



2024-2025 School Year Programming

Welcome to the Stateline Boys & Girls Club – Bruce Nichols Campus where Great Futures Start! All components of this packet must be completed to be eligible for the program. Contact 815-389-3634 with any questions.

After School Program

Monday - Friday
2:30 - 5:30PM

All Club members enrolled in our After School Program will have the opportunity to experience Boys & Girls Club programming including:

Homework Help	Health & Life Skills	STEM
Arts & Crafts	Educational Opportunities	Fitness & Recreation
Structured Games	Character and Leadership	Quality Role Models

Teen Nights

Teen Nights ensure that teens have a safe and engaging place to socialize, while also benefiting from a nutritious meal. It supports their development by offering a combination of freedom and oversight, promoting both independence and responsibility.

Stay tuned for further updates and specific dates.

Time: 5:30 – 7:30pm

We realize that families sometimes need help accessing our services and established a scholarship program to support those that demonstrate need, United Way scholarship funds are available, distributed fairly, and granted on a first-come, first-served basis.



Scholarships do not cover field trips.

***All members (ages 6-18) are required to pay an annual membership fee of \$20 per child or \$30 per family and renews on the 1st of January regardless of time of registration.**

Fee Type	Cost
Membership (ages 6-18)	\$20.00 / \$30.00 per year
After School Programs	\$40 per month
Youth 13+ / Teen Nights	\$0 per month
Field Trips	Varies by trip - see monthly calendar
Late Pick Up Fee begins at 5:30pm	\$1 per minute per child past closing time

Registration Paperwork Checklist

- After School Program Monthly Form
- Membership Form
- Credit Card/Blank Form
- Medication Consent Form
- Emergency Care Plan
- Guardian Authorization for Alternative Pick Up
- Handbook Policy Signature Page
- Parent Statement of Understanding
- Transportation Agreement
- Walker Pass & Liability Waiver Form
- Digital Citizenship/Safety Policy Form
- Movie Permission Slip Form

Stateline Boys & Girls Clubs Inc. - Membership Form

Do Not Fill in Shaded Areas

Unit # _____

Membership # _____

SECTION 1

Application Date: _____

Race: (Circle One)

Previous Member: Yes _____ No _____

B - African/American

W - White

X - American Indian

O - Asian/Pacific

H - Hispanic

X - Other or Mixed Heritage

Membership Paid: \$ _____

Fee Fully Paid: Yes _____ No _____

Receipt #: _____

SECTION 2 (Information Pertains to the Member)

Member's First Name: _____ Middle: _____ Last: _____

Member's Birth Date: ____/____/____ Age: _____ Sex: Male _____ Female _____

Address: _____

City: _____ State: _____ Zip: _____ Parent's E-mail: _____

Does Member Live With:

() Mother Only () Father Only () Both Parents () Grandparents () Other _____

SECTION 3 (Information Pertains to the Member)

Number of Brothers: _____ Number of Sisters: _____ People Living in House: _____

Name of School: _____ Grade: _____

Home Phone: (____) _____ Emergency Phone: (____) _____

SECTION 4

Father's Name: _____ Mother's Name: _____

Father's Employer: _____ Mother's Employer: _____

Work Phone: _____ Work Phone: _____

**To ensure that we continue receiving grants/funds, the following optional information is requested.
It will remain strictly confidential.**

Annual Family Income: (Circle One)

1. 0 - \$10,465 Per Year

4. \$17,746 - \$21,385

7. \$28,666 - \$32,305

2. \$10,466 - 14,105

5. \$21,386 - \$25,025

8. \$32,306 - \$35,945

3. \$14,106 - \$17,745

6. \$25,026 - \$28,665

9. \$35,946 and Over

SECTION 5

Does the Member Have Health Insurance? Yes _____ No _____

Does the Member Have Any Health Problems? Yes _____ No _____

If Yes, Explain: (Include if any Medications are taken): _____

SECTION 6 (Office Use Only)

Member Information: _____

SECTION 7 (Office Use Only)

Program Tracking (Circle those that apply)

1. Summer Camp

5. Community Service

9. T-Ball

2. Basketball League

6. Outreach - Other

10. Softball

3. Football

7. General Membership

4. Soccer League

8. Dance



Welcome to the Stateline Boys & Girls Clubs Inc.

MEMBER PLEDGE

I promise to make sure my behavior follows the BGC values.

