

# MEMBERSHIP APPLICATION



## **BOYS & GIRLS CLUBS OF THE HIGH ROCKIES**

### OUR MISSION

*To enable all young people, especially those who need us most,  
to reach their full potential as productive, caring, responsible citizens.*

### CORE BELIEFS

A Boys & Girls Club Provides:

*A safe and fun place to learn and grow...*

*Ongoing relationships with caring, adult professionals...*

*Life-enhancing programs and character development experiences...*

*Hope and opportunity.*



**MEMBER INFORMATION:**

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Nickname: \_\_\_\_\_ Age: \_\_\_\_\_ Birthday: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Gender: \_\_\_\_ Male \_\_\_\_ Female

Ethnicity:

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic/Latino
- Native Hawaiian / Other Pacific Islander
- Two or more Races
- White
- Other \_\_\_\_\_

**EDUCATION INFORMATION**

Name of School: \_\_\_\_\_ (If homeschooled, please write Homeschooled)

School City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Member's Grade (as of 8/20): \_\_\_\_\_

State Student ID #: \_\_\_\_\_ Teacher: \_\_\_\_\_ GPA: \_\_\_\_\_

**GENERAL INFORMATION**

Previous Member of a Boys & Girls Club: \_\_\_\_ Yes \_\_\_\_ No Previous Club Name: \_\_\_\_\_

Member Interests: \_\_\_\_\_

Best ways to comfort Member: \_\_\_\_\_

Are there any activities that you prefer that your child NOT participate in?

If so, please list: \_\_\_\_\_

**MEDICAL INFORMATION 2020 - 2021**

Child's Name: \_\_\_\_\_

**HEALTH HISTORY**

(Chronic or Recurring)

Ear Infections: \_\_\_\_\_

Diabetes: \_\_\_\_\_

Heart disease/defect: \_\_\_\_\_

Convulsions/seizures: \_\_\_\_\_

Asthma: \_\_\_\_\_

Nosebleeds: \_\_\_\_\_

Measles: \_\_\_\_\_

Mumps: \_\_\_\_\_

Chicken Pox: \_\_\_\_\_

Flu or Flu Shot: \_\_\_\_\_

**ALLERGIES**

(Nature of Reaction)

Hay Fever: \_\_\_\_\_

Plant Poisoning: \_\_\_\_\_

Insect Stings: \_\_\_\_\_

Penicillin: \_\_\_\_\_

Other Drugs: \_\_\_\_\_

Animals: \_\_\_\_\_

Food: \_\_\_\_\_

Other: \_\_\_\_\_

Operations or serious injuries (dates): \_\_\_\_\_

Is the child on any medications? (Explain): \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

Physical Limitations: \_\_\_\_\_ Describe if yes: \_\_\_\_\_

Dietary Limitations: \_\_\_\_\_ Describe if yes: \_\_\_\_\_

Vision: \_\_\_\_\_ Hearing: \_\_\_\_\_

**Doctor:** \_\_\_\_\_

**Dentist:** \_\_\_\_\_

**Hospital:** \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

I hereby give permission to Boys & Girls Clubs of the High Rockies to call a doctor or emergency medical services and for the doctor, hospital or medical service to provide emergency medical or surgical care for my child, \_\_\_\_\_.

It is understood that the child care provider will make a conscientious effort to locate the parent/guardians and emergency contacts listed on the registration document before any action will be taken. If it is not possible to locate emergency contacts listed treatment will not be delayed. I/we will accept the expense of an emergency transportation, medical or surgical treatment.

Parent/Guardian Signatures:

\_\_\_\_\_

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

\_\_\_\_\_

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



## **BOYS & GIRLS CLUBS OF THE HIGH ROCKIES**

### **Policies & Procedures**

#### **INTRODUCTION**

This handbook is designed to inform members and parents/guardians of the policies and procedures of the Boys & Girls Clubs of the High Rockies. This handbook contains rules by which the Club operates and helpful hints that will make a members experience more enjoyable. Each member and parent/guardian must review this handbook as a condition of membership.

