



BOYS & GIRLS CLUB
OF APPLETON



BOYS & GIRLS CLUB
OF MENASHA

2019 Summer Program Registration Information

6 to 12-Year-Old Club Members

Dear Boys & Girls Club parents and guardians,

The summer programs at the Boys & Girls Clubs of Appleton and of Menasha are a popular choice for children, youth and families in the Fox Cities, and we are thrilled to make summer a fun learning experience for so many! We believe that summer is a great time to give kids opportunities to develop new friendships, play, continue to learn, and experience new things.

How do I register my child?

Enrollment for all youth at the Boys & Girls Club of Appleton and Menasha will take place between **March 4th and April 4th**. Summer Program Registration Forms must be turned in to either site location. Summer Program Registration Forms received after the April 4th deadline are not guaranteed acceptance into the Summer Programs at the Boys & Girls Club of Appleton and/or Menasha depending on each sites' maximum capacity.

Scheduling & Attendance Requirements

When you complete the enrollment form, you will see that we want you to tell us the typical days your child is going to participate and that there are separate enrollment forms for each Club. Your child's participation will be limited to either the Appleton or Menasha Clubhouse throughout the course of the summer so please only submit one enrollment form. Also, because frequency of attendance is an important component of a quality, impactful Club experience, we also want to make sure that the children we enroll are going to use the program on average **at least three days per week through most of the summer**. This includes attendance at any of our school-based Boys & Girls Clubs as well. If your intention is to have your child participate at a lesser frequency, it is possible that we may not be able to enroll your child or may have to put them on a waiting list.

Enrollment Criteria

The Boys & Girls Clubs mission is to serve all young people, especially those who need us most. Enrollment decisions are therefore not made on a first-come-first-served basis but instead are based upon the needs of the child and the family for our services and frequency of attendance. Please contact *Ross Mortensen, BGC of Appleton Branch Director* at 750-5836 or *Jordan Derber, BGC of Menasha Branch Director* at 750-5856 if you would like us to know more about your child's needs.

How do I know my child has been accepted into the summer program?

We will contact you via email beginning the week of April 15th. If you do not receive an email communication by April 22nd, please call Madelynn Nelson, BGC of Appleton Membership Coordinator (920) 750-5808, MNelson@bgclubfoxvalley.org or Hugo Gonzalez-Lopez, BGC of Menasha Membership Coordinator (920) 750-5864, HGlopez@bgclubfoxvalley.org.

What if registration is full?

If we have reached maximum capacity, we will place your child on a waiting list and contact you if space becomes available. *Children in certain high needs situations such as those who are homeless will not be placed on a waiting list and will be allowed to participate immediately.*

How much does it cost?

The summer program fee for children ages 7 to 12 is **\$75** per child and will be capped at **\$180** for families with three or more children. The daily fee for the **Early Bird Program** that runs from 7 a.m. to 9 a.m. remains **\$5** for ages 7 to 18 and there is no cost for this service for six-year-olds. The annual **membership fee** remains \$15 for 6 to 12-year-old children and \$5 for teens ages 13 to 18. **Field trip fees** will vary depending upon the cost to us of providing each experience. **Bussing** from Menasha Summer School to the Boys & Girls Club of Menasha will be available this summer at no extra charge.

Outstanding balances

If your account is not current, you will also be asked to bring it up to date to enroll your child. As always, the Boys & Girls Club works hard to ensure all children can participate regardless of their household income levels. Please let us know if you need help managing and covering the cost of participation. We never want an inability to pay to keep a child from becoming a Club member.

How do I pay?

Please submit the summer program fee and membership fee (if needed) along with your enrollment form in person. If we are unable to enroll your child for any reason, we will refund your payment. We **prefer payment by check** but will accept cash and credit card payments at either Club as well. Payments must be made in person at the designated branch site.

How do I get help with the cost of participation?

Please indicate your need for Financial Assistance on the Summer Program Enrollment Form and someone will contact you. **[PAGE 5]**

Boys & Girls Club of Appleton Summer School

In partnership with the Appleton Area School District, the Boys & Girls Club will once again be the location for an extensive array of summer school offerings this year. If you would like to enroll your child in one or more of these fun, engaging and educational opportunities, please also complete and return with your summer program registration the enclosed **Summer School Enrollment Form**. We will expect your child to maintain regular attendance in each course / "Class Group" selected. Children can choose to enroll only in summer school and not in the rest of the summer program.

Field Trips

Details on the field trip opportunities will be available at the front desk of each Club on March 4th and sign-ups will take place starting the first week of summer programming. Field trips are only available for members ages 7-12 year old. There is a small fee for each field trips and the fees are non-refundable. If a member is not following expectations prior or during the field trip they could lose their spot and parents will be contact to pick up their child from the field trip. Youth will not be forced to go on a field trip they are signed up for if they express they do not want to go the day of. Please contact Kristin Griswold with any questions; 997-1399 ext. 7758 or KGriswold@bgclubfoxvalley.org.

Program Information

The summer programs at the Boys & Girls Club of Appleton and the Boys & Girls Club of Menasha will once again feature a wide-ranging array of fun and exciting programs. Sports and fitness, art activities, small group discussions, leadership and community service, field trips, Trips for Kids, baseball, Summer Brain Gain, and much, much more will among the many opportunities available again this year. Both Clubs will also once again be Summer Food Service Program sites and will offer breakfast, lunch, and an afternoon snack.

