



Fee Based Packet Checklist

___ Welcome Letter

___ Membership Application

___ Tuition Rate Sheet

____ Parent Handbook

___ Program Policies Agreement

___ Child Care Recurring Payment Form (optional for recurring payments)

____ Membership Fee: \$55

____ Monthly Fee: _____ School Site for Enrollment

_____ Paid

Date Paid _____

401 Country Club Lane, Oceanside, CA 92054 ~ (760) 433-8920 ~ Fax (760) 433-2260
BGOceanside.org ~ Facebook.com/BGCOside ~ @BGCOceanside

GREAT FUTURES START HERE.



Program Policies Agreement

Prior to enrollment in the Boys & Girls Clubs of Oceanside (BGCO), Parent/guardian must read, complete, initial and sign and date required documents: Program Policies Agreement, Parent Handbook, Membership Application, Tuition Rate Sheet.

1. **Fees:** Payment in full due monthly by all participants by the 1st of each month.
2. **Responsible Party:** The Parent/Guardian signing the registration form is responsible for all payments. Invoices will be delivered by the 20th of each month prior to the attending month. Payment is due by the 1st of the month. The BGCO does not pro-rate your monthly fees for days missed. Summer and Holiday Camps are not included in the monthly program fees. **Camp fees are billed separately and weekly.** Sports program fees are due at the time of enrollment. You must register and pay for these programs separately. Please contact the Boys & Girls Club of Oceanside at (760) 433-8920 or visit BGCOceanside.org for more information.
3. **Membership Fee:** A non-refundable membership fee of \$55.00 per child per year is required (non-ASES programs).
4. **Payments:** Payments may be made on site. Payments are also accepted at the BGCO business office at 401 Country Club Lane, Oceanside, CA 92054, Monday – Friday from 10:00am to 6:00pm. The BGCO accepts checks, credit cards, cash, or money orders. You may mail your payment to our office; however, your payment must be postmarked by the 5th of each month. For your convenience, you can call our business office to make a payment over the phone via credit card. The BGCO is not responsible for stolen or lost checks in the mail. You may request that payments be automatically debited from your credit card on the 5th of each month. If you need to make financial arrangements, please contact the business office at (760) 433-8920. The Site Director and/or Site Staff are not authorized to set up financial arrangements. Arrangements must be made prior to your child attending the program.
5. **Late Fees:** All payments are due on the 1st of each month. Payments made after the 5th of each month are considered late and you will be charged a \$25.00 late fee. If the payment has not been received in full by the 10th of the month, your child will be suspended from the program the following business day. The Site Director will be notified and will not accept your child in the program until payment has been made. When payment has been received by the BGCO business office, your child's enrollment will be reinstated. In order to re-enroll a child in the BGCO programs, all outstanding balances must be paid in full. Outstanding balances may be referred to collections.
6. **Returned Payments:** A \$25.00 non-sufficient funds fee will be assessed for any check returned from the bank or non-sufficient funds report. The original program charge, a \$25.00 NSF fee, and a \$25.00 late fee must be made by cash, money order, or credit card only and must be paid at our business office. If a credit card is declined a late fee of \$25.00 may be assessed. You will have 72 hours to bring your account up to date or your child will be suspended from the program. After the 2nd NSF, your account will be on a cash, money order, or credit card payment basis.
7. **Alternative Payments (CDA, YMCA, Tribal TANF):** The Parent/Guardian signing the registration form, or an authorized adult 18 years of age or older, and approved by your caseworker, must sign your child in and out every day your child attends BGCO after school programs. At the end of each month, you must sign the form and verify that the information on the form is correct. All monthly attendance reporting forms are due to the BGCO Townsite Business Office by the 5th of the month. *Monthly program fees will be transferred to the responsible parent/guardian if attendance reporting forms are received past due date.*



8. _____ **Sign In/Sign Out:** Authorized adults who are eighteen (18) years or older:

- Must accompany the child(ren) into the BGCO program in the morning, sign the child into the program and determine that the child has been acknowledged by staff before leaving the premises.
- Must sign the child(ren) out of the program at the end of the day with proper identification.

9. _____ **Late Pick-Up Policy:** Your child must be picked up from our program no later than 6:00 p.m. (or 6:30 p.m. as your program dictates). Beginning at 6:05 (or 6:35 p.m.), there is a late charge of \$2.00 per minute after closing time. Payments for late pick-up must be submitted by the next business day. Children not picked up within an hour of the end of the program are considered abandoned and the police will be called.

10. _____ **IEP/504 Plan:** BGCO must be notified if, at any time during the school year, it is determined that your child needs an IEP/504 Plan, or develops a health need requiring special attention by staff – Please see BGCO Parent Handbook. Parents of children with an IEP/504 Plan need to submit a copy of their child's plan at time of registration.

11. _____ **Parent Concerns/Issues:** For the safety of all children: Adults are expected to address any concerns or issues to BGCO Site Director in a calm and courteous manner. Issues or concerns regarding another child in the program must be addressed to the BGCO Site Director. Enrollment may be discontinued for a child(ren) whose parent/guardian approaches other members directly regarding their actions and/or behavior without consulting BGCO Site Director.

12. _____ **Termination From Program:** Your child may be withdrawn from the BGCO program with a two-week advance written notice to the BGCO business office. The BGCO reserves the right to discontinue enrollment if it becomes necessary.

13. _____ **Documents Received and Reviewed:** I received and reviewed the following documents:

- Member Application
- Tuition Rate Sheet
- Parent Handbook
- Program Policies Agreement

Please identify any relevant information, not provided elsewhere regarding your child that would be helpful to the BGCO staff:

I understand my responsibilities as a parent choosing to enroll in the Boys & Girls Clubs of Oceanside Programs. I understand any violation of the above policies may result in discontinuing my child's enrollment in BGCO. I have read and agree to abide by the Boys & Girls Clubs of Oceanside Before/After School Program Policies Agreement and Parent Handbook.

Child's Name(s): _____

Parent/Guardian Print Name: _____ Date: _____

Parent/Guardian Signature: _____



CHILD CARE RECURRING PAYMENT FORM

Personal Information:

Child's Name: _____ Site: _____

Program: _____ AM _____ PM _____ Kinder

Parent/Guardian Responsible for Payment: _____ Phone #: _____

Address: _____

City: _____ Zip: _____

How Recurring Payments Work:

You authorize regularly scheduled charges to your credit card/bank card. You will be charged the amount indicated below each month on the 5th of the month. You agree that no prior notification will be provided by BGCO unless the date or amount changes, in which case, you will be notified by the business office at least 10 days prior to the payment being collected.

I _____ authorize the Boys & Girls Clubs of Oceanside to

charge my credit card/bank card for \$ _____ on the 5th of each month.

Credit Card/Bank Card:

Circle One: Visa/Mastercard/Discover/AMEX

Cardholder Name: _____

Account #: _____

Expiration Date: _____

Billing Zip Code: _____

I understand that this authorization will remain in effect until the end of the school term, or until my child leaves the program, or until I cancel in writing. I agree to notify Boys & Girls Club of Oceanside in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I certify that I am the authorized user of this credit card/bank card and will not dispute these scheduled transactions with the bank or credit card company, so long as the transactions correspond to the terms indicated on this form.

Signature: _____ Date: _____

401 Country Club Lane, Oceanside, CA 92054 ~ (760) 433-8920 ~ Fax (760) 433-2260

BGCOceanside.org ~ Facebook.com/BGCOside ~ @BGCOceanside

GREAT FUTURES START HERE.