



**BOYS & GIRLS CLUBS
OF MILFORD**

Summer 2022 PARENT & COVID 19 Handbook

Mission & History

“To enable all youth, especially those who need us most, to reach their full potential as productive, caring and responsible citizens.”

The Boys & Girls Club of Milford will service as its primary constituency youths between the ages of 5 to 18. These members will be served through a series of well-defined program areas whose objectives will encompass recreation, social development, educational growth, and cultural enrichment to assist them in reaching their potential as members of their families and citizens of the community.

The Club is a non-profit (501c3), private organization for dues-paying members. Memberships are required to use the Club facilities. Through a series of core program areas (character and leadership development; education and career development; health and life skills; the arts; and sports, fitness, and recreation) the Club strives to create among its members positive self-identity, health and wellbeing, positive values, a commitment to learning, social competency, and community and civic involvement.

Membership in the Boys & Girls Club of Milford is open to children, regardless of race, color, religion, or national origin, between the ages of 5 and 18 years. The membership fee covers participation in the Club's core programs: social, cultural, sports, and recreational activities.

A letter from our Executive Director

Dear Parents, Guardians, and Friends of the Boys & Girls Club,

We are excited for our 9th Summer Camp season! We are excited to see our members, have fun, and create the lifelong memories your kids will cherish as adults! The Boys & Girls Club of Milford is committed to providing a safe, fun, and inclusive environment. Please rest assured we are working hard to provide a camp that addresses all your child's needs, and we are implementing policies, procedures, and programs that will provide our members the safest and most fun experience possible!

Sincerely,

Megan Altomare

A letter from our Director of Operations/ Summer Camp Director

Dear Parents and Guardians,

Thank you for signing up your child for the Boys & Girls Club of Milford Summer Program. We are excited to serve you and your family in our Simon Lake Clubhouse this Summer.

As a city-owned building that we rent, we share the building with two other agencies, the Board of Education and the Milford Police Training Academy. As a shared space, each of our agencies has taken the measures to separate our spaces through signage, separate entrances, and security systems. The operations of these organizations are entirely separate from the Boys & Girls Club and will not interfere with our programming. It is important that you discuss this with your child and explain the importance of respecting not only this rule, but all the Boys & Girls Club of Milford's rules.

The Boys & Girls Club of Milford Simon Lake Unit entrance is located at 59 Devonshire Rd. and is clearly marked by several signs. Due to the new guidelines, please see below for drop off and pick up policies.

Below, you will find lots of important information regarding the Summer Camp program. As this is an ever-changing situation, please be patient and flexible with program changes as they arise.

We are looking forward to a fun filled summer and making many memories with your children!

Best,

*Jill DeWerd
Director of Operations*

**2022 Summer Membership
GENERAL SUMMER INFORMATION**

REGISTRATION

Registration can only be done online at www.boysandgirlsclubofmilford.com. Please look over the registration form carefully before Submitting. Your registration is not complete until you make your payment and complete the wavier forms as well as turn in a physical form at the Clubhouse. The Club cannot hold your spot until all steps are complete. **All payments are due in full at the time of registration. We have created an option for online payment using a credit/debit card.**

While registering, at the bottom of the screen there are two options for payment. You can select process with payment and continue on the next screen to input your credit or debit card OR select submit without payment and a check and money order can be dropped into our Black Drop Box near Door 13 at our Simon Lake Unit within 24 hours to secure your spot in summer camp.

SUMMER HOURS

The Boys & Girls Club begins at 8:00 am and ends at 5:30 pm. See below for more information.

SUMMER CAMP FEES

Cost of the program is as follows
Monday-Friday 8:00am-5:30pm
Cost- \$200.00 per week

SCHOLARSHIPS & CARE 4 KIDS

There are limited scholarships available for those who qualify. For more information on the Scholarship Program Contact the Clubhouse or visit our website to find our Financial Assistance Form under Documents. The Boys & Girls Club of Milford accepts Care 4 Kids for the Summer Camp Program as well. In order to participate in the Summer Program, you must make the payment in full for the Summer Program, and once you provide a Care 4 Kids certificate, we can reimburse the payment after approval from Care 4 Kids.

