

Membership Information Form



Boys & Girls Club of Temecula
28790 Pujol Street
Temecula, CA 92591

P: (951) 699-1526

F: (951) 699-4273

Confidentiality: Any confidential 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. Required fields are denoted with an asterisks(*)

Head of Household (Please Print)

First Name:*

Last Name:*

Gender:*

 Male Female

Family Income:*

\$ 15,000 - or below
 \$ 15,001 - \$20,950
 \$ 20,951 - 26,950
 \$ 26,951 - \$32,950
 \$ 32,951 - \$ 36,700
 \$ 36,701 - \$ 40,800
 \$ 40,801 - \$ 44,050
 \$ 44,051 - \$ 47,350
 \$ 50,601 - \$ 53,850
 \$47,351 - \$50,600
 \$53,851 and above
 Not Listed

Address:

(Line 1)

(Line 2)

(City)

(State)

(Zip Code)

Address Type:

Home

Work _____

Phone Number:*

() -

() -

Phone Type:*

Home Work _____

Home Work _____

Family Size:*

E-Mail Address:

E-Mail Type:

Home Work _____

Employer:

Job Title:

Occupation:

Military Branch:

Status:

Start Date:

End Date:

Parents / Guardian (Please Print)

First Name:

Last Name:

Gender:

 Male Female

Address:

(Line 1)

(Line 2)

(City)

(State)

(Zip Code)

Address Type:

Home

Work _____

Phone Number:

() -

() -

Phone Type:

Home Work _____

Home Work _____

E-Mail Address:

E-Mail Type:

Home Work _____

Employer:

Job Title:

Occupation:

Military Branch:

Status:

Start Date:

End Date:

Member Information (Please Print)

First Name:*

Middle Name:

Last Name:*

Nick Name:

Birth Date:*

Social Security Number::

Gender:*

Male

Female

Ethnicity:*

African American
 Asian American
 Caucasian
 Hispanic
 Multi-Racial
 Native American
 NOT LISTED
 Other

Membership Type:*

Board of Directors
 Full Time
 Margarita Unit
 Sport
 The Underground

Pick up Authorization Password:

School:

Grade:

Household Type:

Extended Family
 Family
 Foster Family
 Non-Family

Family Setting:

1 Parent Family
 2 Parent Family
 Foster Parent
 Other

Referring Organization:

Another Member
 Family
 Flyer
 Friend
 Magazine
 Neighbor
 Neighborhood
 Newspaper
 Other
 School
 Self
 Unknown

Check all that Apply:

- TANF
- Food Stamps
- General Assistance
- SSDI
- SSI
- Veterans Compensation
- Day Care Voucher
- School Lunch
- Medicaid
- Can Swim

Address:*

(Line 1)

(Line 2)

(City) (State)

Address Type:*

Home

Work _____

(Zip Code)

Phone Number:

() -

Phone Type:

Home Work _____

E-Mail Address:

E-Mail Type:

Home Work _____

Member Medical Information (Please Print)

Insurance Company:

Medications:

Medical Problems/Allergies:

Insurance Policy Number:

Physician:

Physician Phone:

Disabilities:

Hospital:

Hospital Phone:

Pick Up Information (Please Print)

Two people authorized to pick up member -

1.) First Name:

Last Name:

() - Home Work

Parent

Guardian

Emergency Contact

Primary Emergency Contact

Lives With Member

2.) First Name:

Last Name:

() - Home Work

Parent

Guardian

Emergency Contact

Primary Emergency Contact

Lives With Member

The Boys & Girls Club of Temecula also uses the following fields to learn more about your child. Please check one item from each group below.

AM / PM: ___ YES

AM ONLY: ___ YES

Mid School Program: ___ Gardner
___ Margarita

Programs: ___ Guitar Lessons

Sports: ___ B-Ball
___ DodgeBall
___ Flag Football
___ Golf
___ Soccer
___ Sports Camp
___ T-Ball

