

Boys & Girls Club of Elma, Marilla & Wales

K-3 After School Program Registration Packet

School Year: 2026–2027

Member Number: _____
Start Date: _____
Staff Initials: _____

Child Information:

Child's Name:	
Date of Birth: / /	Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Home Address:	
City/Zip Code:	
School:	Grade:

OFFICE USE ONLY:

Registration Fee: \$ _____
Monthly Tuition: \$ _____
Total Paid: \$ _____
Payment Method:
 Check Cash CC
Check Number: _____

Parent / Guardian Information:

Parent / Guardian 1:

Name:	Email:
Address (if different):	Employer:
Cell Phone:	Work Phone:

Parent / Guardian 2:

Name:	Email:
Address (if different):	Employer:
Cell Phone:	Work Phone:

Emergency & Medical Information:

Health Insurance Company:	Policy Number:
Child's Doctor:	Doctor Phone:

Emergency Contacts/ Authorized Pick Up (If Parent Cannot Be Reached):

Name:	Phone:	Relationship:
Name:	Phone:	Relationship:
Name:	Phone:	Relationship:

Allergies / Medical Concerns:

Does your child have allergies/medical concerns?

Yes No

If yes, please explain:

Please share anything helpful for staff to know about your child (habits, fears, special interests, dietary needs, etc.):

Program Policies:

Please indicate the days your child will attend:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

After School Program Hours:
Dismissal – 6:00 PM
Late Pickup Fee:
\$10 for every 15 minutes after 6:00 PM

Typical pickup time: PM

Tuition Agreement:

Monthly Tuition: \$

By enrolling my child in a program at the Boys & Girls Club of Elma, Marilla & Wales, I understand and agree to pay all applicable tuition, fees, and registration costs according to the program's payment schedule.

- Tuition is due on the 1st of each month. A \$25 late fee will be applied to accounts not paid on time.
- Tuition is due regardless of attendance, including absences, unless otherwise communicated by the Club. Discounts may be applied during scheduled school breaks, as determined by the Club.
- Schedule changes must be requested at least two (2) weeks in advance and are subject to availability and staffing ratios.
- Failure to remain current on tuition payments may result in suspension or removal from the program until the account is brought up to date.

I have read and agree to the tuition and payment policies of the Boys & Girls Club of Elma, Marilla & Wales.

Member Behavior Expectations & Parent Acknowledgment:

The Boys & Girls Club of Elma, Marilla & Wales is committed to providing a safe, respectful, and positive environment for all members. Members are expected to follow Club rules, respect staff and other members, and participate appropriately in activities. Parents/guardians are asked to inform the Club of any behavioral, emotional, social, or developmental concerns that may affect their child's participation in group programming. This information helps our staff better prepare and provide appropriate support. If a child's behavior becomes disruptive, aggressive, unsafe, or repeatedly violates Club rules or staff direction, parents/guardians will be notified and may be required to pick up their child immediately. Continued behavioral concerns may result in suspension or removal from the program.

The Boys & Girls Club reserves the right to determine if our program is an appropriate setting for each child. Failure to disclose known behavioral concerns that significantly impact the safety or functioning of the program may result in dismissal from the program.

I have read and understand the Boys & Girls Club behavior expectations and agree to support these policies.

Program Information:

The After School Program follows the Iroquois School District calendar and will be closed during:

- School holidays
- School vacation weeks
- Snow days / emergency closures
- Early Dismissal days

Parent Authorization & Permissions:

I authorize the Boys & Girls Club of Elma, Marilla and Wales to:

- Administer emergency medical care if necessary**
- Contact a physician or emergency services if parents cannot be reached**
- I give permission for my child to be transported to and from field trips and program activities in Boys & Girls Club vehicles or approved transportation once a signed field trip permission form has been received**
- Allow participation in the Club's healthy snack program**
- Use my child's photograph in Club publications, marketing materials, social media, and website**

Family Assistance:

The Boys & Girls Club occasionally receives donations (backpacks, toys, food, tickets, etc.).

- Yes, our family would like to be considered for donated items when available.

Child Safety Commitment:

At the Boys & Girls Club of Elma, Marilla and Wales, child safety is our number one priority. Our full safety policies are available at: www.bgcemw.org

Parent / Guardian Agreement:

I have read and agree to follow all policies of the Boys & Girls Club After School Program.

Parent/Guardian Name:

Signature:

Date: / /

Relationship to Child: