



## 2024-25 School Year Program Registration

*Please complete this form to enroll your child(ren) in our after school program for the 2024-25 school year. This form, along with the parent agreement form, transportation form (if needed), and payment completes the registration process. Membership & fees must be up to date to register. (\$25 annual membership is based upon the calendar year.) Enrollment is on a first come first serve basis.*

CHILD'S NAME \_\_\_\_\_ SCHOOL: \_\_\_\_\_ Grade '24-25: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please check this box if you are eligible for FREE or Reduced lunch, and therefore eligible for the Expanded Learning Opportunity Program Benefits (ELO-P)

- After School Program Fee:** \_\_\_\_\_ **After School Program (Grades TK-Kinder):** \$365/mo  
\$340 Special Discount (if paid by the 25th of the prior month)
- \_\_\_\_\_ **After School Program (Grades 1-5):** \$320/mo  
\$295 Special Discount (if paid by the 25th of the previous month)
- \_\_\_\_\_ **After School Program (Grades 6-12):** \$175/mo  
\$150 Special Discount (if paid by the 25th of the previous month)

\*Prices are subject to change

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*Please complete one form per child:*



## 2024-25 School Year Program Information

Thank you for your interest in the Boys & Girls Club as an after school enrichment program for your child. We also have programs during winter, spring breaks and in-service days. Activities include homework help, STEAM, social emotional learning (SEL), arts, healthy choices, leadership, and much more. The Club provides a safe, affordable place for kids to thrive, with caring, professional staff. All staff are pre-screened and complete fingerprint and background checks. They also receive extensive training in youth development. All site locations have first aid/CPR/AED certified staff.

**Program Hours** - All Club Sites are open from once school is dismissed until 6:00 pm each day.

**Payments:** All payments are due on the 1st of the month. A special discount is available if paid by the 25th of the prior month. All program participants must have current membership on file (\$25 per calendar year.) Payments can be made at the Admin Office at the Simi Valley Clubhouse (805) 527-4437. Credit card payments by phone are also accepted.

**Late Pick-up Fees:** All Club sites close at 6:00 pm. Due to the cost of staffing, a fee of \$1.00 per minute will be assessed five minutes after closing (6:05 pm).

**Scholarships:** Scholarships are available for qualified participants. Applications are available upon request.

**Van Transportation:** Van transportation is available from most of Simi Valley Schools (No pick up available for Wood Ranch, Madera or Knolls). Spaces fill quickly and are available on a first-come first-served basis. If such transportation is needed, please complete a Van Transportation Form.

**Medication:** Should your child need medications while attending the Club, an "Authorization to Administer Medication" form must be completed. All medications are stored in a locked location. Please see your child's Site Coordinator.

**Snacks:** A daily healthy snack is provided to all members. The Club does not provide any nut-based snacks. Please indicate on your child's registration form if he/she has any food or non-food allergies.

**Bully-Free Zone:** All Site locations are "bully-free" zones. We work hard to ensure that each Club member has a positive, fun experience and our Staff will listen and respond to any type of bullying. Inappropriate behavior and language is not tolerated. Please notify your child's Site Coordinator if you have any incidents or concerns.

**Valuables (Cell phones, Toys, Trading Cards, etc.):** The Club is not responsible for lost or stolen items that are brought to the Club. We encourage them to leave such items at home.

**Parent Handbook:** Parent Handbooks are available on our website and at each location. This has more information on our organization and our policies. We ask that parents review this for important information.

**Member Behavior Expectations:** All Club Sites follow the same guidelines and behavior policies as the regular school day. Members are expected to respect each other and respect Club property. The Club additionally has a "hands-off" policy, and any incidents including fighting (hitting, kicking etc.) will result in a one day suspension from the program.

Additional zero tolerance incidents include: biting, spitting, racial/homophobic slurs, leaving campus without permission, possessing weapons or drugs. These incidents result in automatic suspension.



**PARENT AGREEMENT FORM**

I, \_\_\_\_\_, the parent of \_\_\_\_\_, understand the policies and procedures of the Boys & Girls Club of Moorpark & Simi Valley in accordance, but not limited to, the following listed below:

- Initials: \_\_\_\_\_
- \_\_\_\_\_ For my child’s safety, I understand that I and all contacts on my child’s membership application, will be required to show proper identification to pick up my son/daughter. Members will not be released to any person(s) who do not have written authorization on file.
  - \_\_\_\_\_ Late Pick-up Fee - All Club sites close at 6:00 pm. Due to the cost of staffing, a fee of \$1.00 per minute will be assessed five minutes after closing (6:05 pm).
  - \_\_\_\_\_ I understand that my child may be selected to participate in various local walking field trips and I give my permission for my child to participate in such events. This includes, but is not limited to, walking trips to the park for lunch time and special events activities.
  - \_\_\_\_\_ I understand all payments are to be paid no later than the 1st of the month. All field trip sign ups are on a first-come, first-served basis and are confirmed with payment. Payment should be received no later than **two business** days prior to the field trip or interest club (i.e. dance, glee, etc.).
  - \_\_\_\_\_ Split households: Full payment must be made at time of registration. No partial payments accepted on any fees applied. This includes monthly payments.
  - \_\_\_\_\_ I understand that any request for a credit or refund request must be received 5 business days in advance, by the Admin Office. Refunds or credits due to sick days are not available.
  - \_\_\_\_\_ Returned Check Fee - A fee of \$25.00 will be charged for any returned check. Additional occurrences may result in no longer accepting payment in check form.
  - \_\_\_\_\_ I understand the BGC Parent Handbook is available to me on the Club website and at all Club Sites. I further understand that it is my responsibility to be familiar with its contents, and abide by the program requirements and parent responsibilities outlined in it.
  - \_\_\_\_\_ I understand that the Club works closely with the Simi Valley Unified School District to maximize the impact of Club programs. To best serve my son/daughter, I give my permission to the Simi Valley Unified School District to share information on my child including but not limited to report cards, school attendance and special needs.