Unless otherwise specified, the contents of this handbook shall apply to all members of the Platte Canyon Clubhouse, the Boys & Girls Club of South Park, and any other youth development programming or outreach offered by the Boys & Girls Clubs of the High Rockies. The terms the "Boys & Girls Club" and the "Club" refer to all sites within the Boys & Girls Clubs of the High Rockies.

The Boys & Girls Clubs of the High Rockies is a non-profit youth service organization that seeks to inspire children from all backgrounds to embody the qualities necessary in becoming responsible, caring citizens and leaders. The purpose is to promote personal growth in young people by instilling a sense of purpose, encouraging positive social interaction, and providing diverse experiences. Funding for programs comes from memberships, business and individual contributions, government/state grants, special events, and activity fees for specific programs.

#### **Five Key Elements for Positive Youth Development**

- Creating a safe, positive environment
- Having fun
- Developing supportive relationships with caring adults
- Offering opportunities for and having high expectations of members
- Recognizing members for who they are and their achievements

#### **Our Club offers programs and activities in three core areas:**

- **Academic Success**
  - Tutoring, educational programing, and technology resources.
- **Healthy Lifestyles**
  - Triple Play (mind, body, and soul), and outdoor activities
- **Good Character & Citizenship**
  - Life skills, community service, and career development.

#### **PARTICIPATION**

Members are encouraged to participate in the programs and activities scheduled. It is highly encouraged for parents/guardians to consistently communicate with staff about their child's engagement in programming, positive performance, and areas needing improvement. The Club is dedicated to introducing children to a wide array of programs to help develop the whole child. The Boys & Girls Club is a club for youth 5 – 18 years of age that focuses on youth development. Club membership is contingent upon following the Club rules. Potential Club members who are 5, may be asked to come to the club on a trial basis to see how they handle the structure of the club.

#### **SERVICES OFFERED FOR SPECIAL NEEDS**

If you need special accommodations, we will work with your family to create an accommodation plan. Please contact the Unit Director at either the South Park or Platte Canyon club to discuss more details.

#### **CHILDREN'S LOCATIONS**

Staff will know which designated area members are in at all times. Our attendance manager (Trax) will be up to date, with which Members are in the care of the club (both on-site and off-site for field trips).

## **MEMBERSHIP AND FEES**

Membership is open to all youth between the ages of 6 and 18. A current membership form must be completed and signed by a parent or guardian prior to youth attending.

Membership fees are determined by each site. *Please view your site's membership information for more details.* Scholarships are available for those who qualify. The scholarship application must be completed in full to be eligible for scholarship. Most families qualify for some assistance. Refunds cannot be issued for membership fees paid in advance.

## **CLUB HOURS**

The Platte Canyon Clubhouse and Boys & Girls Club of South Park operate on different schedules, although both Clubs are generally open after school and on some weekdays when school is closed. The Clubs are closed on weekends and some holidays. *Please view your site's membership information and calendar for days and hours of operation as well as closures specific to your Club.*

The Club reserves the right to change its hours and days of operation based on need and/or economic circumstances. If such changes occur, parents/guardians will be notified in advance. Additionally, there may be days when it is necessary to close the Club due to unforeseen circumstances such as emergency repairs, inclement weather, etc. To mitigate any inconvenience this may cause, schedule changes and closure information will also be posted on each Club's Facebook page. Be sure to follow these pages for important updates.

## **DROP OFF AND PICK UP**

Please note that youth are not allowed on the Club's grounds during operating hours unless they are signed in and participating in Club activities. **Members CANNOT be dropped off prior to the opening of the Club, as the Club cannot be held responsible for the supervision of such youth.**

Members will only be released to the people who are authorized for pick-up. If you need someone who is not on your list of people approved for pick-up, Please notify the club of the changes, the new person must be able to show a photo ID to verify their identity.

