

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUB  
OF FITCHBURG AND  
LEOMINSTER**

FY 2021-2022



## MEMBERSHIP HANDBOOK

**A STEAM focused Club**

Science, Technology, Engineering, Arts, and  
Math

**ELIZABETH COVENEY**  
Executive Director

**ROCCO SPAGNUOLO**  
Unit Director, Pre-Teens  
(Fitchburg and  
Leominster)

**JON BLOGETT**  
Unit Director, Teen  
(Fitchburg and  
Leominster)

**LADDA KOSAKETH**  
Unit Director, Pre-Teen  
(Gardner)

**NATHANIEL MARTIN**  
Director of Athletics  
(Fitchburg, Leominster  
& Gardner)

## Read All Rules Carefully; You Will Be Responsible For All of Them.

### The Boys & Girls Club of Fitchburg and Leominster expect:

1. All members respect Club rules, Club, staff, other members, and Club property at all times.
2. All members must show their card to person at the front desk Every time they enter the building and when leaving at the end of the day with a parent or guardian. No one else may use your card. If you lose your card, you may purchase a new card for \$2.
3. Members are NOT allowed to “Hang Out” outside the Club whether the building is open or closed; all members are to be off the property within 5 minutes of the club closing.
4. Members who constantly leave the building will be asked to leave for the day or for the evening. Members are required to sign in once they enter the building. Once signed out, you are signed out for the day unless approved by staff.
5. Use or possession of tobacco, alcohol or drugs is strictly prohibited. Anyone caught breaking this rule will be suspended indefinitely and his/her parents will be notified.
6. Bullying and/or teasing will NOT be tolerated, and consequences will be strictly enforced.
7. Members must use appropriate language at all times.
8. Fighting, play fighting, pushing, shoving, wrestling, snowball fights, etc. are prohibited.
9. Weapons of any kind, including toy weapons are prohibited.
10. Food and drinks are allowed in designated areas only. Please throw away trash in trash cans. They are located throughout the Club inside and outside the building.
11. All non-teen members must leave the building by 6:00 P.M. Members may stay later with prior approval from both staff and parents.
12. Radios, cell phones, iPods, and electronics are prohibited. If we see such devices, we will confiscate them for the day and return them to you or your parent or guardian when you sign out.
13. Members should not bring valuables to the Club, as the Club is NOT responsible for lost or stolen items. The front desk will not hold valuables behind the desk.
14. Club phones are for business or emergencies only. See staff for permission.
15. Gum is not allowed in the Club.
16. Any member riding a bicycle to the Club should lock it in the bike rack. For safety reasons, skateboards are rollerblades are prohibited.
17. Any member who is having problems with other members should report the problem to a staff member immediately.
18. If you become hurt or are not feeling well in anyway, see a staff member immediately.
19. All members should respect Club property; careless or intentional damage to the Club property will result in suspension from the Club as well as restitution for all damages.
20. Members should wear appropriate clothing at all times. This includes clothing that is in good taste, non-revealing and without negative or foul wording or designs.
21. Members are not allowed to sell or trade possessions on the Club property.
22. Members must attend school during the day to attend the Club in the afternoon.
23. Members are not allowed to play alone on the property or grounds. Members must always be in an area where staff is present.
24. Members need to be picked up on time. Ages 8-12 by 6:00 p.m. Ages 13-18 by 7:00 p.m. If not, late pick up fees will apply. NO EXCEPTIONS
25. Members are expected to participate in activities.
26. Safety first, use common sense, have fun, and keep the Boys & Girls Club “A positive place.”
27. **Adhere to ALL COVID 19 Protocols.**

**Any member found responsible for non-compliance of the rules and regulations may have his/her membership revoked with NO REFUND of membership fees.**

# BGCFL Onsite COVID- 19 Protocol **(PLEASE READ)**

\*Derived from BGCA and CDC Guidelines

For complete protocol components, please visit:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/>

The more people a member or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The to reduce risk of COVID-19 spread , the Boys and Girls Club of Fitchburg Leominster and Gardner (BGCFLG) protocols are as follows:

