



Boys & Girls Clubs of Roanoke Valley

4395 Electric Rd Roanoke VA 24018
Phone: 540-985-8600 Fax: 540-985-3748

MEMBERSHIP APPLICATION

Member Information:

First Name: _____ Middle: _____ Last Name: _____
Nickname: _____ Gender: Male / Female Email Address: _____
Address: _____ At this Address Since: _____
City: _____ State: _____ Zip: _____ Telephone: _____
Birth Date: _____ Age: _____ Race: _____ Special Features: _____
Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____
Childs Soc. Sec. Number: _____ New or Renewal Member: _____

School Information:

Current School: _____ Teacher: _____ Grade: _____
Previous Child Day Care Programs/Schools Attended: _____

Household Information: The Boys & Girls Clubs of Southwest Virginia are a non-profit organization. As such, we rely heavily on grant funding to operate our facilities and programs. The following information is necessary for us to report to our funding sources.

Annual Gross Household Income: \$0 – \$9,999 \$10,000- \$24,999 \$25,000- \$49,999 above \$50,000
Does the child live with their: Mom Step Mom Dad Step Dad Grandparents Other: _____
Is there a member of the household 65 years old or older: Yes / No Is there a member of the household handicapped: Yes / No
Current Head of Household: Female / Male / Both Current Number in Household: _____
Current Marital Status of Parent/Guardian: Married _____ Separated _____ Divorced _____ Widowed _____ Single _____
Number of Brothers: _____ Ages: _____ Number of Sisters: _____ Ages: _____

Medical Information:

Doctor Name: _____ Doctor Phone: _____
Permission for Doctor/Hospital: Yes / No Hospital: _____
Does your child have health and/or accident insurance: Yes / No
Child's Insurance Carrier: _____ Policy #: _____ Group #: _____
Please list allergies or intolerances to food, medication, or any other substances: _____
Please list any chronic physical problems, pertinent development information and/or any specific accommodations your child may need: _____
Please list any medications your child is currently taking: _____

Medical Emergency:

In case of an emergency, I, _____ (parent / guardian), give my permission for the Boys & Girls Clubs Staff to administer CPR and First Aid until rescue personnel have arrived.

Emergency Contacts: Must be filled out completely.

Guardian/Parent 1

Name: _____

Relationship: _____

Home Address (if different than child's):

Date of Birth: _____

Occupation: _____

Employer: _____

Work Address: _____

Phone 1: _____ Type: _____

Phone 2: _____ Type: _____

Phone 3: _____ Type: _____

Email Address _____

Guardian/Parent 2

Name: _____

Relationship: _____

Home Address (if different than child's):

Date of Birth: _____

Occupation: _____

Employer: _____

Work Address: _____

Phone 1: _____ Type: _____

Phone 2: _____ Type: _____

Phone 3: _____ Type: _____

Email Address _____

Emergency Contact #1

Name: _____

Relationship: _____

Address: _____

Phone 1: _____ Type: _____

Phone 2: _____ Type: _____

Phone 3: _____ Type: _____

Email Address _____

Emergency Contact #2

Name: _____

Relationship: _____

Address: _____

Phone 1: _____ Type: _____

Phone 2: _____ Type: _____

Phone 3: _____ Type: _____

Email Address _____

***Parent/Guardian & Emergency Contact information should list four different people. In case of an emergency we will start with the first parent/guardian listed. Emergency Contacts will be called when a parent cannot be reached.**

Persons Authorized to Pick up Child (Other than Parents/Guardians & Emergency Contacts Already Listed):

Name: _____ Relationship: _____ Phone: _____ Cell: _____

Name: _____ Relationship: _____ Phone: _____ Cell: _____

Name: _____ Relationship: _____ Phone: _____ Cell: _____

Name: _____ Relationship: _____ Phone: _____ Cell: _____

Persons NOT Authorized to Pick up Child:

Name(s): _____

NOTE: Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up the child.

Section 22.1-4/3 of the Code of Virginia states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.

Disciplinary Procedures

Boys and Girls Clubs of Southwest Virginia

The Boys & Girls Clubs of Southwest Virginia handles behavioral problems on an individual basis. It is the responsibility of the parents and guardians to let us know if the member has developmental delays at home or at school, so that we have information to better understand the member's behavior. If the behavior is on going or extreme, then the member will be sent to the Unit Director for further guidance. If the Unit Director, staff or Club member cannot resolve the problem, **PARENTS WILL BE CONTACTED**. The Unit Director has the option of sending the member home, and/or suspending the Club member. The Club member will not be readmitted until there is a parent conference with the Unit Director.

Infraction I

Infraction I is defined as any minor disruptive behavior such a yelling, running, being out of your assigned area, cursing, sitting on tables, misuse of Club equipment, not removing head gear, or showing inappropriate signs of affection.

