



## 2023-2024 School Year – Moorpark After School Program Pre-Registration

Complete this form to pre-enroll your child (ren) in our after school program for the 2023-2024 school year. Current membership must be on file in order to process the application and reserve your child’s spot. All fees must be current, prior to pre-enrollment. There is a \$25 annual membership fee. 2023 membership is required for our programs.

Please check the box for the program that you are registering for: **(Prices subject to change)**

- Arroyo West:
  - \_\_\_ AM Before School Program \$99/month
  - \_\_\_ PM After School Program: Grades 1-5 \$120/month
  - \_\_\_ PM After School Program: TK/Kindergarten \$199/month
  
- Campus Canyon:
  - \_\_\_ AM Before School Program \$99/month
  - \_\_\_ PM After School Program: TK/Kindergarten \$199/month
  - \_\_\_ PM ASES After School Program (ACE): Grades 1 – 6  
No Fee with Attendance Requirements
  
- Mountain Meadows:
  - \_\_\_ PM After School Program: Grades 1-5 \$120/month
  - \_\_\_ PM After School Program: TK/Kindergarten \$199/month
  
- Moorpark Clubhouse:
  - \_\_\_ PM After School Program/NO Transportation
    - Grades 1-5 \$120/month
    - TK/Kindergarten \$199/month
  - \*WALNUT CANYON- BGC Staff meet and walk members to Club
  - \_\_\_ PM After School Program/VAN TRANSPORTATION  
(SERVING FLORY & PEACH HILL)
    - Grades 1-5 \$170/month
    - Kindergarten (No TK) \$249/month
  
- Chaparral Middle School: \_\_\_ PM After School Program/NO Transportation \$TBD
  
- Mesa Verde Middle School: \_\_\_ PM After School Program/NO Transportation \$TBD

**Please complete both sides and return one form per child:**

CHILD'S NAME \_\_\_\_\_ SCHOOL: \_\_\_\_\_ Grade 23-24: \_\_\_\_\_

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

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

Staff use only: Date received _____	Staff Initials _____	Wait list: Yes	No
Current Membership: Yes	No		

### **PARENT AGREEMENT & UNDERSTANDING**

Please initial each statement: ***By signing below, you agree to the after school terms of enrollment.***

\_\_\_\_ I have read (and agree to) the after school program policies.

*By signing this document, I give permission to the Boys & Girls Club of Moorpark & Simi Valley to access my child's school files including but not limited to test scores, school attendance and special needs. A current Membership Application must be on file for students to participate in this program. All memberships expire on December 31, 2023.*

CHILD'S NAME \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 2023-2024 School Year – Moorpark After School Program Policies

### **Enrollment in the program is not guaranteed.**

There are a limited number of spaces available at each site location. Grade level spots, previous enrollment (including consistent attendance), academic need, and family need will all be considered along with the date the application is turned in.

The Boys & Girls Club of Moorpark & Simi Valley currently offers before and after school programs at six site locations in the city of Moorpark. These locations include: Arroyo West, Campus Canyon, Moorpark Clubhouse, Mountain Meadows, Chaparral MS and Mesa Verde MS. Hours of operation, fees and program requirements vary by site.

Arroyo West: 7:00 am/Before School Program  
School Dismissal – 6:00 pm/After School Program

Campus Canyon: 7:00 am/Before School Program  
School Dismissal – 6:00 pm/After School Program

Moorpark Clubhouse: School Dismissal – 6:00 pm/After School Program

Mountain Meadows: School Dismissal – 6:00 pm/After School Program

Chaparral MS: School Dismissal – 6:00 pm/After School Program

Mesa Verde MS: School Dismissal – 6:00 pm/After School Program

Fees & Payments: After school payments are due on the 1<sup>st</sup> of every month. A \$10.00 late fee applies for any payments made after the 7<sup>th</sup> of the month. All program participants must have current membership on file (\$25 per calendar year.) Payments can be made at all site locations (cash or check) or at the Admin Office. Credit card payments by phone are also accepted (805) 529-1140.

Late Fee: A fee of \$1.00 per minute will be assessed after five minutes (6:05 pm) after program hours. Payment is due upon member pick up.

Scholarships: Scholarships are available for qualified participants. Application available upon request.

Van Transportation: If your child is enrolled in Van Transportation, a separate Van Pick-up Form must be completed, in addition to membership.

Questions? Please contact Maria Ceja, at (805) 529-1140 x202.

The Boys & Girls Club of Moorpark & Simi Valley afterschool programs are led by trained program professionals. All employees are pre-screened and complete a fingerprint and background check, in addition to extensive training in youth development. All site locations have first aid/CPR/AED certified staff.

The objective of our after school programs is to provide safe and educationally enriching activities for youth during non-school hours. Our activities are designed to enhance the school's core curriculum and help students perform at grade level. The Club works with Moorpark Unified School District to broaden the base of support for education in a safe, constructive environment. Students participate in planned, educational based activities as well as structured, outdoor/fitness activities and only have "free-choice activities" at the end of the day during check-out time. Students also participate in Boys & Girls Clubs of America (BGCA) National programs as well as localized, school-based after school enrichment programs and activities.

### **Attendance**

Out of school time programs are essential to boosting student academics and increasing social capital in youth, by providing opportunities to develop friendships with peers and adults, opening doors to new experiences, and increasing social emotional learning.

