**Fee Based Packet Checklist**

\_\_\_ Welcome Letter

\_\_\_ Parent Transportation Letter

\_\_\_ Membership Application

\_\_\_ Membership Fee: $55

\_\_\_ MYO Form (Military Families)

\_\_\_ Financial Assistance Application (If Needed)

\_\_\_ Parent Handbook

\_\_\_ Monthly Fee: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Site Enrolled at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Paid\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Paid\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receipt #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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, Enrollment Rate Sheet.

1.\_\_\_\_\_ **Fees:** We will no longer be able to continue services or enroll your child(ren) in activities or camps without full payment. We no longer are taking deposits. Camp cost are non-refundable and subject to availability. We encourage you to pay by the Friday prior to the next camp week (availability permitting), as there is a $10.00 convenience fee for paying the day of.

2.\_\_\_\_\_ **Responsible Party:** The Parent/Guardian signing the registration form is responsible for all payments. Payment is due in full for all activities/camps for member(s) to be enrolled. Parent/Guardian have the option to either come to our Townsite location, call the Front Desk Manager at 760-433-8920, or go online to register and pay for camps. Effective January 1, 2023 all transportation payments must be made on the Wednesday prior to the following week. If payment is not made by Wednesday the parent/guardian will be charged a $10.00 fee along with the weekly rate of service. 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 need to be paid in full for child(ren) to be enrolled.** 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 BGCO[ceanside.org](http://www.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). The membership fee for active military families is waived. Military families will need to fill out the MYO form and provide government ID. The MYO form can be found at our website, please visit BGCO[ceanside.org](http://www.bgcoceanside.org). Please contact the Front Desk Manager for questions 760-433-8920.

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. 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. 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:** When payment is past due, the Front Desk Manager will contact parents/guardians with delinquent balance by invoice and/or emails to develop a payment plan. If a payment has not been received within 10 days of contact by Front Desk Manager the member(s) will be discontinued from the program until payment is made in full. 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 any 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,):** 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 that is sent via text from MCT CareConnect 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.
* Member(s) are responsible for scanning in and out when attending the Townsite location.

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

14.\_\_\_\_\_ **Cancellations**: If you need to cancel for any reason, you must do so by 11:00am on the Wednesday prior to the week your child will miss or reimbursement will not be provided. If you are covered through alternative payment programs, including but not limited to CDA/YMCA, and need to cancel for upcoming camp week, you must notify us by 11:00am the Wednesday prior to the upcoming week. Otherwise, you will be charged the weekly rate.

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_