



**BOYS & GIRLS CLUBS
OF GREATER WASHINGTON**

www.bgcgw.org

2022-2023 SCHOOL YEAR CHECKLIST
DO YOU HAVE THESE ITEMS WITH YOU?

- ❑ Copy of the physical form not more than two years old and immunization records signed by a physician
- ❑ Birth Certificate (*We need to see the original or a certified copy*)
- ❑ Include two (2) *Emergency phone numbers and addresses besides yourself*
- ❑ Include *Doctor's name and phone number* (If the child is a military dependent, provide the name of the hospital and phone number)
- ❑ Insurance Information (
- ❑ Registration / Membership / Week's Payment
- ❑ All paperwork filled out completely

****All these items are required by the Virginia Department of Education. No one will be registered without submitting all of the above required documents at the time of registration.**

Ages 5-16

2022 – 2023



SCHOOL YEAR

GREAT FUTURES START HERE.



2022 – 2023
School Year

Boys & Girls Club
OF GREATER WASHINGTON
Martin K. Alloy Boys & Girls Club of Manassas
Funland Before and After Care Program
9501 Dean Park Lane, Manassas, VA 20110
(703) 365-2582

For Office Use Only:
Start Date: _____
Termination Date: _____
Reason: _____

Application			
YOUTH INFORMATION			
First Name	Last Name	MI	DOB
Address	City	Zip	Phone Number
School	Grade	Age	Sex
FAMILY INFORMATION			
Mother Name:	Father Name:		
Address:	Address:		
E-mail	E-mail		
Employer	Employer		
Work Number	Work Number		
Cell Number	Cell Number		
Child live with: (please check one) <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Both <input type="checkbox"/> Other			
HEALTH INFORMATION			
Doctors Name	Phone Number		
Health Problems (if any)	Allergies		
Medications (if any)	<i>**Any Medications to be administered at our facility must be accompanied by a completed Medication Consent Form**</i>		
EMERGENCY CONTACT & PICK UP AUTHORIZATION – Other than Parents			
<i>Persons authorized to pick up child in case of emergency - ALL sections MUST have complete address information</i>			
Name:	Name:		
Address	Address		
Phone Number	Phone Number		
OTHER PERSONS ALLOWED TO PICK UP CHILD			
<i>Any person not listed will NOT be able to pick up children from our facility</i>			
Name:	Name:		
Name:	Name:		
Is there anyone legally NOT allowed to pick up your child? If so, we must have a copy of the legal paperwork on file.			
EMERGENCY MEDICAL CARE AUTHORIZATION			
I, _____ hereby authorize Funland Before & After School program staff and/or other Boys & Girls Club staff to obtain emergency medical care for my child while under their care. I also have received, read, and understand the Fun Land brochure outlining the rules and regulations of the Day Care, which my child and I will abide by.			
_____ Parent Signature		_____ Date	

PARENTAL AGREEMENTS

Please initial on each line for confirmation

- _____ My child has my permission to ride the Boys & Girls Bus and to accompany them on all field trips.

- _____ My child will obey all rules listed in the handbook and membership application while on the bus or at the club.

- _____ The child day care center agrees 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 center.

- _____ The parent(s)/guardian(s) authorize the child day center to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located.

- _____ The parent(s)/guardian(s) agree to inform the center within 24 hours, or the next business day, after his/her child or any member of the immediate household has developed reportable communicate disease, as defined by the State Board of Health. All life threatening diseases which must be reported immediately.

- _____ **I have received a copy of the handbook and have reviewed the rules and expectations with my child.**

Signature of Parent/Guardian

Date

PICTURE/VIDEO AUTHORIZATION

From time to time pictures are taken of the children attending our activities and on occasion are used in-house for promotional purposes.

I give permission for my child(ren)'s picture to be taken and if selected, to be used by the Prince William Boys & Girls Clubs.

