



Date: _____	New: ____ Renew: ____
Staff name: _____	<i>FOR STAFF USE ONLY</i>
Membership Type:	
School Year ____ Summer ____	

## West Middle After School Program Application

Confidentiality: Any confidential information requested is for our records and for funding our Organization receives. The answers you provide will be kept completely confidential. Your cooperation in providing this information is both appreciated and necessary. Required fields are denoted with an asterisk (\*). All required fields must be completed in order for your child(ren) to be enrolled in the Club.

### Member Information

First Name: \*  Last Name: \*  Middle Initial:

Street: \*  Apt/Suite #: \*  City: \*  State: \*  Zip: \*

Phone: \*  ( )  Date of Birth: \*  /  /  (Month/Day/Year) Gender: \* Male \_\_\_\_ Female \_\_\_\_ Unspecified \_\_\_\_

Education Status:  In School \_\_\_\_  Out of School \_\_\_\_ Teacher's Name:  Grade: \*

How long has child been attending Boys & Girls Clubs of Hartford?\* Less than one year \_\_\_\_ 1-2 years \_\_\_\_ 2 or more years \_\_\_\_

Race: \*

- Black /African American
- Asian
- Bi-Racial
- White/Caucasian
- Native Hawaiian or Other Pacific Islander
- Hispanic
- Multi-racial
- Native American
- Other
- Unspecified

School Lunch Status: \*

- Eligible for FREE Lunch
- Eligible for Reduced Price Lunch
- Eligible for FREE or Reduced Price Lunch
- Eligible for Neither Free nor Reduced Price Lunch

YSB—School District Code:

YSB—School Code:

*FOR STAFF USE ONLY*

Was your child ever  Yes  No in foster care? Current foster care  Yes  No involvement? Does your child have any present  Yes  No or past court involvement?

### Household Information

Family Setting/Household Type: \*

Both Parents ____	Residential facility ____
Single Parent (female) ____	Relative/Guardian ____
Single Parent (male) ____	On Own ____
Grandparent ____	Birth & Step parent ____
Foster Parent ____	Other ____
Joint Custody ____	

Is member from a  Yes  No Single Parent Household?

Child of Military and  Yes  No does not live on base

Number of people  Email:

Please see reverse

## Parent/Guardian Information

### Head of Household/Parent/Guardian #1

First Name: \*

Last Name: \*

Relationship to member: \*

Gender: \*

Male \_\_\_\_ Female \_\_\_\_ Unspecified \_\_\_\_

Street: \*

Apt/Suite #: \*

City: \*

State: \*

Zip: \*

Home Phone: \*

Other Phone: \*

( )

( )

Work Phone:

Employer:

( )

### Parent/Guardian #2

First Name: \*

Last Name: \*

Relationship to member: \*

Gender: \*

Male \_\_\_\_ Female \_\_\_\_ Unspecified \_\_\_\_

Street: \*

Apt/Suite #: \*

City: \*

State: \*

Zip: \*

Home Phone: \*

Other Phone: \*

( )

( )

Work Phone:

Employer:

( )

## Pick up Information

I give permission for my child to walk home alone.  Yes  No

### Two people authorized to pick up member (other than parent/guardian):

First Name: \*

Last Name: \*

Relationship to member: \*

Home Phone: \*

Work Phone:

Other Phone: \*

Emergency contact? \*  Yes  No

( )

( )

( )

First Name: \*

Last Name: \*

Relationship to member: \*

Home Phone: \*

Work Phone:

Other Phone: \*

Emergency contact? \*  Yes  No

( )

( )

( )

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

Name:

Relationship to member:

Name:

Relationship to member:

## Member Medical Information

Insurance Company:

Insurance Policy Number:

Medications: \*

Medical Problems/Allergies: \*

Physician:

Physician Phone Number:

Disabilities: \*

Hospital:

Hospital Phone Number:

### Please read carefully and sign below

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 Club of Hartford 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 or 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.

#### Medical Treatment

I give permission to the Boys & Girls Club of Hartford to seek emergency medical treatment for my minor child if I cannot be reached. I will be responsible for any/all costs of medical attention and treatment.

#### Data Collection

I give my permission to the Boys & Girls Club of Hartford 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 summarized in the aggregate 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), funders, and other community stakeholders to evidence program effectiveness and/or Club impact on our members.

#### School Information

I give consent to have my child's academic records released to the Boys & Girls Clubs of Hartford/ConnectiKids.

#### Photo Release

I hereby agree that all photographs, negatives, prints, paintings, drawings, sketches, reproductions, and likeness of any kind made of the child are and shall remain the property of the Boys & Girls Clubs of Hartford/ConnectiKids. I give my permission that said works may be published, displayed, reproduced, and circulated in any form by the Boys & Girls Clubs of Hartford, Inc./ConnectiKids with or without the child's name for commercial purposes or otherwise, including advertisement in any media, and with or without any testimonial copy or other form of advertising or display.

#### Technology

As a member of the Boys & Girls Club, your child will have access to the Internet. While precautions are being taken, it is possible who s/he may access inappropriate sites. The Boys & Girls Club will have rules and consequences at the Club for such behavior; however we will not be responsible for the consequences of such access.

#### Miscellaneous

I understand who the Boys & Girls Club is not responsible for lost or stolen items. Parents and Club members are responsible for their own transportation to and from the Club. As a drop-in facility, we are not responsible for Club members' whereabouts.

I give permission for my child's picture, moving pictures, or any other graphic depiction or likeness, to be used by the Boys & Girls Club and its activities. I also understand who the Club is not, nor does it claim to be, a licensed day care center.