- **Lowest Risk:** Small groups of members will stay together all day, each day Members remain at least 6 feet apart and will not share objects. Outdoor activities are prioritized. Masks will be worn at all times in the building.
- **Identifying Small Groups and Keeping Them Together (Cohorting):**
  - Keep members together in small groups with dedicated staff and make sure they remain with the same group throughout the day, every day.
  - Limit mixing between groups if possible.
- **Sanitizing Spaces**
  - Sanitizing supplies will be located in each space for use.
  - Each space will be properly sanitized after every workshop session.
- **Staggered Scheduling**
  - Stagger arrival and drop-off times or locations by cohort (group) or put in place other protocols to limit contact between cohorts and with other members' guardians as much as possible.
    - When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.
- **Gatherings, Visitors, and Field Trips- There will be no field trips.**
  - Avoid group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained. Limit group size to the extent possible.
  - Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible – especially with individuals not from the local geographic area (e.g., community, town, city, or county).
  - Avoid activities and events such as field trips and special performances.
  - Pursue options to convene sporting events and participation in sports activities in ways that minimize transmission of COVID-19 to players, families, coaches, and communities.
- **Designated COVID-19 Point of Contact**
  - Designate a staff person (**Sr. Director of Programming and Operations**) to be responsible for responding to COVID-19 concerns. All BGCFLG staff and families should know who this person is and how to contact them.
- **Communication Systems**
  - Put systems in place for:
    - Consistent with applicable law and privacy policies, having staff and families self-report to the BGCFLG staff if they have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19](#) (e.g., see “Notify Health Officials and Close Contacts” in the [Preparing for](#)

[When Someone Gets Sick section below](#)<sup>external icon</sup> and other applicable privacy and confidentiality laws and regulations.

- Notifying staff and families of closures and restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).
  
- **Back-Up Staffing Plan**
  - Monitor absenteeism of members and staff, cross-train staff, and create a roster of trained back-up staff.
- **Staff Training**
  - Train staff on all safety protocols.
  - Conduct training virtually or ensure that [social distancing](#) is maintained during training.
- **Recognize Signs and Symptoms**
  - If feasible, conduct daily health checks (e.g., temperature screening and/or [symptom checking](#)) of staff and members (if feasible) safely and respectfully, and in accordance with any applicable privacy laws and regulations.
    - Camp administrators may use examples of screening methods in CDC's supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening members and CDC's [General Business FAQs](#) for screening staff.
- **Sharing Facilities**
  - Encourage any organizations that share or use the club facilities to also follow these considerations and limit shared use, if feasible.

**Preparing for When Someone Gets Sick**-BGCFL leadership team will implement several strategies to prepare for when someone gets sick.

- **Advise Sick Individuals of Home Isolation Criteria**
  - Sick staff members or members should not return to the club until they have met CDC's [criteria to discontinue home isolation](#).
- **Isolate and Transport Those Who are Sick**
  - Make sure that staff and families know that they (staff) or their children (families) should not come to the club, and that they should notify the club officials (Sr. Director of Programming and Operations) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with symptoms or a confirmed or suspected case.
  - Immediately separate staff and members with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) at the club. Individuals who are sick should be cared for following [CDC guidance for caring for yourself or others who are sick](#).
  - Identify an isolation room or area to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms. If the club has a nurse or other healthcare provider, they should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
  - If a person becomes sick and needs to be transported, establish procedures for safely transporting them. If you are calling an ambulance or bringing someone to a healthcare facility, try to call first to alert them that the person may have COVID-19.
- **Clean and Disinfect**
  - Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#) them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).

- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct](#) use and storage of [cleaning external icon](#) and disinfection products, including storing them securely away from children.
- **Notify Health Officials and Close Contacts**
  - In accordance with state and local laws and regulations, camp administrators should notifying [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\) external icon](#).
  - Advise those who have had [close contact](#) with a person diagnosed with COVID-19 to separate themselves, [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

### **Appropriate Dress Code**

- Members are expected to present themselves in clothing that is clean, in good repair and fits well — not excessively baggy or tight.
- Any writing or pictures on clothing must not contain offensive themes or advertise merchandise not suitable for minors.
- Tank tops, halter tops, or spaghetti straps may not be worn alone. They may be worn under an appropriate, buttoned up shirt or sweater. Distracting attire such as mesh, see-through clothing or shirts that expose midriffs and underwear are not allowed.
- Hats may be worn outside during recess and travel around campus. They must be removed when entering the buildings.

