

ATTENTION: Please download and save this form before completing it. If the form is filled out in the browser, the information entered will be lost.



**WALTHAM
BOYS & GIRLS CLUB**

Dear Parent/Guardian,

Enclosed you will find the **2020-2021** Waltham Boys & Girls Club's School Day Learning Center. Please review the packet making sure all forms have been completed and signed before submitting.

All Parents MUST review the School Day Learning Center Guide, COVID-19 Safety Protocol, and Parent Handbook prior to registration.

Your application will NOT be accepted until all forms are complete and signed.

- Child's Enrollment Form
- First Aid & Emergency Medical Care Consent Form
- Current Physical and Immunization History
- Medication Consent Form (*if applicable*) *Please ask for this form*
- Individual Health Care Form (*if applicable*) *Please ask for this form*
- Tuition Policies
- Oral Health Waiver
- School Information Release

Thank you,
The Waltham Boys and Girls Club Team

Our Management can be contacted at:

Aubree Cecil	acecil@walthambgc.org
Ashleigh St. Peter	astpeter@walthambgc.org
Chris Pagan	cpagan@walthambgc.org
Cheryl Wiggins	cwiggins@walthambgc.org
Erica Young	eyoung@walthambgc.org

**2020-2021 Waltham Boys & Girls Club
ENROLLMENT FORM Child Information**

Child's Name: _____ Date of Birth: _____
Age at Admission: _____ Date of Applying: _____ Gender: _____
Home Address: _____ City: _____ State: _____
Languages in Order of Proficiency: _____
Who does the child live with: _____

Parent/Guardian Information

Name: _____ Relationship to Child: _____
Home Address: _____ City: _____ State: _____
Primary Phone Number: _____ Secondary Phone Number: _____
Email Address: _____

Parent/Guardian Information

Name: _____ Relationship to Child: _____
Home Address: _____ City: _____ State: _____
Primary Phone Number: _____ Secondary Phone Number: _____
Email Address: _____

Additional Information

Current School: _____ Grade: _____

Demographic Information

Number of people in household: _____

Housing:	Rent	Own	Public Housing	Shelter	Foster Home	Other: _____
Annual household income:	Below \$15,730	\$15,731-\$23,850	\$23,851-\$29,450			
	\$29,451-\$34,200	\$34,201-\$40,890	\$40,891-\$49,000			
	\$56,001-\$64,750	\$64,751-\$73,000	\$73,001-\$78,900			
	\$84,751-\$90,600	\$90,601-\$100,000	Over \$100,000			
Does your child receive:	Reduced Price Lunch	Free Lunch	Neither			

Parent/Guardian Signature

Date (valid for one year)

**I certify that documentation of physical examination and immunizations is in
accordance with public school health and public health requirements and lead
poisoning screening. These documents are on file at my child's school.**

Parent/Guardian initials: _____

Please attach the most recent physical and immunization record along with this
completed application.

2020-2021 Waltham Boys & Girls Club
FIRST AID & EMERGENCY MEDICAL CARE CONSENT FORM

Child's Name: _____ Date of Birth: _____

I authorize staff in the child care program who are trained in the basics of first aid/CPR to give my child first aid/CPR when appropriate. I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the Waltham Boys & Girls Club to contact emergency medical personnel to transport my child to the nearest medical care facility.

Physician Information

Child's Physician and Practice Name: _____

Address: _____ Phone Number: _____

Please list preferred hospital in case of emergency: _____

Medical Information

Child's Allergies: _____

Chronic Health Conditions: _____

Specific Limitations: _____

Medications: _____

All emergency/rescue medication must be on site with an Individual Health Care Plan and Medication Consent. Documentation can be received from a Program Director and requires Doctor's signature.

Are there any custody agreements, court orders, and restraining orders pertaining to the child we should know about to best protect your child: _____

Please contact a Program Director to inform us on the best way to serve your child in regards to the pertaining legal agreement(s). Contact information can be found on page one

Emergency Contact(s)

Primary Contact Name: _____ Relationship to Child: _____

Address: _____

Primary Phone Number: _____ Secondary Phone Number: _____

Secondary Contact Name: _____ Relationship to Child: _____

Address: _____

Primary Phone Number: _____ Secondary Phone Number: _____

Tertiary Phone Number: _____ Relationship to Child: _____

Address: _____

Primary Phone Number: _____ Secondary Phone Number: _____

Parent/Guardian Signature

Date (valid for one year)

**2020-2021 Waltham Boys & Girls Club
AUTHORIZED PICK UP LIST**

Child's Name: _____

My child is allowed to leave the program by:

- _____ Parent/Gaurdian Pick Up
- _____ Sign Self Out of Program to:
 - Take Public Transportation
 - Take Private Transportation
 - Walk Home
 - Another Parental/Gaurdian Approved Method

Please list all authorized adults your child can be released to. To secure your child's safety, staff may ask to see valid photo Id. Please inform all authorized adults to have a valid photo Id when picking up.

