



Member Number: \_\_\_\_\_

### Mid-Peninsula Boys & Girls Club Enrollment Packet

The Mid-Peninsula Boys & Girls Club's (MPBGC) mission is to *inspire and enable all young people to reach their full potential as caring, responsible and productive citizens*. As part of our mission, we provide our members with a wide array of educational, recreational and social activities in a safe and structured environment during after-school and summer hours.

#### This Enrollment Packet contains the following documents:

- ☐ **Membership Application** (*required*): biographical information
- ☐ **Emergency & Medical Release Form** (*required*): emergency contacts and medical information
- ☐ **Program Permission Form** (*required*): allows your youth to be a part of special programs and opportunities, including field trips to other Clubhouses, use of the internet, and mentorship programs.
- ☐ **Pick-up Authorization Form** (*required*): allows others to pick up your child and allows members over 13 to walk home
- ☐ **Member Code of Conduct** (*required*): demonstrates that you and your child understand how your child should behave while at the club
- ☐ **Consent to Services and Liability Waiver** (*required*): used to track academic and other related impacts of club programming
- ☐ **Scholarship Application** (*optional*): used to determine membership fees and dues
- ☐ **Transportation Registration** (*optional*): used if you would like the club to provide transportation to and from the club

I, as parent or guardian of \_\_\_\_\_ **[print child's full name]** the minor child named on the Membership Application, do hereby, for my child, myself, my heirs, executors and administrators, release and forever discharge and hold harmless Mid-Peninsula Boys & Girls Club and all officers, directors, employees, agents and volunteers of the organization, acting officially or otherwise, from any and all claims, demands, actions or causes of action which in any way arise from the minor's participation and/or my participation in the services and activities of the club.

My signature below signifies that I have completely filled out this enrollment packet in its entirety, and have read and fully understand the terms of the Mid-Peninsula Boys & Girls Club Enrollment Agreement, and that all of my questions have been satisfactorily answered. I hereby agree to comply with the general policies as set forth in this Enrollment Agreement, as well as with the rules and procedures of the MPBGC facilities.

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Membership Coordinator or  
Unit Director Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



## Mid-Peninsula Boys & Girls Club Membership Application

(CLEARLY PRINT all information)

Clubhouse Location:

☐ DeLue, Daly City Clubhouse      ☐ Dore, San Mateo Clubhouse  
☐ MCYC Clubhouse @ Taylor M.S.      ☐ Lomita Park Clubhouse @ Lomita Park E.S.

### Member Biographical Information

Child's First Name:	Child's Last Name:	Gender:
Age:	Birthdate:	Grade:
School:	Teacher:	Counselor (if applicable):
Eye color/ Hair Color	Height ____' ____"	Weight _____lbs
Ethnicity: <i>please check one or two that you most identify with:</i> <input type="checkbox"/> Asian <input type="checkbox"/> Latino <input type="checkbox"/> Native American <input type="checkbox"/> Other: _____ <input type="checkbox"/> Black <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Filipino <input type="checkbox"/> Mixed <input type="checkbox"/> White		

### Address (of child during the majority of their time attending our Club Programs)

Home Address:	City:	State:	Zip:
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### Parent/ Guardian Information

Parent/Guardian's Name:	Relationship:	Email Address:	
Cell Phone:	Home phone::	Work Phone:	
Address if different than above:			
<b>Additional Parent/Guardian information;</b>			
First & Last Name:	Home phone:	Work phone:	
Cell Phone:	Relationship:	Email Address:	
Home Address:	City:	State:	Zip:



## Medical Information

Doctor's name	Address	Phone number
Date of Last Medical Exam:	Immunizations are up to date: [ ] yes [ ] no	Immunizations on file at school: [ ] yes [ ] no
Medical Insurance Name:	Group Number:	Policy Number:
Medical conditions (INCLUDING ALL KNOWN OR SUSPECTED LEARNING DIFFERENCES)		
Current medications		
Allergies		
<p><b>**PLEASE NOTE:</b> any and all medical conditions, allergies, medications, and even undiagnosed concerns must be addressed with staff early and often. Failure to comply can result in suspension, and/or expulsion from our Programs &amp; Services</p>		
Emergency Information (provide at least 2 other than parents / guardian)		
Emergency contact's name	Emergency contact's name	Emergency contact's name
Relationship	Relationship	Relationship
Address	Address	Address
Phone number(s)	Phone number(s)	Phone number(s)



## Program Permissions Form

### **FIELD TRIPS**

The Mid-Peninsula Boys & Girls Club will periodically take field trips during our programs. We are asking for your written consent to take your child on field trips within the geographic range of the Mid-Peninsula Clubhouses. This includes Daly City, Millbrae and San Mateo districts. This authorization will eliminate the need for special permission before each trip and will assure each child an opportunity to be included in these outings.

