



Extended Day Program

Summer 2017

Contract/Agreement

PAYMENT

- Must be a member of the Boys & Girls Clubs of La Habra for the 2017 calendar year. (Membership fee is \$20.00 covering 2017 calendar year)
- All and any outstanding balances must be paid in full before being accepted into the 2017 Summer 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).** Prompt payments are appreciated.
- Failure to make your payment on time may jeopardize your child's position in the program.
- Fees are subject to change.
- **Extended Day fees are non-refundable and are not transferable.**
- We require notification of your decision to terminate your use of the Extended Day Program.
- The parent/guardian who completes & signs the contract will be considered the party financially responsible for payment. The signing parent will be solely responsible for any changes that are to be made to the contract (i.e. phone numbers, addresses, authorized persons for pickup, etc).
- Two (2) party payments will not be accepted. The only exception will be if they are paid at the same time.
- There is up to a \$70 fee on returned checks. Any payment thereafter must be paid in cash or money order.
- Payments received late on a consistent basis may lead to your child/children's termination from the program.

PROGRAM

- 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.
- 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 2nd thru 8th (ages 7 and older)** may utilize the entire facility. Participants **grades kindergarten and 1st grade (ages 5-7)** 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.
- 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.
- Sandals and/or “Flip Flops” **May Not** be worn at the Club at any time. Socks and shoes are required at all times. If there is a field trip that requires sandals and/or “Flip Flops” (i.e. water parks), then you may change shoes once you have arrived at destination and not prior to. Once field trip has concluded, socks and shoes must be worn in the van on the return trip.
- You **May Not** drop off your child at the club if they are ill. If this occurs, our staff will contact parents or guardians and instruct them to pick up their child/children.

Contract

- ***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 Summer Extended Day Program.*** _____
- ***Payments are due on Thursday (to cover the following week). Prompt payments are appreciated.*** _____
- ***Extended Day fees are non-refundable and are not transferable.*** _____
- ***The parent/guardian who completes & signs the contract will be considered the party financially responsible for payment. The signing parent will be solely responsible for any changes that are to be made to the contract (i.e. phone numbers, addresses, authorized persons for pickup, etc).*** _____

Unless a second person is given permission to make these changes and be financially responsible as well.

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.

Name: _____ Signature: _____ Date: _____

I have read the program policies for the Summer Extended Day Program. I understand that my child's participation is dependent upon me following these guidelines as well as my child's behavior while at the Boys & Girls Clubs of La Habra. Unacceptable behavior or failure to pay fees may result in suspension or removal from the program without refund.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Staff Name: _____ **Date:** _____



BOYS & GIRLS CLUBS
OF LA HABRA

**EXTENDED DAY
SUMMER 2017**

Child #1 Name: _____ Club Membership #: _____

Age: _____ Birth Date: _____ Grade _____ Home Phone #: _____

Child #2 Name: _____ Club Membership #: _____

Age: _____ Birth Date: _____ Grade _____

Mailing Address: _____ City: _____ Zip: _____

Mother's Name: _____ Work #: _____

Mother's Email: _____ Cell #: _____

Father's Name: _____ Work #: _____

Father's Email: _____ Cell #: _____

Emergency Contact

Name: _____ Relation: _____ Phone #: _____

Name: _____ Relation: _____ Phone #: _____

Authorized for pick up: (Identification Must Be Shown)

1. _____ 2. _____ 3. _____

4. _____ 3. _____ 4. _____

5. _____ 6. _____ 7. _____

Staff Only-Please Circle

Status: K-1 or 2-8 F/A: Y or N Weekly Fees: _____

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

Receipt #: _____ Total Amt. Paid: _____ Date: _____