<u>Age</u>	<u>Occurrence 1</u>	<u>Occurrence 2</u>	<u>Occurrence 3</u>	<u>Occurrence 4</u>
5-8	Warning	10- Minute Time-Out	20 Minute Time-Out	Suspended for One Day
9-11	Warning	20-Minute Community Service	Suspended for One Day	Suspended for Three Days
12 & Up	Warning	Suspended for One Day	Suspended for Three Days	Suspended for A Week

Infraction II

Infraction II is defined as any behavior that disrupts Club activities or disrespects Club, staff, or members. Behavior in this category includes but is not limited to outright defiance, chatting, cursing, or disrespecting staff, intimidation, encouraging or instigating a fight, pornography, confrontations without harm, and very minor vandalism.

<u>Age</u>	<u>Occurrence 1</u>	<u>Occurrence 2</u>	<u>Occurrence 3</u>
5-8	20 Minute Time Out	Suspended for One Day	Suspended for Three Days
9-11	Suspended One Day	Suspended One Week	Suspended for One Week
12 & Up	Suspended Three Days	Suspended One Week	Suspended Two Weeks

Infraction III

Infraction III is defined as any behavior which endangers members, staff, or Club facilities. Behavior in this category includes but is not limited to repairable vandalism, minor theft, horse playing, fighting, and outright threats.

<u>Age</u>	<u>Occurrence 1</u>	<u>Occurrence 2</u>	<u>Occurrence 3</u>
5-8	Suspended One Day	Suspended One Week	Suspended One Month
9-11	Suspended Three Days	Suspended Two Weeks	Suspended Two Months
12 & Up	Suspended One Week	Suspended One Month	Suspension TBD By Unit Director

Infraction IV

Infraction IV is defined as any infraction that is criminal or damaging to Club, members, or staff in a permanent or longstanding way. Behavior that is included in this category is participating or being involved in a mob assault (banking), weapon possession, major theft, drug possession, threat to staff or major vandalism. Accompanying discipline action in Infraction IV will be a police report.

<u>Age</u>	<u>Occurrence 1</u>	<u>Occurrence 2</u>	<u>Occurrence 3</u>
5-8	Suspended One Month	Suspended Three Months	Permanently Suspended
9-11	Suspended Two Months	Permanently Suspended	
12 & Up	Suspended Three Months	Permanently Suspended	

PARENTAL CONSENT AND AGREEMENTS:

Discipline Procedures:

Please read the discipline procedures carefully. The copy provided is yours to keep.

I have read and understand the Boys & Girls Clubs of Southwest Virginia discipline procedures. I agree to support the staff of the Boys & Girls Club in enforcing these rules and regulations. I understand that my child may be removed from the program for repeated infractions.

Late Pick-Up Policy:

Each Family is allowed **one** free 15 minute late pick-up. After this one free late pick-up has been used, parents will be **charged \$1.00 per minute per child** for each minute they are late. This late fee is due when the child is picked up or a payment schedule must be made.

Parents who have total of **five incidents** of late pick-up will be charged **\$5.00 per minute per child** or may be asked to make other childcare arrangements for their child. If they are not picked up one hour after closing,

Department of Social Services will be contacted.

Communicable Disease & If Member Becomes Ill Policy:

The Boys & Girls Clubs agree to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so requested by the Club.

The parent(s)/guardian(s) authorize the Boys & Girls Clubs to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately.

The parent(s)/guardian(s) agree to inform the Boys & Girls Clubs within 24 hours or the next business day after his/her child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health except for life threatening disease which must be reported immediately.

Disclaimer and Permission Statement:

I request that my child be admitted to membership. In case of an accident, I give the Boys & Girls Clubs of Roanoke Valley my consent to seek medical attention for my child. I give the Boys & Girls Clubs permission to use any photographs that my child appears in for any promotional materials for the Club. I understand that the Boys & Girls Clubs operates under an OPEN DOOR POLICY and members are allowed to come and go as they please. We will only attempt to notify parents if their child leaves on their own. Supervision is not provided outside of scheduled times. Parents should instruct their children to stay on Club grounds at all times. The Boys & Girls Clubs is not responsible for injuries that occur to your child at the Club. Parents should carry their own medical insurance.

Parent understood Signed Insurance Disclaimer and Permission Statement: Yes / No
My child has permission to be used in public relations materials: Yes / No
My child may participate in all Boys & Girls Clubs activities in or adjacent to the Club building: Yes / No

Signatures:

By signing below, you acknowledge that you have read, understood and agreed to the discipline procedures, late pick-up policy, communicable disease and ill member policy, and the disclaimer/permission statement:

Member's Name: _____ Parent's Name: _____
(print) (print)

Parent's Signature: _____ Date: _____

Club Administrator: _____ Date: _____

Note: This application MUST be filled out COMPLETELY and signed by parent and Club Administrator for it to be valid.