If you are applying for Care4Kids, email your Parent Provider Agreement to Teencenter@boysandgirlsclubofmilford.com and we will complete the Club's portion and email it back to you. Parents are to submit their application to Care4Kids. If you need a Parent Provider Agreement, visit Care4Kids at

If you would like to set up a payment plan, please contact Samantha Sontag at the Clubhouse or email Teencenter@boysandgirlsclubofmilford.com.

REFUNDS

Refunds will not be issued for any reason.

If you have any questions relating to this policy, please email Executive Director Megan Altomare at meganaltomare@boysandgirlsclubofmilford.com

MEMBER DROP OFF/ PICK UP

Specific instructions for drop off and pick up will be distributed prior to your child starting camp.

BGCM will prohibit any person except from the following from accessing the building: Scheduled BGCM staff, members, persons with legal authority to enter, including law enforcement officers, Department of Children and Family, and professionals providing services to children.

To mitigate exposure as much as possible parents and guardians are not permitted inside the building

PROGRAMMING & ACTIVITIES

- As always BGCM will provide both staff facilitated as well as self-guided programming.
- As staff plan activities they will take into account social distancing and limiting physical contact
- All staff have received training on maintaining social distancing and health and wellness standards as it relates to the COVID-19 pandemic
- All members WILL still have FUN this summer!
- Members will be divided into groups of 25 based on their grade and weeks they are signed up for the program. Our goal is to keep our group formatting like how they were structured in the past, just smaller.
- Groups will rotate areas throughout the day. This will include their home room, outside in the field, outside on the black top, and in the gym. No groups will combine at any time, and areas will be disinfected in between each group.

MASKS & Social Distancing Policy

Anyone entering the Boys & Girls Club facilities including members, staff or approved visitors must always wear a mask or cloth face covering. The Boys & Girls Club will always follow the CDC, OEC, and Health Department for mask and social distancing guidelines.

If the staff has a medical condition prohibiting them from wearing a face mask a face shield may be worn in substitution but must be pre-approved by Director of Operations or Executive Director.

Members attending the program are REQUIRED to wear masks.

Hand/Respiratory Hygiene/Enhanced Cleaning and Disinfection Policy and Procedure

The Boys and Girls Club of Milford will provide either a handwashing station or alcohol based hand sanitizer in every area of the Boys & Girls Club. The Club will require all members and staff to follow CDC recommendations for reducing transmission, maintaining healthy business operations, and a healthy work environment including but not limited to:

- Wash Hands:
 - Upon entry into building
 - After using the restroom
 - Before/After eating
 - After Outdoor Play
 - Before/After any health assessment or screening of any staff or member
- Not be within six feet of or make any contact with another person
- Not touch their face
- Cough & sneeze into a tissue or inside of elbow
- Stay home if they are sick or know they will not pass wellness screening

In addition, BGCM is requiring all Members and Staff to wash their hands:

- Prior to entering the building.
- Once they enter their specific program area and when changing program areas
- Before/After eating
- After using the restroom
- After sneezing, coughing or blowing their nose
- After coming into contact with a member (STAFF)
- After cleaning and sanitizing (STAFF)

Handwashing will become part of our everyday routine with our members. This will include fun ways to encourage kids to want to wash their hands.

Only items that can be sanitized/cleaned daily are authorized to be used as part of program (wood, plastic, metal, etc.). Items that cannot be washed or sanitized daily at the facility will be prohibited (stuffed animals, plush toys, etc.). The staff will clean and disinfect throughout the day. In addition, the building will be professionally cleaned each night using CDC approved cleaners and processes.

If members rotate from one space to another, the room & equipment will be sanitized according to CDC requirements prior to having another group.

Each day all members will receive a Club Safety Briefing during morning meeting to remind them of the importance of social distancing and maintaining good hygiene

practices. All BGCM staff will receive additional training around social distancing policies and how to ensure our members are having fun while staying safe.