Photo: YES _____ (please initial)
NO _____ (please initial)

Video: YES _____ (please initial)
NO _____ (please initial)

SUNSCREEN/REPELLENT PERMISSION

I give my child _____ permission to have sunscreen and or/bug repellent applied on any given day during our program. I understand that they will be using SPF-15 or higher.

Signature of Parent/Guardian

Date

OFFICE USE ONLY – IDENTITY VERIFICATION

Staff Initials: _____

Place of Birth

Date of Birth

Birth Certificate Number

Date Issued

Other Form of Proof

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof the child's identity from a child placing agency, record from a public school in Virginia, or certification by a principal or his designee of a public school in the U.S. that a certified copy of the child's birth record was previously presented. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia and the center assumes responsibility for the child directly from the school (i.e. after school program) or the center transfers responsibility of the child directly to the school (i.e. before program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

GREAT FUTURES START HERE.

Infection Control Policy

It is inevitable that children will get sick, no matter where they are. As children begin to have contact with the world around them, they come into contact with viruses and bacteria that are foreign to their bodies. This is the way they build up their immunities. We cannot shield a child completely; however we do want to protect a child from an unusually high exposure to germs all at once.

In the Club setting, children are in contact with many other children. It is in this situation that the illness of one child can spread rapidly through the rest of the group and the staff as well if stringent measures to prevent this spread are not taken.

For this reason, the staff at the center will take constant precautions to prevent the spread of disease. Many common childhood diseases are contagious. They are caused by germs which may be spread through coughs, sneezes, and runny noses. Other diseases are spread through direct contact. Careful hand washing by staff and children can eliminate approximately 75% of the risk of spreading these illnesses. Other precautions include separating sick children from those who are well and working to maintain sanitary conditions throughout the center.

You, the parents, can help us in our effort to keep your children healthy. We ask for your cooperation in the following ways:

1. If your child has been exposed to any diseases listed on the accompanying chart, we ask that you notify us of the exposure within the 24 hrs or by the next business day.
2. If your child shows any of the following symptoms you will be called and asked to come immediately. If your child has any of the following symptoms at home, we ask that you keep them out of day care until the symptoms are gone or a physician says it's ok to return.

The symptoms include:

- A fever greater than 100 F
- Severe coughing-child gets red or blue in the face
- High-pitched croupy or whooping sounds after coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye – tears, redness of eye lining, followed by swelling and discharge
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Crusty, bright yellow, dry, or gummy areas of skin- accompanied by fever
- Unusually dark, tea colored urine-especially with a fever
- Grey or white stool
- Stiff neck
- Vomiting
- Severe itching of body or scalp or scratching of the scalp

It is imperative that we all work together to keep all of the children who attend the center as healthy and happy as possible. We thank you for your cooperation.

Parent Infectious Control Policy Agreement

Child's Name: _____

I have read and understand the infection control policies, and I agree to abide by them for the protection of my child as well as the other children and staff members at the Boys & Girls Club.

Date

Signature of parent/guardian

Staff Initials

MARTIN K. ALLOY BOYS & GIRLS CLUB'S

CODE OF CONDUCT

- Play fairly and be honest.
- Hand washing upon arrival is mandatory.
- Be respectful of Boys & Girls Club Staff.
- Say only good things about others.
- Resolve disagreements in a positive way.
- Be respectful of other members and their property.
- Take care of your Boys & Girls Club facility and equipment.
- Avoid the use of improper language.
- Remove hats / caps before entering the building.
- Applaud the efforts of others.
- Run outside and in the gym only.
- Stay with your assigned group at all times.
- Listen when staff is talking to you.
- Dress appropriately at all times.
- Smoking, drugs, alcohol and weapons are prohibited.
- Chewing gum is not allowed. Eat and drink in designated areas only.
- While on the B&G Club's bus/van you must be seated and have a seatbelt on at all times.
- Cell phones are not allowed during daycare hours.
- After 3 incidents you are suspended from daycare (there are offenses that can require immediate suspension – (at the discretion of the Daycare Director and Branch Director)
- Toys, games, etc. need to stay home. We are not responsible for lost, stolen, or broken items.
- Two week notice is required to remove your child from the summer program.
- **If a child is not picked up by 6 PM, there is a late fee. This late fee must be paid by the next business day. There is no Stay Late Policy for the daycare program. The child must be signed out.**

I agree to the following rules. I know that if I don't follow the rules there will be consequences for my actions.