I promise to take care of my club and property.

I promise to use proper language and show respect for myself, staff and other members.

I promise to clean up after myself.

I understand that I must scan my member card for attendance each day I attend the Club.

I understand that if my behavior does not follow BGC values, my membership may be revoked.

I understand that bullying will not be tolerated at the Club.

I understand that I must talk about my problems; fighting is unacceptable.

I promise not to smoke in the building or on the grounds.

I understand that the phone is for emergency purposes only.

I understand food and drink are allowed only in designated areas at designated times.

I promise to bring a positive attitude and help make the club a **GREAT** place!

I HAVE READ AND I UNDERSTAND THE ABOVE:

Member's Signature: _____ Date: _____

PARENT'S OR GUARDIAN'S APPROVAL

We hereby approve of our child's application for membership in the Stateline Boys & Girls Clubs, Inc. and give our consent to our child being given an examination and emergency treatment by a physician or hospital in case of an accident, and to his/her taking part in the various athletic, cultural, and social activities of the Club. Also, I understand that the Boys & Girls Club and its personnel are not responsible for personal injury or loss of property. The membership fee that is paid is to register the youth in our files. It is not a fee for any activity. It is not refundable. I authorize the School District and/or the educational institution my child attends to release report card and test scores information to the Boys & Girls Club. I hereby consent to the reproduction, publication and use of photographs taken of my child by the Stateline Boys & Girls Clubs, for advertising, educational and/or publicity purposes in any and all publications, advertisements and publicity materials, without limitation or reservation.

Parent or Guardian Signature: _____ Date: _____



Emergency and Medical Form

Member Name _____	Male _____	Female _____
Address _____	Birthdate _____	
City, State, Zip _____	Age _____	Grade _____
Email Contact _____	Phone _____	
Does your child have permission to walk home? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Medical Health History	
<p>Has your child been diagnosed or treated for the following:</p> <p><input type="checkbox"/> Asthma <input type="checkbox"/> Allergies <input type="checkbox"/> Special Dietary Needs</p> <p><input type="checkbox"/> Diabetes <input type="checkbox"/> Seizures <input type="checkbox"/> Allergies to Insects</p> <p><input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Other _____</p>	<p>Physicians Name: _____</p> <p>Phone Number: _____</p> <p>Hospital Preference: _____</p>
<p>Additional Information we should know: _____</p> <p>_____</p>	
<p>Are there any Behavioral Concerns we should be aware of? Yes No</p> <p>Does your child have an IEP? Yes No</p> <p>Further information: _____</p> <p>_____</p> <p>_____</p>	

Emergency Contact 1
Name: _____
Relationship to Family: _____
Phone: _____

Emergency Contact 1
Name: _____
Relationship to Family: _____
Phone: _____

Parent Signature

Date



Bruce Nichols Campus Parent Statement of Understanding

Please read and initial the box acknowledging that you have read and understand each statement listed below....

- I understand that the Stateline Boys & Girls Club is not responsible for lost, stolen, or damaged personal articles.
- I allow Stateline Boys & Girls Club to seek medical treatment for my child, in my absence, in the event of an Emergency.
- I allow Stateline Boys & Girls Club to apply over the counter first aid antiseptic and topical ointments such as Neosporin, Calamine Lotion, Aloe and lip balm.
- Use photos or Videos taken of my child for the Stateline Boys & Girls Club Promotional purposes online and elsewhere.
- I authorize the School District and/or educational institution my child attends to release report card information to the Stateline Boys & Girls Club.
- I understand that my program balance is due on or before the due date and a late fee of \$25 will be applied after the due date.
- I understand that I will not be refunded for any session/month or days missed.
- I understand that I must give a 15-day notice to stop auto-drafts from occurring and a signature will be needed to end auto-drafts. No refunds will be given if fail to give notice.
- I understand that I will be invoiced/charged a late pick-up fee for every minute that my child is picked up late. \$1 for every minute per child and this invoice must be paid before my child can return to the Club.
- I have read and reviewed the policies of Stateline Boys & Girls Clubs Organization.
- I have reviewed the technology use policy with my child, and I understand that, while precautions are taken to prevent inappropriate use of technology, the Stateline Boys & Girls Clubs Organization will not be held liable if my child accesses inappropriate material.
- I have reviewed the Digital Citizenship and Technology Safety Policy and understand if my child does not partake in the course they will not be allowed to use computers or any technology with access to internet at our club.
- Take my child outside to play on the playground equipment under SBGC Staff supervision.
- Allow my child to go on short walks with their group under SBGC Staff Supervision.
- I acknowledge the policy on the use of cellphones and the necessary disciplinary action.
- Transport my child to and from activities by way of the SBGC shuttle or bus.
- Allow my child to use technology at the Club with adult supervision.