GROUP SIZE

We understand the challenges of maintaining a physical distance of 6ft from each other in a camp setting. To mitigate exposure while providing a fun experience for our members our goal is to implement social distancing strategies that will reduce the number of people your child comes into contact during the day. Our Social Distancing Strategy Goals are as follows:

- In order to align with the health and safety best practices provided by the CDC, the Club will reduce its capacity and limit all program spaces to a staff/youth ratio of 2:25 per group
- No program area will exceed 27 people including staff and members in 1 group at a time
- Groups will remain the same each day with the same staff and each group will have their own separate space
- No groups will be combined in program areas or common areas
- Any area that serves multiple groups of children will be thoroughly disinfected using CDC approved cleaners between groups
- Staff will observe social distancing maintaining 6ft of distance from youth when applicable
- Members will not share supplies outside of their group

PERSONAL ITEMS

- Members and staff are not allowed to bring any personal items into the facility. Other than their Water bottle, bathing suit, towel, lunch, and snacks.
- If there is a specific or medical reason a member will need to bring in personal belongings, this must be disclosed and pre-approved by the Executive Director or Director of Operations
- Materials and supplies for programming will be provided by the Club

WATER

- Members should bring a reusable water bottle with them to the Club each day
- Drinking fountains will not be used, but automatic water dispensers will be used to fill water bottles

MEALS/SNACKS

- Prior/After to any meal/snack the area will be sanitized
- Prior/After any meal/snack members will be asked to wash their hands
- After any meal/snack members will dispose of their own garbage. The staff will ensure the garbage is changed following any meal/snack
- Lunch and snack should be brought to camp every day in a standard size lunch box that is labelled with your child's name and able to be zipped.
- **Microwaves are NOT available so please pack ready to eat meals. We are NOT a peanut free facility.**

FIRST AID

In the event of an illness or injury that requires the immediate attention of a health-care professional and/or staff will:

- Contact emergency medical services.
- Give the child first-aid treatment or CPR when needed.
- Contact the child's parent.
- Ensure supervision of other children in the group.

In the event a child becomes ill while in our care, staff will:

- Contact the parent to pick up the child;
- Care for the child apart from other children;
- Give appropriate attention and supervision until the parent picks the child up;
- Give extra attention to hand washing and sanitation

In the event of an injury that requires minor first aid attention, staff will:

- Staff will notify lead staff of incident
- Ensure supervision of other children in the group.
- Lead staff will follow first aid protocol of using gloves and performing first aid in designated location

LATE POLICY

The parent of Boys and Girls Club of Milford members are under an obligation to pick up their children by the close of the Club day as defined by registration. If a member is not picked up the time they were supposed to be, a late fee will be imposed based on the chart below. A member will not be allowed to return to the club until the late fee is paid. First Time- None, 2nd- \$5, 3rd- \$10, 4th or more- \$20

PARENT WAITING AREA

At this time, due to current regulations, parents & guardians will not be able to enter the building. Parents can communicate with Summer Camp Directors and staff through email and telephone. If a parent is to come to the building, there will be a designated area with social distancing standards in which the parents are able to wait.

REMINDERS, UPDATES & COMMUNICATION

Mass communications about our Clubhouse hours will be sent to parents through our e-mail newsletter. Please make sure to provide your email address to be added to our email blast list as well as follow our social media platforms for most up to date information and daily and weekly updates. Also be sure to check your spam or junk folder if you seem to have not received our emails.

Extra Clothing & Appropriate Footwear

Extra clothing and appropriate footwear are also very important. Please be sure to pack your child a bathing suit and possibly a change of clothes seeing as water play is very frequent during Summer Camp. Wearing sneakers or closed toe shoes is also mandatory. Your child may bring sandals or water shoes to wear while participating in water activities. Note: All members must bring a backpack to Summer Camp and all items must remain in their personal backpacks.

