



### **Immunization**

**Records/Birth Certificate must accompany Summer Application at the time of application process. Incomplete Application will not be accepted!!!**

Dear Parent(s) and/or Guardian(s),

Thank you for choosing Boys & Girls Clubs of Cumberland County (BGCCC) as your youth development program provider. As a member of BGCCC, your child will participate in programs led by trained, dedicated and caring Youth Development Professionals/Program Specialists that will guide your child through our core program areas: Academic Success, Character & Leadership Development, and Healthy Lifestyles. We do this so that all of Cumberland County, NJ youth have an opportunity for a GREAT FUTURE. BGCCC operates with generous support from individuals, businesses, private foundations, and government sources. Because of this support, we can offer school-year/Summer Enrichment Camp membership at very low cost to you. We are grateful to our many supporters; it's because of them that we can keep our doors open for all the youth of the community.

To be a member of the Boys & Girls Club, you must complete the attached membership application package. The application allows us the opportunity to document emergency contact information for your child(ren), as well as collect information critical to keeping in compliance with many of our funders and state laws. **Please note that your child will not be able to attend the Club until the membership application is completed in its entirety and all necessary support documentation is provided.** Please be sure to provide the Club with the correct documentation at the time of registration as your child(ren)'s membership will not be activated until his/her application is considered complete.

**Again, this information is required by our funders, and without funding we would not be able to provide specialized youth development programming and services to your child(ren) at very low cost per school year and Summer Enrichment Camp.**

We look forward to having your child become a member of The Boys & Girls Clubs of Cumberland County. Please know that your child isn't just joining a program, but a movement! We are dedicated to ensuring our community's young people, especially those who are most in need of our help, have greater access to quality programs and services that provide promise, hope and opportunities for a **GREAT FUTURE**.

Sincerely,

*Carlos Mercado, CEO*

*Taryn Allison, Unit Director*

*I acknowledge I have read this*



BOYS & GIRLS CLUBS  
OF CUMBERLAND COUNTY

### SUMMER ENRICHMENT CAMP REGISTRATION

Boys & Girls Clubs of Cumberland County

304 W Plum St, Vineland, NJ 08360

Ph:856-896-0244 -- Fax:856-896-0376

Camper's Name \_\_\_\_\_ Gender \_\_\_\_\_ Birthdate \_\_\_\_\_

Camper's School \_\_\_\_\_ Age \_\_\_\_\_ Grade (25-26 School Yr.) \_\_\_\_\_

Ethnicity \_\_\_\_\_ Race \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Number: \_\_\_\_\_ Email \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Number: \_\_\_\_\_ Email \_\_\_\_\_

**EMERGENCY CONTACTS** (other than parents)

Please identify two persons who may be called

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

How did you hear about camp? [ ] Family [ ] Website [ ] Live in area [ ] Return Camper

[ ] Other [ ] Social Media [ ] School [ ] Open House [ ] Community Organization

**RELEASE OF CHILD**

My child will be picked up at camp by (list all)

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_ Telephone \_\_\_\_\_

**DO NOT RELEASE MY CHILD TO THE FOLLOWING PEOPLE:**

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_ Telephone \_\_\_\_\_



**CAMP WEEKS** Please check the appropriate box to indicate which week(s) you would like for your child.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
July 6-10	July 13-17	July 20-24	July 27- 31	August 3-7	August 10-14
[ ] am [ ] pm	[ ] am [ ] pm	[ ] am [ ] pm	[ ] am [ ] pm	[ ] am [ ] pm	[ ] am [ ] pm

Please check  t-shirt size

[ ] Youth S [ ] Youth M [ ] Youth L [ ] Youth XL [ ] Adult S [ ] Adult M [ ] Adult L [ ] Adult XL

Please check  your child's swimming ability

[ ] Non-Swimmer(must wear flotation device) [ ] Beginner (may choose to wear flotation device [ ] Swimmer (no assistance)

Is your child required by law to ride in a car seat? [ ] (must provide car seat for field trips days) [ ] No

**Camp Fees:** Summer Camp \_\_\_\_\_ # of weeks @ \$ \_\_\_\_\_ per week  
 A \$25 deposit for each week of camp is due when signing-up - (This is non-refundable): \_\_\_\_\_ # of weeks @ \$25 = \_\_\_\_\_ DUE TODAY

