



# *Boys & Girls Clubs of La Habra*



## *Extended Day Program Program/ Payment/Transportation Contract/Agreement 2017 -2018 School Year*

### **PAYMENT**

- Must be a member of the Boys & Girls Clubs of La Habra for the 2017/2018 calendar year. (Membership fee is \$40.00 covering both 2017 & 2018)
- All and any outstanding balances must be paid in full before being accepted into the 2017–2018 School Year Extended Day Program.
- There is a non-refundable \$40 Enrollment Fee per child. Your enrollment **Will Not** be accepted until forms have been completed, and the enrollment and first week's fees have been made.
- Payments are due on **Thursday** (to cover the following week).
- Payments received after Friday, will be subject to a **\$5 late fee**. Failure to make your payment will jeopardize your child's position in the program.
- Fees are subject to change.
- **Extended Day fees are non-refundable and are not transferable.**
- Extended Day fees **Will Not** be pro-rated for short weeks. You must pay the entire week in order to retain your space. (The only exception will be if your initial enrollment begins mid-week, in this case we will pro-rate).
- We require notification of your decision to terminate your use of the extended day program. Fees will **Not Be** pro-rated for the number of days used that week.
- The parent/guardian who **signs** the contract will be considered the party financially responsible for payment and any changes to be made.
- Two party payments **Will Not** be accepted unless both parties are present when weekly payment is made.
- Payments received late on a consistent basis may lead to your child's termination from the program.
- **There is a \$40 administration fee on returned checks, as well as a \$12 bank processing fee for each time the check is processed.**
- **Any payment thereafter must be paid in cash or money order.**

## **PROGRAM**

- Children must be walked in, signed in and out by parents.
- Under no circumstances should children be left unattended before the Extended Day Program opens at 6:30a.m.
- The Extended Day Program closes promptly at 6:30p.m. If you will be late picking up your child, you must call and inform the Extended Day Staff before 6:15p.m. If Extended Day Program members are not picked up and signed out by 6:30p.m. They will be dropped off at La Habra Police Department.
- If your child will not be attending on a particular day, you must call and inform the Extended Day Staff.
- Your child is solely responsible for any personal belongings that he/she brings to the Club. The club does not accept responsibility for any lost or stolen items, and also discourages its members from bringing valuables from home.
- The Extended Day Program has a "CLOSED DOOR POLICY" Participants grades 2<sup>nd</sup> thru 8<sup>th</sup> may utilize the entire facility. Participants' grades kindergarten and 1<sup>st</sup> grade must remain with their adult leaders at all times. At no time are any Extended Day members allowed to leave the facility unless they have been signed out by their parent/guardian or are under the supervision of a Boys and Girls Club Staff member.
- The Extended Day Program understands that there may be changes in schools, school schedules, times, etc. We will attempt to accommodate when possible, however, we are under no obligation to insure a spot at another time, once our scheduling has been completed.
- Fighting, cursing, disregard for rules, damaging equipment, leaving facility and being disrespectful to the staff or any other member of the club may result in loss of membership.
- If your child was absent from school for any reason, he/she **May Not** attend the club on that day. Also, your child **May Not** be dropped off at the club if they have been sent home from school due to illness or have been suspended.

## **TRANSPORTATION**

- Your child must be at the pre-determined pick-up spot on time. If your child is late for the van, for any reason, it will be your responsibility to make arrangements for pick-up. We can return for your child, providing there is not a scheduling conflict, however a \$5.00 fee will be imposed for each additional trip we must make.
- If your child is detained at school, (i.e.; detention/ special classes/ school field trip), it is your responsibility to make arrangements for your child's pick-up.
- We require that seatbelts be worn at all times. Your child must remain seated with their seat belt on at all times when in the van.
- Your child must obey all rules set forth by the driver with regards to safety in the van. If the driver determines that your child was non-compliant, their participation in the Extended Day Program may be terminated without a refund.