### **Drugs, Alcohol, Tobacco, Weapons, Threatening and Sexual Behaviors**

- All members of the Club community deserve to work and learn in a safe environment.
- Use of drugs, alcohol and tobacco when attending the Club or Club related activities may result in expulsion from the Club.
- Distribution of these to others, whether for a fee or not, will result in expulsion from the club and notification to the proper authorities.
- If a member brings a knife, gun or other form of weapon to the Club or Club related activities may result in expulsion from the club.
- If student engages in a public display of sexual behavior, it may result in expulsion from the Club.

### **Anti-Harassment & Anti-Bullying Policy**

#### **Anti-Harassment:**

- Treating each other with respect is an essential ingredient of our Club community. This guiding principle affects each of us socially, emotionally, and intellectually. Adhering to this principle promotes tolerance, self-confidence, and academic success.
- For these reasons the Boys & Girls Club does not permit physical or verbal harassment. Nor do we permit bullying.

#### ***Anti-Bullying***

#### **Bullying is defined thusly by the Massachusetts anti-bullying law:**

"The repeated use by one or more students of written, verbal or electronic expressions or a physical act or gesture or any combination thereof, directed at a victim that:

- i. Causes physical or emotional harm or damage to the victim's property;
- ii. Places the victim in reasonable fear of harm to himself or of damage to his property;
- iii. Creates a hostile environment at the Club for the victim;

- iv. Materially and substantially disrupts the education process or the orderly operation of the club; or
- v. Infringes on the rights of the victim at the Club.

**Bullying shall include cyber-bullying.**

Our approach is intended to build on our standard expectations of respectful, fair and compassionate behavior; and we want to empower our students our time to recognize, internalize and act on the basis of those values. In “Range of Normal” instances of inappropriate treatment of one student by another, therefore, our goal is to have the mistreated student feel empowered to tell the instigator to stop. Often, this requires education and support. In the event that inappropriate behavior rises to the level of bullying or harassment, it is particularly likely that the mistreated student cannot take the first step alone.

**Procedures:** If harassment or bullying occurs, a student (or students) is encouraged to take the following steps:

- ❖ If possible, tell the person (or persons) to stop.
- ❖ At the same time, also report this problem to an adult member of the Club who will bring this problem to the attention of a member of the administration.

**Consequences:** A member who does not heed the requests of the person harassed will meet with the division Head and/or Head of the Club. Depending on the nature of the behavior consequences may include:

- ❖ Conference with the parents of the offending members
- ❖ Suspension from the Club
- ❖ Expulsion from the Club if an offender persists

**Retaliation:** Retaliation in any form against any person who has reported harassment or bullying is forbidding and can result in expulsion.

**Confidentiality:** It is expected that those involved in harassment or a bullying investigation will protect the confidentiality of all the information relating to the situation.

## **Restroom Usage**

- The Boys & Girls Club of Fitchburg and Leominster is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults.
- Restrooms located at the Junior Clubhouse have been designated for Juniors only. (ages 8-12)
- Restrooms located at the Teen Center have been designated for Teens only. (ages 13-18)
- Gym bathrooms have been designated for members in a gym activity only.
- Restrooms shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs and inspections.

**Staff shall:**

- ✓ Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.
- ✓ Abide by all staff codes of conduct.
- ✓ Enforce the Organizations’ restroom code of conduct.
- ✓ Intervene and notify Club leadership should inappropriate conduct be observed
- ✓ Ensure restrooms are regularly cleaned and sanitized.

**Staff observing unacceptable restroom conditions shall:**

- ✓ Immediately notify Club leadership.
- ✓ Complete a *Repair Request Form* and submit to Club leadership.
- ✓ Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible.

## Transportation Policy

The Boys & Girls Club of Fitchburg and Leominster is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults.

The Club only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.

### Staff shall not:

- ⊗ Transport Club members in personal vehicles.
- ⊗ Transport one member at a time.
- ⊗ Use electronic devices such as cell phones, PDAs, or other communication devices while transporting members to and from the Clubhouse or Club related activities.

### Staff shall:

- ✓ Only transport members in official Club vehicles
- ✓ Ensure at least three individuals are present when transporting members
- ✓ Abide by the one-on-one policy when transporting members.
- ✓ Keep an updated list of all youth who are transported to and from the Clubhouse and Club related activities
- ✓ Keep a log of all youth who are picked-up and dropped off.
- ✓ Perform regular checks to ensure all members are picked-up and dropped-off at the appropriate times and locations.
- ✓ Immediately notify Club leadership if there is a delay or issue with transporting members to and from the Clubhouse or Club related activities.
- ✓ Submit written reports detailing issues or incidents involving transporting members to and from the Clubhouse or Club related activities.

