

Ludlow Community Center
Randall Boys and Girls Club
Child Information Form
School-Age Childcare Program

Child's Name: _____ D.O.B. ___/___/___

Home Address: _____ Age: _____

City: _____ State: _____ Zip: _____

Date of Admission (start date): ___/___/___ Grade as of Sept/11: _____

Home Telephone: () _____

Name of School Child is Attending: _____

Primary Language (if other than English): _____

Is there documentation of physical exam, immunization, and lead screening on file at Child's School? Yes _____ No _____ (if no, then we must have a copy)

List below any special limitations or concerns your child may have including dietary restrictions, allergies, Special Needs, or chronic health conditions (if none, please indicate in writing "NONE"):

Please obtain a medication consent form from The CLUB if your child needs to take medication while at The Club.

Physical description of child and/or current picture: (required by Department of Early Education and Care)

Eye Color: _____ Hair Color: _____ Sex: M F

Height: _____ Weight: _____ Skin Color: _____

Identifying Marks: _____

Child's Physician: _____ Phone: _____

Address: _____

Health Insurance Coverage: _____

Policy Number: _____

Parent/Guardian Information:

Parent/Guardian Name: _____

Social Security Number: ____ - ____ - ____

Email address: _____

Relationship to Child: _____

Home Address: _____

Home Phone #: () _____

Employer's Name: _____

Employer's Address: _____

Employer's Phone #: () _____ Hours at Work: _____ to _____

Cell Phone #: () _____

Parent/Guardian Information:

Parent/Guardian Name: _____

Social Security Number: ____ - ____ - ____

Email address: _____

Relationship to Child: _____

Home Address: _____

Home Phone #: () _____

Employer's Name: _____

Employer's Address: _____

Employer's Phone #: () _____ Hours at Work: _____ to _____

Cell Phone #: () _____

Parent/Guardian Signature

_____/_____/_____
Date

Child Pick-Up/Emergency Contact Information Form

The list of contacts you provide The Randall Boys & Girls Club below will be used in the case of an emergency and the parent/guardian cannot be reached. The list will also act as a release form. Please supply a written note to the Human Service Director if anyone other than the parent or emergency contacts will be picking up. **Children will not be released to anyone except the parents/guardians and those who are listed below unless written confirmation is given to the Human Service Director** An ID will be required at the time of pick-up.

Name: _____
Relationship to Child: _____
Address: _____
Home Phone: () _____
Work Phone: () _____
Cell Phone : () _____

Name: _____
Relationship to Child: _____
Address: _____
Home Phone: () _____
Work Phone: () _____
Cell Phone : () _____

Name: _____
Relationship to Child: _____
Address: _____
Home Phone: () _____
Work Phone: () _____
Cell Phone : () _____

I give permission to the above listed contacts to pick up my child from The Randall Boys & Girls Club.

Parent/Guardian Signature

____/____/____
Date

****Please note that all information is kept confidential.****

Consent Form

Please circle one:

I understand that the Staff at The Randall Boys & Girls Club are trained in the basics of First-Aid and CPR and I authorize them to give my child First-Aid and CPR when appropriate.

yes or no

In the case of emergency, I give The Randall Boys & Girls Club permission to take my child to the nearest medical emergency treatment facility and to authorize necessary treatment until I can be reached.

yes or no

I give The Randall Boys & Girls Club permission to take my child on neighborhood outings with proper supervision and weather permitting.

yes or no

I give The Randall Boys & Girls Club permission to take my child to the adjacent playground and fields with proper supervision and weather permitting.

yes or no

I give The Randall Boys & Girls Club permission to photograph my child to be used in displays and promotional materials.

yes or no

I give my child permission to access the internet while at The Randall Boys and Girls Club with the understanding that proper supervision and safeguards are in place.

yes or no

I give my child permission to use the pool located in The Randall Boys and Girls Club.

yes or no

Parent/Guardian's Signature

/ /
Date

Transportation Plan

Child's Name _____

Please check the program(s) that apply to your child*

Before-School _____

My child will arrive at the program by:

- Unsupervised walk*
- Supervised walk (who _____)
- School bus drop-off
- Parent/guardian drop-off
- other (describe _____)

My child will depart from the program by:

- Unsupervised walk
- Supervised walk (who _____)
- School bus drop-off
- Parent/guardian drop-off
- other (describe _____)

Estimated Time of Arrival: _____

*Please note that any child who will be walking to school must have written consent on file from the parent/guardian. Only children who attend Baird Middle School will be able to walk to school.