The Mid-Peninsula Boys & Girls Club will provide transportation for field trips. On occasion, Club members and staff may walk to a location within reasonable distance and during pleasant weather.

This permission form covers field trips within the city where my child's club is located and from one Mid-Peninsula Boys & Girls Club and another. For any other field trips we will require you to fill out a special permission form.

I give my permission for my child to go on field trips within Mid-Peninsula Boys & Girls Club districts during program hours.

[ ☐ ] YES [ ☐ ] NO \_\_\_\_\_Initials

### **INTERNET USAGE**

As the parent/guardian of this student, I understand that this access is designed for educational purposes. I also recognize that it is impossible for the Mid-Peninsula Boys & Girls Club to restrict access to controversial materials and I will not hold them responsible for materials acquired on the Internet.

I authorize access to the Internet for my child. [ ☐ ] YES [ ☐ ] NO \_\_\_\_\_Initials

### **MENTORING/ 1 on 1 Tutoring**

I understand that mentoring may be a component of every Mid-Peninsula Boys & Girls Club program. I give my permission for my child to participate in mentoring at the Mid-Peninsula 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 Mid-Peninsula Boys & Girls Club. The mentor is not allowed to take or meet my child beyond the Club facility.

[ ☐ ] YES [ ☐ ] NO \_\_\_\_\_Initials

I HAVE CAREFULLY READ THIS FORM AND FULLY UNDERSTAND ITS CONTENTS. I HAVE MARKED ALL RESPONSES AND SIGNED OF MY OWN FREE WILL,

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Signature, Name of Parent, Guardian

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Print, Name of Parent, Guardian



## Pick Up Authorization and Walk Home Permission

**We will not release your child to any person not listed on this form.** Please give names and working phone numbers. Please include yourself and the emergency contacts that were previously listed. ***If a new person is picking up your child you must send verbal or written confirmation prior to us releasing your child.*** We will check identification as necessary. You may update this form or list by adding names, signing and dating as well as crossing names out signing and deleting. Speak with your Unit Director or Membership Coordinator if you need to update your authorization list at any time.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

### **List an Unauthorized Person for pick-up (if any)**

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

**Mode of Departure:** Please mark one of the options below. Note only children over the age of 13 and their siblings may leave the club without an adult. Staff will still contact parents of students who have been given general permission to walk home about the time of the child's departure unless the parent has stated in writing the time that children may leave the club. Once children have left for the day they will not be allowed to return to the club unless there is a compelling reason. This determination is will be made by the unit director of the club my child attends:

☐ My child is free to go at his or her own volition from Club programs and activities (i.e. walking or biking, etc). My child will be signed out by a staff member. **Initials:** \_\_\_\_\_

☐ My child has my permission to walk/bike home from Club programs and activities only on the following days and times. My child will be signed out by a staff member. **Initials:** \_\_\_\_\_

Day (s) of the week \_\_\_\_\_ Time: \_\_\_\_\_

☐ I understand that when my child leaves, they will be allowed to return the next day.

☐ Based on the individual needs of my child, I request that my child not leave the Club premises or Club activity without my permission. I or another authorized person will pick my child up from Club programs.

Initials: \_\_\_\_\_ I understand that it is my responsibility to notify the Unit Director if my child's mode of departure changes, even if it's on a daily basis. Further, I understand that it is my responsibility to follow-up with Mid-Peninsula Boys & Girls Club staff if my child does not arrive home in a timely manner.

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



## Member Code of Conduct

(Parents of younger children, please read this to your child and make sure that he/she understands all of these rules before you sign.)

