

Parent/Guardian Information

Head of Household/Parent/Guardian #1

First Name: * Last Name: *

Relationship to member: * Gender: *

Street: * Apt/Suite #: * City: * State: * Zip: *

Home Phone: * Other Phone: *

Work Phone: Employer:

Parent/Guardian #2

First Name: * Last Name: *

Relationship to member: * Gender: *

Street: * Apt/Suite #: * City: * State: * Zip: *

Home Phone: * Other Phone: *

Work Phone: Employer:

Pick up Information

I give permission for my child to walk home alone. Yes No

Two people authorized to pick up member (other than parent/guardian):

First Name: * Last Name: * Relationship to member: *

Home Phone: * Work Phone: Other Phone: * Emergency contact? *

First Name: * Last Name: * Relationship to member: *

Home Phone: * Work Phone: Other Phone: * Emergency contact? *

Please list any individual(s) NOT authorized to pick up member(s):

Name: Relationship to member:

Name: Relationship to member:

Parent/ Guardian Consent Form

I, the parent or legal guardian for _____ hereby give my permission for my child to participate in the Mentoring Program at the Boys & Girls Club.

I fully understand that the program involves mentors, who shall be selected from the community and will be screened (including a criminal background check) and trained before beginning in the program. A mentor will be expected to spend a minimum of one hour per week with my child on-site at the Boys & Girls Club. Then mentor is not allowed to take or meet my child beyond the Club facility.

I understand that my child will participate in an orientation session at the Club in which the program will be explained. The program is planned to last one year and continuation may then be discussed.

I understand that during the course of the mentoring program there may be special group events (incorporating all mentors and youth) and family events planned. I understand that the staff of the Club will provide ongoing monitoring of the mentoring activities.

I give the Boys & Girls Club Mentoring Program Coordinator permission to obtain my child's academic and attendance records from my child's school.

I permit the Mentoring Program staff and the Boys & Girls Club to utilize photographs of my child taken during his/ her involvement in the mentoring program and waive all rights of compensation.

(Signature of Parent/ Guardian)

(Printed name of Parent/ Guardian)

Date _____

Please sign the permission form and return to the Boys & Girls Club Mentoring Program Coordinator by _____.
(date)

Member Internet Code of Conduct Policy

The Boys and Girls Clubs of Hartford adopts this policy in order to maintain a safe and secure environment for Members, staff, volunteers, and others.

A personally owned device shall include all member-owned existing and emerging technologies and devices that can take photographs; play and record audio or video; input text/ upload and download content and/or media; and transmit or receive messages or images.

Emerging technologies and devices include but are not limited to cell phones, computers, tablets and storage media (e.g., flash drives) as well as communication tools including social media sites, text messages, chat, and websites.

Not all devices are covered within this policy. Unacceptable devices in this policy include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.

Club purposes include program activities, career development, communication with experts and/or Club peer members, homework and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Personally owned devices are permitted for use during Club time for Club purposes and in approved locations only. The Club expressly prohibits use of personally owned devices in locker rooms and restrooms and other areas where there is an expectation of privacy.

Any inappropriate use of a personally owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership, or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members; information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a member is told to stop sending communications, that member must cease the activity immediately.

Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, bullying that takes place using emerging technologies and devices. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club Member, Club Staff, or community is subject to disciplinary action.

Members must be aware of appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by members.

Monitoring and inspection: Boys and Girls Clubs of Hartford reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections but the member may be barred from bringing personally owned devices to the Club in the future.

Loss and damage: Members are responsible for keeping to device with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club shall not be liable for the loss, damage, misuse, theft or any personally owned device brought to the Club.

Parental notification and responsibility. BGCA's internet acceptable use policy restricts the access of inappropriate materials and while using the internet supervision of usage may not always be possible. Due to the wide range material available on the internet, some material may not fit the particular values of members and their families. Because of this, it is not practical for BGCA to monitor and enforce a wide range of social values in student use of the internet. If parents do not want members to access information beyond the scope of the internet acceptable use policy, parents should instruct members not to access such materials.

Parent & Member Permission Form - Internet Code of Conduct

Any parent who wishes that their child use a personally owned electronic device within the Boys & Girls Clubs of Hartford must read and sign this agreement and submit to Club staff.

