



**BOYS & GIRLS CLUB**  
OF SAN MARCOS

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

# \_\_\_\_\_

## BOYS & GIRLS CLUB ASES SITE PROGRAM ALVIN DUNN ELEMENTARY SCHOOL

### CHECKLIST

Each item must be completed with a parent/guardian signature, and where applicable a youth member signature. **Incomplete applications will not be accepted.** Please plan ahead and bring completed applications for registration.

- Introduction Letter
- Membership Application
- Youth Member-Parent Program Agreement
- Pick-Up Policy
- Early Release Form
- Orientation Acknowledgment

### PROGRAM ATTENDANCE REQUIREMENT

In order to participate in the Boys & Girls Club ASES Site Program at Alvin Dunn Elementary School, your child must attend

**the entire program (3:10pm-6:30pm)**

in order to ensure a spot in the program.

*If your child does not meet the attendance requirement,  
your child may be dropped from the program.*

## San Marcos Unified School District After School Education and Safety (ASES) Program

Welcome to the 2010-2011 school year. Thank you for your interest in our After School program offered by the Boys & Girls Club of San Marcos. We are able to offer this after school program through The After School Education and Safety (ASES) Program. ASES is the result of the 2002 voter approved initiative, Proposition 49. As a result, there is no cost to participate in this program.

Program participation this year is limited and priority will be given to students who are able to attend for the length of the program. Students who do not attend the entire program or who are frequently released early may be prohibited from attending the program until space is available. Please see the Early Release Form for more details about early release.

The goal of our program is to provide education and recreation opportunities in a safe, productive environment for youth members during non-school hours. All staff members who directly supervise pupils must meet the qualifications of an instructional aide in the school district. School site principals approve Site Directors for the after school program and ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. A nutritious snack is provided daily to students participating in the program.

The Boys & Girls Club of San Marcos provides a service to the district and together we are working to better serve your school and our community. If you have any questions about the Early Release form please contact Melissa Gillie, Director of Program Services for the Boys & Girls Club of San Marcos at 760.471.2490 x308.



## Emergency Contacts:

*Please remember to update emergency contacts if they change.*

\_\_\_\_\_  
Name of Emergency Contact #1 (other than parent) (\_\_\_\_\_) \_\_\_\_\_  
Emergency Phone

\_\_\_\_\_  
Name of Emergency Contact #2 (other than parent) (\_\_\_\_\_) \_\_\_\_\_  
Emergency Phone

\_\_\_\_\_  
Name of Emergency Contact #3 (other than parent) (\_\_\_\_\_) \_\_\_\_\_  
Emergency Phone

## Household Information:

*The following information is necessary for our records and the funding of our organization; the answers you provide are confidential.*

**Member lives with:**  Both Parents     Single Mother     Single Father     Guardian  
 Other: \_\_\_\_\_

**Household Size:** \_\_\_\_\_ **Receive school issued free or reduced lunch:**  Yes     No

**Military:**     Yes     No

\*Military families are eligible for a free membership please call 471-2490 x 300.

**Yearly Gross Income:** (per household)

\_\_\_\_\_ Up to \$20,000    \_\_\_\_\_ \$40,000-\$50,000    \_\_\_\_\_ More than \$70,000  
\_\_\_\_\_ \$20,000-\$30,000    \_\_\_\_\_ \$50,000-\$60,000  
\_\_\_\_\_ \$30,000-\$40,000    \_\_\_\_\_ \$60,000-\$70,000

### Open Door Policy

The Boys & Girls of San Marcos Club is not a licensed child care provider as defined by section 8300 of the education code or section 1596, 792 and 793 of the health and safety code of California.

I understand the Boys & Girls Club of San Marcos is not responsible for the time or manner, in which my child may arrive to, or leave from the program. Please refer to the Early Release Policy.

**Parent's Signature:**

\_\_\_\_\_

I hereby give permission to my child to become a member of the Boys & Girls Club of San Marcos. I understand that the Club and its property are not responsible for personal injury or loss of property. I hereby release the Boys & Girls Club of San Marcos, its Directors, Officers and Employees from any and all liability for such injury or loss whether arising out of the negligence of the Club or occurring on Club property. I hereby give permission to the Boys & Girls Club of San Marcos to have my child examined by a doctor at any time management thinks necessary, in their sole and absolute discretion. I give permission to use my child's photo (if taken) in promotional materials. I have also received, read and accepted the Boys & Girls Club of San Marcos membership hand book and support the staff in their applications.

**Parent's Signature:**

\_\_\_\_\_

I wish to become a member of the Boys & Girls Club of San Marcos. I promise to take care of my Club, be loyal to the Club and obey all Club rules and to not allow any other member to use my Club card.

**Member's Signature:**

\_\_\_\_\_



**BOYS & GIRLS CLUB**  
OF SAN MARCOS

**BOYS & GIRLS CLUB ASES SITE PROGRAM**  
**Alvin Dunn Elementary School**

**YOUTH MEMBER-PARENT PROGRAM AGREEMENT**

It is important for your child to understand what is expected from him/her while participating in the Boys & Girls Club ASES Site Program at Alvin Dunn Elementary School (AD). Equally important is for you as the parent to understand and discuss these expectations with your child.

Please review each statement with your child and have him/her initial and sign below:

\_\_\_1. I choose to be an "active" member during the Boys & Girls Club ASES Site Program, and I must attend the entire program unless noted on the Early Release Form.