I have read the completed application and this form, understand the rules of the Boys & Girls Club and request who my child be admitted into membership.

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

\_\_\_\_\_  
Club Member's Signature

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

revised 5/13

# STUDENT COMMITMENT FORM

## Attendance Policy

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Students agree to participate in the Boys & Girls Clubs of Hartford/ConnectiKids programming on all assigned days, unless they have an excused absence from school. **Students with three unexcused absences from the tutoring program will be dismissed from the program.** An excused absence will require notification from a parent to the Boys & Girls Clubs/ConnectiKids office no later than noon on the scheduled tutoring day. Unexcused absences from the arts and enrichment program will result in a phone call/meeting with the Program Coordinator to discuss your child's continuation with the program.

## Behavior Policy/Principles

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The Boys & Girls Clubs of Hartford/ConnectiKids, Inc. are committed to providing quality learning experiences for all participants in our school year and summer programs. We strive to create a positive learning environment, to foster intellectual development, and promote positive interaction among our participants, staff, and volunteers. We believe that all persons involved in our program have the right to a safe, respectful, and productive learning environment. We believe the maintenance of a quality educational climate requires expectations, positive behavioral guidelines, and consequences. In an effort to accomplish these goals, we teach and practice the following Behavior Principles/Policies. Included are consequences for students who do not meet our behavioral expectations and disciplinary procedures for such behavior.

### *Student Expectations*

- Follow directions
- Stay in assigned areas unless permitted by an adult staff or volunteer
- Keep hands, feet and objects to yourself
- Listen attentively when an adult is speaking
- Use appropriate language (no swearing/name calling)
- Actively engage in assigned activities and program activities
- Remain quiet while standing in line or walking to classrooms
- Use a quiet voice on the bus
- Maintain a positive attitude towards program participation and activities
- Maintain appropriate verbal and body language
- Show attention to the task at hand
- Bring all notices and permission slips home
- Respect the rights and property of others
- Be cooperative, courteous, and respectful with staff and peers
- Behave in a way that promotes a positive teaching/learning environment

### *Discipline Procedures:*

The above expectations are in effect for all non-classroom activities such as indoor and outdoor recess, tutoring or arts/enrichment sites, passage through hallways, and during transport to and fro program sites. Individual classroom teachers will use their own classroom discipline plans during instructional time in accordance with "Boys & Girls Clubs of Hartford/ConnectiKids Behavior Principles/Policies". The procedure for discipline follows a "**THREE STRIKES**" POLICY. The "**first strike**" earns a student a verbal warning and phone call to a parent to discuss the child's behavior. The "**second strike**" will result in a written warning sent to a parent/meeting with parent. The "**third strike**" results in a formal meeting with Boys & Girls Clubs of Hartford/ConnectiKids staff/dismissal from the program. The above stated discipline procedures allow all participants of programs- parents, students, staff and volunteers- to have a clear understanding of the Program's standards and expectations.

## Parents and students please read and sign below.

I, \_\_\_\_\_, a student and participant of the Boys & Girls Clubs of Hartford/ConnectiKids, agree to honor the attendance policy and behavior policy as outlined above. I have read/understand the policies and consequences if I do not meet the expectations outlined above.

\_\_\_\_\_  
Student Signature

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

## PARENT INVOLVEMENT FORM

*Parent involvement is the key to the success of our program  
and the glue for holding together a community...  
Take an active role in your child's experience in the  
afterschool program at West Middle!*

The Boys & Girls Clubs of Hartford and ConnectiKids ask that parents give back to the program through volunteerism. History has shown that parental involvement during after school hours help to strengthen the program and increases their child (ren)'s success. Parents signing their child up for the program must make the commitment to participate in our Parent Committee during the program year. The committee will meet around the times of agency sponsored events such as the Holiday Party and Final Performance. The committee will work with ConnectiKids staff in planning and implementing these events. Parents will be contacted in advance regarding the details of the committee by ConnectiKids staff.

There will be additional opportunities to volunteer and become more involved during afterschool program hours. Please indicate below which activities interest you.

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### PARENT INFORMATION

Name: \_\_\_\_\_

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

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

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

The best time for me to attend a meeting is \_\_\_\_\_ a.m. /p.m.  
Time

### Please Check Below Which Areas Interest You:

FIELD TRIPS

PTO MEETINGS

HOMEWORK HELP

PARENT WORKSHOPS

EVENT COMMITTEES

BOARD MEETINGS

ConnectiKids staff and programs are overseen by an agency Board of Directors. There are several committees within the board that ConnectiKids is actively trying to recruit interested parents to serve on. This is an opportunity for parents to have a "voice" in program/agency related issues that impact their children. **If you would like ConnectiKids staff to contact you regarding participation on the Board or Committee(s) please initial here.** \_\_\_\_\_

# Mentee Mentor

Hello Students,

Please complete this brief questionnaire so we can properly match you to your mentor.

## STUDENT/ TUTOR MATCHES

Name \_\_\_\_\_ M/F \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_

List all Languages you speak fluently

\_\_\_\_\_

What are some of your hobbies/activities?

\_\_\_\_\_

What is your learning style? (Circle the one that best describes you)

- Auditory – Learns best through listening
- Visual – Learns best through seeing
- Tactile/Kinesthetic– Learns best through touching, moving and doing

What subjects are you struggling with in school? \_\_\_\_\_

Special Considerations \_\_\_\_\_

Thank you,

ConnectiKids

