIGHLY recommended that all members are NOT sent with flip flops or slippers. All members must be sent with sneakers while at the Club.

**Please be sure to clearly label all of your child's belongings.
Lost and Found will hold garments, etc. until 5 days after the last
day of the summer program.**

**If items are lost, stolen, or broken,
WE ARE NOT RESPONSIBLE.
This rule will be strictly enforced.**

Information to Parents

Department of Children and Families Office of Licensing INFORMATION TO PARENTS Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space. Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY). Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800) 242-5846. Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.nj.gov/dcf and select Publications. OOL4/17/08

Policy on the Release of Children

A. Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child from the Boys & Girls Club of Hawthorne and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. An authorized person must be 18 years of age or older. Presentation of valid photo identification will be required of all designated contacts authorized to pick up. Parents are responsible for immediately informing the Boys & Girls Club of Hawthorne of any changes in emergency contacts or telephone numbers of contacts.

It is a policy of the Boys & Girls Club of Hawthorne that a child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorizes the center to allow such visits or release in writing. This written authorization, including name, address and telephone number shall be maintained on file at the Boys & Girls Club.

If a non-custodial parent has been denied access to a child by a court order, the center shall secure documentation to that effect and maintain a copy on file.

B. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s) as specified in (A) above, fails to pick up a child at the time of the center's daily closing are as follows:

1. The child is supervised at all times.
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s).
3. An hour or more after closing time and provided that other arrangements for releasing the child to his/her parent(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.

C. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the person(s) appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to that individual, the following procedure will be followed:

1. The child may not be released to an impaired individual.
2. Staff member(s) will attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s).
3. If the center is unable to make alternative arrangements, as noted in (A) above, a staff member shall call the Division's 24-hour Child Abuse Hotline

(1-800-792-8610) to seek assistance in caring for the child.

Suspension Policy

Unfortunately, there are circumstances that arise on occasion, that require a child to be removed from our program. A child can be suspended either on a short term basis or permanently. It is extremely important to understand that our staff will work with the family of the child/children involved in order to prevent this policy from being enforced.

The following are circumstances that would require a child to be suspended from the program or permanently removed:

Parental Actions for Child's Expulsion

- Failure of parent to pay/habitual lateness in payments.
- Failure to complete required forms or providing copy of child's immunization records.
- Habitual tardiness when picking up child/children
- Physical or verbal abuse to staff
- Other (explanation required).

Child's Actions for Expulsion

- Failure of a child to adjust after a reasonable amount of time.
- Failure of child to respond to corrective action regarding tantrums/angry outbursts/swearing or any other inappropriate behavior.
- Ongoing verbal abuse to staff or other children after receiving warning regarding such behavior.
- Fighting and/or hitting.
- Bullying
- Other (explanation required).

Suspensions will be deemed appropriate and decided by Summer Program Directors and Chief Executive Officer.

If the actions above have not proven effective, the child's parent/guardian will be notified verbally and in writing regarding the child's behavior(s) or the parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time when the parent/guardian may work on the child's behavior or to come to an agreement with the child care center.

Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, he/she should not attend the Boys & Girls Club. If such symptoms occur, the child will be removed from the program, and you will be called to take him/her home. Please have an alternate plan should your child become ill.

Symptoms of Illness:

- Severe pain or discomfort.
- Acute diarrhea: 2-3 very loose bowel movements – **must be 8 hours symptom free before returning to the Club.**
- Episodes of acute vomiting: 1-2 episodes – **must be 8 hours symptom free before returning to the Club.**
- Temperature of 100.4 degrees F – **must be 24 hours symptom free without medication before** returning to the Club.
- Sore throat: scratchy or painful when swallowing.
- Productive cough.
- Yellow eyes or jaundice skin.
- Red eyes with discharge.
- Infected, untreated skin patches.
- Difficult or rapid breathing.
- Skin rashes that last longer than 24 hours.
- Swollen joints.
- Visibly enlarged lymph nodes.
- Stiff neck.
- Blood in urine.