**PAYMENT INFORMATION**

[ ] Full Payment \$ \_\_\_\_\_ [ ] Deposit Only \$ \_\_\_\_\_ [ ] Current Member [ ] Non-member  
(must complete payment agreement form) (No fee) (must complete membership application/\$20 fee)

Cash Amount \$ \_\_\_\_\_

Check # \_\_\_\_\_ Check Amount \$ \_\_\_\_\_

Non Member Fee \$ \_\_\_\_\_  
 Total for Camp \$ \_\_\_\_\_  
 Extended Care \$ \_\_\_\_\_  
 Total Due \$ \_\_\_\_\_

Make check payable to: "Boys & Girls Clubs of Cumberland County"

**Balance of camp fees are due on Tuesday prior to the start of each camp week (starting on \_\_\_\_\_ for week 1)**

**PARENT/GUARDIAN AGREEMENT**

- I give permission for my child's image/name to be used in the Club's public relations materials.
- I give permission for my child to participate in all Club programs/mentoring, and for the Club to collect and share data from my child's participation for related funders and grants.
- I give permission for my child's school to release information about my child to the Boys & Girls Club of Cumberland County.
- I give permission for my child to participate in all Boys & Girls Club activities in or adjacent to the club, and all field trips as identified in program brochures, newsletter and parent communications. If I don't want my child to go on a trip or participate in a specific program, I must communicate this to the program director in writing.
- If my child requires emergency medical care and I cannot be reached, I give my consent to the above Club to obtain the necessary medical care for my child. I agree to pay all of the costs associated with the emergency medical care that my child receives. I understand that every effort will be made to contact me before and after medical care is provided.

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## Disclaimer

**There is a non-refundable \$25 Dollar deposit required for each week to secure your campers spot. This is due when submitting summer camp application. 6 weeks at \$25 = \$150**

Late fees will be charged for those not enrolled in before/after care. If your Camper is enrolled in after care and are picked up after 5:30pm, you will also be charged a late fee in addition to after care fees, **late fee will be \$15**. Before Care \$15 & Aftercare is \$15 per child per week, or **\$25** if you require both. The Rutgers program does not cover the cost.

**If Pervious Summer Camp balance is not paid in Full, we cannot register club member for Summer Enrichment Program 2026.**

We ask that all payments be made on Tuesday of each week. We accept Cash, Checks and Money orders. These can be made out to **Boys and Girls Club of Cumberland County**.

A **10% discount** will be awarded to each additional camper in the household. Discounts do not apply if awarded the reduced rate.

A **10% Discount** will be awarded if all 6 weeks of summer camp is Paid in Full upfront.

**Summer Camp Applications Must be turned in no later than May 15, 2026 in order to receive The Boys and Girls Club Early Bird Discount. After May 15, 2026 the price of Summer Camp will go up.**

**Summer Camp Hrs. 9am-4pm**

**Before Care Starts at 7am**

**After Care Starts at 4:30pm**

Thank You

The Boys and Girls Clubs of Cumberland County

*I acknowledge I have read this*



BOYS & GIRLS CLUBS



New Jersey  
TUTORING CORPS, INC.

Dear Parent or Guardian,

We are pleased to inform you that your child is eligible to participate in an innovative program that provides high-quality tutoring to children in grades K-8 through our partnership with the New Jersey Tutoring Corps, Inc. a nonprofit organization. Our goal is to help your child develop the skills and confidence to succeed.

How does this program work? Your child will work with a tutor to master core academic skills and confidence in Math and/or Literacy. We estimate that tutors will spend roughly **2 hours per week** with your child, though nearly all that time will be during school hours.

The NJTC staff will create a climate that encourages and values learning and academic success during **Summer Camp** hours. However, we also need the support of parents like you. To get started, we are requesting your permission to work with your child over the Summer. New Jersey Tutoring Corps' services come at NO COST to you or your child. Though your decision to approve your child's participation is entirely voluntary, we want to stress that the benefits of participation can include:

- Improved grade-level academic performance
- Greater academic confidence
- Increased willingness to participate in school

By signing this consent form, you are not waiving any legal rights. You are simply giving the program permission to work with your child and gather the information we need to best meet your child's needs. This information includes:

- Access to your child's student identification number
- Access to your child's grades and academic records- specifically their iReady diagnostic data in Reading and Math

We want to stress that ALL information will be kept strictly confidential. Your child's test scores, grades, student identification number, and responses to our questionnaire will NOT be made available to anyone outside of the tutoring program. Also, should you change your mind and decide that you do not want us to work with and collect information about your child, you may withdraw your child from the program at any time without penalty.