I have read the completed application; I understand the rules of the Boys & Girls Clubs of Southwest County and request that my son/daughter be admitted into membership. I have explained the rules to my son/daughter and agree that the Boys & Girls Clubs of Southwest County will not be responsible for any accident involving my son/daughter while on the Boys & Girls Clubs of Southwest County premises or while engaged in any of its activities away from the Boys & Girls Clubs of Southwest County. I understand that promotional pictures (individual and group), may be taken by the Boys & Girls Clubs of Southwest County. I give my permission for my son's/daughter's picture to be used for promotional materials (newsletter, web page, calendars, power point, etc.) in highlighting the Boys & Girls Clubs of Southwest County events. Authorization for Interagency Exchange of Confidential Information. I give permission for the release and exchange of confidential information from the following sources in order to provide programs and coordinate services for my child. This information is for the express use of the BGCSWC and will not be shared with any other organizations or businesses: (Temecula Valley Unified School District, Murrieta Valley Unified School District, Lake Elsinore Unified School District; Office of Justice Programs, Riverside County Sheriff's Department, Temecula Police Department, Murrieta Police Department, Lake Elsinore Police Department, the California Department of Education and the County of Riverside). I understand that my records are protected under federal confidentiality regulation and cannot be disclosed without my written consent unless otherwise provided for in the regulation. I may withdraw this consent at any time except to the extent that action has been taken in reliance on it. This release will be in effect as long as the child has a membership with the Club.

Parent or Guardian Signature

Member's Signature

Date



Dear New Boys & Girls Club Family,

We are so glad that you selected the Boys & Girls Clubs of Southwest County as a before and after school resource for your child.

The Boys & Girls Clubs of Southwest County has been serving children in Southwest Riverside County since 1991.

Our mission is to inspire and enable all youth to realize their full potential as productive, responsible, and caring citizens by providing stimulating and challenging programs through interaction with dedicated caring people.

As Youth Development Professionals we utilize the Boys & Girls Clubs of America BUIC model in all our programs and activities. The Boys and Club's BUIC model is defined as:

- B - Building the sense of Belonging
- U - Increasing youth's sense of Understanding
- I - Raising their sense of Influence
- C - Developing their sense of Competence

We offer a variety of enriching programs in the areas of Character & Leadership Development , Education & Career Development , Health & Life Skills, The Arts and Sports, Fitness & Recreation.

We want your child to have a fun and positive experience at the Club. We have a thorough membership packet that includes information about the Club as well as our rules and policies for all members. Please review them with your child, as they are in place for the safety and comfort of all of our members.

If you should have any questions, please do not hesitate to ask any staff member.

Again, thank you for choosing the Boys & Girls Clubs of Southwest County and welcome to the Club.

Sincerely,

The Boys & Girls Club Staff



BOYS & GIRLS CLUBS
OF SOUTHWEST COUNTY

Please initial that you have received copies of the following documents:

- Welcome Letter
- Club Rules
- Orientation to the Club
- AM/PM Program Agreement
- Bus/Van Riding Rules
- Behavior Management Policy
- Acceptable Use Policy (AUP)
Responsible Computer Use Guidelines
- Computer Lab Rules
- Release of Information

This checklist confirms that the parent and child have received the rules and regulations for the Club. It is the responsibility of the parents to make sure that the children know and understand the rules of the Club. If these rules are broken, consequences will be enforced by Club Directors. Please feel free to contact the site with any questions or concerns regarding any of the information received.

Thank you.

Parent Signature: _____

Member Signature: _____

Date: _____



Club Rules

1. All participants must be members.
2. All members must scan in when arriving and scan out when leaving.
3. Membership cards must be carried at all times in the club.
4. Members are not permitted on any counters, desks, tables, or stacked chairs in the club.
5. Permission must be received before entering the office area or behind the front desk area.
6. The office phones are for official club businesses only. Only emergency calls will be relayed from parents to members. Members may use the phones for emergencies only.
7. Members may not run or roughhouse in the club.
8. Members may eat or drink only in the lunchroom. No gum is allowed.
9. Members are not allowed to gamble, fight, smoke, use drugs, drink alcoholic beverages or use obscene language in the club at any time.
10. Members that damage club facilities or equipment will be held responsible for payment or repair.
11. Members are not permitted in rooms when adult staff is not present.
12. Members are not permitted to loiter outside the club building area.
13. Members are not allowed to ride skateboards, bicycles, or rollerblades at the club.
14. Members are expected to keep all areas of the club neat and clean.
15. Members are expected to obey the staff and stay with their assigned groups at all times.
16. All members need to wear closed toes shoes for safety. Rolling type shoes are not allowed to be worn to the club or any club activity.
17. Members are not allowed to bring walk-mans, radios, or electronic devices of any kind to the club.
18. Members should not bring cash, in excess of daily lunch and/or snack money, to the club or any type of valuables. The club does not accept responsibility due to theft or loss of money or property of any type.



