



**BOYS & GIRLS CLUB**  
OF PEACH SPRINGS

## PEACH SPRINGS BRANCH 2017-2018 ASP REGISTRATION

Child's Name \_\_\_\_\_

### EMERGENCY MEDICAL INFORMATION

Address \_\_\_\_\_

You have my permission to seek emergency medical treatment for my child if I cannot be reached.

City \_\_\_\_\_ Zip \_\_\_\_\_

**Parent's Initial** \_\_\_\_\_

Home Phone \_\_\_\_\_

Child's Birth date \_\_\_\_\_ Age \_\_\_\_\_

SPECIAL PROBLEMS/CONDITIONS:  
(Examples: hearing, speech, asthma, emotional, behavior, etc.)

Grade \_\_\_\_\_ School \_\_\_\_\_

Child lives with \_\_\_\_\_

Father/Guardian \_\_\_\_\_

Employer \_\_\_\_\_

### **EMERGENCY CONTACT (OTHER THAN PARENT)**

Wk. Ph. \_\_\_\_\_ Cell \_\_\_\_\_

Name \_\_\_\_\_

E-mail \_\_\_\_\_

Phone \_\_\_\_\_

Mother/Guardian \_\_\_\_\_

Relation to child \_\_\_\_\_

Employer \_\_\_\_\_

**This box is for HUALAPAI enrolled members. Please provide child's HUALAPAI Enrollment #**

Wk. Ph. \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Child's Name \_\_\_\_\_

**The following persons have my permission to pick up my child from the Club:**

1. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Signature \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Signature \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Signature \_\_\_\_\_

4. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Signature \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ALL THE ABOVE PERSONS WILL NEED TO BRING A CURRENT FORM OF PICTURE IDENTIFICATION TO VERIFY THE ABOVE INFORMATION WHEN THEY PICK UP YOUR CHILD. THEY WILL ALSO BE ASKED TO SIGN THIS FORM.**



**BOYS & GIRLS CLUB**  
OF PEACH SPRINGS

## Parent Policy Agreement

Child Name: \_\_\_\_\_ Parent Name: \_\_\_\_\_

**ACKNOWLEDGEMENT/AGREEMENT:** Please read and initial each line if you are in agreement. If any item does not meet your approval, please state the reason below on lines provided and bring it to the attention of the Branch Administrative Assistant or Branch Director.

1. \_\_\_\_\_ I understand that the club is closed on the following holidays: New Years Day, Thanksgiving Day and the day after, Christmas Day and the day after (or before), July 4<sup>th</sup>, Labor Day, Memorial Day and November 6 for staff training in Scottsdale. From time to time there will be other days closed, which will be posted in advance.
2. \_\_\_\_\_ The Boys & Girls Clubs of Greater Scottsdale has my authorization to use photographs, reproduction, and any sound recording of my child. Such use may include advertising and publicity purposes. (I attest that my child's identity is not under protection furthermore, he/she is not under foster care, court order or protective custody.)
3. \_\_\_\_\_ I give my permission for my child to participate in a group with his/her peers, which is provided by the Prevention Specialist at the Boys & Girls Clubs of Greater Scottsdale. An individual interview with my child and the Prevention Specialist may occur prior to group involvement. If a formal assessment is required, I give permission for the Prevention Specialist to speak with my child's teacher, school, and Prevention Specialist located at the School.
4. \_\_\_\_\_ I approve the administration of pre/post surveys as well as online evaluation tools to my child while he/she is participating in the Boys & Girls Clubs of Greater Scottsdale program. I understand these results are helpful in evaluating the effectiveness of the program that the information is strictly confidential, and that copies of the surveys/tools are available to me upon request.
5. \_\_\_\_\_ I understand that I will be notified should my child become ill or have behavioral issues during the day, and that it will be necessary to make arrangements to have my child leave or be picked up as soon as possible after notification. If my child is exposed to a contagious disease, I agree to notify a full time staff and agree that my child may not be permitted to attend the program. I understand that my child may not be permitted to attend the program until a physician has granted permission in writing.
6. \_\_\_\_\_ I understand that the Boys & Girls Clubs of Greater Scottsdale reserves the right to suspend or terminate my child's enrollment from the Club if my child exhibits poor behavior. It is my responsibility to meet with the Branch Director or Youth Development Supervisor to discuss any matter of concern on either the Clubs' part or mine.
7. \_\_\_\_\_ Boys & Girls Club staff members are available to help address questions, concerns or suggestions. Major questions or concerns should be addressed with the Youth Development Supervisor and/or the Branch Director. If time does not permit an immediate discussion, a meeting for review of the situation will be set. However, I understand that anyone who engages in disorderly

conduct of any kind such as use of speech/language that is offensive/inappropriate or demonstrates physical/verbal abuse or threat of harm to any staff/volunteer/member will be subject to removal and possible exclusion from the facility.