**I acknowledge that I have read & agreed to the above policies.**

**Parent’s Name (print):** \_\_\_\_\_

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

**Parent’s Signature:** \_\_\_\_\_

For Office Use Only  
Processed by \_\_\_\_\_  
Membership Paid: Y / N

Notes:  
\_\_\_\_\_  
\_\_\_\_\_



**BOYS & GIRLS CLUB**  
OF MOORPARK & SIMI VALLEY

## AFTER SCHOOL VAN TRANSPORTATION

SCHOOL: \_\_\_\_\_ GRADE in the Fall: \_\_\_\_\_ ROOM #: \_\_\_\_\_

DISMISSAL TIME: \_\_\_\_\_ START DATE: \_\_\_\_\_ BIRTHDATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ CURRENT AGE: \_\_\_\_\_

DAYS REQUIRING PICK UP (PLEASE CIRCLE) M T W TH F

CHILD'S FULL NAME: \_\_\_\_\_  
FIRST MIDDLE LAST

PARENT/GUARDIAN #1 NAME: \_\_\_\_\_ RELATIONSHIP TO MEMBER: \_\_\_\_\_

PHONE (Home): \_\_\_\_\_ PHONE (Cell): \_\_\_\_\_

PARENT/GUARDIAN #2 NAME: \_\_\_\_\_ RELATIONSHIP TO MEMBER: \_\_\_\_\_

PHONE (Home): \_\_\_\_\_ PHONE (Cell): \_\_\_\_\_

I, hereby give my son/daughter/charge, permission to participate in the Boys & Girls Club after school transportation program. In the event of an emergency, and I cannot be reached, I give permission to the Boys & Girls Club of Moorpark & Simi Valley, and I/or its agents, to obtain whatever medical assistance is necessary at my expense.

I, \_\_\_\_\_ being parent, guardian or other person entitled to legal custody of \_\_\_\_\_, a minor child, do hereby authorize the Boys & Girls Club of Moorpark & Simi Valley, into whose care I have entrusted said minor child to any x-ray, examination, anesthetic, medical or surgical diagnosis or treatment and hospital care to be rendered to said minor child under the general or special supervision and under the advice of a physician and surgeon licensed under the anesthetic, dental or surgical diagnosis or treatment and hospital care to be rendered to said minor by a dentist licensed under the provisions of the Dental Practice Act.

PARENT OR GUARDIAN SIGNATURE: \_\_\_\_\_

DOCTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

INSURANCE CO: \_\_\_\_\_ POLICY NUMBER: \_\_\_\_\_

# VAN TRANSPORTATION POLICIES

Please be aware that it is the goal of the Boys & Girls Club of Moorpark & Simi Valley to provide the highest quality of service to you and your family for the lowest cost possible. Safety is our #1 priority. All of our vehicles are inspected regularly and certified by the California Highway Patrol. All drivers are also trained and certified. Please read and initial the following:

- Initials: \_\_\_\_\_
- \_\_\_\_\_ The Boys & Girls Club vans will meet your child immediately after school at a designated location. The driver will wait approximately 7 minutes after dismissal time when picking up. Please encourage your son/daughter to go directly to the van location. Should your child miss the van, they should go to the school office to notify the Club. We will make every effort to come back, however, there will be a \$25 fee for return pick-ups.
- \_\_\_\_\_ Please notify the Club no later than 11:00 AM if your child will not be requiring a van pick up that day.
- \_\_\_\_\_ If your child is absent from the van and you have not notified the Club of his/her absence, you will receive a follow-up call. These calls are made between 3:30 P.M. and 5:00 P.M.
- \_\_\_\_\_ Our goal is to pick up all members in a timely manner. Wait times may vary due to early dismissal, conference schedules, etc. Your child must remain in the designated area in order not to miss the van.
- \_\_\_\_\_ The safety of all Club members is our top priority. Any disciplinary issues with your child during the transportation time, may result in a non-refundable suspension of van service.
- \_\_\_\_\_ Should you choose to discontinue van service, please provide a two week written drop notice to an office staff member at the Club. If no notice is provided, no refunds will be given for any remaining portion of the month that was paid.

I have read, understand, and agree to the Van Transportation Rules and Regulations of the Boys & Girls Club of Moorpark & Simi Valley.

*Member Name:* \_\_\_\_\_

*Parent Guardian Name:* \_\_\_\_\_

*Parent Guardian Signature:* \_\_\_\_\_

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

For Office Use Only  
Processed by \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Membership Paid: Y / N

Notes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_