Orientation to the Club

1. The Boys & Girls Clubs of Southwest County maintains an OPEN DOOR POLICY and is not a licensed childcare provider as designated by Section 8300 of the Educational Code or Section 1596.792 and .793 of the Health and Safety Code of California. Parents are responsible to instruct their children in the manner to which they may come and go from the Club.
2. There is an annual membership fee of \$20 for all Club members at the time of registration. Membership is renewed every January.
3. Payment for camp days is due prior to starting.
4. Field trip fees are not included in the weekly camp payment.
5. Children attending camp need to bring a lunch & 2 snacks with them every day.
6. The Club occasionally shows movies as a Club activity. Only G rated movies will be shown to elementary school aged children. Teens and middle school students will be shown G rated movies and PG movies with parental permission.
7. All members need to bring their Boys & Girls Club card with them everyday. If it is lost, you can purchase a replacement card for a \$.50
8. As a general rule, the B&GCSWC staff and volunteers are not authorized to dispense medication of any kind to members. This includes pain relievers such as aspirin, non-aspirin and cold medication. However, if a member is currently taking prescribed medication and it must be taken while the member is on B&GCSWC premises, we need you to fill out a medication form and the medication needs to be in the original prescription container to be locked up. Members must be able to administer any medications on their own.
9. There will be a late charge if you pick up your child after 7:00 PM. The late fees are as follows: \$10.00 after the first 10 minutes, and a dollar every minute there after.
10. There will be a \$25.00 charge on all returned checks.



AM/PM Program Agreement

Please read the following information:

- Transportation is provided to and from school by agency van or school bus.
- The fee is \$300.00 per month for every month your child attends our transportation program. Payment is due by the 1st of the month, if payment is made after the 5th of the month, a \$10.00 late fee per child will be added.
- Before we will reserve your child's seat on the bus, your payment must be made before the first of the month. If you have not paid before the first of the month, you may lose your spot since there are a limited number of seats available.
- When your child is out of school for a single day, such as a holiday or staff-development day, your child may attend camp at the Club for a fee of \$25.00 per day. These days are not included in your \$300.00 payment.
- If your child is riding the bus in the morning, whether for elementary or middle school, you need to arrive at the club by 7:30 a.m. If you drop your child off after this time, and our bus has already gone, there will be a \$10.00 charge for us to take him or her to school.
- After school, your child needs to wait in the designated pick-up area for the bus. The bus driver cannot get off the bus to look for your child if he or she is not there.
- If your child is not going to be riding the bus in the afternoon, it is very important that you call the club and let us know before 12:00 noon.
- If your child has missed the bus, and if we have not heard from you, we will call you. At this time, you have the option of picking him or her up yourself or of having us go back and pick him or her up for a \$10.00 fee.
- We cannot allow children to be taken off the bus/van after they have boarded. Our drivers are not able to confirm who is on your pick up list when they are in the field. For your child's safety, we ask that you pick up your child from the Club.
- Our vans are equipped with front passenger air bags. No child under 6 is allowed to sit in those seats. Every effort is made to ensure children 11 and older are assigned to those seats.
- Power Hour is offered as part of the AM/PM "Learning Connection" Program. A Boys & Girls Club Recreational Aide will be on hand to help your child with homework assignments and to chart your child's progress in academics. Our staff will assist your child to the best of their ability; however, they will not force your child to do his or her homework.
- The Boys & Girls Club closes at 7:00 p.m. Monday through Friday. There will be a late fee if you are late to pick up your child. The late fees are as follows: \$10.00 after for the first 10 minutes, and a dollar every minute there after.



Bus & Van Riding Rules

1. When entering or exiting the bus/van, watch your step and please don't push.
2. Please always sit up facing forward with your feet on the floor.
3. Please put your seat belt on securely, if applicable. Please keep the aisle clear and keep your backpack on your lap.
4. Once you are belted in, it is important that you stay in your seat unless you are asked to move by the driver. Please stay in your seat until the bus/van is at your designated stop. Please wait for the driver to open the door before leaving your seat.
5. Please do not rest your head on the window; use the headrest on the back of the seat.
6. Please keep your feet off the seats. No heelies (sneakers with wheels) are allowed on the bus/van.
7. When talking, please use an inside voice, no yelling. Please do not distract the driver.
8. Please keep all body parts inside the bus/van. Please don't open the windows without permission from the driver.
9. When exiting the bus/van, please wait until seats on both sides of the aisle are clear before getting up and exiting.
10. Rude gestures, rudeness, crudeness, horseplay, teasing and foul or inappropriate language will not be tolerated on bus. Please keep your hands to yourself.
11. Please do not eat, drink or chew gum on the bus. Please keep all personal items in your backpack or stowed away.
12. The bus driver may change passenger seat assignments at the discretion of the driver.
13. Please do not use your cell phone on the bus/van.
14. Safety is our main concern; passengers should practice safe behavior at all times when on the bus/van.
15. The driver may, in collaboration with the Unit Director, send a written notice home to parents if bus rules are violated.