Should you have any questions, please contact **Boys and Girls Clubs of Cumberland County.**

By completing this form, you are indicating that you agree to allow your child to participate in the tutoring program, and you agree to allow the program to obtain the above information about your child. The signed copy can be given to your child, who will return it to the **Boys and Girls Clubs of Cumberland County.** Please keep a copy of this document for your files.



Yes, I allow \_\_\_\_\_ to participate.

No, I refuse for \_\_\_\_\_ to participate.

- Student Grade Level for School Year 2025-2026 \_\_\_\_\_
- Student Grade Level for School Year 2026-2027 \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Parent/Legal Guardian Name



**BOYS & GIRLS CLUBS**  
OF CUMBERLAND COUNTY

**Medical Declaration Statement for Member/ Health Statement & Special Needs**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Is your child under any medical/physical restrictions?** [ ] Yes [ ] No

**Immunization Records Provided:** Yes\_\_ No\_\_\_\_ **Birth Certificate:** Yes\_\_ No\_\_\_\_

**Does your family have health and/or accident insurance:** Yes\_\_ No\_\_\_\_

**Serious Health Problems:** Yes\_\_\_\_\_ No\_\_\_\_\_ If

Yes, explain: \_\_\_\_\_  ADHD  Autism  Hearing Impairment

Physical Disability  Intellectual Disability  Dyslexia

Asthma  Diabetes  Seizures  Others

**Is your child taking any medications?** [ ] Yes [ ] No

If yes, please list: \_\_\_\_\_

**Will Your Child Be Taking Any Medication(S) Regularly While Attending Program?** [ ] Yes [ ] No

If yes, you need to complete a **CARE PLAN FOR CHILDREN WITH SPECIAL HEALTH NEEDS** form.

**AUTHORIZATION TO ADMINISTER MEDICATION TO CAMPER NEEDING TO TAKE MEDICATION AT CAMP To be completed by Parent or Guardian**

Parent / Guardian \_\_\_\_\_

Date \_\_\_\_\_

**Is your child allergic to any:** (Please list)

Foods? [ ] No [ ] Yes

Medications? [ ] No [ ] Yes

Other? [ ] No [ ] Yes

**Family Health Care Provider** \_\_\_\_\_

Telephone Number: \_\_\_\_\_

As a parent/ guardian of the above participating child, I certify that he/she is in good physical health, has no special medical needs (or I have completed a care form) and may participate in all program activities.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_



**BOYS & GIRLS CLUBS**  
OF CUMBERLAND COUNTY

## **FOOD ALLERGY ALERT**

Name of Member: \_\_\_\_\_ Name of Parent: \_\_\_\_\_

**Allergies:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Food Allergy Symptoms:** red eyes, itchy nose, red face, swollen eyes (and/or lips, tongue, face), hives, rash, labored breathing, wheezing, itchy throat, cramps, vomiting, anaphylactic shock

Is your child on a special diet due to food allergies? \_\_\_\_\_

If so, what diet: \_\_\_\_\_

In the event of a severe food allergic reaction, call 911.

**Guardian Contact Information:**

\_\_\_\_\_

**Other Instructions:**

\_\_\_\_\_

\*Please provide medical documentation along with this form so that your child will not be served any food items that may cause an allergic reaction. Providing medical documentation will allow us to leave a part of the meal your child is allergic to off his or her plate. **If medical documentation is not provided, your child could be served an item he or she may be allergic to.**



**BOYS & GIRLS CLUBS  
OF CUMBERLAND COUNTY**

## **Community Food Bank of New Jersey | Release Form for Minors Authorization and Consent to Publish**

I, \_\_\_\_\_ (print name of parent/guardian), represent and warrant that I am the parents or legal guardian of \_\_\_\_\_ (print name of child), on whose behalf I have full power to grant permission and release set forth herein, and that I hereby authorize and give the Community Food Bank of New Jersey (“Community Food Bank”) and its agents permission to record the image and/or voice of the named child, and that I do hereby grant the Community Food Bank all rights to use these sounds, still and/or moving images of the named minor in any medium for any educational, promotional, advertising or other purposes that support the mission of the Community Food Bank in such a manner and at such times at the Community Food Bank, in its sole discretion, shall determine. My consent to the release of these sound, still and/or moving images is unconditional.