1. As part of membership in the Boys & Girls Clubs of Hartford, members and parents must review and sign the Acceptable Use Policy.
2. The member will take full responsibility for his or her device and keep it with himself or herself at all times. Members may not lend their device to any other Club member or staff. The Club is not responsible for the security of the device or the loss/damage/thefts or a personally owned device.
3. The member is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at the Club.
4. Members should only use their device to access services, networks, and files relevant to Club sanctioned programs. Members should only use the features of their device, including (but not limited to) taking or transmitting pictures, video, location information, or other features in accordance with program offerings.
5. Members may not use the devices to record, transmit or post pictures, video, or other information of or about a person or persons at the Club. Nor can any images, video or other information recorded at the Club be transmitted or posted at any time without the express permission of Club staff.
6. The Club reserves the right to inspect a member's personal device. Parents/guardians will be notified and allowed to be present before any such inspection takes place. Parents/guardians are free to refuse to allow Club staff to inspect a device; however, that member may be barred from bringing personally-owned devices to the Club in the future. This decision will be at the Club's discretion.
7. Members must comply with staff requests to shut down or turn off the device when asked. Failure to do so may result in the member being barred from bringing personal devices in the future.
8. Violations of any Club policies, administrative procedures, or Club rules involving a member's personally owned device may result in the loss of use of the device at the Club and/or disciplinary action.
9. Members agree to use the internet and email safely and responsibly; members will not try to contact websites that they know are inappropriate; members will not give out personal information of any kind, including full name, address, or age. Members will not fill out any online forms without permission; members will never agree to go anywhere with anyone they meet through Internet or email. If someone members do not know encourages them to meet somewhere, call them, or give them their phone number, they will tell a staff member.

I, the undersigned, as a member of the Boys & Girls Clubs of Hartford, have reviewed the Internet Code of Conduct Policy. I understand that any violation of the policy or guidelines may result in revocation of technology privileges and possible further disciplinary action.

Member name

Member signature

Date

I, the undersigned parent/legal guardian, have reviewed the Internet Code of Conduct Policy for the Boys & Girls Clubs of Hartford. My child _____, is also aware of the terms and conditions.

Parent name

Parent signature

Date

Boys & Girls Clubs of Hartford

Expectations and Policies

Please read the following information carefully and sign the bottom of the form. Your signature below indicates that you agree to the follow the organization expectations and policies.

I understand that I must attend a Membership Orientation prior to my child's first day.

I understand that my child **MUST** be picked up at or before the designated time.

I understand that if this expectation is **NOT MET** that my child's participation in the Boys & Girls Club could be jeopardized.

HOURS OF OPERATION

Please be sure to pick-up your child by the posted closing time. Dismissal time for youth 6-12 ages:

Hours of Operation 3:00 p.m. - 6:45 p.m.

Hartford Public Schools Early Release Days 11:30 a.m. - 6:45 p.m.

(The Club follows the Hartford Public Schools calendar)

Late fees of \$5 per 15 minutes will be charged for members left after closing. Late fees must be paid before the member(s) will be allowed to return. The Boys & Girls Club of Hartford reserves the right to contact the appropriate authorities for assistance when members are not picked-up by a reasonable time and after all emergency contact alternatives have been exhausted. *(Please update the Front Desk with new or changed contacts regularly)*

Emergency School /After School Program Closing Information

Regularly scheduled school days may be cancelled due to snow or other serious conditions involving danger to staff and students on the way to and from school. Administration uses clear judgment in determining closings and delayed openings, always with your child's safety as a priority. School closing information can be found on the following locations: NBC TV Channel 30 as Boys & Girls Clubs of Hartford. Announcements will go out through Remind Service, see options below.

PERSONAL BELONGINGS

The Boys & Girls Club is not responsible for any personal belongings that are lost or stolen at the Club. Items, such as backpacks and jackets should be clearly marked with the member's name. Items that are not collected from our lost-and-found in a timely fashion will be discarded. Members must carry their personal belongings with them to various program locations. Lockers are provided on a first come first served basis. Members must have their own personal lock in order to use the lockers. Please encourage your children to not to bring any valuables to the Club.

MEMBERSHIP CARDS

ONE membership card will be provided to each new member and renewal member when all application requirements have been met. **Members MUST bring their card to the Club EVERY DAY.** Club members are required to scan in and out each day upon entering and departing the Club. Remember that membership in the Club is a PRIVILEGE, not a right. If members do NOT have their cards, certain privileges to program offerings may be denied. If a Club card is lost, a replacement fee of \$1.00 will usually be charged. *(See staff for details)*

ALL PARENTS/ GUARDIANS MUST SIGN UP FOR ONE OF THE FOLLOWING OPTIONS: REMIND

Stay up to date with our Club information through one of the following means:

OPTION 1: Via text, just text **81010** and place your `bgebegreat` in the message *(Standard messaging rates apply)*

OPTION 2: Download the free **Remind** app and enter this code `bgebegreat`

Please see your local Club for specific instructions.



My signature below indicates that I have read and understand the policies and expectations detailed above. I understand that my failure to comply with the stated expectations may jeopardize my child(ren) enrollment in Boys & Girls Clubs of Hartford.

Parent Signature

Date