



**BOYS & GIRLS CLUBS
OF HARTFORD**



2023

**Summer Fun Club Application
Ages 6 - 12 years**

- Asylum Hill Club
860-929-7690

- Southwest Club
860-951-6416

- South End Club
959-255-6472

- Trinity College Club
860-727-4154

June 26th– August 11th, 2023



Registration, Fees & Information:

Fee \$700 per child for seven weeks of camp	Early Payment \$100 off per child If registered by April 15	2nd Early Payment \$75 off per child If registered by May 1	3rd Early Payment \$50 off per child If registered by June 1	Discounts for Multiple Sibling
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Members who attend Summer School and attend Summer Fun Club for half-a-day will be discounted at \$100 off the full registration of \$700.

Late fees enforced of \$10 for every 15 minutes.

For this fee your child will receive a high quality summer program for 5 days a week, 10 hours per day for \$100 a week. Please understand that all deposits/fees paid are non-refundable. Payments can be made only in the form of a Debit or Credit Card. Summer Fun Club fees include a tee shirt, lunch, snacks but does not include field trips. A deposit does not guarantee your child space. Fees must be paid in full to guarantee enrollment.

Hours of Operation:

June 26 - August 11, 2023

Monday - Friday, 8:00 - 6:00 pm

Seven Weeks

Enrollment is on a first come, first serve basis

Attendance Policy:

We ask that parent(s)/guardian(s) inform the Club of any days that your youth(s) may be absent so they can plan accordingly. Please make the Club's Director aware of any planned vacations or other activities as soon possible.

Membership Applications:

Please complete the attached membership application. It is very important that the form is complete and accurate. All information is confidential.

All parents/guardians **MUST** attend a mandatory membership orientation prior to the start of camp. This is an opportunity to see and hear what your Boys & Girls Clubs of Hartford is all about and how you can give back to the Club to make it a better place for all of our kids. Orientation allows parents and potential members to learn about Club policies and procedures prior to the program start date.

All members must have a physical within the last three years (*dated after August 12, 2020*) as well as a copy of their June 2023 report card. If your youth needs to bring in any medication into the camp, please have your doctor complete the authorization for the administration of medication form.

Membership through the Summer Fun Club is valid from June 26, 2023 - August 11, 2023.

If you have questions or concern contact your local Club:

- | | | |
|-------------------------------------|-----------------------------------|--------------|
| • Asylum Hill Boys & Girls Club | 170 Sigourney Street Hartford | 860-929-7690 |
| • Southwest Boys & Girls Club | 1 Chandler Street Hartford 06106 | 860-951-6416 |
| • South End Boys & Girls Club | 129 Ledyard Street Hartford 06114 | 959-255-6472 |
| • Trinity College Boys & Girls Club | 1500 Broad Street Hartford 06106 | 860-727-4154 |

Parent/Guardian Information

Head of Household/Parent/Guardian #1

First Name: *

Last Name: *

Relationship to member: *

Gender: *

Male _____ Female _____ Unspecified _____

Street: *

Apt/Suite #: *

City: *

State: *

Zip: *

Cell Phone: *

Parent Date of Birth:

Work Phone:

Employer:

Parent/Guardian #2

First Name: *

Last Name: *

Relationship to member: *

Gender: *

Male _____ Female _____ Unspecified _____

Street: *

Apt/Suite #: *

City: *

State: *

Zip: *

Cell 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? * Yes No

First Name: *

Last Name: *

Relationship to member: *

Home Phone: *

Work Phone:

Other Phone: *

Emergency contact? * Yes No

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

Name:

Relationship to member:

Name:

Relationship to member:



At the Boys & Girls Clubs of Hartford Child Safety is Job No. 1

The Safety and Wellbeing of Young People is Our Number One Priority

We work every day to create a safe, fun environment so kids can have every opportunity to be successful in life. We have ZERO tolerance for inappropriate behavior of any kind, including child sexual abuse or misconduct, and we put resources behind that stance.

Culture of Safety: We continually updates robust safety policies, programs and training for our staff and volunteers that are designed to promote child safety and protect young people from threats that are present in our society. We implement layers of safety policies and guidelines to keep our kids safe including:

- All Visitors must sign in and out of the facility
- No parent or visitor is allowed to walk through facility without escort
- Anyone picking up a child must be on the approved list and show ID
- Safety policies are reviewed and updated regularly

Safety Policies: Boys & Girls Clubs of Hartford has comprehensive safety policies in place that protect youth – including, but not limited to, supervision, transportation, communication and prohibiting private one-on-one contact.

24-hour Toll-free Child Safety Hotline: We encourage all staff, members and families to report any incident or situation they feel is unsafe. Through our national partnership with Praesidium, one of the nation’s leading safety experts, Boys & Girls Clubs of Hartford members and staff have access to a confidential 24-hour toll-free Child Safety Hotline, 866-607-SAFE (7233) or email SafeClub@Praesidiuminc.com.

Mandatory Background Checks: Mandatory criminal background checks are required every year for every staff and board member at Boys & Girls Clubs of Hartford. In addition, criminal background checks are required for any volunteer who has direct contact with children. All potential employees and volunteers are also run through the First Advantage.

Required Immediate Reporting: Boys & Girls Clubs of Hartford staff and volunteers are all mandated reporters. We are required to report any critical incident/safety concern to local authorities immediately. We are also required to report any critical incident to Boys & Girls Clubs of America within 24 hours.

Mandatory Annual Safety Assessments: We complete a safety assessment each year to ensure we continually make improvements to safety at our Clubs.

Safety Trainings: Ongoing training and supervision of staff is critical. We participate in a wide variety of child safety training conducted such as First Aid, CPR, Mental Health First Aid CPR, Medication disbursement, fire drills, active shooter drills, and much more.

Mandatory Employee Reference: Any employee interested in moving to another Boys & Girls Club is required to have a reference from the previous Club, even if the Clubs are within the same community.

State and Local Laws: We comply with federal, state, and local safety laws, including those impacting facilities and vehicles.

I have read our safety policies and understand these safety requirements

Parent/ Guardian Signature

Club Member’s Signature

Date ___/___/___

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. The mentor is not allowed to take or meet my child beyond the Club facility other than an organized Club-wide activity which would involve a permission slip to be executed.

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)

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

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. BGCH'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 BGCH 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.



Application Checklist:

- ✓ Membership Application
 - All authorized contacts/pick-ups are listed
 - Health Insurance Company & policy #
 - All waivers are signed
 - ✓ Physical & Immunization record dated after August 12, 2020
 - ✓ Authorization for the Administration of Medicine Form (if applicable)
 - Medicine must be in original container with prescription label attached.
 - Please check expiration date
 - ✓ June Report Card
 - ✓ All fees must be paid by debit or credit card
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Field Trip Policy

I understand that if I choose not to send my child(ren) to the scheduled Field Trips or do not pay the fee prior to the start of the program, **my child WILL NOT be able to attend the Club that day**. I understand that by signing this form I am giving permission for my child(ren) to attend any and all scheduled Field Trips if payment is submitted. There will not be any refunds the member does not attend the Field Trip.

I understand that my child will have the opportunity to attend local "No Cost" field trips and give permission for them to attend any and all field trips with Club Staff.

I give permission for my child(ren) to be transported by agency sponsored transportation (i.e. club vans, school buses, etc.)

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)'s enrollment in the Boys & Girls Clubs of Hartford Summer Fun Club.

Parent Signature

Date