

**Cawood Ledford & Tri-City
Boys and Girls Club
Rules and Regulations**

1. After-school membership fees are \$25.00 per child (\$50.00 maximum per family) . If payment arrangements are necessary, please see the Club's Unit Director. Summer fees vary. Please see Club staff for details.
2. Parents *MUST* keep up-to-date emergency contact information on file.
3. All members and parents are expected to know the rules and follow them at all times.
4. Members must always follow the instructions of the staff and volunteers.
5. Members must be respectful to the staff, volunteers, and other members.
6. No one under the influence of drugs or alcohol will be allowed in the club or at any club activities. We enforce a zero tolerance policy.
7. Weapons or look alike weapons will not be allowed on club property, or at any club activity.
8. No smoking, tobacco products, or lighting materials allowed by anyone anywhere on club property.
9. No gang representation allowed in the club or at any club activities.
10. Anyone suspended from the club must report to the staff person who suspended them before they are allowed to re-enter.
11. Everyone is expected to use proper language. Improper language will not be allowed in or around the club.
12. There will be no fighting, wrestling, or bullying. Members will please keep their hands to themselves at all times.
13. There will be no wild playing, screaming, or yelling in or around the club.
14. Gambling of any kind is not allowed.
15. Please do not run anywhere in the club, except when participating in special activities.
16. Playing or loitering in the bathrooms is not allowed.
17. All games will be played under the "I am next" system and players must sign in for game and computer time.
18. Please do not stand on the tables, desks, or equipment.
19. Members are not allowed in the kitchen or food preparation areas.
20. Shoes must be worn at all times.
21. Members are only allowed in supervised areas.
22. Please leave personal belongings at home. We cannot be held responsible if items are lost, stolen, or damaged.
23. Members must sign in and out of the Club each day. Bypassing the registration desk will result in suspension.
24. Club members are expected to clean up after themselves.
25. All Club members must be picked up by 6:00 pm. Parents may incur late charges for not picking their child(ren) up on time. If parents/guardians are more than 30 minutes late for pick up, the child(ren) will be presumed abandoned and social service will be notified.
26. All club members are expected to present themselves with dignity at all times.
27. Destruction of property will not be tolerated. This includes writing on the walls, desk, tables, chair or other equipment. Parents will be liable for damages incurred.
28. After a member leaves, he or she will not be allowed to return until the next day.
29. The Club follows the calendar/inclement weather schedule of the nearest school district. The Cawood Ledford Club will be closed on days that Harlan Independent is closed and the Tri-City Club will be closed on the days that Cumberland Elementary is closed.

Anyone not obeying these rules will be subject to a loss of privileges, a 'time out', or suspension or expulsion from the Club.

**Cawood Ledford & Tri-City
Boys & Girls Club
Membership and Emergency Information**

**Mailing address: 1 Positive Place, Harlan, KY 40831
bgc@harlanonline.net**

**Cawood Ledford Club
Unit Director: Laura Adkisson
1 Positive Place
Harlan, KY 40831
606-573-0960**

**Tri-City Club
Unit Director: Abby Cavins
401 W. Main Street
Cumberland, KY 40823
606-894-0036**

Schedule:

**Mondays 2:30pm – 6pm
Tuesdays 2:30pm – 6pm
Wednesdays 2:30pm – 6pm
Thursdays 2:30pm – 6pm
Fridays 2:30pm – 6pm**

**Please note: All information will remain strictly confidential and will only be seen by staff
of the Harlan County Boys and Girls Club. Questions on ethnicity and income are
optional and will only be used for gathering data.**

CHILD'S NAME _____

EMERGENCY CONTACT _____ EMERGENCY PHONE _____

NICKNAME _____ BIRTHDATE _____ GENDER: M or F

SCHOOL: _____ GRADE: _____

MEMBERSHIP STATUS (circle one)

NEW MEMBER

RENEWING MEMBER

FORMER MEMBER

ETHNICITY (circle one) African American Asian Cuban Haitian Hispanic Latino Pacific

Islander Puerto Rican South American Bi/Multi Racial White Other _____

HOME ADDRESS: _____ APT: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE #: _____ EMAIL ADDRESS: _____

NAMES OF PARENTS/GUARDIANS WHO MEMBER LIVES WITH:

NAMES OF PEOPLE WHO ARE AUTHORIZED TO PICK-UP CLUB MEMBER (OTHER THAN THOSE LISTED ABOVE):

IS THERE ANYONE WHO IS NOT PERMITTED TO PICK UP YOUR CHILD DUE TO CUSTODY/OTHER ISSUES (THE CLUB MUST HAVE A COPY OF THE CUSTODIAL AGREEMENT ON FILE).