Once the child is symptom free, or has a physician's note stating he/she no longer poses a serious health risk to themselves or others, he/she may return to the Boys & Girls Club.

If your child contracts any of the following diseases, please report it to us immediately.

The child **MAY NOT** return to the program without a doctor's note stating that the child presents no risk to himself/herself or others. If your child is exposed to any of the following, a notice will be posted.

Respiratory Illnesses

- Covid-19, Chicken Pox, German Measles*, Hemophilus Influenzac*, Measles*, Meningococcus*, Mumps*, Strep Throat, Tuberculosis*, and Whooping Cough

Gastrointestinal Illnesses

- Giardia Lambli*, Hepatitis A*, Salmonella*, Singella*

Contact Illnesses

- Impetigo, Lice, and Scabies

***Reportable disease as specified in N.J.A.C. 10:122-7.10 (a)**

Scheduled Activities

STEM ACTIVITIES: A portion of our time will be spent on some form of STEM related activity. These activities include but are not limited to crafts, engineering, math and science. The primary purpose of this activity is to allow children to express themselves creatively.

GYMNASIUM: Scheduled gym times include team building exercise, non-contact sports, and physical fitness activities, all among other games.

COMPUTER LAB: Our computer lab allows children to play games and visit filtered websites only.

SPECIAL EVENTS: A weekly schedule of special events/activities will be posted and available to you.

OUTDOOR GAMES: Majority of our days are spent outside. Our outdoor activities include kickball, nature walks, wiffle ball, and any non-contact sports, among other games.

GAMESROOM: Our Gamesroom features Ping Pong, Pool Table, Foosball, Air Hockey, and a sitting area for Board Games, Cards, Reading, etc.

POOL: All members will be going to the pool every day. Please make sure to pack a bathing suit EVERYDAY, **even if the weather may not permit the pool that day.**

Camper's Basic Rules of Conduct

1. Campers will act in a safe and respectful manner towards peers, staff, and the Boys & Girls Club.
2. Foul language, bullying, and physical contact is forbidden.
3. Campers must stay with assigned groups and will follow counselors' instructions at all times.
4. Campers will have fun at the Boys & Girls Club of Hawthorne Summer Program!

2020 Summer Program Registration Form

Child's name: _____

Age as of 6/22/2020: _____ Grade completed as of 6/22/2020: _____

Summer Program (K-8th)

CHECK OFF WEEK(S) YOUR CHILD WILL BE ATTENDING

- () **Week 1:** (July 6th - July 10th)
- () **Week 2:** (July 13th - July 17th)
- () **Week 3:** (July 20th - July 24th)
- () **Week 4:** (July 27th - July 31st)
- () **Week 5:** (August 3rd - August 7th)
- () **Week 6:** (August 10th - August 14th)
- () **Week 7:** (August 17th - August 21st)
- () **Week 8:** (August 24th - August 28th)

DROP-OFF/PICK-UP REGISTRATION

The Department of Children and Families, (DCF), guidelines requires us to stagger drop off and pick up times to ensure social distancing. Please pick your drop off and pick up times in order of preferred time in choice order. Your first choice may not be honored, due to state regulations we may not be able to honor it. We will confirm your time slots after your child's registration and payment is completed.

- **Drop Off Time Slots:**

(8 a.m. - 8:30 a.m., 8:30 a.m. - 9 a.m., or 9 a.m. - 9:30 a.m.)

- 1st choice: _____
- 2nd choice: _____
- 3rd Choice: _____

- **Pick up Time Slots:**

(4 p.m. - 4:30 p.m., 4:30 p.m. - 5 p.m., or 5 p.m. - 5:30 p.m.)

- 1st choice: _____
- 2nd choice: _____
- 3rd Choice: _____

2020 Summer Program Health History Form

Please answer the following questions regarding your child's health.

ALL INFORMATION MUST BE COMPLETED IN ORDER TO ATTEND THE SUMMER PROGRAM.