After-School _____

My child will arrive at the program by:

- Unsupervised walk*
- Supervised walk (who _____)
- School bus drop-off
- Parent/guardian drop-off
- other (describe _____)

My child will depart from the program by:

- Unsupervised walk
- Supervised walk (who _____)
- School bus drop-off
- Parent/guardian drop-off
- other (describe _____)

Estimated Time of Departure: _____

*Please note that any child who will be walking home must have written consent from the parent/guardian.

Vacation Days _____

My child will arrive at the program by:

- Unsupervised walk*
- Supervised walk (who _____)
- School bus drop-off
- Parent/guardian drop-off
- other (describe _____)

My child will depart from the program by:

- Unsupervised walk
- Supervised walk (who _____)
- School bus drop-off
- Parent/guardian drop-off
- other (describe _____)

Estimated Time of Arrival: _____

Estimated Time of Departure: _____

*Please note that any child who will be walking home must have written consent from the parent/guardian.

Children will only be released to those listed on the child pick-up/emergency consent form.

Parent/guardian signature

Date

**Ludlow Community Center
Randall Boys & Girls Club
School-Age Childcare Application**

Your Application is complete if you...

___ have filled out the registration form.

___ have filled out and signed the back of the emergency card.

___ Have signed the financial form (you will receive this when registering).

___ Paid the registration fee

___ Read the parent handbook

___ Made Transportation arrangements with The Ludlow Public Schools.

I, _____, parent of,

(parent/guardian)

_____, have read The

child's name

Randall Boys & Girls Club parent handbook and Understand the policies and procedures of The School- Age Childcare Programs.

Parent/Guardian signature

Date



OPTIONAL FORM

The Randall Boys and Girls Club is committed to working closely with The Ludlow Public School. At times it is beneficial to a child for the administration of The School-Age childcare program to exchange information with The Ludlow Public Schools. If you wish to allow this exchange of information please sign the below release form. All release of information will be used in the best interest of the child and will be kept confidential.

Authorization to release information

I hereby give permission to The Randall Boys and Girls Club School-Age Childcare Program to release and exchange any information, both written and verbal, with the Ludlow Public School, pertaining to the records of _____ (child's name).

Signature of Parent/Guardian

Date

Ludlow Community Center Randall Boys and Girls Club School-Age Childcare Program

Important Reminders

1. Kindergarten Open house -
Thursday, September 1st 5:45-6:15 PM

On Thursday, September 1st we will be conducting an open house for all Kindergarteners. This will give the children the opportunity to view the facility and meet some of the staff so they will feel more comfortable when the program starts. We encourage all new Kindergarten students to attend. All children must be accompanied by a parent or guardian.

2. Parents **must** call and notify The Club if their child is not attending on a given day.
3. Transportation arrangements must be made through the Ludlow Public Schools before children start the program.
4. Before School parents must walk their children into the building and sign them in at the front desk.

Registration Dates

Monday, August 1	5:30PM-7:00PM
Monday, August 8	5:30PM-7:00PM
Thursday, August 11	5:30PM-7:00PM
Monday, August 15	5:30PM-7:00PM
Thursday, August 18	5:30PM-7:00PM
Thursday, August 25 th	12:00PM-3:00PM

Or by appointment with Human Service Director, Desiree LaBrecque.

**Ludlow Community Center
Randall Boys & Girls Club**
School-Age Child Care Program 2011-2012
Administrative Responsibilities

The Randall Boys and Girls Club is the operating agency for The School Age Childcare Program. The Board of Directors has appointed Daniel D'Angelo as the President/CEO. He has appointed Desiree LaBrecque as the Human Service Director of the Club to act as the program's administrator. Desiree is responsible for the overall operation of the program and shall act as the Club's agent. Desiree is also the Site Coordinator for the After-School and Vacation Day Programs. She will be responsible for directly overseeing the After-School and Vacation Day portion of the program.

The Human Service Director has appointed Sheri Santos as The Before-School Site Coordinator. She will be responsible for directly overseeing The Before-School portion of the program.

Desiree has appointed additional staff persons to share responsibilities in the programs. Group Leaders and Assistant Group Leaders have been hired to provide direct supervision in all programs. The Aquatic Director, Connor Claffey will provide direct instruction and guidance while the children are in the pool.

From time to time additional staff may be hired or replaced in the organization and this staff may play a role in the School-Age Childcare Program. The program is very sensitive to the input of parents and welcomes their involvement. Program staff and administrators will be available for parental conferences.

Table of Organization

President/CEO
Administrator/Site Coordinator
Site Coordinator

Daniel D'Angelo
Desiree LaBrecque, Human Service Director
Sheri Santos, Before School Coordinator