- 8. \_\_\_\_\_ I understand that the club is not responsible for lost or stolen items brought to the club.
- 9. \_\_\_\_\_ I acknowledge that as I am the parent/guardian signing the membership form, I am ultimately responsible for any/all monies due to the club on behalf of said member. Also, as the signing adult, I am the only person who will receive financial information and/or statements for this member. Any information requested by a third party must be obtained by myself and passed on or requested by mail from Human Resources with a court order. No information will be released without a court order.
- 10. \_\_\_\_\_ I will read the Boys & Girls Clubs of Greater Scottsdale’s Internet and Information Acceptable Use Policy. I hereby release the Boys & Girls Clubs of Greater Scottsdale, its personnel, and any institution with which it is affiliated, from any and all claims and damages of any nature arising from my child’s use of or inability to use the Club’s system including, but not limited to claims that may arise from unauthorized use of the Club’s system to purchase products or services.
- 11. \_\_\_\_\_ (Peach Springs Branch) I understand that in the event consultation is needed regarding any issues such as anger management, bereavement, family issues, etc., the Peach Springs Branch will refer members and families to agencies in the Peach Springs Indian Community or other agencies to receive the services needed.

If any item does not meet your approval, please state the reason on the lines provided below:

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

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

Signature of BGCS Representative \_\_\_\_\_

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



## Behavior Policy

Thank you for registering your child into our club program. We understand that having your child attend the Boys & Girls Club of Greater Scottsdale-Peach Springs Branch may be a new experience for many parents. A positive club environment is critical to help us insure the best possible experience for your child. For that reason, we have established certain behavior policy guidelines.

Club members are expected to conduct themselves in a manner that is consistent with the vision, goals and beliefs of the Boys & Girls Clubs of Greater Scottsdale. Accordingly, members are prohibited from engaging in behavior (1) that obstructs, disrupts, or interferes with any club program or activity, (2) that endangers or threatens the safety of any person, or (3) that inflicts or threatens to inflict damage on property of Club members, Club employees or the Club's facilities. Members who fail to abide by this general behavioral expectation will be subject to appropriate discipline.

Any violation of the General Behavior Policy or any Prohibited Behaviors (listed below) may result in the following consequences:

1. The member will receive a warning about the unwanted behavior
2. The member may be isolated from other members.
3. The member may lose privileges, i.e. not permitted to attend a field trip or other off-site activity.
4. The member may be required to assist staff members, i.e. club maintenance.
5. Parents may be contacted.
6. The member will make restitution, if necessary
7. The member may be suspended from club premises and activities.
8. For repeated or serious violations, the member may have membership revoked.

Consistent with the General Behavior Expectations, the following specified behaviors are prohibited on Club property, including Club vehicles, on field trips or any other off-site activity. Each situation will have individual attention and disciplinary decisions will be made dependant on the severity of the incident. Disciplinary actions are at the discretion of the Branch Director and Youth Development Supervisor and will be connected to the misconduct in a logical and timely manner.

1. **Bullying/Harassment**-includes any actions or words that make another member feel threatened, uncomfortable or unsafe. These actions or words become harassment when the victim has made it clear that the actions and/or words are offensive.
2. **Theft/Stealing**- includes the unauthorized taking or possession of the property of another without the consent of the owner.
3. **Fighting/Horseplay**-includes two or more persons engaged in any violent or physically hostile behavior directed toward each other. "Horseplay" includes roughhousing and

other playful behavior or play-fighting that, though not intended to harm, presents a reasonable risk of harm or otherwise threatens the safety of students or others. Anyone who encourages or directs another to engage in any violent or physically hostile behavior, i.e. "egging on the fight" may be subject to the same disciplinary action as is the person who engages in the action.