I, on my own behalf and on behalf of the named child, as well as on behalf of all our heirs, successors and/or assigns, do hereby release the Community Food Bank and its Board of Trustees, Officers, Directors, Agents, and Employees, and all of its and their heirs, successors and assigns, from any and all claims, demands, liability of whatever kind, including but not limited to, for payment of any compensation, for misappropriation or misuse of any publicity, trademark, copyright, or other rights of the named child and/or myself and our heirs, successors and/or assigns, arising out of the use by the Community Food Bank of the sound, still and/or moving images of the named child.

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**Child’s Name**

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**Printed Name of Parent or Guardian**

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**Signature of Parent or Guardian**

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**Date**



## LICENSING STATEMENT

Dear Parents: In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this informational statement.

The statement highlights, among other things: your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Central Registry Hotline **(877) NJ ABUSE/ (877) 652-2873**.

Please read this statement carefully and, if you have any questions, feel free to contact me at (856) 896-0244/856-696-4190

Sincerely,

Carlos Mercado  
*Executive Director & CEO*

Taryn Allison  
*Unit Director*

*I acknowledge I have read this*



## INFORMATION TO PARENTS

**\*\*PLEASE REMOVE PGS 9-14 and 19-21 and KEEP FOR YOUR PERSONAL RECORDS\*\***

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center. Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint OOL/Information to Parents/May 2019 Page 2 of 2 investigations, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.



Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information, call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292- 0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).



**BOYS & GIRLS CLUBS OF CUMBERLAND COUNTY  
SCHOOL AGE CHILD CARE | POLICY ON RELEASE OF CHILDREN**

1. Each child may be released only to the child's custodial parent(s) or person(s) **authorized in writing (including via fax and/or email)** by the custodial parent(s), to take the child from the center and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. We encourage parents to add as many names to the list as possible. Please be sure that when picking up your child, you (or your authorized person) have a photo ID. If a non-custodial parent has been denied access, or granted limited access, to the child by a court order, you must supply the Boys & Girls Clubs of Cumberland County with all documentation to that effect. The center will maintain a copy in the file and comply with the terms of the court order. If the court order is changed and/or updated, it is the parent's responsibility to provide the center with updated copies.
2. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified above, fails to pick-up a child at the time of the center's daily closing. The procedure shall require:
  - a. The child is supervised at all times;
  - b. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s)
  - c. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Department's State Central Registry Hotline **(1-877-NJ ABUSE/1-877-652-2873)** to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child; and;
1. Written procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified above, appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual. The procedures shall require that:
  - a. The child may not be released to such an impaired individual;
  - b. Staff members attempt to contact the child's other parents or an alternative person(s) authorized by the parent(s); and If the center is unable to make alternative arrangements, as noted above, a staff member shall call the Department's State Central Registry Hotline **(1-877-NJ ABUSE/1-877-652-2873)** to seek assistance in caring for the child.
2. No child shall be released from the program unsupervised except upon written instruction from the child's parent.



**BOYS & GIRLS CLUBS OF CUMBERLAND COUNTY  
POLICY ON MANAGEMENT OF COMMUNICABLE DISEASES  
& POLICY ON THE ADMINISTRATION AND CONTROL OF MEDICATION AND  
HEALTH CARE PROCEDURES**

A center serving well children (such as the Boys & Girls Clubs of Cumberland County) shall not permit a child who has any of the illnesses or symptoms of illnesses specified in (i) through (xiii) below to be admitted to the center on a given day unless medical diagnosis from a health care provider, which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children.

Such illnesses or symptoms of illness shall include, but not be limited to, any of the following:

- i. Severe pain or discomfort;
- ii. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea;
- iii. Two or more episodes of acute vomiting within a period of 24 hours;
- iv. Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
- v. Lethargy that is more than expected tiredness;
- vi. Yellow eyes or jaundiced skin
- vii. Red eyes with discharge
- viii. Infected, untreated skin patches
- ix. Difficult or rapid breathing or severe coughing
- x. Skin rashes in conjunction with fever or behavior changes;
- xi. Weeping or bleeding skin lesions that have not been treated by a health care provider;
- xii. Mouth sores with drooling; or
- xiii. Stiff neck

Once the child is symptom-free, a health care provider indicates that the child poses no serious health risk to him/herself or other children, he/she may return to the center.