Be sure to pick-up your child by the posted closing times. **Late fees will be charged for members left after closing. We may charge \$1.00 for every minute the member is left at the Club after closing.** The Boys & Girls Clubs of the High Rockies reserves the right to contact local authorities for assistance if a Club Member has been left for over an hour, the member's guardian remains unreachable or uncooperative, AND all emergency contacts have been exhausted.

## **INCLEMENT WEATHER CLOSURE POLICY**

If there is deep snow, high wind, or ice, the Club may open late, close, or close early for everyone's safety. As a general rule of thumb, the Club will be delayed or closed if Platte Canyon School District or Park County RE-2 Schools are delayed or closed. If there is a high probability of Highway 285 closing, the Club will also likely be closed. In the event of a delayed opening or early closure, we will contact parents/ guardians as soon as possible. Please monitor the Facebook page for delayed start and closure information and have a plan in place for inclement weather closures.

## **EMERGENCY PROCEDURES**

A copy of our full emergency procedures may be found here: [Emergency Procedures](#).

## **FIELD TRIP /FEES**

**Field trip fees are not included in membership fees, and they must be paid by the member.** Some field trips may require that the member has attended the Club a minimum number of times to qualify. Field trips that are farther than 12 miles from the Club require special permission slips. These spots are on a first come, first serve basis. Sign-up sheets are put out a week before the trip at the front desk. The parent/guardian must sign up in person and pay the trip fee at that time (no phone calls please). Swimming fees must be paid on the day of these activities. It is highly recommended that members grade 5 and under do not bring any money over \$2 dollars to the Club, unless there is a scheduled field trip or other special circumstance.

## **VEHICLE SAFETY**

Members must follow certain rules when riding in the Club vehicles. They are expected to keep their seat belt on at all times, and remain in their seat while sitting properly (not turning around, putting their feet on the seat in front of them, etc.). Members must not be distracting to the driver, and are never permitted to be in a Club vehicle without a staff member present. Disobeying these rules could result in a suspension of the privileges of riding in Club vehicles.

## **CLUB RULES AND ETHICS**

- Respect the club, yourself, and others.
- Keep your hands to yourself.
- Use appropriate language.

Clean up after yourself.  
Follow all directions given by all staff and junior staff.

### **ZERO TOLERANCE POLICY**

The following behaviors will automatically result in a minimum one day suspension:

- Fighting
- Stealing
- Bullying
- Damage to BGCHR facility
- Threatening the safety of a BGCHR member or staff
- Possession of alcohol, tobacco, illegal material, or weapons

Depending on the severity of the incident the suspension can be elevated to any level including membership revocation.

### **SUPERVISION**

A staff member or trained volunteer will oversee each of our designated program areas at all times. Please take the time to remind your child of the need to follow Club rules and direction at ALL TIMES, whether said directions are given by a staff or volunteer.

Members will have access to technology while at the Club. Staff will supervise these times, but it is the responsibility of the Member to make sure they are using the technology appropriately and not watching inappropriate videos or playing inappropriate games. If a member is found to be violating these rules, they will be suspended from technology.

### **VISITORS**

All visitors and volunteers must be background checked before they are allowed around the Members. Visitors and volunteers must sign in and sign out at the front desk.

### **DISCIPLINE POLICY**

The Boys & Girls Club of the High Rockies strives to keep the consequences for unacceptable behavior clear, appropriate, and timely. The safety of all members is of utmost importance to us. Our standards, along with the expectation that all members use good common sense, exist to ensure that your child and every other child at the Club can safely enjoy the Club's activities. Any member who disrupts programs or creates a dangerous situation will be disciplined appropriately. Members who do not follow rules can expect to lose privileges and face consequences. First-time offenses are never excused and will be handled based on their severity. Parents/guardians will be called to remove any member who has failed to curb his or her disruptive behavior and/or is behaving in an aggressive or violent manner that creates a dangerous situation for themselves, fellow members, staff or visitors. If you are called to pick up your child for discipline reasons, it is your responsibility to pick him/her up as soon as possible or an emergency contact will be called.