All Club members must attend at least three days per week. We encourage members to attend all days, as we have many fun and exciting programs for your child to participate in. Sites with a waiting list may fill your child's spot should attendance drop below three days per week.

### **Snacks**

A daily healthy snack is provided to all members. You may send additional snacks if your child is on a restricted diet or is allergic to specific foods. 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.

### **Triple Play**

Members participate in BGCA's national fitness program, Triple Play prior to homework each day. Club members will stretch, play games, exercise and have fun!

### **Homework (Power Hour)**

"Power Hour" is **MANDATORY**- all groups will have at least 30-45 minutes to work on homework. Our Staff are available to assist with assignments and check for accuracy. Homework should be completed during designated homework time only (3:30-4:30 pm). If your child is picked up before 5:30pm they may miss homework time and we cannot guarantee they will have had time to work on it.

### **Friday Enrichment Clubs**

Friday enrichment clubs give our members an opportunity to select a program of their interest. Members can select to participate in a variety of options that rotate every six weeks. Options include Boys & Girls Club of America's national programs along with a number of locally developed programs such as Leadership Club, Journalism Club, and STEAM activities.

### **Member Behavior Expectations**

All Site locations follow the same guidelines and behavior policies as the regular school day at each school. Please refer to your child's school handbook. This includes, but is not limited to dress code, cell phones, safety rules, etc.

In addition to the school guidelines, members are expected to:

1. Be Safe (stay with the group, walk)
2. Be Respectful (Walk through the halls quietly)
3. Be Responsible (Pay attention to where your group is going)
4. Make Good Choices (Keep your hands and feet to yourself)

Minor incidents are documented if a student is removed from his/her group. Parents/Guardians will be notified and may result in a member being sent home and potentially suspended.

The Club additionally has a “hands-off” policy, and any incidents include fighting (hitting, kicking etc.) will result in a two-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. **After three (3) suspensions of any kind, a student will be expelled from the Boys & Girls Club.**

### **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.

### **Medication**

All medication must be stored in a locked location and require an “Authorization to Administer Medication” form completed. Please see your child’s Site Coordinator.

### **Toys, Electronics & Trading Cards**

The Club is not responsible for lost, stolen or damaged toys, electronics or trading cards. Please leave these at home.

### **Van Transportation**

Our van transportation program provides safe and reliable transportation from participating elementary schools to our Clubhouses in Moorpark (200 Casey Road), serving Peach Hill and Flory schools in Moorpark. Members must be registered for the transportation program. Spaces fill quickly and are available on a first-come first-served basis.

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## After School Education and Safety (ASES) 2023-2024 Registration: Campus Canyon

### MEMBER INFORMATION:

Name: \_\_\_\_\_ Male Female

**Last**

**First**

**MI**

**Grade:** \_\_\_\_\_

### PARENT AGREEMENT:

The ASES after School Program runs daily from school dismissal until 6:00 p.m. **Regular attendance requirement of 15 hours per week is mandatory and children are expected to attend the entire program.** The check-out process begins at 5:30 p.m. and ends at 6:00 p.m. M-Th and 5:00 p.m. to 6:00 p.m. on Friday. Parents may arrive during that time and sign out. All Children in the program must be signed out daily. **Please initial here** \_\_\_\_\_

If the After School Program staff cannot reach a designated parent/guardian or authorized person to pick up your child by 7:00 p.m., children will be turned over to the local Police Department for their safety. **Please initial here** \_\_\_\_\_

Early pick up is allowed, up to two days per week, when your child has a documented doctor, dentist or counseling appointment, organized sports practice, religious class or other family emergency. In such cases, please notify the Site Coordinator & provide a note detailing the reason your child is being picked up early from the after-school program. **Please initial here** \_\_\_\_\_

Participation in the After School Program is a privilege. Disruptive, disrespectful or other inappropriate behavior is the reason for disciplinary action. Continuous behavioral issues may result in your child's removal from the program. Please discuss concerns with the Site Coordinator. **Please initial here** \_\_\_\_\_

I have read and understood all of the above information. I agree to follow all the rules applicable to me & help my child understand & follow the rules.

**Parent or Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### PROGRAM HOURS CRITERIA:

**Students are required to attend a minimum of 15 hours per week to retain eligibility in the ASES program.**

Any after school student that does not meet the weekly attendance will have the following occur.

1<sup>st</sup> Unexcused absence – Phone reminder from the Site Director

2<sup>nd</sup> Unexcused absence – Warning Letter from Site Director

3<sup>rd</sup> Unexcused absence – Students automatically dropped from after school programs.

Early Release / Late Arrival Policy: A child may be released early or arrive late from the after school program prior to the end of the program time at 6:00 p.m. based upon the following conditions: Attending a parallel program (programs in the school or community centers such as soccer, basketball, etc.) as long as an agreement or partnership with the program exists thus making this parallel program the child's enrichment component. Also, family emergencies, medical appointments, weather conditions, child accidents that occur during program time and other conditions that may apply affecting the safety as prescribed by the school whatever the case may be, program staff will record the date and time of the early release departure of the child.

**Parent or Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Moorpark Unified School District is proud to provide this comprehensive after school program that offers a wide range of educational, recreation and enrichment opportunities, in affiliation with the Boys & Girls Club of Moorpark & Simi Valley, which is funded through the After School Education and Safety Scholarships (ASES) of; California Department of Education.

Updated 03/30/2023 Office Use (School Year) \_\_\_\_\_ Memb # \_\_\_\_\_