Guardian Authorization for Alternative Pick Up

I _____ give permission for my child _____ to be picked up from the Stateline Boys & Girls Club – Bruce Nichols Campus by the following individuals. I understand that the Stateline Boys & Girls Club- Bruce Nichols Campus may require any individuals to provide photo identification prior to picking up my child from the facility.

Name: _____ Relationship to Child: _____

Address: _____ Phone Number : _____

Name: _____ Relationship to Child: _____

Address: _____ Phone Number : _____

Name: _____ Relationship to Child: _____

Address: _____ Phone Number : _____

Name: _____ Relationship to Child: _____

Address: _____ Phone Number : _____

Comments:

Note: *If a child has not been picked up within five minutes of the program end time, staff will: Contact all enrolling parents to ensure a ride is on their way. If parents are not reachable, staff will then use emergency phone numbers. If the child has yet to be picked up 30 minutes after dismissal, staff is instructed to call South Beloit Police Department and they will be dispatched to your residence.*

Parent/Guardian Signature: _____ Date: _____



STATELINE
BOYS & GIRLS CLUBS

Digital Citizenship and Technology Safety Policy

Purpose: The Stateline Boys and Girls Club (BGCA) is committed to promoting digital citizenship and ensuring the safety of our youth members online. To fulfill this commitment, we provide digital literacy training resources tailored to different age groups and offer guidance to parents on how to support their children's safe and responsible use of technology.

Training Overview:

Youth Digital Literacy Training (Age-based):

- **Ages 6-9: *Being Kind and Safe Online*:** Learn to be kind online, and talk to a grownup if you see something online that isn't kind.
- **Ages 10-12: *Digital Passport*:** Learn how to stay safe online with the Digital Passport games from Common Sense Education.
- **Ages 13-15: *Online Safety Basics*:** Review how to stay safe online and play a game that shows what can happen if you're not careful.
- **Ages 16-18: *Online Safety - Hate Speech*:** How can you respond if you see hate speech online?

Policy Agreement:

I, _____, acknowledge that I have received information regarding the digital citizenship and technology safety training resources provided by the Stateline Boys and Girls Club. I understand that these resources are designed to educate youth members about safe and responsible online behavior and to equip adult volunteers and club staff with the necessary knowledge to support them.

By signing below, I agree to the following:

1. I will encourage my child to participate in the age-appropriate digital literacy training sessions provided by the Stateline Boys and Girls Club.
2. I will actively engage with my child to reinforce the concepts and skills learned during the training sessions and promote responsible digital citizenship at home.
3. I understand the importance of monitoring my child's online activities and establishing guidelines for their use of technology to ensure their safety and well-being.
4. I will support the efforts of the Stateline Boys and Girls Club in promoting digital citizenship and technology safety within the club and the broader community.

Member Name: _____

Parent/Guardian Signature: _____

Date: _____

Contact Information

Parent/Guardian Name: _____

Email Address: _____

Phone Number: _____

Club Representative Signature: _____

Date: _____



**STATELINE
BOYS & GIRLS CLUBS**

Parent Permission Slip : PG or PG-13 Movie Viewing

Dear Parent(s)/Guardian,

By signing your name, you testify that you are the parent or legal guardian of

_____ and you give permission to your child who
First and Last Name

is a part of our Summer or After School Program and or is participating in a Teen Rec Night at our Bruce Nichols Boys & Girls Club in South Beloit to watch movies listed under Movie Title rated PG or PG-13. Movies will be shown when the occasion arises during our After School or Summer Programming times. Movies will be from Disney, Marvel, DC Comics, Pixar, Star Wars, Paramount, Warner Bros Pictures and Netflix.

You may also not grant permission to your child and your child will be given an alternate activity to do.

Please mark below the type of movie rating you give permission to your child to watch.

Only PG

PG and PG-13

I do not grant my child permission.