Member's signature

Date

I acknowledge that I have read and gone over the Parent Handbook and I understand what is expected of my child(ren).

Parent's signature

Date

Before and After Care Contract

I want my child _____ to attend:

**** (Please check one) ****

- Before & After Care:** 6:00 am to 6:00 pm Monday—Friday at the cost of \$115/week per child. I understand that B/A Care will open on teacher workdays (TWD) and some snow days. I also understand that my child will be permitted to stay at the club for delayed openings and early dismissals at no extra cost to me. I also understand that my child must bring a lunch and a drink on those days.
- Before Care Only:** 6:00 am to 9:00 pm Monday—Friday at the cost of \$65/week per child. I understand that my child will be permitted to stay after 9 A.M. for delayed openings. I understand that...I, the parent, am responsible for the transportation of my child after school, and that the club is **NOT** responsible to pick my child up for early dismissals. If there is a teacher work day or snow day, etc., where the children are out of school all day, I understand that my child is permitted to attend at the additional cost of \$30/day. I also understand that my child must bring a lunch and a drink on those days.
- After Care Only:** 3:00 pm to 6:00 pm Monday—Friday at the cost of \$80/week per child. I understand that my child will be picked up by the club for early dismissals due to snow, etc. I understand that I am solely responsible for getting my child to school. I understand that if there is a teacher workday or snow day, etc., I can send my child for the full day for an additional of \$30/day. I also understand that my child must bring a lunch and drink on those days.

Parent Signature

Date

*Once I have decided on either morning or after care, I understand that I cannot switch back and forth due to space availability.

_____ Initials

Parent Payment Agreement

Just a Reminder:

ABSOLUTELY NO CASH, CHECK OR MONEY ORDER PAYMENTS! PLEASE PLAN ACCORDINGLY...NO REFUNDS. Payments are made online. Please register and pay tuition via <https://bgcgw.force.com/portal/s>.

Payments are due the Friday before the scheduled week of attendance. If the payment is not received by Friday @ 5:00 pm...**A \$10 LATE FEE WILL BE APPLIED TO ALL PAYMENTS RECEIVED ON MONDAY!! NO EXCEPTIONS!**

Thank you in advance for your cooperation.

Ms. Amanda Jackson
Daycare Director

Ms. Debbie Colston
Branch Director

I have read and understand the policies concerning payment procedures and agree to abide by all payment policies of the Martin K. Alloy Boys & Girls Club.

Child's Name

Date

Parent/Guardian Name

Parent/Guardian Signature

2022-2023 School Year



BOYS & GIRLS CLUBS
OF GREATER WASHINGTON

Martin K. Alloy Branch

9501 Dean Park Lane. Manassas, VA 20110
(703) 365-2582

TRANSPORTATION AUTHORIZATION

I _____, give the Boys & Girls Club (Funland Before &
Parent's Name

After School Care Program authorization to transport my child/children,

Child/Children's name

to and from _____.
Child's School name

Parent Signature

Date

Director Signature

Date



BOYS & GIRLS CLUBS
OF GREATER WASHINGTON

Closed for Federal Holiday's 2022 Schedule

Saturday, January 1 st , 2022 (Observed on Friday, December 31 st , 2021)	New Year's Day
Monday, January 17 th	Dr. Martin Luther King, Jr. Day
Monday, February 21 st	President's Day
Monday, May 30 th	Memorial Day
Sunday, June 19 th (Observed on Monday, June 20 th)	Juneteenth
Monday, July 4 th	Independence Day
Monday, September 5 th	Labor Day
Monday, October 10 th	Indigenous Peoples' Day
Friday, November 11 th	Veterans' Day
Thursday, November 24 th	Thanksgiving Day
Friday, November 25 th	Day after Thanksgiving Day
Sunday, December 25 th (Observation on Monday, December 25 th)	Christmas

Closed for BGC Trainings 2022 Schedule

Thursday, August 25, 2022
Friday, September 9, 2022
Friday, December 2, 2022

Sign up for important updates from **TEAM ALLOY!**

Get information for **Martin K Alloy Boys & Girls Club** right on your phone—not on handouts.