**Disciplinary actions may include, but are not limited to, the following:**

- Verbal Counseling
- Time-out
- Parent meeting or phone call
- Loss of Club privileges
- Suspension (one day to two weeks)
- Expulsion (permanent suspension)
- Contacting the proper authorities

Members are expected to respond to any disciplinary action without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and fully expected, by policy, to maintain full control of any situation that occurs in their program area and will not tolerate any behavior that threatens that control or prevents other members from getting the full Club experience. **Club staff have the right to refuse membership, and entry into the Club, to your child because of disciplinary problems.**

### **PROPERTY DAMAGE**

The parent or guardian will assume the financial responsibility for repair for any damage to Club property including vehicles caused by their child.

### **UPDATED OPEN DOOR POLICY**

The Boys & Girls Clubs of the High Rockies does not have an open door policy. Members must be checked-in and checked-out by a parent or guardian, or someone else on their approved pick-up list. Members will only be allowed to sign themselves out if the club has written permission from the parent for the member to do so. Please note that youth are not allowed on the Club's grounds during operating hours unless they are signed in and participating in Club activities. **Members CANNOT be dropped off prior to the opening of the Club, as the Club cannot be held responsible for the supervision of such youth.**

## **ACCIDENTS**

The Boys & Girls Clubs of the High Rockies staff work hard to create a safe and secure environment. The completed membership application authorizes the staff to obtain medical treatment for a member, if necessary. When a serious injury occurs, the staff calls the parents or emergency contact person immediately. If they cannot be reached, treatment may be provided, but only if deemed necessary by an EMT or physician. Please contact the Club if you have any changes in work or home phone numbers, alternate contact people, or other emergency numbers. Minor injuries, such as cuts and scrapes, will be treated on site.

## **FOOD**

The Boys & Girls Clubs of the High Rockies understands and appreciates the need for a healthy diet among all of our members. It is our goal to encourage healthy eating habits that promote the wellbeing of our youth. **On full days, a packed lunch is required and 3-4 snacks are suggested.** Water is available at all times to your child, but a water bottle (with your child's name on it) is required.

## **MEDICATION POLICY**

The Club will dispense prescribed and over-the-counter (OTC) medicine to members, **ONLY** after receiving the Medication Administration Permission form. This form must be signed by the parents and a healthcare provider. Prescribed and OTC medicine must be provided in their original containers, and be labeled with the member's name. Only staff who have completed the Medication Administration Training (MAT) and have been delegated will be allowed to administer medicine to members. Medicine will be stored in an area that is inaccessible to children. If a member plans on carrying their own emergency Asthma or Allergy medicine, they must have an approved Self-carry Medication Contract. All staff are first aid and CPR certified in case of emergency.

## **SICK POLICY & 'BATHROOM ACCIDENTS'**

The Staff will notify a parent/guardian if a member becomes ill while he/she is at the Club. Arrangements **MUST** be made to have the member picked up as soon as possible after notification. Any member exposed to a contagious disease will be allowed back into the Club only after official authorization from a physician. **DO NOT send a sick child to the Club- PLEASE make other arrangements.**

Any member who has a "bathroom accident" involving soiled clothing while at the Club will be provided clean clothes to change into. The soiled clothes will be put into a plastic bag and given to parents at the time of pick-up. Please wash the borrowed clothes, and return them to the club.

## **OTHER INFORMATION**

Please see monthly calendar for programming. Space is sometimes limited. Some programs may be provided outside regular programming hours. Some programs may require a fee and/or pre-registration.

## **PHONE CALLS**

The Boys & Girls Clubs of the High Rockies allows members to use landlines at any time to reach a parent or guardian. This is the preferred method of communication (vs. cell phones). If it is a problem for your child to call you while you are at work, it is the responsibility of the child AND parent/guardian to determine.