**BOYS & GIRLS CLUBS**  
OF LA HABRA

# 2017-2018 EXTENDED DAY SCHOOL YEAR PROGRAM

**Child #1 Name:** \_\_\_\_\_ Club Membership #: \_\_\_\_\_

Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

**Child #2 Name:** \_\_\_\_\_ Club Membership #: \_\_\_\_\_

Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

Mother's Email: \_\_\_\_\_ Work #: \_\_\_\_\_

**Father's Name:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

Father's Email: \_\_\_\_\_ Work #: \_\_\_\_\_

**Emergency Contact:** (Identification must be shown)

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Authorized for pick up:** (Identification must be shown)

\_\_\_\_\_  
\_\_\_\_\_

**Child #1/School:** \_\_\_\_\_ **A.M. Start Time** \_\_\_\_\_ **P.M. Release Time** \_\_\_\_\_

Min. Day:  M T W T H F  Min. Day Start Time: \_\_\_\_\_ Min. Day Release Time: \_\_\_\_\_

**Child #2/School:** \_\_\_\_\_ **A.M. Start Time** \_\_\_\_\_ **P.M. Release Time** \_\_\_\_\_

Min. Day:  M T W T H F  Min. Day Start Time: \_\_\_\_\_ Min. Day Release Time: \_\_\_\_\_

**Staff Only-Please Circle**

FT or PT      AM or PM     Status:  K-1 or 2-8     F/A:  Y or N     Weekly Fee: \_\_\_\_\_

Reg Fee: \$40 x \_\_\_\_\_ = \$ \_\_\_\_\_    Starting Date: \_\_\_\_\_    Staff Signature: \_\_\_\_\_

Receipt #: \_\_\_\_\_    Total Amt. Paid: \_\_\_\_\_    Date: \_\_\_\_\_



# Boys & Girls Clubs of La Habra

## EXTENDED DAY PROGRAM SCHOOL YEAR 2017-2018

### *ENROLLMENT CONTRACT/AGREEMENT*

*(READ AND REVIEW THE ENTIRE ENROLLMENT PACKET BEFORE SIGNING THIS CONTRACT.*

*(Please read and initial)*

- Under no circumstances should children be left unattended before the Extended Day Program opens at 6:30a.m. Members must be walked in and signed in by parent (s) \_\_\_\_\_
- All and any outstanding balances must be paid in full before being accepted into the 2017/2018 Extended Day Program. \_\_\_\_\_
- Payments are due on Thursday (to cover the following week). \_\_\_\_\_
- *Extended Day fees are non-refundable and are not transferable.* \_\_\_\_\_
- If your child will not be attending the club on a particular day, you must call and inform the Extended Day Staff. \_\_\_\_\_
- A parent MUST walk and sign members in and out, members are not allowed to sign themselves in or out. \_\_\_\_\_

*The parent/guardian who completes & signs the contract will be considered the party financially responsible for payment, and any changes that are to be made to the contract i.e. phone numbers, addresses, authorized persons for pickup, etc.*

As the parent/guardian of, \_\_\_\_\_, I have openly expressed an interest in registering my child into the Extended Day Program offered by the La Habra Boys & Girls Club. I have read the entire Enrollment Packet and agree to follow the program, payment, and transportation rules as set forth by the Extended Day Program contract/agreement. Any questions I may have had prior to reviewing this application have either been answered by this packet or were directed to the staff of the Extended Day Program. Failure to comply with these guidelines, *as well as my child's behavior* may result in the termination of my child's participation in the Extended Day Program School Year 2017-2018 *without refund.*

Mother's Name: \_\_\_\_\_

Mother's Signature: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**I give my permission for \_\_\_\_\_ to make the necessary changes on this contract, I also understand that he/she will be the secondary party financially responsible for payments. He/she will be allowed to make payments on the account and will be allowed to request financial information on the account.**

Staff Name: \_\_\_\_\_

Date: \_\_\_\_\_