If a child who has already been admitted to the center manifests any of the illnesses or symptoms of illnesses specified in (i) through (xiii) above, the center shall remove the child from the group of well children to a separate room or area until:

- i. He or she can be taken from the Center;
- ii. The director or his or her designee has communicated verbally with a health care provider, who indicates that the child poses no serious health risk to himself or herself or other children, at which time the child may return to the group.



The center may exclude a child whose illness prevents the child from participating comfortably in activities, or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the Center.

The following provisions relate to excludable communicable diseases:

The center shall not permit a child or staff member with an excludable communicable disease, as set forth in the Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, revised July 2011, and available at [http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf), incorporated herein by reference, as amended and supplemented to be admitted to or remain at the center, until:

- i. A note from the child's or staff member's health care provider states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself, or to others;
- ii. The center has contacted the Communicable Disease Program in the State Department of Health, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or
- iii. If the child or staff member has chicken pox, the center obtains a note from the parent or staff member stating that all sores have dried and crusted.

In the event of an outbreak of an excludable disease at the center, all parents shall receive written notice.

**Exclusion List of Infection/Conditions:**

Conjunctivitis,	purulent Pertussis
E. Coli Rubella	(German measles)
Coxsackievirus	Salmonella Typhi
Head Lice	Salmonella non-typhoid
Hepatitis A	Scabies
Influenza like illness	Shigella
Measles	Staphylococcal or streptococcal skin infections (includes MRSA & Impetigo)
Meningitis, Bacterial	Streptococcal pharyngitis (strep throat)
Meningitis, Viral	Tuberculosis
Mononucleosis	Varicella-Herpes Zoster (Shingles)
Mumps	Norovirus



**Policy on the Administration and Control of Medication and Health Care Procedures**

The Boys & Girls Clubs of Cumberland County does not administer prescription or non-prescription medicine and/or health care procedures to children. In the event that a child has special needs and failure to administer the medication or health care procedure would jeopardize the health of the child or prevent the child from attending the center, self-administration shall be allowed under the following conditions:

- The center obtains written authorization for self-administration from the child’s parent(s) which includes the name of the medication or health care procedure, the condition for which the medication or health care procedure is being used and the instructions for administration, including the dosage and frequency.
- The medication or health care procedure is administered under the supervision of authorized staff.
- All prescription medication for a child shall be:
  1. Prescribed in the name of and specifically for the child;
  2. Stored in its original prescription container, which has the child’s name, the name and expiration date of the medication, the date it was prescribed and directions for its administration printed on the label.

**All prescribed medications shall be kept in a locked area inaccessible to children.  
Children may not carry medication on their persons at the Boys & Girls Clubs of Cumberland County.**

Parent/Guardians Name \_\_\_\_\_

Parent/ Guardians Signature \_\_\_\_\_

Date \_\_\_\_\_



**BOYS & GIRLS CLUBS**  
OF CUMBERLAND COUNTY

## **Summer Program 2026 Field Trip Permission Slip**

By signing this permission slip, you are giving your child permission to attend all trips scheduled for the Boys & Girls Clubs of Cumberland County's Summer Enrichment Program. A detailed calendar of all field trips, and activities will be sent home the first week of Summer Camp.

