

# Boys & Girls Club of Hobbs

## Membership Application - Summer 2022

Date: \_\_\_\_\_

Covid 19 Form

Tech Policy

Payment

Amount Paid: \_\_\_\_\_

Cash    CC    Check

Member Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade: \_\_\_\_\_

Name child goes by (if different): \_\_\_\_\_

Gender: Male/ Female School: \_\_\_\_\_ Shirt Size: \_\_\_\_\_

Ethnicity: White  Hispanic  African/American  Native American/Indian  Asian  Other

Address:

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Parent/Guardian Information

Primary Contact: \_\_\_\_\_ Relationship to Member: \_\_\_\_\_

Address:

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #'s: Cell: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Work: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Phone Carrier: \_\_\_\_\_

Ex: AT&T, Verizon, Sprint, etc.

Employer: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Relationship to Member: \_\_\_\_\_

Phone #'s: Cell: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Work: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Employer: \_\_\_\_\_

**Emergency Contact Information** (To be contacted if Primary and Secondary contacts cannot be reached)

Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Relationship: \_\_\_\_\_

### Additional Contacts for Pickup

**All contacts must present photo ID upon arrival for pickup. NO verbal phone calls to add or change pick-up contact list.**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Relationship: \_\_\_\_\_

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**List any important information/medical conditions/allergies:**

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**EMERGENCY TREATMENT**

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

**REASONABLE ACCOMODATION**

The Boys & Girls Club of Hobbs strives to meet the needs of all members and perspective members. If your child needs reasonable accommodations to participate, please contact the Club directly to discuss your situation before turning in this form.

**TERMS & CONDITIONS OF MEMBERSIP**

- I certify that I am the person legally responsible for the child applicant and that I have read and accept ALL of the statements and conditions contained in this application and the Parent Handbook.
- I give permission for my child to participate in all BGCH activities located both within and adjacent to the facility.
- I give permission for my child's picture, moving pictures, or other graphic depiction or likeness, to be used by BGCH and its activities.
- I am aware that the Boys & Girls Club of Hobbs Child and Safety Handbook is available to review at my request.
- I certify that the information provided in this application is true and correct. I understand that membership fee is non-refundable and that the Boys & Girls Club of Hobbs reserves the right to revoke membership for necessary infractions against its policies.

Parent/Guardian Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

**FOR PARENTS/GUARDIANS**

**Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Boys & Girls Club of Hobbs has put in place preventative measures to reduce the spread of COVID-19; however, the Club **cannot guarantee** that you or your child(ren) will not become infected with COVID-19. Further, **attending the Club could increase** your risk and your child(ren)'s risk of contracting COVID-19.

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By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending the Club and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Club may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Club employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at the Club or participation in Club programming ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the Club, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Club, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Club program.

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Signature of Parent/Guardian Date

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Name of Parent/Guardian Name of Club Participant(s)

**BOY & GIRLS CLUB OF HOBBS**  
**CHURCH AT THE CLUB PERMISSION FORM**

Each week Chooselife Church will be hosting an event at the Boys & Girls Club of Hobbs called Church at the Club. During these events there will be games, prizes, music, leadership and character building lessons, and a message from the Bible.

Your child must have your permission in order to attend these events. If you wish for your child to attend please complete the section below.

I, \_\_\_\_\_ authorize my child/children to participate in Church at the Club, hosted by Chooselife Church.

\_\_\_\_\_  
Child/Childrens Name

\_\_\_\_\_  
Parents Signature

\_\_\_\_\_  
Date

# **BOYS & GIRLS CLUB OF HOBBS**

## **MEMBER TECHNOLOGY ACCEPTABLE USE POLICY**

An **Acceptable Use Policy** defines appropriate use of computer equipment and the internet for both staff and members, as approved by the Board of Directors and signed by each staff and member and placed in their employee/membership file.

### **Responsible Computer Use Guidelines for Members**

Boys & Girls Club of Hobbs computer network and internet access are available to members to enhance their educational experience and help them become literate in an increasingly technological world.

The purpose of this Acceptable Use Policy is to foster the appropriate use of that network, email and the internet. The following guidelines apply to all users, whenever they access any of the Clubs' network connections.