CLUBHOUSE RULES

While in the Club,

- Members must not leave the Club without permission
- Fighting, swearing, smoking, alcohol and gambling are prohibited
- Respect and honesty are a must... rudeness will not be tolerated
- Running, roughness, and horseplay are not permitted
- Members must take good care of Club equipment. If they break it while using it improperly, you pay for it.
- Clean all work/play areas after using it
- Sitting on tables is prohibited
- Members must respect the rights of others
- Member must stay with their group
- Follow social distancing rules

DISCIPLINE POLICY

- Verbal warning
- Time-out
- Two time-outs in the same day = 1 day suspension
- Club suspension/parent meeting
- 3 Suspensions = Expulsion

Causes for Immediate Suspension and/or Expulsion

- Physical Fighting (even with your brother or sister)
- Use or possession of alcohol, drugs, or any other illegal substance

- Possession of a weapon or any item which could cause bodily harm
- Defacing or destroying the Club's property
- Disrespect towards a staff member
- Children are responsible for broken items that are not accidents. Children will not be permitted to use the Club until payment is made.

If your child is suspended from the Club, it is expected that they will be picked up from the Club immediately. If your Child is not picked up within one hour of us contacting you an additional day of suspension will be added.

Behavior and Incident Management

All members and parents must adhere to BGCM Expectations and Guidelines. BGCM reserves the right to implement the discipline and behavior management process at any point in time, up to and including suspension, probation, and/or membership termination.

- **Parents will be notified of repeated intentional lack of adherence to social distancing.**
- **As always Parent(s) and/or guardian(s) of children involved in any incident are informed verbally and are asked to sign the incident form acknowledging that they have been made aware of the situation involving their member.**
- **Injuries, property damage, behavior management, and other incidents are all documented and reported to senior leadership at BGCM**

The Executive Director and Board of Directors has the right to expel any member at any time for severe disciplinary issue.

EMERGENCY INFORMATION

It is important that everyone cooperate fully with illness and emergency procedures; they are intended to protect the well-being of all members. Any change in EMERGENCY INFORMATION MUST be communicated to the Club immediately. This is the ONLY way this information can be updated in your child's file.

MEDICINE

If your child takes medication daily, please complete the parent section of the authorization of medication form and then have your physician fully complete the form. This includes inhalers and EpiPen's. Also, please make sure to fill out a Plan of Care form that you can find at the front desk. Please have this paperwork in by June 1, 2022 in order to begin on the first day of Summer Camp.

ILLNESS & EMERGENCY SITUATIONS

Staff and members will be observed for cold/flu like symptoms throughout the day.

If a member develops an illness or signs of an illness during the day the group leader will immediately notify the supervisor in charge of the building. The member will be removed from the group and brought to an isolated supervised area, keeping a safe distance away from other members and staff while waiting for their parent/guardian to pick them up.

Staff members will be required to end their shift if a temperature above 100 degrees develops, or they begin to display cold/flu like symptoms.

The program area/s in which that member/staff used will immediately be closed for deep cleaning and disinfecting.

If a parent/guardian is called to pick up their sick child, the child must be picked up within 30 minutes and will not be allowed back to camp without verification that they are well.

Any person sent home displaying any of the symptoms related to COVID-19 must wait 5 days before returning to the program and be symptom free without the use of medication OR have a written approval from a physician.

REPORTING COVID-19 CASES

If a member or staff of the BGCM program has a confirmed positive COVID-19 test they must make sure that they notify the Boys & Girls Club of Milford.

Immediate once receiving this information the following will happen:

- The Executive Director and Leadership team will notify the Milford Health Department.
- We will immediately shut down the area in which the infected individual has been and clean per the OEC regulations.
- BGCM will ask all program participants with direct contact to the infected individual to self-quarantine away from the Boys & Girls Club for the CDC recommended time from encountering this individual and until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments
- In addition, we will follow any protocols or guidance from the Milford Health Department specific to the situation

HYGIENE

Proper hygiene is required for all Club members. Children should be clean, have clean clothes and proper hair treatment.

In the case of lice, all nits must be removed, and the child must have a doctor's written permission to return to the Club. Pink eye, coughing, and other medical problems must be treated before a child attends the Club. Parents must pick children up immediately, if a hygiene problem exists. All children must be toilet trained to attend the Club (policy available upon request).

Also, if your child is of appropriate age please consider the use of anti-perspirant due to the heat.