FATHER'S NAME _____ FATHER'S EMPLOYER _____
FATHER'S WORK PHONE _____ FATHER'S CELL PHONE _____

MOTHER'S NAME _____ MOTHER'S EMPLOYER _____
MOTHER'S WORK PHONE _____ MOTHER'S CELL PHONE _____

GUARDIAN NAME _____ GUARDIAN EMPLOYER _____
GUARDIAN WORK PHONE _____ GUARDIAN CELL PHONE _____

MEMBER LIVES WITH: BOTH PARENTS MOTHER FATHER GRANDPARENTS
OTHER RELATIVE GUARDIAN OTHER _____

NUMBER OF SISTERS _____ NUMBER OF BROTHERS _____

MEDICAL PROBLEMS/ ALLERGIES _____

LIST ALL MEDICATIONS YOU CHILD IS TAKING _____

PHYSICIAN _____ PHYSICIAN'S PHONE # _____
PREFERRED HOSPITAL/CLINIC _____ HOSPITAL PHONE _____

DO YOU HAVE INSURANCE? YES NO
INSURANCE COMPANY _____ POLICY NUMBER _____

IS YOUR CHILD A MEMBER OF OTHER YOUTH PROGRAMS? WHICH ONES? _____

LIST YOUR CHILD'S HOBBIES _____

ANNUAL HOUSEHOLD INCOME:

UNDER \$10,915	\$10,916 - \$12,749	\$12,750 - \$16,812	\$16,813 - \$20,274
\$20,275 - \$23,319	\$23,320 - \$26,832	\$26,833 - \$30,009	\$30,010 - \$36,099
\$36,100 - \$40,000	OVER \$40,000		

WHO REFERRED YOU TO THE BOYS AND GIRLS CLUB? _____

FRIEND NEIGHBOR FAMILY SCHOOL COURT SOCIAL WORKER OTHER

I have read the membership application, understand the rules and regulations of the club. I agree to follow these rules. I also understand that if I break these rules, I may be suspended from the club. If I do not understand these rules and I am suspended it is not ones fault but my own.

Members Signature _____ Date _____

I have read the membership application, understand the rules of the Harlan County Boys and Girls Club, and request that my son/daughter be admitted into membership. I have explained rules to my son/daughter and agree that the Boys and Girls Club will not be responsible for any accident to my son/daughter while on the premises or while engaged in any activities that are conducted away from the club. I understand the Boys and Girls Club is not a daycare operation and that my son/daughter can leave at anytime during the hours of operation. I further agree that it is my responsibility to keep the information on this application current.

I hereby authorize and consent to the Boys and Girls club recording my child's picture and voice on photographs, films, and audio-video tapes to use for the purpose of publicity, advertising and sales promotion without any compensation whatsoever. I further release the Boys and Girls Club from any and all claims from damages, libel, slander, and invasion of privacy or any other arising out of the use of the foregoing material.

As a parent or guardian of the club member, I hereby authorize the Boys and Girls Club, in the event of a medical emergency to seek transportation to a hospital. I further authorize medical treatment from a licensed physician if in the opinion of the licensed physician, the medical emergency may endanger the club member's life, cause disfigurement, physical impairment, or undo discomfort if delayed. This authority is granted only after a reasonable effort has been made to contact me or authorized persons with the phone numbers identified on this application.

I give permission to the Boys and Girls Club to survey and interview my son/daughter to find out what his/her behavior, skills and attitudes are in regards to issues such as health risks and habits, positive self-esteem, respect to diversity, education and educational resources, positive relationships, career choices, and connection to community, as well as his/her experience at the club. I understand the purpose of these surveys and interviews is to help find out how well the club is meeting my child's needs and identify areas that may call for further attention. I also understand that this information will remain private, and that only my child's club director and program aides will be able to look at his/her responses.

I understand that my child's responses will be automatically grouped together with the response of other boys and girls club members for any public presentation of the findings, and that my child will never be individually linked to his/her response. In addition, I understand that I can take back my permission at any time by giving written notice to the club director of the Boys and Girls Club. Finally, I understand that I can receive a copy of the signed consent forms and that upon request I may arrange to discuss the findings with my child's club director.

Parent/Guardian Signature: _____ Date: _____