### **Educational Purpose**

The Clubs' network has been established for educational purposes limited to classroom activities, school-to-career development and scholastic research on appropriate subjects.

The Clubs' network has not been established as a public access service or a public forum. The Club has the right to place reasonable restrictions on the material members access or post through the system. Members are expected to follow this Acceptable Use Policy (as well as other Club rules and policies applicable to members) when in the Technology Center or accessing the network.

The Clubs' network is considered a limited forum, similar to a school and, therefore, the Club reserves the right to regulate that forum for valid educational reasons. The Club will not restrict speech on the basis of a disagreement with opinions you, the members, are expressing.

You should expect only limited privacy with the content of your personal files on the Clubs' network. This situation is similar to the rights you have in the privacy of your locker at school. The Club reserves the right to search your files, if there is a reasonable suspicion you violated this Acceptable Use Policy, Club rules and policies, or the law.

### **Unacceptable Uses and Personal Safety**

You must not post personal contact information about yourself or other people. Personal contact information includes (but is not limited to) home, school or work addresses; telephone numbers; and email addresses.

You must never agree to meet with someone you have met online without your parent's approval. A parent or guardian should always accompany you to such meetings.

You must promptly disclose to a Club staff member any message you receive that is inappropriate or makes you feel uncomfortable.

### **Illegal Activities**

You must not attempt to gain unauthorized access to the Clubs' network, or to any other computer system through the Clubs' network. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing."

You must not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

You must not use the Clubs' network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco or other drugs; engaging in criminal activity; or threatening the safety of another person.

### **System Security**

You are responsible for your individual user account and should take all reasonable precautions to prevent others from being able to use your account. Under no circumstances should you provide your password to another person.

You must immediately notify a Club staff member if you have identified or witnessed a possible security problem.

Do not look for security problems, because this may be construed as an illegal attempt to gain access.

### **Inappropriate Use**

Restrictions against inappropriate use apply to public message, private message and material posted on web pages. Within reason, freedom of speech and access to information will be honored.

The following are not permitted:

- Sending or displaying unkind or offensive messages or pictures, pornography or hate literature
- Using unkind or obscene language
- Harassing, insulting or attacking others
- Intentionally damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing into another person's folders, work or files
- Intentionally wasting limited resources (i.e., distributing mass email messages, participating in chain letters, creating or participating in unauthorized newsgroups, and storing files on file servers without proper authorization)
- Employing the network for commercial purposes, political activities or lobbying
- Installing additional software without prior approval
- Using portal or proxy websites

Violations may result in the loss of access, as well as other disciplinary or legal action.

### **Respect for Privacy**

You must not re-post a message that was sent to you privately, without the permission of the person who sent the message.

You must not post private information about another person.

### **Plagiarism and Copyright Infringement**

You must not plagiarize works you find on the internet. Plagiarism is taking ideas, writing or pictures of others and presenting them as your own. It is dishonorable, and it is a prohibited use of this facility.

You must respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Copyright law can be confusing; therefore, if you have any questions, please ask a teacher or Club staff member.

**Disciplinary Actions**

Members who violate the Acceptable Use Policy may be denied future internet and/or network privileges for a defined period of time, and may be subject to other disciplinary measures as set forth by Club policies.

By signing below, I agree that I have read, understand and will abide by these regulations.

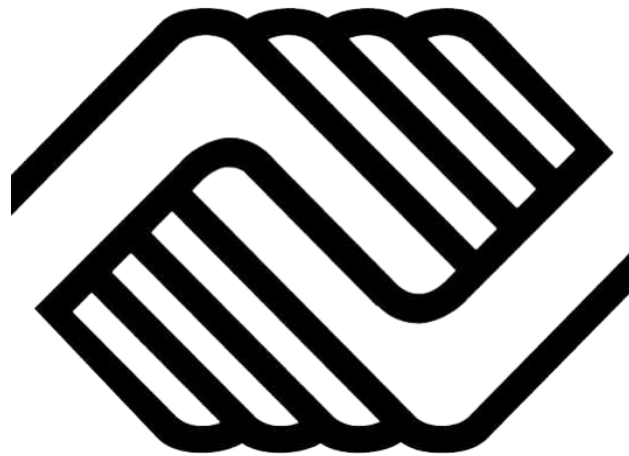
Member's Name: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent/guardian, I acknowledge I have reviewed and read these rules and regulations with my child.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **BOYS & GIRLS CLUB OF HOBBS**