Print Parent(s) Name: _____

Signature: _____ Date: _____



2024-2025 After School Program Registration- Bruce Nichols Campus

Please fill out what is highlighted in yellow

Child's Name: _____ Age: _____ Sex: _____
 Address: _____ City: _____ Zip: _____

Below is to be filled out by SBGC Employee

Does the member have a current 2024 Membership: Yes No

If no fill out the following: Charge Online Account
 Paid in Cash Receipt # _____ Date: _____

Parents, please mark the Months your child will be participating in for the *After School Program*

- August 21st – 30th Full Payment due: 8/21/24 → \$16
- September 3rd – 30th Full Payment due: 9/3/24 → \$40
- October 1st – 31st Full Payment due: 10/1/24 → \$40
- November 1st – 29th Full Payment due: 11/1/24 → \$40
- December 2nd – 31st Full Payment due: 12/2/24 → \$40
- January 1st – 31st Full Payment due: 1/1/25 → \$40
- February 3rd – 28th Full Payment due: 2/3/25 → \$40
- March 3rd – 31th Full Payment due: 3/3/25 → \$40
- April 1st – 30th Full Payment due: 4/1/25 → \$40
- May 1st – 23th Full Payment due: 5/1/25 → \$40

Payment Enrollment Type

- Online Bank/Credit Auto Draft Cash

The Section is for Office Use Only

August

FA Price: \$ _____

Date: _____

Receipt # _____

Invoice # _____

- Charged Online
- Cash Payment

September

FA Price: \$ _____

Date: _____

Receipt # _____

Invoice # _____

- Charged Online
- Cash Payment

October

FA Price: \$ _____

Date: _____

Receipt # _____

Invoice # _____

- Charged Online
- Cash Payment

November

FA Price: \$ _____

Date: _____

Receipt # _____

Invoice # _____

- Charged Online
- Cash Payment

December

FA Price: \$ _____

Date: _____

Receipt # _____

Invoice # _____

- Charged Online
- Cash Payment

January

FA Price: \$ _____

Date: _____

Receipt # _____

Invoice # _____

- Charged Online
- Cash Payment

February

FA Price: \$ _____

Date: _____

Receipt # _____

Invoice # _____

- Charged Online
- Cash Payment

March

FA Price: \$ _____

Date: _____

Receipt # _____

Invoice # _____

- Charged Online
- Cash Payment

April

FA Price: \$ _____

Date: _____

Receipt # _____

Invoice # _____

- Charged Online
- Cash Payment

May

FA Price: \$ _____

Date: _____

Receipt # _____

Invoice # _____

- Charged Online
- Cash Payment



STATELINE
BOYS & GIRLS CLUBS

STATELINE BOYS AND GIRLS CLUB BANK OR CREDIT CARD DRAFT AUTHORIZATION 2024-2025

Parent/Guardian Name (please print)

First _____ M.I. _____ Last _____
Last

Address _____ Email _____

Program:
 One time per month draft (draft occurs on the 1st of every month)
Please be aware that drafts will occur on Monday, if the 1st falls on the weekend or on the day after a Holiday (i.e. January 1 will occur January 2nd).

Childs name _____ Grade Level _____
 Childs name _____ Grade Level _____

Beloit Club
 South Beloit Club
 After School site _____

Draft Options

Checking Account Bank Name _____
Bank Routing # _____ Account # _____

Savings Account Bank Name _____
Bank Routing # _____ Account # _____

Credit Card Name on Card _____
Account # _____ Card Type _____
(Discover, MasterCard, or Visa)
Expiration Date _____ CID# _____

• This authorization continues indefinitely and automatically until cancelled by the person signing this authorization. Draft cancellations require a 15 day notice.

- Amount of draft will be determined by elected program and the fee and adjustments defined by the program policy. The draft may be adjusted based on increased fee rates or adjustments as defined by the program policy.
- Each program requires separate authorization forms.
- All drafts are non-refundable ☒
- A fee of \$25 will be charged for all returned drafts because of non-sufficient funds, account closing or payment stopped. Two charges of this type will result in expulsion from the program.
- If there is a change in any program fees that you are having auto-drafted out of your account each month we will let know prior to your payment being pulled.

I authorize the Stateline Boys and Girls Club to draft the above named bank or credit card account for payment of membership or program fees. I understand that the Stateline Boys and Girls Club may initiate a preauthorization to validate the account number and bank transit number listed. I also understand that I am liable for the entire balance plus the processing fee for returned drafts.