4. **Vehicle Misconduct**-includes failure to abide by the General Behavior Policy while being transported in a vehicle owned or operated by the Boys & Girls Club, or failure to observe any of the following specific rule while riding in a vehicle owned or operated by the Club.
  - a. Follow the driver's instructions.
  - b. Remain seated with the seatbelt fastened.
  - c. Keep all body parts inside the vehicle.
  - d. Talk quietly using respectful language.
  - e. Be courteous at all times
  - f. Do not throw anything inside the vehicle or from the vehicle.
  - g. Do not eat or drink
5. **Defiance**- Includes refusing to obey a reasonable directive issued by any club employee, including club volunteers.
6. **Disruptive, Obscene or Disrespectful Behavior**-"disruptive behavior" includes any behavior that distracts from or interrupts the club programs or activities. "Obscene behavior" includes the use of profanity, the use of vulgar or offensive gestures, or the depiction, display or distribution of materials that are offensive to the commonly accepted standards or decency. "Disrespectful behavior" includes any behavior that is discourteous, rude, insolent, deceptive, or otherwise fails to show appropriate regard for the personal dignity of another. Included in this category is indecent exposure, regardless of the ages of the child.
7. **Vandalism**- includes damaging, destroying, defacing, significantly altering or mutilating objects, property, or materials belonging to club members, club employees or materials that are property of the club. Destruction of club bathrooms or facilities, including intentional flooding of toilets is considered vandalism.
8. **Computer Misuse**-includes any violation of the Acceptable Use Policy, as set forth in the Membership Packets.

Please sign indicating you have read and agree with the Boys & Girls Clubs of Greater Scottsdale's Behavior Policy.

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Child Name

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Child's Signature

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Parent's Signature

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Date



## PEACH SPRINGS BRANCH

### Internet and Information Systems Acceptable Use Policy

#### Purpose

The Boys & Girls Clubs of Scottsdale is providing Internet access at all its clubhouses. The Club believes that computer technology has great educational benefits and, for this reason, we wish to create opportunities for our members to learn about and gain hands on experience with the Internet **and** computer technology. To meet this need, the Club has constructed a private system for the exclusive use of our members and employees.

#### Access

The Club will provide access to the World Wide Web (WWW) and File Transfer Protocol (FTP). E-mail accounts are not provided by the Boys & Girls Clubs of Scottsdale. The Boys & Girls of Scottsdale makes no representations as to the accuracy, availability, or fitness of the Club's information systems, the Internet, or any information obtained from or stored on Club networks or any external systems for any purpose. The Club does not allow or endorse any commercial use of Club systems. Further, Club systems may not be used for political lobbying.

Users of the Club systems must be aware that they are using a privately owned network and that all usage may be logged. The Club reserves the right to review any information transmitted through Club systems for policy adherence or other security purpose. Members should not expect any level of privacy in their usage of Club systems.

#### Acceptable/Unacceptable Uses

The Club prohibits the use of Club systems to access or transmit any material which is considered adult in nature. This includes any data containing pornography, sexually oriented material, profanity or that encourages hatred or any action(s) that are considered crimes in Scottsdale, the State of Arizona, and/or in the United States of America. The Club is very concerned about the welfare and safety of our members and all children. The Club makes every effort to monitor Internet usage and also employs Solid Oak Software Cyber Sitter content filtering software to prohibit inappropriate material from being accessed by the members. While the Club goes to great lengths to protect members from inappropriate content, no system can completely guarantee that such material cannot be accessed. Also, although the filtering software does an excellent job of screening information before it is displayed, everyone has different definitions of what is appropriate content. It is **EXTREMELY IMPORTANT** for each member and his/her family to discuss their own values and beliefs. If ever any member comes across any information that they find offensive, wrong, or that makes them feel uncomfortable in any way, they are to leave that site, close that program, or otherwise terminate what they are doing and notify a staff member immediately.

Any attempts to access Club systems or other systems on the Internet without the knowledge or permission of the system's owner and/or administrator are prohibited and such attempts may constitute a crime. The Club will not tolerate any such activities and will cooperate fully with any law enforcement attempts to investigate such activities.

Members are never to disclose personal information about themselves, their families, or other club members to anyone over the Internet. Personal information includes, but is not limited to, last names, phone numbers, addresses, social security numbers, photographs of members, and the names of schools members attended.

Member accounts will include a randomly generated user id and password combination. This confidential information and is not transferable between members. Each member is responsible to maintain the privacy of his/her accounts. If a member suspects that another person has access to his/her account, the member should notify a staff member immediately. This will help to protect the member in the event that any inappropriate and/or illegal activities are committed by someone using the member's account.