## Anti-Hazing Disciplinary Policy

Boys & Girls Club is founded upon principles that include respect for the dignity of each member of our community. Hazing, as defined in chapter 269 s 17 through 19 of Massachusetts general Laws, is prohibited at the Boys & Girls Club. Hazing includes conduct or method of admission into any member organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any member or any other person and is strict prohibited. Any member or faculty member that suspects an action of hazing has occurred must report the fact to a division head. The division head will immediately report this occurrence to the head of Club. In addition to being unlawful, hazing is behavior prohibited by any Boys & Girls Club member and is grounds for disciplinary action. The Club reserves the right to investigate any allegation of such conduct, and the head of the Boys & Girls Club reserved the right to suspend or expel any member found to have participated in any such conduct.

## Sexual Abuse and Sexual Misconduct Policy

Boys and Girls Club is committed to providing a safe, respectful and wholesome environment for our members and will not tolerate any sexual abuse or sexual conduct toward or by any person. Unless authorized in advance by Boys & Girls Club, adult staff and volunteers shall not:

- Be isolated with any member on Club premises, when transporting a member, or at any off-site Club activity.
- Initiate conversations with members about sexual matters. If a member initiates the conversation, the adult shall limit the conversation and provide a written incident report to the supervisor within 24 hours.
- Engage in offsite social activities with members. Such actions include, but are not limited to: meetings, telephone, texting, social network, or instigating outside contact.

## Entering/Exiting Procedures Policy for Club Members

- All members are required to show their card upon arrival to the Club.
- Members who lose their card must purchase a new card for \$2.
- Once a member signs in, they are required to stay at the Club until parent/guardian signs them out.
- Once signing out, members are expected to leave the property promptly; there is no hanging out in front or around the Club once member has signed out unless approved by staff.
- It is required that parents/guardians pick up their child.
- Members between the ages of 8-12 are required to sign out by no later than 6:00pm during the after school program.

## Emergency Exiting Procedures

- In case of an emergency, the following designated area has been assigned as the meeting location: Front of main entrance (Ronald Ansin Entrance)
- All members are asked to leave all personal belongings behind while evacuating the building during an emergency or fire drill.
- Staff is required to keep an active roster of all signed in Boys & Girls Club members
- In case of an emergency, staff is required to take the sign in sheet in order to do a head count of current members signed in.

## Holidays & Club Closings

The Boys & Girls Club observe the following holidays. Please see district calendar for the following dates:

- Labor Day
- Columbus Day
- Veteran's Day
- The day before Thanksgiving & Thanksgiving Recess
- Winter Recess
- Martin Luther King Jr. Day
- President's Week Break
- Good Friday
- Spring Recess
- Memorial Day

- \*On Half Days the Club will open early and close at its scheduled time. The Club is run based on the Fitchburg and Leominster Public Schools calendar. Please see district calendar for the following dates: No School / Holiday / Professional Development Day / Half Day
- On snow days The Boys & Girls Club will NOT be open.
- Afternoon inclement weather may result in a club closing. Make sure you have provided a valid email address or check our Facebook page ([facebook.com/bgcflog](https://facebook.com/bgcflog)) for any updates.

\*Subject to change in lieu of COVID 19

## Technology/Internet Use Guidelines

The Boys & Girls Club of Fitchburg and Leominster computers and internet access are available to members to enhance their educational experience and become literate in an increasingly technological world.

The purpose of these Responsible Use Guidelines is to foster the appropriate use of club computers and the internet. The following Guidelines apply to all users whenever they access the Boys & Girls Club's computers.



### **Education Purposes**

The Boys & Girls Club of Fitchburg and Leominster network computers are for educational purposes limited to homework, career development, and independent scholastic research on appropriate subjects.

The Club has the right to place reasonable restrictions on the material you access. Members may not use the BGCFL computers for commercial purposes. This means members may not offer, provide, or purchase products or services through Club computers.

### **Unacceptable Uses**

#### **Personal Safety**

- ⊗ Members will not post personal contact information about themselves or other people. Personal contact information includes (but is not limited to) home, school, or work addresses and telephone numbers.
- ⊗ Members will not agree to meet with someone they have met online without their parent's approval. A parent or guardian should accompany you to this meeting.
- ✓ Members will promptly disclose to the educational director or any other Club staff member or adult volunteer any message that they receive that is inappropriate or/makes them feel uncomfortable.