Parent/Guardian Signature

Date



PROGRAM POLICY HANDBOOK SIGNATURE PAGE

After reading the Program Policy Handbook, please sign the appropriate lines below and return the form to the Front Office.

We/I, the parent(s)/guardians of _____
have read and understand the contents of Stateline Boys & Girls Clubs – Bruce Nichols Campus Program Policy Handbook. We agree to follow and abide to the Stateline Boys & Girls Clubs Policies. We understand that the organization reserves the right to amend policies and procedures when necessary, and that we will abide by changes. Any changes made to the policies will be distributed by each club location under the Stateline Boys & Girls Clubs Organization. The Program Policy Handbook is not an enrollment contract.

Signature of
Parent/Guardian _____
Date _____

Signature of
Parent/Guardian _____
Date _____

Please Note: Signature is required by all legal parent(s) and or guardian(s).

Thank you, very much!

- I understand members do not have access to microwaves or refrigerators.
- I understand the SBGC is not responsible for lost, stolen, or damaged personal items.
- I understand that all sports balls that my child brings to the club must have their First and Last name on them.
- I understand I (parent/guardian) am not allowed in any area of the building during program hours while members are present except for the lobby.

Depending on the circumstances, the following things may be confiscated and kept in a secure office or behind the front counter. Confiscated items are not limited to what is on the list. Members are not permitted to bring these items to the club.

Prohibited Items			
Blankets (all types)	Pillows	Decorative/Costume & Masks	All Weapons
Alcohol/Drugs	All Toys	Heely's Shoes	Trading Cards
Stuffed Animals	Roller Skates	Skateboards	

Parent/Guardian Signature

_____ Date: _____



Stateline Boys & Girls Clubs Transportation Agreement

Stateline Boys & Girls Clubs (SB&GC) use the SB&GC vans and school bus rentals during summer and after school programming. Disclaimer: The club is not responsible for any incidents that occur during members' commutes from school to the club. The club will only address and investigate behavior that takes place when members are on a club-organized trip using a bus rental or club van. Should an incident arise, club personnel will inform you, and you will be directed to contact the school for further assistance.

When with the club to maintain safety on the van and bus, and a safe driving environment for all, the following rules must be followed by all members while riding in the van or bus with no exceptions.

- Members must enter and leave the van and bus in an orderly manner
- Members must follow directions of the driver and staff members that are present
- Conversations must be at a quiet level with no loud talking, singing, or using profanity
- Vandalism of the van or bus seats is not allowed
- Members must keep hands and feet to themselves
- Seatbelts **MUST** be always worn while in the van or bus
- No standing while the bus or van is running/moving
- Only staff members can open windows
- No eating or drinking (except water) in the van or bus
- No bullying
- Not fighting

Failure to follow any of the rules above will lead to disciplinary consequences found in Summer Policies: written warning, days off, and/or suspension from summer field trips if there are repeated violations.

Severe infractions such as fighting, using profanity towards the driver, staff members or fellow members, destroying or damaging van or bus equipment or stealing may also lead to immediate suspension from summer field trips.

I have read the following Summer Transportation Agreement and understand that if my child does not follow the rules and regulations, the Stateline Boys & Girls Clubs will follow through with disciplinary consequences stated above.

Parent Name

Parent Signature

Date





WALKER PASS AND LIABILITY WAIVER

I _____, authorize and permit that Bruce Nichols Boys & Girls Club, of the
Parent/Guardian
Stateline Boys & Girls Clubs Organization, may release _____, to walk from
Members Name
the Club with the following permissions.

Please check one:

___ My child may be released by/from the Club as a walker without my prior notification.

___ My child may be released by/from the Club as a walker only upon my prior notification. I can be
contacted at this phone number _____.

___ My child may be released by/from the Club as a walker only on the following day(s) of the week
(Please circle all days that apply and mark with or with our prior notification)

Monday Tuesday Wednesday Thursday Friday Time they are to walk: _____

___ My child may be released by/from the Club as a walker only if I (or an authorized person) is not
able to pick him/her up at the Club by 6:30 p.m. In this event, I acknowledge and agree that the Club
may release my child as a walker without my prior notification.