I will show respect for my instructors, teachers and volunteers at all times. \_\_\_\_\_Initials (Y) \_\_\_\_\_Initials (P)

I will show respect for my fellow club members at all times. \_\_\_\_\_Initials (Y) \_\_\_\_\_Initials (P)

I will show respect for myself by behaving in an appropriate manner at all times. \_\_\_\_\_Initials (Y) \_\_\_\_\_Initials (P)

I will not be late for Boys & Girls Club activities. \_\_\_\_\_Initials (Y) \_\_\_\_\_Initials (P)

I will help to clean up the areas I work / play in. \_\_\_\_\_Initials (Y) \_\_\_\_\_Initials (P)

I will work to resolve problems with instructors and fellow members in a positive manner. \_\_\_\_\_Initials (Y) \_\_\_\_\_Initials (P)

I will follow all instructions given to me by instructors, teachers and volunteers. \_\_\_\_\_Initials (Y) \_\_\_\_\_Initials (P)

I will cooperate with fellow Club members and instructors in all activities. \_\_\_\_\_Initials (Y) \_\_\_\_\_Initials (P)

I will participate constructively in all club activities. \_\_\_\_\_Initials (Y) \_\_\_\_\_Initials (P)

I understand that physical violence; bullying; stealing or theft; verbal harassment; any sexual, racial, or cultural harassment; or blatant disrespect toward a staff member or volunteer will result in a suspension from the Mid-Peninsula Boys & Girls Club of at least one day.  
\_\_\_\_\_Initials (Y) \_\_\_\_\_Initials (P)

I will follow the Code of Conduct for Boys & Girls Club members. (Please see your Unit Director if you would like a copy of the Code of Conduct).  
\_\_\_\_\_Initials (Y) \_\_\_\_\_Initials (P)

I will follow the Boys & Girls Club discipline policy. (Please see your Unit Director if you would like a copy of the Discipline policy).  
\_\_\_\_\_Initials (Y) \_\_\_\_\_Initials (P)

I have read this with a parent/guardian or other family member. I understand and agree to follow all rules and regulations of the Mid-Peninsula Boys & Girls Club.

Member Signature \_\_\_\_\_Date\_\_\_\_\_

Parent Signature \_\_\_\_\_Date\_\_\_\_\_



## THE MID-PENINSULA BOYS & GIRLS CLUB RELEASE AND WAIVER OF LIABILITY AND INDEMNITY PERMISSION AND MEDICAL AGREEMENT

**PARENT/GUARDIAN-** I hereby give my permission to my son or daughter to become a member of the Mid-Peninsula Boys & Girls Club. It is expressly understood and agreed that the Mid-Peninsula Boys & Girls Club shall not be responsible or legally liable for any losses of personal property or for any bodily injuries, or the results thereof, incurred and suffered by the applicant on any property of the above named Club, or in connection with any activities of any of its Branches, unless such loss or injury results directly from negligence or willful act of an employee of the Club named above acting within the scope of their employment.

All member information will be kept confidential and retained in secure files. This information will be used to document membership, demographics, and evaluate program effectiveness within our organization and for funding purposes. Individual information will not be shared or sold to outside agencies. Surveys and other assessments may be conducted by the Mid-Peninsula Boys & Girls Club and Boys & Girls Club of America for the purpose of program evaluation, development, and needs assessment.

**IN CONSIDERATION** of being permitted to enter the Mid-Peninsula Boys & Girls Club for any purpose, including but not limited to observation, community service work, volunteer work, use of facilities or equipment, or participation in anyway, the undersigned, for himself or herself or any personal representatives, heirs, minors and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering will, inspect such premises facilities. It is further warranted that such entry into the Mid-Peninsula Boys & Girls Club for observation, participation or use of any facilities or equipment constitutes an acknowledgment that such premises and all facilities and equipment thereon have been inspected and that the undersigned finds and accepts same as being safe and reasonably suited for the purposes of such observation or use.

**THE UNDERSIGNED WARRANTS THAT THE PARTICIPANT, INCLUDING ANY MINOR PARTICIPANT,** has no physical or medical condition which would endanger the participant or others, or that would interfere with the participant's ability to participate in the Mid-Peninsula Boys & Girls Club event/program.

**THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE** the Mid-Peninsula Boys & Girls Club, its directors, attorneys, officers, employees, and agents (herein after referred to as "release") from all liability to the undersigned, his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releases or otherwise while the undersigned is in, upon, or about the premises or any facilities or equipment therein.

**THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS** the releases and each of them from any loss, liability, damage, or cost they may incur due to the presence of the undersigned in, upon or about the Mid-Peninsula Boys & Girls Club premises or in any way while volunteering, observing or facilities or equipment of the Mid-Peninsula Boys & Girls Club whether caused by the negligence of the releases or otherwise.

**THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE** due to the negligence of release or otherwise while in, about or upon the premises of the Mid-Peninsula Boys & Girls Club and/or while using the premises or any facilities or equipment hereon.

**THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS** the releases against all liability costs or expense for attorney's fees and all incidental and consequential damages resulting to the Mid-Peninsula Boys & Girls Club from such claims, lawsuits or liens. In the event any suit on any claim is brought against the Mid-Peninsula Boys & Girls Club, the undersigned shall defend said suit at undersigned's own cost and expense, and shall pay and satisfy any such lien or judgment as may be established by the decision of the court in such suit.

**MEDICAL AUTHORIZATION.** In the event the MID-PENINSULA BOYS & GIRLS CLUB is unable to contact me or to secure my consent in case of a medical emergency involving my child, I hereby give the MID-PENINSULA BOYS & GIRLS CLUB and it's representatives permission to secure proper medical care and assistance for my child, including, but not limited to, hospitalization, treatment, medication or x-rays. I further authorize any treating physician to use his or her discretion in providing emergency treatment. I agree to pay the costs of all such medical care. Mid-Peninsula Boys & Girls Club officials have my permission to take my son or daughter to the nearest qualified physician for observation or treatment in case of emergency, and to contact my child's school as it relates to guidance and behavior issues. The Mid-Peninsula Boys & Girls Club does not provide licensed childcare as defined by the California Education Code.

Initial Here if authorizing MPBGC to treat my child \_\_\_\_\_



**RELEASE OF INFORMATION.** The undersigned agrees to consent in advance to the use of surveys, questionnaires, charts, work samples, and other assessment tools for the purpose of program evaluation, development, tracking, and needs assessment. The undersigned agrees to release information from the child's school to the Mid-Peninsula Boys & Girls Club as part of the assessment process, including: report cards, homework assignments, attendance records, behavior/discipline records, individual education plans and other content of the child's cumulative folder, and academic testing from \_\_\_\_\_ school (school phone # \_\_\_\_\_) to Mid-Peninsula Boys & Girls Club.

**PHOTOGRAPHS. THE UNDERSIGNED AGREES TO CONSENT IN ADVANCE** to the public use of any photographs, video tapes or related media coverage taken of him or her or any related minor children while at or participating at a Mid-Peninsula Boys & Girls Club sponsored activity.

THE UNDERSIGNED further expressly agrees that the forgoing RELEASE WAIVER AND INDEMNITY / PERMISSION AND MEDICAL AGREEMENT, is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding continue in full force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY / PERMISSION AND MEDICAL AGREEMENT, and further agrees that no oral representations, statements, or inducement apart from the forgoing written agreement have been made.

**I HAVE READ AND UNDERSTAND THE CONTENT IN THIS RELEASE**

BY: \_\_\_\_\_ Date \_\_\_\_\_ BY: \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Parent/Legal Guardian Print Name of Legal Guardian





## SCHOLARSHIP APPLICATION

NAME OF APPLICANT/Member: \_\_\_\_\_

NAME OF PARENT/GUARDIAN: \_\_\_\_\_

How many youth (ages 0-18) are living in the household? \_\_\_\_\_

How many adults (ages 19-64) are living in the household? \_\_\_\_\_

How many elderly persons (65 and older) are living in the household? \_\_\_\_\_

Please read the table below, find your household size (number of persons) and mark the line that describes your gross (before taxes) household annual income.

# of Persons	1	2	3	4
Gross Annual Income	Below \$22,200	Below \$25,350	Below \$28,500	Below \$31,650
	\$22,201-36,950	\$25,351-42,200	\$28,500-47,500	\$31,650-52,750
	\$36,951-59,100	\$42,201-67,550	\$47,501-76,000	\$52,751-84,400
	Over \$59,100	Over \$67,550	Over \$76,000	Over \$84,400
0	5	6	7	8
Gross Annual Income	Below \$34,200	Below \$36,750	Below \$39,250	Below \$41,800
	\$36,001-57,000	\$38,651-61,200	\$41,301-65,450	\$44,001-69,650
	\$57,001-91,200	\$61,201-97,950	\$65,451-104,700	\$69,651-111,450
	Over \$91,200	Over \$97,950	Over \$104,700	Over \$111,450

