



**BOYS & GIRLS CLUB**  
OF SAN FERNANDO VALLEY

## **Extended Summer Hours Application**

Member's  
Name \_\_\_\_\_ Birthdate \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age \_\_\_\_\_

School \_\_\_\_\_ School Grade Level \_\_\_\_\_ Club Card # \_\_\_\_\_

### **Parent Information**

Parent/Guardian  
(Last) Name: \_\_\_\_\_ First: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home(        ) \_\_\_\_\_ Cell(        ) \_\_\_\_\_

Employer Name: \_\_\_\_\_ Phone(        ) \_\_\_\_\_

Father/Guardian  
(Last) Name: \_\_\_\_\_ First: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home(        ) \_\_\_\_\_ Cell(        ) \_\_\_\_\_

Employer Name: \_\_\_\_\_ Phone(        ) \_\_\_\_\_

### **Emergency Contacts**

Name: \_\_\_\_\_ Phone(        ) \_\_\_\_\_

Name: \_\_\_\_\_ Phone(        ) \_\_\_\_\_

### **Medical Information**

Medical  
Condition: \_\_\_\_\_

Medication: \_\_\_\_\_ Dose: \_\_\_\_\_ Time: \_\_\_\_\_

Supervised extended hours will be available starting  
**Monday, June 21, 2010 to September 10, 2010**

### **Hours:**

Early Bird Hours: 7:00 a.m. to 10:00 a.m.

Night Owl Hours: 4:45 p.m. to 6:00 p.m.

# **Boys & Girls Club of San Fernando Valley**

## **Extended Summer Hours Policies/Procedures for 2010**

Dear Parents:

We would like to welcome you and your family to this year's Extended Summer Hours 2010. To better serve you and our members, we have established a set of policies and procedures for this program. Please take a moment to read them.

### **HOURS:**

Early Bird: 7:00 a.m. to 10:00 a.m. (Monday to Friday)  
Night Owl: 4:45 p.m. to 6:00 p.m. (Monday to Friday)  
Regular Club Hours: 10:00 a.m. to 4:45 p.m. (Monday to Friday)

### **SING IN/OUT SHEETS:**

There will be a sign in/out sheet at the front desk for each day. **You must sign your child in and out for each day.** This will assist us in maintaining an accurate tracking record of your child. If you pick up your child before 4:45 p.m., then please be sure to sign him/her out as well. Please make sure that your child is picked up and signed out no later than 6:00 p.m.

### **PAYMENTS:**

Payment of **\$8.00 per day** should be made at the front desk. **PAYMENTS MUST BE CASH ONLY.** The \$8.00 per day charge will remain the same for Early Bird, Night Owl, or a combination of the two. A discount will be given to any additional siblings in the family (\$6.00 fee will be charged for each additional siblings in the family). Please request a receipt if one is not provided. **DO NOT send the money with your child. If the child is picked up after 6:00 pm, then a late fee of \$1.00 per minute will be charged on that day.**

**THERE WILL BE NO SUPERVISION BEFORE 7:00 A.M.**

**PLEASE DO NOT DROP OFF YOUR CHILD AT THE CLUB BEFORE THAT TIME.**

**IF YOU ARE LATE AND WE ARE UNABLE TO REACH YOU OR YOUR EMERGENCY CONTACTS, THE LOS ANGELES POLICE DEPARTMENT WILL BE CONTACTED.**

I have read and understand the above policies and procedures.

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Parent/Guardian Signature

Date