## **DRESS CODE**

Youth should dress comfortably and wear clothes that allow them to participate in typical Boys & Girls Club activities and programs. **Closed toed shoes such as tennis or walking shoes are required.**

Inappropriate clothing of any kind is NOT allowed in the Club. Members wearing clothes that are too short, too tight or too revealing in any way or clothes with questionable or distasteful advertising will be asked to change immediately. If the member does not have a change of clothes, and the Club does not have temporary clothes for them to wear, then a Club staff will contact the parent/guardian to bring different clothes. This judgment will be left solely to the discretion of the Club staff.

**Summer Requirements:** It is required to provide your child with a water bottle, hat/sunglasses, backpack, closed-toed walking shoes, appropriate clothing, and jacket/rain gear during summer camp.

## **PERSONAL BELONGINGS**

All personal belongings brought into the Club by a youth are the responsibility of that child. The Boys & Girls Club is NOT responsible for lost, damaged, or stolen items. Club members in grade 5 and younger are discouraged from bringing their own toys or electronics. Personal electronics must be stowed away at all times unless a staff gives permission. Items that your child brings to the Club should be clearly marked with their name. Items that are not collected from our lost-and-found in a timely fashion will be donated to a local charity.



**PARENT/GUARDIAN CODE OF CONDUCT**

The staff at the Boys & Girls Clubs of the High Rockies is happy to help parents/guardians with any questions, concerns or suggestions. We realize that a parent needs to feel his/her child is receiving the best possible programs in a safe environment and has the right to inquire about and observe the facility. Any questions or complaints should be first addressed with the Unit Director at the site (Platte Canyon - Jessica, [plattecanyon@bgchr.co](mailto:plattecanyon@bgchr.co); South Park - Gavin, [programs@bgchr.co](mailto:programs@bgchr.co)). They will be happy to address the concerns or set up a meeting for further review of the situation. If you are unsatisfied with the response or actions taken by the Unit Director, the Chief Executive Officer (Amy, [ceo@bgchr.co](mailto:ceo@bgchr.co)) will be happy to address the concerns. Any persons who engage in disorderly conduct of any kind, such as use of speech/language that is offensive/inappropriate and/or physical/verbal abuse or threat of harm to any staff/volunteer/member will be subject to removal and possible exclusion from the facility.

**TO FILE A COMPLAINT**

If you wish to file a complaint about this facility, contact:

The Colorado Department of Human Services  
Divison of Child Care  
1575 Sherman Street  
Denver, CO 80203-1714

-Or Call

303-866-5958 or 1-800-799-5876

**TO REPORT CHILD ABUSE**

To report suspected or known child abuse in Park County, call the Colorado Child Abuse Hotline, 844-264-5437

**IMMUNIZATIONS**

We accept children that may be exempt from some or all immunizations. Be advised that your child may be in contact with other kids who do not have some or all of their immunizations while at the club.

**CHILDREN NOT PARTICIPATING IN OFF-SITE ACTIVITIES**

Center staff will always be at the club and have programming available even if part or most of the group is off-site.



**BOYS & GIRLS CLUBS  
OF THE HIGH ROCKIES**

**Parent Release**

I, the parent/guardian of the minor child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Clubs of the High Rockies and Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors, contractors, and volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury or death and any claim of damages resulting from use of facilities owned or controlled by the above organizations, or participation in activities of said organizations either at or away from the Club. I hereby give my consent and permission for him/her to participate in any and all Club activities including transportation to and from activities/Club by foot or automobile. I am aware of the inherent risks of Club activities and will ensure my child is fully prepared to participate.

**Sunscreen**

**(Circle one)** I give / I do not give permission for Club staff to treat minor injuries with band aids and/or ice packs. I permit my child to receive applied sunscreen.