New Member & Family Orientation

Parents/Guardians of **NEW** Boys & Girls Club members, it is **MANDATORY** to register for an orientation through our Boys & Girls Club website prior to your child attending our Boys & Girls Club Summer Program.

Orientation dates and times are listed below and will be at both locations:

Tuesday, April 9th 5:30 – 6:30

Tuesday, April 23rd 5:30 – 6:30

Tuesday, May 7th 5:30 – 6:00

Tuesday, May 21st 5:30 – 6:00

Each Club will host an open house on **Thursday, June 6th from 5:00 – 6:00 pm**. Join us with your Club members to meet their staff, hear about the programs they will be able to participate throughout the summer, and enjoy refreshments!

What about my Teenager?

Advance enrollment in The CLUB Teen Centers' summer programs is not required. Teen membership is \$5 per year and there is no additional summer registration fee. The CLUB Teen Centers of Appleton and Menasha will be open from 8 a.m. until 5:30 p.m. Monday through Friday. Teens who arrive during the Early Bird Program (7 – 8 a.m.) will also be required to pay the \$5 per day fee for that service. Any Club member entering 7th grade will be eligible for the Teen Center. If your child is transitioning to the Teen Center this summer it is advised that you schedule an orientation with the Teen Coordinator at your location to learn about the different rules/expectations for our teens.



OFFICE USE ONLY	
Money Received: \$ _____	
C.C. Cash or Check # _____	
Date Received: ____/____/____	
Staff Initials: _____	MTS Y N

2018 Summer Enrollment for Current Club Members Ages 6 to 12

Please fill in the below information and return by April 4th

If you are enrolling more than one child and they will not attend on the same schedule, please complete separate forms.

	Last Name	First Name	Age (must be at least 6)	Club (Appleton or Menasha)	Grade Going Into (in the upcoming school year)
Child #1					
Child #2					
Child #3					
Child #4					
Child #5					

Week(s) of Attendance:	Will your child(ren) be attending during this time?	Will you utilize Early Bird hours? (7am – 9 am, \$5/day)	Notes or Comments <i>(Summer School, Vacations, Known days NOT attending)</i>
Before Summer School June 10 - 14	YES or NO	YES or NO	
4th of July Week July 1 - 3	YES or NO	YES or NO	
During Summer School June 17 – July 19	YES or NO	YES or NO	
After Summer School July 19 – August 22	YES or NO	YES or NO	
Summer Festival Friday, August 23 rd	YES or NO	Friday 4pm – 6pm	<i>Must be accompanied by an adult to attend. Other family members are welcome!</i>

ITEM	COST (circle or complete all that apply)	TOTAL
Summer Program Fee*	\$75 (1 child) \$150 (2 children) \$180 (3 or more children)	\$ _____
Membership Renewal** <i>If you are unsure of the expiration date for your child's membership, please call 731-0555 (Appleton) or 750-5860 (Menasha).</i>	\$15 (1 child) \$30 (2 children) \$35 (3 or more children)	\$ _____
Early Bird Program (7am – 9am)***	\$5/day per child Will pay: Daily Weekly Monthly (please circle one)	
Outstanding Balance:	<i>If you have an overdue outstanding balance on your account please also include payment for the overdue amount at the time of enrollment.</i>	\$ _____
TOTAL Enclosed:		\$ _____

* For ages 7 - 12 only. Please pay at the time of enrollment. This is a one-time fee per child for the summer and covers the cost of summer program participation at all Boys & Girls Clubs in the Fox Cities.

** For ages 6 – 12. Please pay at the time of enrollment if your child's membership will expire prior to August 23rd, 2019. Please note that you will also be asked to update your child's information when you renew their membership.

*** Not due at this time, however you may make an advance payment if you choose.

Will your child need *bussing* from summer school at **Clovis Grove** to the **Boys & Girls Club of Menasha**?

Child #1: **YES NO** Child #2: **YES NO** Child #3: **YES NO** Child #4: **YES NO** Child #5: **YES NO**

Will your child be attending any of our Boys & Girls Clubs of the Fox Valley school sites during summer school from June 17th – July 19th?

YES NO If "Yes" which site? _____

Financial Assistance

The Boys & Girls Clubs of the Fox Valley's policy is to ensure that financial limitations never prevent a child from fully participating in its programs and services. If you would like to request financial assistance, please check this box and someone will contact you to discuss how we can reduce or waive the above fees.

Household Size: _____

Annual Income: _____

Based upon your household income, does your family qualify for Free or Reduced Lunch at School?

YES or NO

(Please note, this information is not shared but it is required as the BGCFV uses this data in summary form to help secure financial support for the Boys & Girls Clubs programs and services.)

Summer School at the Boys & Girls Club of Appleton

Registration in the Appleton Area School District's Summer School program offered at the Boys & Girls Club of Appleton requires the completion of an additional registration form which is included in this packet or can be given upon request.

Please "return in person" the completed Summer Program Enrollment Form and payment to:

**Boys & Girls Club of Appleton
160 S. Badger Ave
Appleton, WI 54911**

**Boys & Girls Club of Menasha
600 Racine St.
Menasha, WI 54952**

Parent/Guardian Acknowledgement:

By signing below, you acknowledge the information you have provided above is truthful and accurate. You also acknowledge that:

1. The Summer Program Fee and Membership Fee is non-refundable;
2. Submission of this enrollment form and payment does not guarantee enrollment;
3. The Summer Program requires regular attendance, which in general means an average of **three or more days per week.**

Parent/Guardian Signature

Phone

Email