Members are never to arrange meetings with people they "meet" over the internet. Such arrangements are NEVER to be made using Club systems regardless of parental and/or staff knowledge or consent. Further, members are never to solicit or obtain personal information from others on the internet. This includes phone numbers, address, photographs, and other personal/contact information.

Club systems are not to be used to retrieve e-mail from personal external accounts. The Club does not provide or allow e-mail access by members on Club systems.

The use of Internet Chat Relay (IRC), AOL Instant Messenger, MSN Chat, Yahoo Chat or similar chat systems are not allowed on Club systems.

Members must observe copyright laws and never use Club systems to transmit and/or retrieve data belonging to others without those parties' consent. This includes the illegal reproduction of software as well as plagiarism. Members may not use text, images or other information created by others without the permission of the author(s).

Members are prohibited from bringing copyright protected software to the Club and installing such software on Club systems. Members are also prohibited from using peer to peer software such as Napster, Kazaa Imix, Morpheus or any other peer-to-peer software.

Members are to exercise caution when introducing software and electronic media (diskettes, CD-ROM's, websites, FTP downloads, etc.) to inhibit the introduction and replication of computer viruses. All foreign media brought to the club is to be scanned for viruses by staff members before being used on club systems. Failure to allow staff to screen media before use may result in disciplinary action against the offending member(s).

Club systems are not to be used in the sale or purchase of any goods or services. No commercial activities or transactions are to take place on Club systems.

Members may only save information on club systems with the permission of a staff member. Members are not to store any information on the local hard drives of any machines in the Club. Members may not only store information in their home directory on the file server. Disk space is limited and the Club reserves the right to limit and/or prohibit the use of such space by members. Further, the Club does not guarantee the safety or accessibility of any information stored on Club systems. Local client machines are regularly erased and reformatted, so storage of information on them will likely result in data loss. Home directories on the network may be cleared also, if such action is deemed necessary by the network administrator. Important and/or irreplaceable files should be stored on floppy disks by the members. The Club may or may not provide, at its discretion, diskettes or other media to members for use in storing their files. The Club is not responsible for ANY loss of data regardless of the cause.

## **Discipline**

Members who are found in violation of the Boys & Girls Clubs of Scottsdale's Acceptance Use Policies may face disciplinary measures including, but not limited to, computer usage restrictions, parental notification, and suspension from the Club, termination of membership in the Boys & Girls Clubs of



Scottsdale, and possible civil and criminal penalties. The Club staff will attempt to administer these disciplinary measures appropriately, with regard to the seriousness of the member's offense. The Club will cooperate with local, state, and federal law enforcement agencies investigating any criminal activity originating from Club computer systems.

### **Personal & Parental Responsibility**

As mentioned before, the Club goes to great trouble and expense to insure member safety and to make Internet use at the Club a positive experience. Parents and guardians must understand, however, that the Internet is a collection of millions of computer systems around the world. There is no controlling body which monitors the Internet and/or its content. Further, the nature of the Internet means that computers from around the globe can all communicate and this means that other users of the Internet may not even be governed by the same laws as we are in the United States. A tool as powerful as the Internet requires responsibility on the part of the user. It is very important for families to discuss their values and beliefs before children use the Internet. The Club wants all members to have positive experiences with the Internet. It is important for children and adolescents to know what appropriate behavior is and what is not. The Club can outline activities and identify them as appropriate or inappropriate, but it is the responsibility of each member and his or her family to insure proper usage of the Internet. We urge families to discuss appropriate behavior and the heavy responsibility that they take on when they allow the Club to trust them with such a powerful tool.

### **Staff, Volunteer and Other User Responsibility**

The aforementioned rules and regulations for Acceptable Use by Club members extends to any and all users of the Boys & Girls Clubs of Scottsdale technology network, including staff, volunteers, parents and/or any other persons not specifically mentioned or identified herein. Violation of this policy can result in suspension or dismissal and possible criminal or civil action.