\_\_\_2. As a member of the Boys & Girls Club ASES Site, I will follow the Respect Rules:

- RESPECT YOURSELF
- RESPECT OTHERS
- RESPECT MATERIALS
- TAKE RESPONSIBILITY FOR YOUR ACTIONS

\_\_\_3. As a participant, I understand I must scan my membership card in at the designated program area immediately after the last school bell rings everyday and I must scan my membership card out everyday before I leave the program.

\_\_\_4. I understand that ALL policies and procedures stated in the AD Student Binder Reminder will be enforced, which includes but is not limited to referrals, ISS, and suspension/expulsion from school for any inappropriate behaviors/actions displayed during program hours. As stated in the AD Student Binder Reminder, "Students are subject to all school rules while on school grounds."

\_\_\_5. I understand there is a consequence for any inappropriate action or behavior during the program hours.

\_\_\_6. I understand it is a privilege to be a member in the Boys & Girls Club of San Marcos ASES Site at AD, and I will conduct myself in an appropriate manner.

Print Name \_\_\_\_\_

\_\_\_\_\_  
Youth Member Signature

\_\_\_\_\_  
Date

I have reviewed this agreement with my child. My child and I choose to participate in the Boys & Girls Club ASES Site Program at AD and we understand what is expected of him/her.

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

\_\_\_\_\_  
Date



**BOYS & GIRLS CLUB**  
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**BOYS & GIRLS CLUB ASES SITE PROGRAM**  
**Alvin Dunn Elementary School**  
**PICK UP POLICY**

\_\_\_1. As the parent of a Boys & Girls Club ASES Site Member enrolled in the After School program at AD, I understand it is my responsibility to pick up my child at the end of the program from the designated student pick-up area.

\_\_\_2. I will contact the Site Director immediately if I know I will be late picking up my child.

\_\_\_3. I understand if I pick up my child after the end of the program, I may be charged \$1.00 for every minute I am late.

\_\_\_4. I understand if I am late three times during the school year, my child may be dropped from the program.

\_\_\_5. I understand only the adults who are listed on the Early Release Form are permitted to pick-up my child from the Boys & Girls Club ASES Site Program.

I have read the Pick-Up Policy and I understand what is expected of me. I understand if I am late to pick up my youth member three times he/she will be dropped from the program.

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

\_\_\_\_\_  
Date

# ALVIN DUNN

For office use only	Last Name: _____	First Name: _____	Grade: _____
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**San Marcos Unified School District**  
**After School Education and Safety (ASES) Program**  
**Early Release Form**

Our elementary school program participants are required to remain at the program until at least 5:00 p.m. Students who are frequently released before 6:30 p.m. may be prohibited from attending the program until space becomes available.

In order for your student to leave from the Boys & Girls Club of ASES Site this form must be completed and returned with your membership application. To update this form please see the Site Supervisor immediately.

As the parent/legal guardian, I, the undersigned;

Give my child \_\_\_\_\_ permission to leave the program site:

- between \_\_\_\_\_ and 6:30 p.m. on Monday      Reason: \_\_\_\_\_
- between \_\_\_\_\_ and 6:30 p.m. on Tuesday      Reason: \_\_\_\_\_
- between \_\_\_\_\_ and 6:30 p.m. on Wednesday      Reason: \_\_\_\_\_
- between \_\_\_\_\_ and 6:30 p.m. on Thursday      Reason: \_\_\_\_\_
- between \_\_\_\_\_ and 6:30 p.m. on Friday      Reason: \_\_\_\_\_

If your child is released early one of the following reasons must be stated at the time of release:

- |                      |                          |                        |
|----------------------|--------------------------|------------------------|
| 1 - Parallel Program | 4 - Medical Appointments | 7 - Other Conditions   |
| 2 - Family Emergency | 5 - Weather Conditions   | 8 - No Approved Reason |
| 3 - Family Needs     | 6 - Medical Emergencies  |                        |

**Only the following people may request release of the above named student**

Name	Relationship to Student	Contact Phone Number(s)
		Home/Work: _____ Cell: _____
		Home/Work: _____ Cell: _____
		Home/Work: _____ Cell: _____
		Home/Work: _____ Cell: _____

**All elementary school students MUST be signed out every day by one of the persons on the Early Release Form.**

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

\_\_\_\_\_  
Date

*If I allow my student to sign-out, I release the San Marcos Unified School District, its program providers, employees, and all other individuals concerned, from personal or public liability related to incidents occurring after the departure of my child*



**BOYS & GIRLS CLUB**  
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**BOYS & GIRLS CLUB ASES SITE PROGRAM**  
Alvin Dunn Elementary School  
**YOUTH MEMBER-PARENT ORIENTATION**

# **MANDATORY**

This orientation is **MANDATORY** for all members who are interested in participating in our after school program.

## **ATTENTION**

If you and your youth member do not attend orientation you will lose your spot and be placed on a waiting list until a spot is available. Please choose **ONE** of the dates listed below.

**Orientation is scheduled for the following dates:**

**Tuesday, September 7, 2010**

**Tuesday, September 14, 2010**

**Tuesday, September 21, 2010**

**Orientation will take place from 6:45 p.m. - 7:45 p.m.**

Participation in the after school program after September 28, 2010 is dependent upon the successful completion of this mandatory orientation.

All youth members who do not complete **ONE** orientation with a parent/guardian will be placed on a waiting list on September 29, 2010.

Youth members will not be permitted to return to the program until a spot is open and arrangements have been made with the Site Director to complete the orientation.

Thank you for your commitment to the success of our youth members in the 2010-2011 after school program. Your commitment enhances our ability to provide a safe, fun year for everyone in our after school program.