Behavior Management Policy

The Club is committed to providing the best possible experience for your child. Staff members are responsible for providing a safe, controlled environment for club members. This includes both eliminating hazards and ensuring that all club members are under staff supervision at all times. In order to ensure participant safety and maintain a positive environment, staff must use discipline procedures with members who behave in a disrespectful manner. No club member's safety shall be compromised by the actions of another club member.

The following steps may be utilized with the member and involve parent support to assist in carrying out the established rules and policies of the club. The severity or nature of the behavior will determine the order of discipline.

1. The Youth Development Professionals shall initially handle more minor issues- insubordination, misbehavior on bus, language and the like- with a verbal warning.
2. If the offense is made again, a "time out" shall be enforced along with a dialogue with the child to establish an understanding of what rule(s) was/were broken and why the rule(s) need to be followed. If these steps do not produce improvement in behavior by the child, the matter needs to then be handled by the Unit Director or immediate supervisor.
3. A Behavior Report Form may be filled out explaining the problem behavior and given to the parent. This form needs to be signed by a parent and returned to the Club.
4. If a child exhibits ongoing or serious behavior issues, they may be temporarily suspended from the Club. Once a member is suspended from one Boys & Girls Club of Southwest County site he/she is suspended for the same duration from all Boys & Girls Club of Southwest County sites.
5. If a child is unable to follow Club rules or presents a danger to other members or staff, they may be expelled from the Club.

The Boys & Girls Clubs of Southwest County has a zero tolerance policy regarding some inappropriate behaviors. These behaviors include physical conflicts, stealing, drugs and alcohol, weapons, vandalism, extreme disrespect toward staff, and extreme behavior on the bus. These items shall be directly handled by the Unit Director or immediate supervisor in conjunction with the Youth Development Professional (YDP). These items are to be dealt with by an immediate suspension, the length of which will be determined by the Unit Director or immediate supervisor.

The ultimate goal of behavior management is to improve behavior. Fair and consistent behavior management, in conjunction with the club's mission statement will ensure a safe, positive environment for all of our members.



AUP

Acceptable Use Policy

Responsible Computer Use Guidelines

The Boys & Girls Clubs of Southwest County's (B&GCSWC) Technology Lab, computer network and Internet access are available to members to enhance their educational experience and to develop proficiency with technology. The network and Internet access is available to staff for the same purpose- to enhance the educational experience of club members.

The purpose of these Responsible Use Guidelines is to foster the appropriate use of the network and the Internet. The following guidelines apply to all users whenever they use the Boys & Girls Club's technology.

Educational Purpose

The B&GCSWC network has been established for educational purposes limited to technology lab and program activities, career development and independent scholastic research on appropriate subjects.

The B&GCSWC network has not been established as a public access service or a public forum. The Club has the right to place reasonable restrictions on the material accessed or posted through the system.

Club rules are to be followed while using the network or any club technology. The B&GCSWC network may not be used for commercial purposes. This means club members may not offer, provide, or purchase products or services through this network. Club staff members are permitted to purchase for the Club with authorization.

The B&GCSWC technological resources, including the network, are not to be used for political lobbying or campaigning. Staff may use the system to communicate with elected representatives and to express opinions on political issues when directed to and on behalf of the Club.

Club members are not allowed to send e-mail or enter a chat room without staff approval. Approval will be given on a limited basis for club or school programs only.

Unacceptable Uses

It is unacceptable to provide personal contact information about yourself or another individual through the Internet. Personal contact information includes (but is not limited to) home or work addresses, school names, and telephone numbers.

Club Members will not agree to meet with individuals met online with or without the consent of a parent.

Any message that is received that is inappropriate or makes you feel uncomfortable should be disclosed to the Club staff or adult volunteers immediately. Club staff or volunteers will bring it to the attention of the Director of Education and Technology or the site Program Coordinator.

Illegal Activities

It is prohibited to attempt to gain unauthorized access to the B&GCSWC network or to any other computer system through the B&GCSWC network. This includes attempting to log on through another person's



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account or access another person's files. These actions are illegal and unauthorized, even if only for the purpose of "browsing," and may result in termination of access privileges.

Deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or through other means is strictly prohibited.

The B&GCSWC network is not to be used to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of drugs or alcohol, engaging in criminal activity, or threatening the safety of another person.

System Security

Use of a personal user account is allowed by staff only. Staff members are responsible for their individual user account and should take reasonable precautions to prevent others from being able to use your account. Club members will not have individual user accounts.

Inappropriate Language

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

The use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful forms of communication is not allowed. This applies to verbal and written language, diagrams, photographs, representations, videos, and any other form of communication.