## **PARENT HANDBOOK**





We welcome you to the Boys & Girls Club of Hobbs. The purpose of this handbook is to inform members and parents/guardians of the policies and procedures of the Boys & Girls Club of Hobbs. To ensure a safe, healthy, and fun environment for all our members, we ask that you familiarize yourself and your child(ren) with the rules and guidelines.

## **OUR VISION**

Provide a world-class Club Experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

## **OUR MISSION**

To enable all young people to reach their full potential as productive, caring, responsible citizens.

## **MEMBERSHIP**

Club membership is required for participation. Club members must be 5–15 years old, enrolled in Kindergarten through 9th grade. The annual membership fee is \$25. This runs from August through May. A completed membership application is required along with any other necessary forms. At times the Boys & Girls Club of Hobbs may operate on a first come first serve basis. During these time a wait list will be anticipated. The Boys & Girls Club of Hobbs does not discriminate against any individual on the basis of sex, religion, race, color, national origin or disability.

## **CLUB HOURS**

Members may not be dropped off before opening times and must be picked up by closing time.

### After School Program

Dates follow Hobbs Municipal School Calendar  
2:30 – 5:30 – Monday, Tuesday, Thursday, Friday  
Drop Off Times – 2:30 – 3:30  
1:45 – 5:30 – Wednesday  
Drop Off Times – 1:30 – 2:30

### Summer Program

June 6, 2022 – August 5, 2022  
7:30 – 5:30 – Monday through Friday  
Drop Off Times – 7:30 – 10:00

### CLUB CLOSURES – 2022-2023

April 15, 2022  
May 30 – June 3, 2022  
July 4, 2022  
September 5, 2022

November 24-25, 2022  
December 23-26, 2022  
January 2, 2023  
April 7, 2023  
May 29, 2023

In the event of inclement weather the Club may follow the Hobbs Municipal School closure/delay schedule. Should the Club close for other reasons parents/guardians will be notified.

## **ATTENDANCE & PARTICIPATION**

Attendance at BGCH is not mandatory, but it is highly encouraged! Members may attend and participate at their leisure. Club privileges are contingent upon participation and conduct. Our goal is to have club members attend as frequently as possible. If a club member is kept home from school due to illness, he or she is not permitted to attend the club that day. During the times we must limit our membership, members may be required to attend a minimum number of days per week or their spot will be given to another child.

## **DROP OFF & PICK UP PROCEDURE**

In order to ensure the safety of our club members, we ask our club members and parents to adhere to the following guidelines:

- **DROP OFF** - Parents/guardians must walk all children into the club. COVID-19 questions and temperature checks will be conducted.
- **PICK UP** - Parents/guardians will remain in their vehicle and will call the club to pick up their child. Staff members will walk the child to the car. Identification may be required to verify proper pick-up authorization. Only people listed on the membership application will be allowed to pick up children. The Club does not accept verbal phone calls to add or remove someone to the pickup list.
- **LATE PICK-UP** – A late pick-up creates added cost to our program and a distraction from the end of the day duties of our staff. If a club member is picked up late parents will be reminded of the policy with a written warning. If a child is not picked up by the designated time after continuous tardiness, the local authority may be called.

## **HEALTH & WELLNESS**

### COVID-19 PROTOCOL

The Boys & Girls Club will adhere to all COVID-19 restrictions imposed by the CDC and/or the State of New Mexico. These mandates can and will change periodically. The Boys & Girls Club has the following practices in place:

- During times of government and/or local mask mandates; masks must be worn by all members, staff and visitors at all times, unless eating, playing outside or exercising. Children must bring masks from home. Masks are available for purchase at the Club.
- Social distancing will be enforced.
- Children will be grouped according to the State of NM guidelines. If anyone in the group tests positive for COVID-19 the groups parents/guardians will be contacted and the individuals in the group must self-quarantine for 14 days.
- Children may be screened before they are allowed to enter the Club. During these times parents/guardians must walk their children into the Club to answer health questions. Children will have their temperature checked and parents/guardians will be asked questions regarding symptoms, travel, and possible exposure. If the temperature reading is 99.5 degrees or higher, that individual will not be able to enter the Club.
- Children may be required to sanitize or wash their hands as they go from one location to another.