Don't have a mobile phone? Go to rmd.at/alloy2 on a desktop computer to sign up for email notifications.

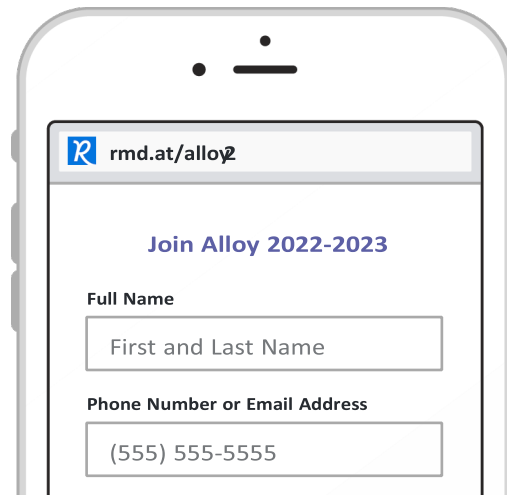
Pick a way to receive messages for **Alloy 2022-2023**:

A **If you have a smartphone, get push notifications.**

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/alloy 2](https://rmd.at/alloy2)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B **If you don't have a smartphone, get text notifications.**

Text the message [@alloy2](https://www.remind.com/help/faq/what-is-the-remind-app) to the number **81010**.

If you're having trouble with **81010**, try texting [@alloy2](https://www.remind.com/help/faq/what-is-the-remind-app) to **(901) 466-8785**.

** Standard text message rates apply.*





BOYS & GIRLS CLUBS
OF GREATER WASHINGTON

Martin K. Alloy Branch

Phone policy addendum for Boys & Girls Clubs Members

- It has been brought to our attention that some members are displaying inappropriate material on their phones in the Clubs. Effective immediately upon the parent's signature, the following will go into effect.
- Any member that is found to display or show to other members inappropriate material, will lose their ability to have a phone at the Club. This is a zero-tolerance policy.
- The phone will be confiscated and held until a parent or designated guardian arrives for pick up. The phone will be turned over to the parent and subsequently not allowed back in the Club for the remainder of the summer program. No exceptions to this rule.
- All communication with the Club member by parents or family members will be through the Club's landline once the privileges are revoked.
- Phones are not allowed to be in use when programs that require members to pay attention are being conducted.

Parent's Signature & Date

Member's signature & Date



**BOYS & GIRLS CLUBS
OF GREATER WASHINGTON**

Martin K. Alloy Branch

ALLOY DISCIPLINE POLICY



The Martin K. Alloy Boys & Girls Club holds the right to suspend/expel your child(ren) after 3 written incident reports.

****PLEASE NOTE: SUSPENSIONS/EXPULSIONS CAN BE GIVEN WITHOUT MULTIPLE WRITTEN INCIDENT REPORTS DUE TO THE SEVERITY OF THE INCIDENT(S).**

**DISCIPLINARY
PROCEDURES**

Discipline Policy

The policy states that if a child receives three (3) incident reports for hitting, fighting, bullying, as well as any use of inappropriate language, being disrespectful and any appropriate touching of a Staff or Club member(s), then he/she will be suspended from the Club. Suspensions could range from 1-3 days or being expelled from the Club, as well as other Clubs within BGCGW.

Parents, please speak with your child(ren) about his/her behavior while attending the Boys & Girls Club. Thank you!!

Child(ren) Names

Parent's Name and Date