Liability Waiver: I understand that the release of my child from the Club without parental, staff or adult
supervision includes risk of injury that may range in severity from minor to disabling to even death, and
that it is impossible to eliminate the risk. I understand that the release of my child from the Club as a
walker without parental, staff or adult supervision is voluntary and I am free to choose not to grant the
Club permission to release my child from the Club. I understand that the Stateline Boys & Girls Club , its
employees, directors, volunteers, representatives, staff and agents will not be liable for personal injuries
and/or property damage as a result of my child's voluntary release as a walker as checked above. By
signing this Agreement, I acknowledge that I have read and understand this document and accept the
risk and responsibility of participation in the voluntary release of my child from the Club as checked
above.

___ I Do NOT give permission for my child to walk home at any time.

Parent's/Guardian's Signature: _____ Date: _____

After School Program Policy Handbook 2024-2025

Bruce Nichols Boys & Girls Club
1161 Dorr Road, South Beloit, IL 61080
815-389-3634 www.statelinebgc.org

Welcome to Stateline Boys & Girls Clubs Bruce Nichols Location!

Our Mission

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

Membership Fees

Per Member (one child)	\$20.00 per year
Per Family (more than one child)	\$30.00 per year

Monthly Fees

Per Child (6-12 years old)	\$40.00 per Month
Teen Rate (13-18 years old)	\$0.00 per Month

Fees are for regular After School Program Hours 2:30pm - 5:30pm

Monthly fees are not prorated due to late registration or coming into the middle of a month.

Monthly fees **DO NOT** cover for no school days.

No- School Days - Day Passes

For Monthly Enrolled After School Members	\$8.00 per Day/Child
For Club Members Not Enrolled in After School Program	\$10 per Day/Child

Members who have an active membership but are not enrolled in our After School Program may attend for the day by purchasing a pass for \$10.00 to stay between 7:00am – 5:30pm.

No School Day Program Hours 7:00am - 5:30pm

** We follow South Beloit School District 320 Calendar*

No refunds on Day Passes.

Deadlines

All After School Program Monthly fees must be paid in full by the deadline dates for each Month. For members whose monthly program fees are not paid in full by the due date, a late fee of \$25 will be applied/charged to all cash and draft payment accounts. Two charges of this type will result in expulsion from the program.

2024-2025 School Year After School Program runs August 21 – May 23.

Month	Deadline
August	August 21st
September	September 3rd
October	October 1 st
November	November 1st
December	December 2nd
January	January st
February	February 3 rd
March	March 3 rd
April	April 1 st
May	May 1 st

Membership & Membership Cards

All members who join or re-join are required to complete the Stateline Boys & Girls Clubs Membership form and pay the fee of \$20 per member or \$30 for family (more than one child under the same household/address). Membership is valid January 1st – December 31st. Must be renewed at the end of each year regardless of their initial time of registration.

Members are provided with one membership card to take home and another here at the club. Members are required to bring their cards daily to enter the Club. If members forget their card or losses both they will need to purchase a new card for \$1.00 that day to enter the Club.

Member Responsibilities

- All belongings (backpacks, books, jackets, cell phones, etc..) must be kept in cubbies. The club does not provide locks or lockers. All valuables should be left at home. All money should be always in the members' possession (the club is not responsible for any lost or stolen items).
- Snack is given between 3:15 – 3:45pm each day.
- Dinner is given between 4:45 – 5:15pm each day.
- **Food and Drinks are only allowed in the Game Room.**
- Gum is not allowed in the club.
- Members must help clean up after themselves.
- Respect Staff, Club Members and Club Property
- Members are to use club appropriately language and conduct themselves in a club appropriate manner.
- Members are not allowed in Gym Storage Rooms, other storage rooms, Directors Offices or Kitchen.
- Only one club member at a time in the restrooms. (unless indicated by Staff)
- No member is allowed to be in an area without staff supervision.
- All members are required to scan in and out at the front desk.

Pick-up & Drop-off Policy

Dropoff: If members are not dropped off by Stateline Mass Transit Bus System, parents or guardians must come into the club to drop off your child. **No one is allowed to be dropped off before 2:30pm for the After School Program.**

For Both drop-off and pickup, please park.

- Do not just pull up to the club to get as close as possible as this poses safety risks for other parents and children.
- Do Not Park in the Handicap parking space if you do not have a disability place card holder hanging on your rearview mirror.
- Do Not enter through the exit side of the parking lot as indicated by the arrows on the ground.