- Children will be constantly monitored for COVID-19 symptoms. Anyone exhibiting COVID-19 symptoms will be discreetly taken to the nurse's office and the parents/guardians will be notified to pick their child up.
- Children who have been exposed to COVID-19 will not be allowed to enter the Club until they have self-quarantined for 14 days.
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community the Club will consider closing for a short time for cleaning and disinfection, dependent on current CDC and/or State of New Mexico regulations.
- All parents/guardians will be required to complete a Coronavirus/COVID-19 Waiver of Liability.

## ACCIDENTS

The Boys & Girls Club is dedicated to create a safe and secure environment. The completed membership application authorizes the Club staff to obtain medical treatment for a member, if necessary. If a serious injury occurs, the staff will call 911 and then contact the parents/guardians or emergency contact. If the parent/guardian cannot be reached, treatment will be provided as determined by the medical personnel. It is the parent/guardians responsibility to keep contact information current. Minor injuries, such as cuts and scrapes, will be treated onsite and parents/guardians will be notified.

## DISPENSING MEDICATION

It is the responsibility of parents/guardians to administer medications to their children. Staff do not hold or administer any over-the-counter or prescription medications to members.

## COMMUNICABLE DISEASES

Boys & Girls Club policy mandates that members with contagious illnesses not be admitted to the Club. This includes but is not limited to any evidence of lice, vomiting, diarrhea, flu, chicken pox and any other illness that causes fever. Parents/guardians will be contacted to pick up members if they have a fever (of 99.5 degrees or higher) or are not feeling well. Members who have had a fever within the last 24 hours are not permitted to come to the Club. If a member has spent the previous day or night vomiting do not bring them to the Club. A child who presents with symptoms will be sent home unless medical diagnosis from a health care provider, which has been communicated to the Club in writing indicates that the child poses no serious health risk to himself or herself or to other children. A child with a contagious disease must provide medical documentation before returning. Medical documentation will be placed in the members file. SEE COVID-19 PROTOCOL SECTION FOR SPECIFIC INFORMATION REGARDING COVID-19.

## SPECIAL HEALTH NEEDS

Parents/guardians must provide the Club with information on a child's special health needs or conditions. This includes any allergies and/ or health issues a Club member is diagnosed with as well as the proper method of treatment (ex. asthma: treat with inhaler – child should administer him/herself).

## **REFUND POLICY**

All funds collected are non-refundable. In the event that a special event is cancelled it will be handled on a case by case basis.

## **DRESS CODE**

Members should wear comfortable clothes that allow them to participate in typical Boys & Girls Club activities and programs. The Club staff will enforce the dress code standards established for all members.

- Tops must be appropriately sized in the shoulders, sleeves and length.
- Spaghetti strap tops, backless and see through clothing is prohibited.
- Vulgar language and/or alcohol/drug advertisements is prohibited.
- Pants must fit at the waist and be properly hemmed or cuffed at or below the ankle, not dragging the ground.
- Walking shorts, skirts and skorts must be appropriate length for physical activities.
- Open toes shoes are discouraged and flip flops are prohibited.

## **FOOD**

The Club understands the need for a healthy diet among all our members. It is our goal to encourage healthy eating habits. A designated area is provided for meals and snack time. The Club will provide a snack to all members during the after school program. During the Summer Program lunch and a snack will be provided. All other times of operation will be determined. If food is brought into the Club it must be in a disposable container and brought with the child at the beginning of the day. Parents/guardians cannot bring their child lunch during their lunch period under the State of New Mexico guidelines. The Club provides access to a snack bar. Please send money with your child so they may purchase snacks.