#### **Illegal Activities**

- ⊗ Members will not attempt to gain unauthorized access to the BGCFL server or to any other computer system through the Boys & Girls Club. This includes attempting to log on through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- ⊗ Members will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.
- ⊗ Members will not use the BGCFL computers to engage in any illegal act, including but not limited to arranging for the purchase or sale of drugs or alcohol, engaging in criminal activity, or threatening the safety of another person.

#### **Inappropriate Language**

- ⊗ Restrictions against inappropriate language apply to public messages, private messages, and material posted on the Web Pages.
- ⊗ Members will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful forms of communication. This applies to verbal and written language, diagrams, photographs, representations, videos, or any other form of communication.
- ⊗ Members will not post information that would cause damage or a danger of disruption
- ⊗ Members will not engage in personal attacks, including prejudicial or discriminatory attacks.
- ⊗ Members will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If Members are told by a person to stop sending him or her messages, Members must stop.
- ⊗ Members will not knowingly or recklessly post false or defamatory information about a person or organization.

#### **Respect for Privacy**

- ⊗ Members will not re-post a message that was sent to them privately without permission of person who sent them the message.
- ⊗ Members will not post private information about another person.

#### **Plagiarism and Copyright Infringement**

- ⊗ Members will not plagiarize works that they find on the Internet. Plagiarism is taking ideas or writings of others and presenting them as if they were your own.
- ⊗ Members will respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Copyright law can be very confusing. If you have any questions ask the Executive Director or a qualified staff member.

## **Inappropriate Access to Material**

You will not use the Boys & Girls Club network to access material that is profane or obscene (pornographic), that advocates illegal acts, or that advocates violent or discrimination toward other people (hate literature).

If members mistakenly access inappropriate information, they should immediately tell the Executive Director or any Club Staff member or Volunteer. This will protect s against a claim that they intentionally violated this policy.

A member's parent or guardian should instruct them if there is additional material that he or she thinks would be inappropriate for them to access. The Boys & Girls Club fully expects members to follow their parent's or guardian's instructions in this manner.

## **Know Your Rights**

Boys & Girls Club of Fitchburg and Leominster's network is considered a limited forum, similar to the school newspaper and therefore, the Club reserves the right to regulate the forum for valid education reasons. The Club will not restrict your speech on the basis of a disagreement with opinions you are expressing.

## **Disciplinary Action**

Members who violate the Responsible Use Guidelines may be denied future Internet privileges for a defined period of time or be subject to other disciplinary actions.

## **Appendix**

### ***Parent Release***

I \_\_\_\_\_, the parent/guardian of the minor child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Club of Fitchburg and Leominster, and Boys & Girls Club of America, their representatives, successors, insurers, assigns and any other person or entity associated with any of the above organizations such as staff, directors or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury or death and any claim of damages resulting from use of facilities owned or controlled by the above organizations, or participation in activities of said organizations either at or away from the Club.

### **Medical Treatment**

I give permission to the Boys & Girls Club of Fitchburg and Leominster to seek emergency medical treatment for my minor child if I cannot be reached. I will be responsible for any/all costs of medical attention and treatment.

### **Data Collection**

I give permission to the Boys & Girls Club of Fitchburg and Leominster to collect information via online or written surveys, questionnaires, interviews, and focus groups from the minor child listed on this application. Any and all information received will be kept strictly confidential. Data gathered through these means will be summarized in the aggregate and will exclude all references to any individual responses. The aggregated results of these analyses may be shared with Club staff, Boys & Girls Club of America (BGCA), funders, and other community stakeholders to evidence program effectiveness and/or Club impact on our members.

### **School Information**

I give permission to the Boys & Girls Club of Fitchburg and Leominster and the School District's to exchange information regarding the minor child listed on this application. The purpose of this exchange is to help both organizations do a better job of helping the student be successful in school, in the Boys & Girls Club, and in life. This release is valid for one year and may be revoked at any time by contacting your child's school or the Boys & Girls Club in writing.