Child's Name _____

Child's Doctor's Name _____ **Dr.'s Phone #** _____

Child's Weight _____ **Child's Height** _____

Does your child have any allergies to drugs or medication? **YES** **NO**

If so, please list: _____

Does your child have any allergies to bee stings/insects? **YES** **NO**

If so, please list: _____

Does your child have any allergies (food, pollen, dogs, etc.)? **YES** **NO**

If so, please list: _____

Does your child have any form of asthma? **YES** **NO**

If so, please list: _____

If yes was checked for any of the above, is medication (Epi-pen, inhaler, etc.) needed?

If so, please list medication: _____

(PLEASE BE SURE TO FILL OUT THE ATTACHED MEDICAL AUTHORIZATION FORM AS WELL)

Are there conditions or specific needs that require attention? **YES** **NO**

If so, please list: _____

*In the event of any sudden illness, it is understood that the **Boys & Girls Club of Hawthorne** staff will attempt to contact me.*

However, if medical care becomes necessary, I give permission for my child, _____,

*to receive such treatment from and as deemed appropriate by the **Valley Hospital**, it's Medical Staff, agents, and representatives and further agree to reimburse **The Valley Hospital**, Medical staff, agents and representatives for all such treatment.*

Parent's/Legal Guardian's Name (PRINT) _____

Parent's/Legal Guardian's Name (SIGNATURE) _____ **DATE:** _____

Immunization Records

DUE TO STATE REGULATIONS, EVERY CHILD THAT IS ENROLLED IN THE SUMMER PROGRAM MUST HAVE A **COPY** OF THEIR MOST RECENT IMMUNIZATION RECORD ON FILE. THIS MUST BE HANDED IN EVERY SUMMER SEASON. (IF YOUR CHILD ATTENDED LAST SUMMER, WE WILL STILL NEED A NEW COPY FROM YOU. THIS IS A STATE REGULATION.)

YOUR CHILD **CANNOT** START THE SUMMER PROGRAM WITHOUT THEIR IMMUNIZATION RECORDS.

NO EXCEPTIONS.

YOU CAN HAVE THE RECORDS FAXED, MAILED, OR EMAILED TO THE CLUB.

IF YOU HAVE A RECENT COPY OF THEIR RECORDS, WE CAN MAKE A COPY FOR YOU.

MAIL: ATTN: SUMMER PROGRAM/ IMMUNIZATION RECORDS

1 DOWNES WAY, HAWTHORNE, NJ 07506

EMAIL: SUMMERCAMP@BGCHAWTHORNE.ORG

FAX: 973-423-1575

**IF YOUR CHILD NEEDS SPECIFIC MEDICATION,
PLEASE REFER TO THE FOLLOWING
REQUIREMENTS BELOW:**

1. Medicine MUST be in the original bottle or packaging.
 - a. The physician's and member's name must be on the label.
2. The physician MUST fill out the **Care Plan for Children with Special Health Needs Form** (attached to email) and ***stamp it with their official stamp***. If your child's doctor has their own Emergency Health Plan, you may submit that instead of our form.
3. You must fill out and sign the **MEDICAL AUTHORIZATION FORM (page 15)**.
4. **MEDICATION, MEDICAL AUTHORIZATION FORM, & THE CARE PLAN** MUST **ALL** ARRIVE **BEFORE** YOUR CHILD'S FIRST DAY OF THE SUMMER PROGRAM WITH ENOUGH MEDICINE FOR THE PROGRAM (INCLUDES INHALERS) OR YOUR CHILD WILL NOT BE PERMITTED TO ATTEND OUR PROGRAM. THERE ARE NO EXCEPTIONS TO THIS RULE. IT IS A STATE MANDATED RULE.

2020 Summer Program Medical Authorization Form

I _____ authorize ALL Boys & Girls Club Staff members to see that my child
Parent's Full Name

_____ receives medication prescribed by _____.
Child's Full Name Child's Physician's Name

- **This medication is to be furnished by parent/guardian with the name of the medicine, the amount to be given and the correct time of day to be given.**
- **Medicine must be in the ORIGINAL bottle.**
- **The physician's and members name MUST be on the label.**

MEDICATION MUST ARRIVE BEFORE CHILD'S FIRST DAY OF THE SUMMER PROGRAM.