Pickup: Parents or Guardians must either **come into the building or call the club to pick up their child**, parents cannot contact their child directly from their child's cellphone. If someone other than the club members' parents/guardians are to pick them up, we must have their information on the *Guardian Permission for Alternative Pick-up Form* and they will need to present identification.

Late Pick-up Policy

Participants must be picked up promptly at the end of each program day. **Stateline Boys & Girls Clubs enforces a \$1 per minute late fee per child.** We do not have exceptions to this rule. Fees should be paid to the staff member on duty at the time of pick up or your account on file will be charged.

Please remember that program hours vary throughout the year:
Summer Program Hours 7:00am – 5:30pm

If a child has not been picked up within five minutes of the program end time, staff will: Contact all enrolling parents to ensure a ride is on their way. If parents are not reached, staff will then use emergency phone numbers. If the child has yet to be picked up 30 minutes after dismissal, staff will then call South Beloit Police Department and they will be dispatched to your residence.

Open Door Policy

This policy applies to members 13-18 years old; if members fall into this age category, they are free to leave the club, but they are not permitted to reenter that same day without an adult. This allows members to come and go at any time during the Club's program operating hours under the following conditions:

1. Children may arrive and depart with approved pickup or advance approval of a parent or guardian.

2. Children may leave the program on their own only if a walking waiver form is signed and returned by a parent or guardian.
3. Once members leave the building, they are not allowed back in on the same day unless approved by Unit and Program Directors and they are brought back by an authorized adult.

Members 12 years and younger need to be dropped off and picked up by a parent or guardian or authorized adult or the parent needs to sign off on the member walking home (*walking waiver form*). If a member leaves our facility without parent permission, we will notify the parent and call non-emergency.

Thus, it is the responsibility of the child and the parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit. Supervision is not provided once the child leaves our facility.

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 should not be dropped off prior to the opening of any facility, as the Club cannot be held responsible for the supervision of such youth.

Refunds

There will not be refunds given on any fees paid for any reason. Members should attend the months that they have been registered for. Monthly fees are not transferable or dividable from month to month or from member to member. **No Exceptions.**

If A member will not be attending a month they are registered for, as stated on the Bank/Credit Card Draft Authorization form; payment authorization continues indefinitely and automatically until canceled by the person signing the authorization. Draft cancellations require a 15-day notice.

Financial Assistance

We realize that families sometimes need help accessing our services and have established a scholarship program to support those that demonstrate the need. Club scholarship funds are limited, distributed fairly, and granted on a first-come first-served basis. Application Processing takes up to a week.

Meals

We offer club members a free snack from 3:15 to 3:45pm daily throughout the school year program. We also offer members a free dinner daily at 4:45 – 5:15pm.

Members **Do Not** have access to microwaves or refrigerators.
Members **CAN'T** take any snack or dinners home.

Medication

Parents/guardians are responsible for filling out and signing the SBGC Medication Consent Form. Medication needs to be labeled with the child's full name and date and time to distribute. SBGC Staff will document the date, time and amount of medication the child is given each day on the Medication Consent Log. SBGC staff will fill out the medication log at the Club as well as on any field trips. **On field trip days, Staff are not responsible for holding onto member medication and giving the medication to the child at the correct time.**

If your child has severe allergies, they will need to carry an epi pen on them. If your child needs to use an inhaler, please make sure they bring it to always be used.

Field Trips

All field trips are optional. If a member is interested in attending a certain field trip, they will need to have that field trip paid for by the due date. Some trips may limit the number of members attending a field trip. Those trips will be noted on a field trip flyer. For members who are attending a field trip need to be on site and in attendance at least 30 minutes before the bus or van leaves. **Please pay attention to whether the bus or club van is leaving from a Beloit Location or South Beloit Location.** Those who are attending a field trip will be expected to wear the Boys & Girls Club t-shirt. **If a member is not in a Boys & Girls Club t-shirt, he or she will not be able to attend.** On field trips your child is responsible for holding and taking medication. Our BGC staff do not assume the risk or responsibility of holding on to or passing medication to members on fieldtrips.

If the member is unable to meet behavior expectations on the field trip (outlined in our behavior policy/Transportation Agreement) they will not be able to attend the next field trip. If the member continues to disregard the behavior policy, they will no longer be able to attend field trips.