If any of these describe your household, please mark all that apply

Single Parent Household	
Female Head of Household	
Male Head of Household	
Elderly Head of Household (62+)	
Disabled Household	
Dual Head of Household	

Please Attach 1 of the 3 for Income Verification (this information will only be used to calculate your club dues and for blind demographic data used in evaluation and fundraising:

- Income Tax 1040 Form (Social Security Number blacked out)
- Bank Statements (3 Consecutive Past)
- Pay Check Stubs (3 Consecutive Past)

\_\_\_\_\_  
Staff Signature verifying this information

\_\_\_\_\_  
Staff Printed Name

\_\_\_\_\_  
Date



## Transportation & Service Agreement

This agreement establishes services for:

CHILD'S FULL NAME AGE GRADE MEMBER NUMBER

PARENT / GUARDIAN NAME

PARENT / GUARDIAN NAME

AFTER-SCHOOL SERVICES NEEDED:		
Mondays	6:00 p.m.	
	ARRIVAL	DEPARTURE
Tuesdays	6:00 p.m.	
	ARRIVAL	DEPARTURE
Wednesdays	6:00 p.m.	
	ARRIVAL	DEPARTURE
Thursdays	6:00 p.m.	
	ARRIVAL	DEPARTURE
Fridays	6:00 p.m.	
	ARRIVAL	DEPARTURE

INTER-SESSIONS/HOLIDAYS & FULL-DAY CAMPS:		
Mondays	6:00 p.m.	
	ARRIVAL	DEPARTURE
Tuesdays	6:00 p.m.	
	ARRIVAL	DEPARTURE
Wednesdays	6:00 p.m.	
	ARRIVAL	DEPARTURE
Thursdays	6:00 p.m.	
	ARRIVAL	DEPARTURE
Fridays	6:00 p.m.	
	ARRIVAL	DEPARTURE

- I agree to pay a fee of \$ \_\_\_\_\_, in partial support of the cost of care for my child. I agree to pay an additional late fee as posted if I do not pick-up my child before 6:00pm.
- I agree to pay a fee of \$ \_\_\_\_\_ per month for school transportation in the middle of the Peninsula Boys & Girls Club. This payment is due by the third of each month.
- I agree to sign my child in and out on the "Sign-In/Out" form daily. I will write the actual arrival and departure time and sign the form with my full name.
- I agree to keep my child's health, medical and emergency contact information up-to-date at all times. I further agree that my child's immunizations and records are up to date and on file with the school s/he currently attends.
- I understand, agree and have received a copy of the Club's disciplinary policies. I agree to contact a supervisor with any questions or concerns.
- I agree that full participation in the program is important for my child's success. I agree to notify the Club in advance whenever my child will be absent. In the event of illness/accident or family emergency, I agree to notify the Club no later than 9:00 a.m. on the day my child will be absent. I will put the reason for the absence on the "Sign In/out form when my child returns. I agree that all regular fees are due to the Club even if my child is absent
- I understand that the Club may terminate my services at any time and for any reason by giving 30 days' notice. I understand that services may be terminated immediately and without advance notice for violating this agreement or for any of the following reasons:
  - Consistently arriving late and/or late or early pick-up
  - Curbside drop-offs/pick-ups without signing-in and out as required
  - Double parking or other unsafe parking/driving around the Club
  - Multiple absences without notifying the Club
  - Out of date or inaccurate emergency information
  - Serious or on-going behavior problems
  - Health, safety and/or security of either your child or other children
  - Inappropriate words or behaviors of any kind by parents/guardians toward Club staff
  - Consistently failing to comply with the rules and procedures of the Club.
- I agree to inform the Mid-Peninsula Boys & Girls Club immediately in writing if I decide to discontinue service. I agree to pay any fees that are owed up to the date my written notice is received.
- I understand that this program does not include religious instruction or worship. Nevertheless, I understand that the Club provides programs that expose children to a variety of diverse traditions and cultures such as birthday and holiday celebrations and agree that these experiences will be enriching, even if different from my own.

I certify that I am the parent / legal guardian of the above named child and authorize the Mid-Peninsula Boys & Girl Club, its agents, employees, and assigned supervising adults to provide care and services including transportation if indicated.

PARENT/LEGAL GUARDIAN SIGNATURE

Date

MEMBERSHIP / INTAKE COORDINATOR

Date