

Ludlow Community Center
Randall Boys and Girls Club
Child Information Form
Baird Middle School Program

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

Home Address: _____

City: _____ State: _____ Zip: _____

Date of Admission (start date): ___/___/___ Grade as of Sept/2011: _____

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

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

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 program with the understanding that proper supervision and safeguards are in place.

yes or no

Parent/Guardian's Signature

/ /
Date

Transportation Plan

Child's Name _____

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

Baird 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:

- Parent/guardian pick-up
- Unsupervised walk*
- Supervised walk*(who _____)
- School Bus
- Other (describe _____)

*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
Baird Middle School Application**

Your Application is complete if you...

___ have filled out the registration form.

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

___ Paid the Program fee

___ Read the parent handbook

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 Baird Middle School Program.

Parent/Guardian signature

Date



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 Baird Middle School 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 Baird Middle School 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

Middle School Recreational Program 2011-2012

Dear Middle School Parents:

Welcome to the Ludlow Community Center/Randall Boys and Girls Club Middle School Recreational Program. The program is scheduled to start Monday, November 7, 2011 and end Thursday, March 29, 2012. The cost of the program is \$75 per student. The program will be held at the Paul R. Baird Middle School in Ludlow Monday through Thursday from 2:30 pm to 5:30 pm. The Monday and Wednesday program days will be designed for only sixth (6) grade students attending the middle school, with the Tuesday and Thursday programs being for seventh and eighth (7th & 8th) grade students. In order for our program to run properly and safely, the following rules and regulations must be addresses:

1. The middle school students registered for the recreational program must check in with staff at the membership desk no later than 2:45 pm on their scheduled program days.
2. A copy of your child's immunization records, which include a lead poison test, must be placed on file with either the CLUB or your child's school.
3. Please notify the CLUB if your child is ill, how long he/she may be absent and the nature of the illness. Program fees must be paid regardless if your child is absent for any length of time.
4. Students will not be allowed to leave the program under any circumstance unless accompanied by a parent, guardian or family member designated on our release forms.
5. If a child is going to be taken out of the program permanently, we ask that you contact the Human Service Director or Coordinator as soon as possible.
6. Students registered in the program must follow rules and regulations set by Club staff to remain in the program.
7. Students must remain in program areas set aside for the Middle School Recreational Program, they will not be allowed to roam other portions of the middle school.

I am always available for consultations. Please feel free to call me and I will arrange to meet with you at a mutually convenient time.

Sincerely,

Desiree LaBrecque
Human Service Director

Ludlow Community Center Randall Boys & Girls Club Baird Middle School Recreational Program Parent Registration Packet

Parents please take note of the following:

- Registration forms/emergency card (blue cards) must be completed and returned to the Ludlow Community Center/Randall Boys & Girls Club with payment for your child to be enrolled in our program.
- **Registration forms and payments can not be returned to middle school staff, administrators or teachers.**
- Program begins Monday, November 7th for Sixth(6) grade students and Tuesday, November 8th for Seventh(7) & Eighth(8) grade students.
- Please take special note of the list of dates the program will be CLOSED due to holidays, early release and teacher/administrative meetings.

The program administrator or coordinator must be notified if your child will not be attending the program on a specific day. Parents will be contacted if their child attended school and does not arrive to the after school program by 2:45 pm.

Non-Program Day Notification

The following is a list of dates the program **will be closed** due to school holidays, early release days or Administrative/Teacher meetings. If you have any questions or would like additional information please contact The Club at 583-2072.

Program Closed:

- **Holidays**
November 23 & 24: Thanksgiving Break
December 26 – January 2: Winter Break
January 16: Martin Luther King's Birthday
February 20-24: Vacation Week
March 26: Professional Development Day
- **Early Release Days**
 - Thursday, November 10th

Middle School Recreational Program 2011-2012

Administrative Responsibilities

The Ludlow Boys and Girls Club is the operating agency for the Middle School Recreational Program. The President/CEO has appointed Human Service Director Desiree LaBrecque of the CLUB to act as the program administrator. She is responsible for the overall operation of the program and shall act as the CLUBs agent.

The Human Service Director have appointed Dave Borkowski the Middle School Site Coordinator. Mr. Borkowski shall be responsible for the day-to-day operation of the program.

The Human Service Director have appointed additional staff persons to share responsibilities in the program. Group Leaders will act as support staff for the program.

From time to time additional staff may be hired or replaced in the organization and this staff may play a role in the Middle School Recreational 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

Desiree LaBrecque – Human Service Director

Dave Borkowski – Middle School Coordinator