**Parental Acceptance** \_\_\_\_\_  
Name

I have read and understand this Acceptable Use Policy and agree to adhere to the requirements as stated. I will discuss user responsibility with my child and understand the consequences of misuse of the Boys & Girls Club Technology and Internet accessibility rules.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Member Acceptance** \_\_\_\_\_  
Name

I understand the rules regarding internet and computer use at the Boys & Girls Club and agree to follow them at all times. I understand that failure to follow the rules can result in suspension or loss of Club membership as well as criminal action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**BOYS & GIRLS CLUB**  
OF PEACH SPRINGS

Grade _____
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## 2017-2018 ASP Vehicle Transport Permission Slip

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

### **Peach Springs/Buck-n-Doe/Milkweed Drop Off Route:**

I authorize my son/daughter to be dropped off by the Boys & Girls Club at the following Peach Springs location: \_\_\_\_\_

I authorize my son/daughter to be dropped off by the Boys & Girls Club at the following *Buck-n-Doe* location: \_\_\_\_\_

I authorize my son/daughter to be dropped off by the Boys & Girls Club at the following *Milkweed Springs* location: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Transportation from the Club is a courtesy not a privilege. Please review behavior policy for Club member's acceptable behavior during transportation.**



## ASP 2017-2018 Peach Springs Branch

### PARENT TRANSPORTATION AUTHORIZATION: HOME TRANSPORT

Boys & Girls Clubs of Greater Scottsdale Peach Springs Branch provides transportation at specific sites to or from members' homes where it is deemed necessary to breakdown any barrier by which youth would not have access to a club setting.

#### Parent Qualification for Services

The following are ways by which parents can qualify for this service:

- The family does not have a vehicle
- The family does have a vehicle but the vehicle is not available to pick child up at club
- There is a car in household but the adult or teenager of responsible age able are not able to drive

This service is subject to review or change at any time - parents will be notified in advance if this service will no longer be available

#### Club Qualification for Services

This service is offered as availability permits when the following is present within the branch:

- Vehicle availability
- Number of spots within the allocated vehicles
- Staffing to drive the members home

In the case of an event where transportation is offered and it is not available that day, every effort will be made to notify parents in advance.

### WHAT YOU CAN EXPECT FROM US

- Staff will gather children and check them out in an approved area of the club.
- Staff will go to each area and get members from their assigned room.
- If a member is accidentally left behind the staff will be required to return to pick that child up.

- If a member refuses or ignores staff request to line up in designated areas and the member is left, the staff will call the parents to pick-up the child.
- If a child leaves any personal items on vehicle, they will be placed in lost and found box in the club.
- Staff will not take your child any other place but home unless the following is done: The parent must contact the Club prior to the transportation time and designate the alternate location in writing which includes an address and signature by e-mail, fax or note. If that is not possible, then the parent or a responsible adult must meet the child at the new location and sign and date a note in writing and include the time and location that the child was dropped off so that we have confirmation in writing of the parent's intent.

### **EXPECTATIONS FOR YOUTH**

- Members are to follow staff request to line up in designated area.
- Members are to follow discipline rules in vehicle and understand that they will get a warning, followed by discipline that may result in parents having to pick them up from the club and/or loss of transportation services.
- Members are to keep seat belts on at all times while in the vehicle.
- Members are to take any belongings with them.
- Members are not allowed to eat any food or drinks in the vehicles.
- Members are to report to staff if a seat belt is not working.
- Members are to let the staff know if there is no one at home. Member will not be left at home alone.
- Members are to report any issues that may arise while in the vehicle or when they arrive to their designation.

### **EXPECTATIONS FOR PARENTS**

- If your child is not going to be needing transportation home, please call to inform us.
- If your child is going home to someone else's home, please contact the Club prior to the transportation time and designate the alternate location in writing which includes an address and signature by e-mail, fax or note. If that is not possible, then the parent or a responsible adult must meet the child at the new location and sign and date a note in writing and include the time and location that the child was dropped off so that we have confirmation in writing of the parent's intent.
- If your child has not arrived home by 6:00 p.m. then you can call the office. Typically, all children are home by 6:00 p.m.
- If your telephone numbers change, please notify the front office.

- Upon picking up your child from home, staff will honk twice to indicate they are waiting outside for your child. Please have your child ready by indicated pick-up time. Again, remember there is a window so they may not be on an exact timeline.
- Staff will pick-up and drop-off at the closest location to the front entrance to your home where the staff can watch your child leave and enter your home and see the parent or family member of responsible age.
- Staff will only drop off if there is someone of a responsible age at home, your child will be brought back to the club if there is no one at home. You will be called to pick them up from the club.
- Discipline on vehicles – staff will warn members if there are distractions. If the distraction persists, staff will pull over and handle the issue on hand. If the distraction is severe the staff will return to the club where parent will be called and asked to pick up their child. Child will lose transportation privileges for length of time determined by the Youth Development Supervisor or Branch Director.

Please sign indicating you have read and agree with the Boys & Girls Clubs of Greater Scottsdale's Transportation Policy.

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
date