## **FIELD TRIPS**

All field trips away from the Club require a completed and signed Boys & Girls Club of Hobbs travel permission slip. Your child may not be eligible to participate in every field trip. Members must sign in at the Club prior to departing for the field trip and may not be dropped off at the field trip location. Most sign-ups are taken on a first come first serve basis, with an evaluation of proper behavior prior to the field trip. Some field trips are limited to certain ages or reserved for those participating in certain programs. Members who fail to follow Club expectations will prompt an immediate call to their parent/guardian to be removed from the field trip at their own cost. A parent/guardian must be available by phone at all times during the field trip. Members may not be picked up at a field trip location for any reason other than behavior or illness.

## **PERSONAL BELONGINGS**

All personal belongings brought into the Club by a member are the responsibility of that member. Use of cell phones is discouraged on Club property and while the member is checked in. Members who are in middle school and high school may bring their phones into the Club but they must be kept in the members backpack and are not to be used while the member is checked in. The Boys & Girls Club is NOT responsible for lost, damaged, or stolen items. Members should not bring anything to the Club that is not completely necessary. All items that are brought to the Club should be clearly marked with the members' name. Lost-and-found items will be placed in the lost-and-found bin.

## **MEMBER EXPECTATIONS**

- RESPECT YOURSELF
- RESPECT THE CLUB
- RESPECT EACH OTHER

## **CODE OF CONDUCT**

One of the Club's beliefs is to provide a safe place to learn and grow. Positive attitudes make for a great Club experience.

1. Play fairly and be honest.
2. Be respectful of Boys & Girls Club staff, other members and their property.
3. Take care of the building, games and equipment at the Club.

4. Use kind words and positive language.
5. Resolve disagreements in a positive way, ask staff for help.
6. Avoid use of improper language.
7. Stay in designated supervised areas.
8. Dress appropriately at all times.
9. Keep your hands and feet to yourself and remember to give everyone space.
10. Bullying of any kind will not be tolerated.
11. Food and drinks must stay in designated area.
12. No horseplay or play fighting including pretend shooting is allowed.
13. Smoking, drugs, alcohol and weapons are prohibited.

## **DISCIPLINARY ACTION GUIDELINES**

Discipline is a must if we are to have a safe and valuable program for members. Please discuss with your child the behavior that is expected of him/her. Please sit down and discuss the Code of Conduct with each of your children to ensure he/she understands them clearly. We reserve the right to alter discipline depending on the severity of the infraction.

- 1st Offense – Time out for 30 minutes. Examples include running in commons, not obeying staff, not playing by the rules of a game.
- 2nd Offense – Parent conference may be required. Time out for 30 minutes and writing sentences or apology note. Examples include failure to adjust to 1st offense issues, disrespect to staff, continuous failure to obey.
- 3rd Offense – Parent conference and sent home for the day. Examples include continued disrespect to staff, continued failure to obey, damaging the Club or equipment.
- Zero Tolerance/Immediate Suspension – When methods of teaching and problem solving have not proven successful, or when serious disruptive behavior has taken place, other actions are necessary. The more serious the misbehavior, the more serious the consequence. If a member engages in any of the following behaviors, they will be immediately suspended. Depending on the severity of the behavior, police or 911 may be called:
  - Fighting (physical)
  - Physical endangerment – drugs, alcohol, cigarettes, tobacco, inhalants
  - Destruction or theft of property
  - Racial or sexual harassment, including inappropriate physical contact
  - Repeated violations of general expectation and rules/chronic behavior not changed by prior consequences
  - Bringing or using weapons: knives, sling shots, firearms, firecrackers – anything that is intended to be used as a weapon
  - Bullying
- Expulsion – Although the Club will try very hard to work with families and members to keep the child enrolled, we reserve the right to dismiss a child from the program for numerous reasons:
  - Repeated member violations after suspension.
  - Disruptive or inappropriate parent/guardian behavior.
  - Failure of parent/guardian to make agreed upon payment or to discuss options with the Site Director.
  - Repeatedly picking up your child late.

## **RULES WITH MONETARY CONSEQUENCES**

Any damage caused by members will automatically result in parents/guardians being notified of their obligations to pay for repairs or replacement of damaged items. The member will not be allowed to return to the Club until the obligation is taken care of by the parent/guardian. The replaced item must be of the same make/model of the damaged item.