



**BOYS & GIRLS CLUB
of Assabet Valley
"Great Futures Start Here"**

Member Name: _____

Date: _____

Late Pick-up Policy

Thank you for participating in our Summer program at The Boys & Girls Club of Assabet Valley. Our staff works long hard hours to provide programs designed with the children in mind. Please be considerate and arrive early enough to exit our building before 5:00 pm. After, 5:00 pm, a fee of \$10.00 + \$1.00 per minute will be incurred and will be payable to the staff member on duty at the time of pickup.

Registration/Cancelation Policy

Registration times are between the hours of 8:00 am - 10:00 am and 3:00 pm - 5:00 pm. If you have any questions or concerns you must come in at these time to discuss with the directors. Registration forms and payments can be dropped off at any time. All payments are due on the Monday of the week your child is attending, unless a payment plan is approved by the Youth Service Director.

If members are not registered for a field trip day parents are not allowed to just drop off. Parents must call ahead of time and see if spots are still available.

If your child/ children will not be attending the session you have registered for you must contact the Youth Service Director or Program Director one week prior to your child/children's scheduled attendance, otherwise you will be billed for the full price if we cannot fill your spot.

Discipline Policy

The Boys & Girls Club of Assabet Valley 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 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 as such and will be handled based on their severity. Parents 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 manor that creates a dangerous situation for themselves, fellow members, staff or visitors.

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

- Verbal Counseling
- Time-out
- Suspension from program area
- Loss of club privileges
- Stop & Think Worksheet
- Writing
- Suspension (one day to a month)
- Indefinite suspension (until the situation can be resolved or the parent/guardian is consulted)
- Expulsion (i.e., permanent suspension)
- Contacting the proper authorities

The following acts are cause for IMMEDIATE suspension:

- Possession of a weapon or any item which could cause bodily harm.
- Defacing or destruction of Club property.
- Theft of any person's belonging or any club property.
- Fighting
 - 1st offense: 2 day Suspension
 - 2nd offense: 1 week Suspension
 - 3rd offense: 1 month Suspension and meeting with Executive Director and Youth Service Director
 - 4th offense: Expulsion from the Club

By Signing below I fully understand and agree to the Boys & Girls Club of Assabet Valley Summer Program Policies.

Parent Signature: _____

Date: _____