**Data Collection**

**(Circle one)** I give / I do not give my permission to the Boys & Girls Clubs of the High Rockies to collect information via online or written surveys, questionnaires, interviews, and focus groups from the minor child listed on this application. Any and all information received will be kept strictly confidential. Data gathered through these means will be aggregated and will exclude all references to any individual responses. The aggregated results of these analyses may be shared with Club staff, Boys & Girls Clubs of America (BGCA), donors, and other community stakeholders as evidence of program effectiveness and/or Club impact on members.

**School Information**

**(Circle one)** I give / I do not give my permission to the Boys & Girls Clubs of The High Rockies and Park County RE-2 or Platte Canyon RE-1 School District to exchange information, such as, but not limited to, academic progress, grades, homework, behavioral and other socio-emotional information regarding the minor child listed on this application. The purpose of the exchange is to help both organizations do a better job of helping the student be successful in school, in the Boys & Girls Club and in his/her daily life. This release is valid for the current membership year and may be limited or revoked at any time by contacting the Boys & Girls Clubs of the High Rockies in writing.

**Data Sharing**

I understand that the Boys & Girls Clubs of the High Rockies may share information about the minor child listed on this application with Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on this membership application form, information provided by the minor child's school or school district, and other information collected by Boys & Girls Clubs of the High Rockies including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

**Technology**

As a member of the Boys & Girls Clubs of the High Rockies, your child will have access to the Internet. While precautions are taken, it is possible that s/he may access inappropriate sites. The Boys & Girls Clubs of the High Rockies will have rules and consequences at the Club for such behavior; however we will not be responsible for the consequences of such access. Members will sign a Tech Center Use and Agreement form that outlines technology-related expectations and consequences.

**Video Games and Movies**

The Boys & Girls Clubs of the High Rockies incorporates the use of video games in positive youth development programs. With limited time of play, video games can be an excellent platform to encourage teamwork, cooperation, and good sportsmanship at the club. Full length movies may also be played at the club, usually on Friday afternoons and special events. By initialing below, your member will have permission to participate in and watch video games or movies of the stated ratings.

\_\_\_\_\_ ALL of the Movie and Video Game ratings listed  
\_\_\_\_\_ NONE of the Movie and Video Game ratings listed

My member is only allowed the following ratings:

- \_\_\_\_\_ PG
- \_\_\_\_\_ PG-13
- \_\_\_\_\_ E (Everyone)
- \_\_\_\_\_ E10+ (Everyone 10+)
- \_\_\_\_\_ M (Mature)

**Miscellaneous**

I understand that the Boys & Girls Clubs of The High Rockies is not responsible for lost, stolen, or damaged items. Parents and Club members are responsible for their own transportation to and from the Club. As a drop-in facility, I give permission for my child to sign themselves in and out of the Club. Club members Grade 5 and younger are discouraged from bringing their own toys or electronics. It is highly recommended that Club members Grade 5 and younger do not bring any money over \$2.00 to the Club unless there is a scheduled field trip or other special circumstance.

**(Circle one)** I give / I do not give my permission for my child to participate in any local events or field trips (within a 12 mile radius of the Club) throughout the year and this will serve as a blanket permission slip for such activities. Reasonable notice will be provided in the event of a local trip.

I have read and agree to abide by the current year’s Policies and Procedures, Club rules, and ethics, and to review them with my child. Further, I understand that my child may be asked to leave the facility for misbehavior or other Club policy violation, and that I or my emergency contact will be notified in such an event.

**(Circle one)** I give / I do not give permission for my child’s picture, moving pictures, or any other graphic depiction or likeness, to be used by the Boys & Girls Clubs of the High Rockies and its activities.

I have read and completed all this membership application, understand and agree to abide by the rules of the Boys & Girls Clubs of the High Rockies and request that my child be admitted into membership.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Club Member’s Signature

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Admin Use Only**

Membership #: \_\_\_\_\_ Card Issued: \_\_\_\_\_ Renewal/Exp. Date: \_\_\_\_\_

Original Membership Date (initial service date or first date of attendance): \_\_\_\_\_

Membership Fees: \_\_\_\_\_ Scholarship information: \_\_\_\_\_