1. Name: _____

2. Name: _____

3. Name: _____

4. Name: _____

5. Name: _____

6. Name: _____

7. Name: _____

I agree these individuals have permission to pick up my child and have the program release my child into their care.

If this information changes I will contact a Program Director immediately to add or remove people from this list.

Parent/Guardian Signature

Date (valid for one year)

2020-Waltham Boys & Girls Club Policies

Please initial the following statements after you read them.

TUITION COLLECTION AND PROCEDURES

Tuition is due on a weekly basis. If your payment is not received by Friday, service may be suspended. If service is suspended and action is not taken to rectify the financial situation, the Waltham Boys & Girls Club reserves the right to terminate your child's enrollment and fill the slot with a waiting list candidate.

If the child/ren are absent from the program, fees are still due for missed days. There is also a charge for any approval closures authorized by EEC.

A two-week notice in writing is required to withdraw. Parents are also responsible for payments during those two weeks.

CHECK-OUT/LATE PICK-UP FEES AND POLICIES

All children must be picked up by the end of the designated drop off time block. If a child has not been picked up by closing time, a telephone call will be made to the parent/guardian. If the parent/guardian cannot be reached at utilizing all known contact numbers, emergency contacts will be called. If contact is made, then we will ask the emergency contact to come to the program to pick up your child/ren. If contact has not been made with the parent/guardian or emergency person, the designated Waltham Boys & Girls Club's staff will call the Department of Children and Family (DCF) Emergency Unit or the police station. Report of the action will be placed in the child's file.

A \$1.00 per minute per child will be charged for late pick up.

Contact needs to be made with the program if the child will be absent.

I have received, reviewed, and agree to the information in the School Day Learning Center Guide, COVID-19 Safety Protocol, and Parent Handbook

I have read the above and agree with the policies and procedures as stated above:

Parent/Guardian Signature

Date (valid for one year)

**2020-2021 Waltham Boys & Girls Club
Oral Health Non-Participation Form**

In January 2010, EEC issued new regulations for child care programs that include a requirement that educators assist children with brushing their teeth if children are in care for more than four hours or if children have a meal while in care [606 CMR 7.11(11) (d)].

This regulation is intended to:

- Help children learn about the importance of good oral health
- Provide information and resources regarding good oral health to child care programs and families
- Help address the high incidence of tooth decay among young children in Massachusetts, which is associated with numerous health risks.

EEC licensed programs must comply with this regulation. However, parents may choose that their child(ren) not participate in tooth brushing while present at the child care program.

You do NOT need to fill out this form to have your child(ren) participate in tooth brushing while they are in child care. However, if you do not want your child to brush his or her teeth while s/he is attending the child care program, please fill out the information found below. A separate form must be filled out for each child in care. This form must be renewed annually and will be kept in your child's record at the program. Should you change your mind and wish for your child to participate in tooth brushing, this form may be withdrawn at any time by requesting in writing that it be removed from your child's file.

Thank you,
The Waltham Boys and Girl's Club

**I do not wish to have my child participate in tooth brushing while in care at the
Waltham Boys & Girls Club**

Child's Name: _____

Parent/Guardian Signature

Date (valid for one year)

If you have any questions or concerns, please contact anyone from management listed on page one

**2020-2021 Waltham Boys & Girls Club
School Information Release**

I give my permission to the Waltham Boys & Girls Clubs and my child's school to exchange information regarding my child. Information that will be shared may include the information provided on this membership application form, school records involving student progress, behavior, and attendance, and other information collected by Waltham Boys & Girls Club and the School Department, including data collected via surveys or tests. The purpose of this exchange is to help both organizations do a better job of helping students be successful in school and out of school. This release is valid for one year and may be revoked by contacting my child's school in writing.

Child's Name: _____

School Child Attends: _____ Grade: _____

Teacher's Name: _____

Individual Education Plan (IEP) Yes _____ No _____

Parent/Guardian Signature

Date (valid for one year)