Parent's/Legal Guardian's Name (ELECTRONIC SIGNATURE)

_____ **DATE:** _____



BOYS & GIRLS CLUB
OF HAWTHORNE

YOUTH MEMBERSHIP APPLICATION

Membership is required for participation in Club programs. All memberships expire in August.

Membership year runs from September to August.

Child's/Member's Name		Telephone	
Address	City	State	Zip
Male	Female	D.O.B. (MM/DD/YYYY)	Age
School	Grade		
Guardian/Father's Name		Guardian/Mother's Name	
Employer/Occupation		Employer/Occupation	
Work Phone		Work Phone	
Cell Phone	Cell Phone		

ALL UPDATES & INFORMATION ARE COMMUNICATED THROUGH EMAIL. PLEASE PROVIDE LEGIBLE EMAIL ADDRESSES BELOW.

Email Addresses: (Guardians)	
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PEOPLE AUTHORIZED TO PICK UP MY CHILD

Name	Phone	Relationship
Name	Phone	Relationship
Name	Phone	Relationship

ALL INFORMATION BELOW IS FOR THE BOYS & GIRLS CLUB OF AMERICA ANNUAL REPORT.
ALL FAMILIES AND ANSWERS WILL HAVE FULL CONFIDENTIALITY. RESULTS ARE USED FOR GRANT AND FUNDING OPPORTUNITIES.

Child lives with:	Mother	Father	Both
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Is there an immediate family member in the military? Y/N	If yes, what branch?
Active? Y/N	

Ethnicity of child / member:	Am.Indian or Alaska Native	Asian	White
	Native Hawaiin/Pacific Islander	Black/African Am.	Hispanic/Latino

Parental Release Form

I, the parent/guardian of the minor child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Club of Hawthorne, and Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury or death and any claim of damages resulting from use of facilities owned or controlled by the above organizations, or participation in activities of said organizations either at or away from the Club.

I, _____ do hereby give my son/daughter _____ permission to attend and/or participate in programs sponsored by the Boys & Girls Club of Hawthorne. I understand that my child's membership at the Boys & girls Club of Hawthorne is a privilege and may be revoked at any time.

Medical Treatment

I give permission to the Boys & Girls Club of Hawthorne to seek emergency medical treatment for my minor child if I cannot be reached. I will be responsible for any/all costs of medical attention and treatment.

(Optional) School Information ☐ No, I do not give my permission. (If checked, please initial here _____)

I give my permission to the Boys & Girls Club of Hawthorne and Hawthorne or Haledon School District to exchange information regarding the minor child listed on this application. The purpose of the exchange is to help both organizations do a better job of helping the student be successful in school, in the Boys & Girls Club and in life. This release may be revoked at any time by contacting your child's School District or the Boys & Girls Club in writing.

Surveys and Questionnaires

I, the parent/guardian of the minor child listed on this application, give permission for Boys & Girls Club of Hawthorne to survey my child about his or her Club experience, behaviors, skills and attitudes using Boys & Girls Clubs of America's National Outcomes Survey or other survey instruments.

Technology

As a member of the Boys & Girls Club, your child will have access to the Internet. While precautions are being taken, it is possible who s/he may access inappropriate sites. The Boys & Girls Club will have rules and consequences at the Club for such behavior; however we will not be responsible for the consequences of such access.

Miscellaneous

I understand that the Boys & Girls Club is not responsible for lost or stolen items. Parents and Club members are responsible for their own transportation to and from the Club. For drop-in activities, we are not responsible for Club members' whereabouts. It is the responsibility of me, the parent/guardian, to instruct my child as to when and with whom he/she will leave the club.