Personal Belongings Policy

The Stateline Boys & Girls Clubs is not responsible for any lost, missing, stolen or damaged items. Cubbies are available for member's usage; however, all items need to be removed daily. Bikes are to be locked up on the bike rack. ***Valuables such as tablets, cameras, gaming devices should be left at home as well as all items not allowed at the club as stated on our banned items document.*** All items' members bring to the club must have their names on it. Cellphones are the member's responsibility; staff are not responsible to hold on to a member's cellphone or personal items nor are they responsible to search the facility for lost or stolen items. All items left behind each day are placed in our Lost & Found located in the lobby.

Lost & Found Policy

Members are to turn in any article(s) or item(s) of value to the staff in charge at the front desk. All other items are to be put into the lost and found bin. All items found in the building or on the grounds at the end of the day will be placed in the lost and found bin. Lost items will be donated or tossed in the trash at the end of each month or summer session. **Please note it is NOT the club's employee's responsibility to find members' lost items. It is the members' and their parents' responsibility to look through the lost & found bin for any lost possessions.**

Dress Code Policy

Club members must wear gym shoes when participating in gym activities or outdoor activities where feet need to be covered. All clothing which displays logos or monikers that promote drugs, alcohol, violence, gangs, sex, racism etc. must not be worn. Shoes, pants, shorts, must always be worn and clothing must not be revealing and must be worn appropriately. Members who fail to meet the dress code standards may be subject to dismissal.

Behavior Problems

Members are expected to follow SBGC rules & regulations. Members are to respect the staff, other members, and the visitors/ volunteers who enter our building and off grounds when on field trips. Members who fail to follow the SBGC rules will be disciplined according to the behavior displayed. If the behavior continues the member may be subject to suspension or unable to sign up for future programming. (summer & afterschool)

When a member is suspended from SBGC, a staff will contact the parents/ guardians. Arrangements must be made for that member to be picked up immediately. A meeting between the Unit Director and the members' parent/guardian may take place depending on the severity of the situation. If a meeting is required, it will be to decide if/when that member will be allowed back into the SBGC Building for programming.

*Member rules and responsibilities are listed under the Membership & Membership Cards Policy. Parents can request a club rules list.

Transportation

It is the parents/guardians' responsibility to ensure members are dropped off and picked up promptly. SBGC Staff members are **NOT** permitted to give members a ride home. Parent/guardians/authorized adults consistently not following this policy are subject to penalties such as SBGC staff calling non-emergency, or members may not be permitted to attend or register for future programming year.

SBGC travels by school bus or club van(s) for field trips, please make sure to drop off your child/children on time otherwise they will be left behind.

Sick Policy

If a member should become sick during the day, SBGC will contact the parent or guardian to come pick up the child.

Club Phone Use

If there is a medical or behavior emergency, staff will contact parent/guardian(s).

The Club will only allow club members to use our club phone for emergencies only. Some examples may be and are not limited to the following, member is ill, member has a migraine, broken bones etc.

Member Cellphone Policy

Members who choose to bring a cell phone or other device to the club are solely responsible for keeping it safe. The Club is not responsible for theft, loss, or damage of any device.

Parent/guardian(s) are encouraged to call the Club directly to communicate with their child or in the event of an emergency. Parents are advised to refrain from directly contacting their child(ren) via their personal cellphones during club program hours. Instead, all communication should go through the designated club channels to ensure proper monitoring and to minimize program disruptions. This policy helps maintain a focused and productive learning environment for all club members. Members can always use their phones to communicate with caregivers but are also expected to participate in planned programming activities.

In the event that a member's phone is preventing them from participating in programming, them being disrespectful to staff/members, invades others' privacy (recording/taking pictures, volume of music, explicit music, vulgar language), and or causes disruption, the club will take disciplinary action. The members' phone will be confiscated upon violation and placed in the Unit Directors or another secure office. Members can retrieve their phone when they leave the building. The members will then need to meet with the Unit and Program Director to review the phone policy.

Cell phones and all functions within the cell phone (i.e. cameras and all other applications with the use of cameras) are prohibited in the following areas unless permitted by a staff: Art Room, Computer Lab, Teen Room, Game Room, Gymnasiums, Restrooms, and all other area's pertaining to the club including outdoors.

After Reading all policies, please sign the After School Program Policy Acknowledgement Parent Signature Page.