The posting of information that could cause damage or a danger of disruption is strictly prohibited.

Engaging in personal attacks, including prejudicial or discriminatory attacks, is strictly against club policy and will not be tolerated.

Harassment of another person is closely monitored and not allowed. Harassment is persistently acting in a manner that distresses or annoys another person. Users caught sending harassing messages will lose their computer room privileges.

The posting of false or defamatory information about any person or any organization, whether knowingly or recklessly, is strictly prohibited.

Respect for Privacy

It is unacceptable to re-post a message that was sent privately without permission of the person who sent the message.

It is not permissible to post private information about another person.

Plagiarism and Copyright Infringement

Plagiarism of works found on the Internet is not acceptable. Plagiarism is taking ideas or writings of others and presenting them as if they were yours.



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Respect the rights of copyright owners. Copyright infringement occurs with unauthorized reproduction of a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the expressed requirements must be followed.

Inappropriate Access to Material

B&GCSWC network is not to be used to access material that is profane or obscene (pornographic), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature).

If inappropriate information is mistakenly accessed, immediately shut off the monitor and notify the computer room staff. This will protect the user against a claim of intentionally violating this policy.

The parent or guardian of club members should instruct staff if there is additional material that he or she thinks would be inappropriate for access. The Boys & Girls Clubs fully expect club members to follow the constraints of their parent or guardian in this matter.

Disciplinary Actions

Members who violate the Responsible Use Guidelines may be denied future Internet and or network privileges for a defined period of time, or be subject to other disciplinary measures as set forth by the Director of Education and Technology and the Site Program Coordinator. Severe violations and repeated lesser violations of the Responsible Use Guidelines could result in a permanent ban from the Technology Lab and expulsion from the Club.

Procedures

Club Members will display their Club Card at all times while on a computer. They will not attempt to use the computers if they have not turned in a signed AUP. Club Members will stay on the computer that they are signed in on. Printing will be done only with the approval of staff.

Use of the computer room is a privilege, not a right. Inappropriate behavior will result in the loss of the privilege.



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Computer Lab Rules

Respect the lab

- I. Leave food and drink outside.
- II. Use the computers only for approved and appropriate things.
 - No chat rooms or Instant Messengers.
 - No inappropriate pictures.
 - No violent or hate content.
- III. Do not sabotage the system. Ask for permission before saving or deleting anything, and never install anything.
- IV. Do not change the preferences. Remember you are guests on the clubs' computer. The computers are not yours to customize.

Respect others and yourself

- I. Never give any information out online. Chat rooms and e-mail are not permitted.
- II. Do not be rude to others either in the lab or online. Work effectively with others.
- III. Never claim another person's work as your own.

Parents

As a parent or guardian of this club member, I have read the Boys & Girls Clubs of Southwest County's Responsible Use Guidelines and have explained them to my child. I understand that access to the Boys & Girls Club Network, Technology Lab, and the Internet is designed for educational purposes and the Boys & Girls Club has taken available precautions to educate members on appropriate educational materials. However, it is understood that no matter how much supervision and monitoring that the Club can offer, there will always be the possibility of my child coming into contact with inappropriate material, and I will not hold the Boys & Girls Clubs of Southwest County responsible for materials acquired on the network.



Parent Guardian Consent for Release of Information

The Boys & Girls Clubs of Southwest County provides the Power Hour program Monday through Thursday to ensure that all children have an opportunity to complete homework and receive assistance as needed. Through Power Hour, we also provide educational enhancement programs and mentoring. In order for us to best serve your child, we want to make sure that he or she is receiving help in the areas where it is most needed. In addition, we want to reward children for their improvement and encourage and support them in their efforts.

In order to ensure the effectiveness of our Power Hour program, we will be assessing two areas: school and Club achievement. Specifically we will track: school attendance, grades and homework completion.

In order to see the progress your child is making, we are requesting that they bring in their progress reports and report cards when they receive them so that we can celebrate their achievements and help them in the areas where needed. We are also requesting that we be able to make a copy of their progress reports and report cards so that we can compare them over the school year and reward them for their progress. This information would be kept completely confidential and only be used to better meet the needs of your child.

If you agree that your child may bring in their progress and report cards, you do not need to return this letter. If you do not want your child to participate, please sign, date and detach the section below and return it to the Club. You may also call us to ask that your child not participate.

If you have questions about this program, please contact Rhonda Guaderrama at (951) 699-1526:

I do not want my child, _____ (name of child), to bring in their progress and report cards to the Boys & Girls Club of Southwest County.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

PLEASE SIGN, DETACH AND RETURN THIS SECTION TO THE CLUB.