

Please Check One

- ☐ BEFORE CARE
☐ AFTER CARE
☐ BOTH
☐ TRANSPORTATION



Kids' Clubhouse Enrollment Form 2025-2026

PRINT Name of Child (last name, first name)

Date of Birth

Name of School

Grade attending in 2025-2026

1. Parent or Guardian's Name

Home Address

Primary Phone #

EMAIL (REQUIRED)

Work Phone #

2. Parent or Guardian's Name

Home Address

Primary Phone #

EMAIL

Work Phone #

☐ Yes ☐ No

I hereby **consent and authorize** the BGCNC to use and reproduce photographs and video taken of myself or my child for publicity, advertising and marketing purposes of every description.

Do you have DHS? ☐ Yes ☐ No ☐ Not Qualified

Please list number here: _____ DHS certificate number (NOT CASE NUMBER) must be included and approved before member can start.

Do you have Snap? ☐ Yes ☐ No ☐ Not Qualified

Please note: Any member registered but does not show up within the first two weeks will be put on the waitlist.

Parent Authorization for First Aid & Emergency Treatment

First Aid: I authorize the Program Staff to administer first aid treatment to my child.

Hospital: Should a medical issue arise I understand that a conscientious effort will be made by the Boys & Girls Club of Newport to contact me at the emergency numbers I have provided before any medical action is taken. In case of an emergency, I understand that the choice of hospital may be limited by the service of the local rescue squad.

Doctor: I authorize the Program Staff to contact: _____ M.D. at (Phone #) _____ with questions the Program Staff may have regarding the health of my child.

Social: Does your child have a disability or special need that requires accommodations? ☐ Yes ☐ No
Please attach a letter stating any additional information on how your child functions in a group setting which would be pertinent to their participation at the Club (withdrawn, shy, reactive, ADD/ADHD, easily discouraged, Autistic, runner, etc.)

Health Insurance Plan: _____ Policy Number: _____

Parent/Guardian Signature: _____ Date: _____



Emergency Contact Information

Name	Relationship	Phone Number	Authorized Pick-Up	
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Transportation Permission (based on traditional Club Programming)

I _____ give permission for my child _____

to be transported by the Boys & Girls Club of Newport to and/or from _____ school, in order to attend the KIDS CLUBHOUSE program. An authorized adult (18 yrs. or older) with ID **must** be present at home or the child will be returned to the Club.

If you are picking up your child that would be normally on transportation home, PLEASE contact the front office prior to 4:00pm at 401-847-6927 ext. 110 or 112.

***Please initial below.**

_____ I understand transportation home is **first come first served and very limited**. It is a privilege and can be terminated if violated at any time.

_____ I understand that members will be dropped off **ONLY** at the one bus stop assigned.

We participate in the CACFP, which allows us to provide free nightly meals to all participants. Please make sure to list any food allergies your child has. If you do not wish to have your child partake of these meals, please speak with our Program Coordinator.

BGC is an equal opportunity provider and employer and abides by all state and federal requirements. Please see our staff for a copy of the state requirements should you have any questions.

I have read and understand all the policy information that has been provided to me and agree to comply with these policies.

Parent/Guardian's Signature

Date



Discipline Policy & Procedures

The Kids' Clubhouse staff use positive methods of discipline which encourage self-control, self-direction, self-esteem and cooperation.

The staff is prohibited from using the following means as punishment.

1. Hitting, shaking, biting, pinching or inflicting any form of corporal punishment.
2. Restricting a child's movement by binding or tying him or her.
3. Mental or emotional punishment such as humiliating, shaming or threatening a child.
4. Depriving a child of meals, snacks, rest or necessary toilet use.
5. Confining a child in an enclosed area such as a closet, locked room, box or similar cubicle.
**Non-severe discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming themselves, other persons, or property.*

All staff members are expected to handle the discipline of the children in their charge. A child is sent to the Director when:

1. The staff person has used all resources at his/ her disposal and the member still refuses to cooperate. Before a child is sent to the Director, it is expected that the staff member has made the following efforts to solve the problem:
 - a. Give the child an opportunity to explain their behavior and identify a more appropriate response.
 - b. Warn the child to correct his/ her behavior
 - c. Use fair judgment in deciding the consequence, ex. providing a safe environment for members to calm, removal from activity, formal discipline report to parent or guardian.
2. In the event that a child commits an act which calls for his/ her immediate removal from the activity, either to maintain control or to protect the safety of the group, the child is taken to or sent to the office of the Director. The Director, after considering the facts, will take the appropriate action.
3. In the event of serious breaches of discipline policy, dismissal from any program or activity will be served with due process, but dismissal by the Director (pending the hearing) will be enforced where necessary. The Director will, in the final analysis, exercise the authority and assume responsibility for the proper application of all rules.
4. Repeated episodes of any behavior issues (stealing, bullying, fighting, etc.) will be handled individually, keeping in mind that dismissal from a program will be applied only in extreme cases, where all efforts to improve behavior have failed.

All suspensions will be reviewed by the Director of Programs and the Assistant Executive Director and are dependent of the child's schedule. If a child is suspended for more than one day, parents or guardians must communicate with the Director of Programs before the child may return.



Discipline Policies and Procedures Acknowledgement

I have read the attached Discipline Policy & Procedures and understand they will apply to my child upon entering the Kids' Clubhouse program at the Boys & Girls Club of Newport. I will review this document with my child. I agree that my child and I will abide by the attached Discipline Policy & Procedures.

Please sign and date below and return this page to the Director of Programs or the front office at the Boys & Girls Club of Newport. Please retain the attached Discipline Policy & Procedures document for your records

Signature: _____ **Date:** _____

Print Name of Guardian: _____

Print Name of Child: _____

Print Email address: _____