TOILET TRAINING

The Boys & Girls Club of Milford does not accept children into membership who are not toilet trained. It is the same policy that governs acceptance into the public schools, which is designed not only to prevent "accidents and distractions" during the course of the school day, but to ensure the well-being, health, and self-esteem of the child. However, from time to time, accidents may happen. In the event of an accident, you can expect these procedures to be followed:

- Club staff will clean your child as well as possible and will provide clean clothes for the child to wear while waiting for their parent to arrive.
- Parents will be notified immediately through the contact numbers provided on the child's registration. Children will be kept in the Director's office until the parent arrives.
- Parents are expected to respond as quickly as possible and to bring clean, dry clothing for their child. If we provided clothing, parents are to launder it and return it the next day.
- Huggies®, Pampers®, or any other type of diaper or "pull up" are not acceptable undergarments and will be taken as a sign that a child is not toilet trained.
- Any child who has more than two toilet accidents during summer camp will be considered not toilet trained and will not be allowed to participate in Club activities for the remainder of summer camp.

FIRE PROCEDURE

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. The group will walk safely away from the building, and line up for attendance. The staff will immediately take attendance. Should it not be possible to return to the building, parents will be notified via cell phone to pick up their children.

CHILD ABUSE & NEGLECT POLICIES

All of our staff have a responsibility to prevent child abuse and neglect of any children involved in our Club. All staff have completed the Mandated Reporter Training.

PARENTS HIRING EMPLOYEES

Employees of the Boys and Girls Club may work or volunteer for the parents of club members in a personal capacity. When working with a club member outside of structured club activities, the employee is doing so in a personal capacity and is not working on behalf of the club.

The Boys and Girls Club of Milford is not liable for the actions of any of its employees acting in a personal capacity. Boys & Girls Clubs employees are only responsible for club members during structured club activities. When interacting with club members outside of structured club activities, including but not limited to when the employee is hired by a club member's parent to perform a service, the employee is acting as an individual in his or her personal capacity and is not acting on behalf of the club.

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MEMBER & PARENT EXPECTATIONS

The Boys & Girls Clubs of Milford strives to maintain a Club environment that is built on respect for all. As such, there is a zero tolerance policy for behaviors or actions that jeopardize the health, safety, and well-being of any individual(s) being served or employed by the organization; this includes but is not limited to other parents, members, staff, volunteers, and partners of the organization.

BGCM does reserve the right to terminate any membership based on the behavior of member and or parent/guardian.

Parents/guardians are asked to support the Club in providing a safe space for our members and staff by informing the Club of any changes to their child's health or community exposure. Members participating in the program are expected to follow Club policies surrounding behavior, hygiene, health practices, social distancing, and any recommendations outlined by the CDC. Members must be able to participate in program at their designated workspace and follow instructions of staff to ensure their safety.

Members, parents, guardians that show disregard for Club policies or exhibit intentional disruptive behavior may be asked to leave the program.

HEALTH & SAEFTY PROCEDURES

It is important that every parent cooperate fully with the Health and Emergency Procedures of the organization. Our regulations are designed to protect the well being of all members. Boys & Girls Clubs of Milford's number one priority is to safely serve all children and youth in our care.

Due to the current situation and the COVID-19 Pandemic, the organization may be required to modify its regular procedures by adding more rigor, regulations, and/or restrictions to ensure its ability to safely operate its facilities and programs. Processes may require at minimum additional screening, parental acknowledgement of health and wellness, provision of documentation, and/or verification of compliance with organizational standards prior to admission to program or services, and/or modified operating hours. Any process implementation may require an escalation in its administration and/or frequency of administration. All process implementation is done in accordance with organizational policy, and an adherence to local, state, and federal laws and ordinances, including but not limited to anti-discrimination, ADA compliance, Child Abuse and Neglect, and HIPAA.

CELL PHONE AND TABLET USE BY CLUB MEMBERS

If a club member, parent, or other guest is in the Simon Lake Unit, he or she may only use his or her cell phone, tablet, or other mobile device in a designated area determined by the Executive Director, Director of Operations, or their designees unless special permission is granted by the Executive Director, Director of Operations, or their designees.

If a club member, parent, or other guest is in any unit of the Boys and Girls Club of Milford, he or she may not record video or take pictures of a person or event without their consent., post recorded video or pictures of a person or event on the internet or other electronic medium without their consent or record people or events at the club and stream them live via the internet or other electronic medium without their consent.

Acceptable Use Policy for Members

An **Acceptable Use Policy** defines appropriate use of computer equipment and the internet for both staff and members, as approved by the Board of Directors and signed by each staff member and placed in their membership file.

Responsible Computer Use Guidelines for Members

The Boys & Girls Club of Milford's computer network and internet access are available to members to enhance their educational experience and help them become literate in an increasingly technological world.

The purpose of this Acceptable Use Policy is to foster the appropriate use of that network, email and the internet. The following guidelines apply to all users, whenever they access any of the Clubs network connections.

Educational Purpose

The Boys and Girls Club of Milford's network has been established for educational purposes limited to classroom activities, school-to-career development and scholastic research on appropriate subjects.

The Clubs' network has not been established as a public access service or a public forum. The Club has the right to place reasonable restrictions on the material members access or post through the system. Members are expected to follow this Acceptable Use Policy (as well as other Club rules and policies applicable to members) when in the Technology Center or accessing the network.

The Clubs' network is considered a limited forum, similar to a school and, therefore, the Club reserves the right to regulate that forum for valid educational reasons. The Club will not restrict speech on the basis of a disagreement with opinions you, the members, are expressing.

You should expect only limited privacy with the content of your personal files on the Clubs' network. This situation is similar to the rights you have in the privacy of your locker at school.

The Club reserves the right to search your files, if there is a reasonable suspicion you violated this Acceptable Use Policy, Club rules and policies, or the law.

Unacceptable Uses and Personal Safety

You must not post personal contact information about yourself or other people. Personal contact information includes (but is not limited to) home, school or work addresses; telephone numbers; and email addresses.

You must never agree to meet with someone you have met online without your parent's approval. A parent or guardian should always accompany you to such meetings.

You must promptly disclose to a Club staff member any message you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities

You must not attempt to gain unauthorized access to the Clubs' network, or to any other computer system through the Clubs' network. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing."

You must not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

You must not use the Clubs' network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco or other drugs; engaging in criminal activity; or threatening the safety of another person.

System Security

You are responsible for your individual user account and should take all reasonable precautions to prevent others from being able to use your account. Under no circumstances should you provide your password to another person.

You must immediately notify a Club staff member if you have identified or witnessed a possible security problem.

Do not look for security problems, because this may be construed as an illegal attempt to gain access.

Inappropriate Use

Restrictions against inappropriate use apply to public message, private message and material posted on web pages. Within reason, freedom of speech and access to information will be honored.

The following are not permitted:

- Sending or displaying unkind or offensive messages or pictures, pornography or hate literature
- Using unkind or obscene language
- Harassing, insulting or attacking others
- Intentionally damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another person's password

- Trespassing into another person's folders, work or files
- Intentionally wasting limited resources (i.e., distributing mass email messages, participating in chain letters, creating or participating in unauthorized newsgroups, and storing files on file servers without proper authorization)
- Employing the network for commercial purposes, political activities or lobbying
- Installing additional software without prior approval
- Using portal or proxy websites

Violations may result in the loss of access, as well as other disciplinary or legal action.

Respect for Privacy

You must not re-post a message that was sent to you privately, without the permission of the person who sent the message.

You must not post private information about another person.

Plagiarism and Copyright Infringement

You must not plagiarize works you find on the internet. Plagiarism is taking ideas, writing or pictures of others and presenting them as your own. It is dishonorable, and it is a prohibited use of this facility.

You must 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 confusing; therefore, if you have any questions, please ask a teacher or Club staff member.

Disciplinary Actions

Members who violate the Acceptable Use Policy may be denied future internet and/or network privileges for a defined period of time, and may be subject to other disciplinary measures as set forth by Club policies.

By signing below, I agree that I have read, understand and will abide by these regulations.

Member's Name: _____ Date: _____

As the parent/guardian, I acknowledge I have reviewed and read these rules and regulations with my child.

Parent/Guardian Signature: _____ Date: _____