I give permission for my child's picture, moving pictures, or any other graphic depiction or likeness, to be used by the Boys & Girls Club and its activities. I have read the completed application and this form, understand the rules of the Boys & Girls Club and request my child be admitted into membership. ☐ YES ☐ NO

I give my permission to the Boys & Girls Club of Hawthorne to share information about the minor child listed on this application with Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on this membership application form, information provided by the minor child's school or school district, and other information collected by Boys & Girls Club of Hawthorne, including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

Parent's/Legal Guardian's Name (PRINT) _____

Parent's/Legal Guardian's Name (ELECTRONIC SIGNATURE) _____ **DATE:** _____



2020 Summer Program Payment Agreement

I, _____, parent and/or legal guardian of _____,

agree that I am responsible for the tuition payment of the Summer Program tuition in full according to the payment schedule outlined in the Summer Program Handbook.

I am also responsible for any additional fees including but not limited to membership, registration Fees, and any Hawthorne Memorial Pool fee.

In the event that my account becomes delinquent, my child, at the discretion of the Boys & Girls Club of Hawthorne, may be removed from the program and that my account will be turned over to a collection agency. If this occurs, I agree to pay a finance charge of 1.5 % per month on any balance due, as well as all reasonable collection costs not to exceed 25% as well as court costs, attorney fees and interest fees accrued with the collection of this account.

Parent's/Legal Guardian's Name (PRINT) _____

Parent's/Legal Guardian's Name (ELECTRONIC SIGNATURE) _____ DATE: _____

Boys & Girls Club of Hawthorne

Credit Card Payment Authorization

(PREFERRED)

I, _____, parent/guardian of _____, authorize the Boys & Girls Club of Hawthorne to charge payments for Summer Program to the card listed below. I understand that this information is confidential and will be kept in a secure place by the Boys & Girls Club of Hawthorne.

- ☐ I would like the balance charged in FULL for any weeks I am registering my child(ren) to the card I have listed below.
- ☐ I would like my total balance that is due at enrollment for my child(ren) charged to the card I have listed below.
- ☐ I would like the remaining balances charged to the same card on the dates that the remaining balances are due for my child(ren):
 - Weeks 3 & 4's balances will be charged on Monday, July 6th
 - Weeks 5 & 6's balances will be charged on Monday, July 20th
 - Weeks 7 & 8's balances will be charged on Monday, August 3rd

If you would like to discuss other automatic payment options please contact Jamie Gruppo at jgrupo@bgchawthorne.org.

Electronic Signature Parent/Guardian

Date

OFFICE USE ONLY

LAST 4 DIGITS: _____ EXP. DATE ____/____ CVV: _____

Weeks enrolled: 1 2 3 4 5 6 7 8

My card number is: _____

Expiration Date: ____/____ CVV Code: _____

Address associated with the card _____

2020 Summer Program Policy Agreement



I have received the Parent's Handbook for the Boys & Girls Club of Hawthorne. I understand that this Handbook outlines the policies and procedures of the center as guided by the state of New Jersey, Division of Youth and Family Services Bureau of Licensing.

These include (but are not limited to)

1. Policy on the Release of Children/ Drop Off and Pick Up Procedures
2. Communicable Disease Policy
3. Discipline Philosophy
4. Information to Parents Statement as prepared by the Bureau of Licensing, Division of Youth and Family Services.
5. Covid-19's Parent Handbook Guidelines

Child's Full Name (PRINT) _____

Parent's/Legal Guardian's Name (PRINT) _____

Parent's/Legal Guardian's Name (ELECTRONIC SIGNATURE) _____ DATE: _____

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FOR OFFICE USE ONLY: Please check off each item to ensure all necessary paperwork is handed in.

- ☐ Registration Form & Membership Form
- ☐ Health History Form
- ☐ Medical Authorization Form (if needed) _____
- ☐ Medication (if needed) _____
- ☐ Care Plan for Children (if needed) _____
- ☐ **Immunization Records** _____
- ☐ Handbook Policy Agreement Form
- ☐ Payment Agreement Form & Payment