### **Data Sharing**

I understand that the Boys & Girls Club of Fitchburg and Leominster may share information about the minor child listed on this application with Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on this membership application form, information provided by the minor child's school district, and other information collected by Boys & Girls Club of Fitchburg and Leominster, including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

### **Technology**

As a member of the Boys & Girls Club, your child will have access to the Internet. While precautions are being taken, it is possible your child may access inappropriate sites. The Boys & Girls Club will have rules and consequences at the Club for such behavior; however, we will not be responsible for the consequences of such access.

I give permission for my child's picture, moving pictures, or any other graphic depiction or likeness, to be used by the Boys & Girls Club and its activities. I also understand who the Club is not, nor does it claim to be — a licensed daycare center.

I have read the completed application and this form, understand the rules of the Boys & Girls Club and request my child be admitted into membership.

I give my permission to the Boys & Girls Club of Fitchburg and Leominster to share information about the minor child listed on this application with Boys & Girls Club of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on this membership application form, information provided by the minor child's school or school district, and other information collected by the Boys & Girls Club of Fitchburg and Leominster, including data collected via surveys or questionnaires. All information provided to BGA will be kept confidential.

### **This section must be signed by a Parent or Guardian for all Members**

As a parent or guardian of this student, I have read the Boys & Girls Club of Fitchburg and Leominster Responsible Use Guidelines. I understand that access to the Boys & Girls Club computers and the Internet is designed for educational purposes and the Boys & Girls Club has taken available precautions to educate members on appropriate educational materials. However, it is understood that no matter how much supervision and monitoring that the Club can offer, there will always be the possibility of my child coming into contact with inappropriate material, and I will not hold the Boys & Girls Club of Fitchburg and Leominster responsible for any material acquired.

\_\_\_\_\_  
**CHILD'S NAME** *(please print)*

## **HOMEWORK CONTRACT**

Academic success is the number one priority of the Boys and Girls Club of Fitchburg–Leominster. Our staff are firmly committed to assist members reach their full academic potential. The Power Hour program at the Boys and Girls Club is designed to provide club members a quiet and supportive atmosphere where they can work on their homework assignments. Power Hour Staff and Volunteers provide academic help as needed, as well as individual tutoring when necessary and available. Power Hour Staff, if required, may coordinate with a member's school and teachers if the child is falling behind in a particular subject(s).

**A signed homework contract allows the Boys and Girls Club Staff to require the member's attendance in Power Hour so their homework will be done.** Power Hour is open from Monday through Thursday. The goal of Power Hour is to assist members with their homework. Parents are strongly encouraged to review their homework daily.

It is within the discretion of the Power Hour Staff to determine a member's continued participation in the program. There is an established set of rules that must be obeyed by all members while in Power Hour, of which both parents and members should be aware (please see rules on back of contract). These rules are designed with the goal in mind of providing a calm and supportive atmosphere for all participants. If a member proves to be a repeated disruption parents will be notified and the member will be subject to suspension from Power Hour.

#### **Members Responsibilities:**

I agree to bring my homework to Power Hour, keep track of my assignments, turn in completed homework on time, and agree to ask for help as I need it.

#### **Parent/ Guardian Responsibilities:**

I commit to making sure my child has the materials needed to complete assignments, provide information to staff when necessary, and review completed assignments with my child.

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

\_\_\_\_\_  
**Age**

\_\_\_\_\_  
**School**

\_\_\_\_\_  
**Grade**

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

\_\_\_\_\_  
**Date**

### ***Programs that We Offer***

· Power Hour

· 3D Printing and Design

· Chess Club

· Computer Science

- Dance & Cheerleading
- Drama
- Earth Science Exploration Program
- Fine Arts
- Healthy Habits
- STEM Mentoring
- Kids Capture the Universe
- Mental Health Awareness
- Music Appreciation
- Science Club for Girls
- SMART Girls
- Torch Leadership Club
- Youth Garden Club
- Aviation
- Girls / Boys Circle
- FIRST Robotics Competition
- Junior Staff Program
- NAO Humanoid Robotics
- Chorus
- Design Squad
- Drum Class
- Embryology
- FIRST Lego League Robotics
- Imagine Mars
- Karaoke Fridays
- Maple Syrup Production
- Money Island & Financial Literacy
- Nautilus Live
- Science for Boys
- Basketball Leagues
- Triple Play
- Zoom Engineering
- Beekeeping
- CareerLaunch
- JUMP Inc.
- Keystone Leadership Club
- Passport to Manhood
- Stamp Club