\_\_\_\_\_  
**Child's Name**

\_\_\_\_\_  
**Parent/Guardian Name:**

\_\_\_\_\_  
**Phone Number in Case of an Emergency:**

\_\_\_\_\_  
**Parent/Guardian Signature:**

\_\_\_\_\_  
**Date:**



## **Computer/Technology/Media Rules (Sign and Date)**

1. Follow established rules and procedures when using computers in the rooms.
2. For your safety, no use of computers for logging on to chat rooms, inappropriate or offensive websites or games, social networks (such as Facebook, Tik Tok, Instagram), etc. is allowed.
3. No violent games, graffiti programs, music videos, sites with inappropriate material, or the potential to include such material is permitted.
4. Do not make unauthorized changes to the computers (includes Hardware & Software).
5. Do not use computers for sending frivolous, obscene, or harassing messages.
6. Be aware that confidentiality and privacy are not guaranteed.
7. Do not bring food or beverages into the computer labs or in the vicinity of laptops, I-pads, Kindles, etc.
8. Do not use the computers to threaten, harass, or intimidate others.
9. Vandalism, disruption of services, attempting to circumvent security measures, spreading computer viruses or worms, viewing/transmitting pornography, promoting hate sites and installing software is prohibited.
10. The use of television, computers, tablets, and other video/technology equipment is limited to educational and instructional use, is age and developmentally appropriate, and is not used as a substitute for planned activities and passive viewing.
11. You are responsible for logging off, keeping the area clean and any damage to the technology.

### **PHOTO & VIDEO RELEASE**

As a parent or guardian of, \_\_\_\_\_ I hereby consent Boys & Girls Clubs of Cumberland County to the use of photographs/video taken for publicity, promotional and/or educational purposes (including publications, reports, presentation s or broadcast via newspaper, internet, or other media sources). I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

\_\_\_\_\_ Yes, I give consent to Boys & Girls Clubs of Cumberland County to photograph my child for program purposes.

\_\_\_\_\_ No, I do not authorize Boys & Girls Clubs of Cumberland County to photograph my child for any program purposes.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Member Signature **(NOT PARENTS)** \_\_\_\_\_ Date \_\_\_\_\_



***At The Boys and Girls Clubs of Cumberland County, Child Safety is Job No. 1***

Ensuring child safety is fundamental to the mission of The Boys and Girls Clubs of Cumberland County.

**The Safety and Wellbeing of Young People is Our Number One Priority**

We work every day to create a safe, inclusive and fun environment so kids can have every opportunity to be successful in life. We have no tolerance for inappropriate behavior of any kind, including child sexual abuse or misconduct, and we put resources behind that stance.

**Culture of Safety:** The Boys and Girls Clubs of Cumberland County continually updates robust safety policies, programs and training for staff and volunteers to promote child safety and protect young people from threats in our society. These resources include but are not limited to:

- NJCCIS
- Society for the Prevention of Teen Suicide
- DCP&P
- CHRI Checks (Finger Printing)
- CARI Checks
- Watch Dog
- Monthly Webinars & Trainings
- Southwest Council

**Safety Policies:** The Boys and Girls Clubs of Cumberland County maintains comprehensive safety policies that protect youth, including but not limited to policies on supervision, transportation, communication and prohibition of one-on-one contact.

**24-hour Toll-free Child Safety Hotline:** We encourage all staff, members and families to report any incident or situation they feel is unsafe. Through our national partnership with [Praesidium](#), one of the nation's leading safety experts, The Boys and Girls Clubs of Cumberland County members and staff have access to a confidential 24-hour toll-free Child Safety Hotline at [866-607-SAFE \(7233\)](tel:866-607-SAFE) or [SafeClub@Praesidiuminc.com](mailto:SafeClub@Praesidiuminc.com).

**Mandatory Background Checks:** Mandatory criminal background checks are required upon hire and annually for every staff and board member at The Boys and Girls Clubs of Cumberland County. In addition, criminal background checks are required for any volunteer who has direct, repetitive contact with children. All potential employees and volunteers are run through the [National Sex Offender Registry or Name of Provider].

*I acknowledge I have read this*



**Required Immediate Reporting:** The Boys and Girls Clubs of Cumberland County staff and volunteers are all mandated reporters and are required to report any critical incident/safety concern to local authorities immediately. We are also required to report any critical incident to Boys & Girls Clubs of America within 24 hours.

**Mandatory Annual Safety Assessments:** We employ a multi-tiered safety assessment approach to ensure we continually make improvements to safety at our Club(s).

**Safety Trainings:** Ongoing training and supervision of staff are critical. We participate in a wide variety of child safety training through online courses, [seminars, conferences and webinars. We also engage leading third-party safety experts to provide guidance for our policies and approaches, including Presidium, the National Center for Missing & Exploited Children and the National Children’s Advocacy Center.

**Safety Committee:** The Boys and Girls Clubs of Cumberland County has a dedicated Board-led Safety Committee to provide input and guidance on local policies and safety strategies. Priorities and initiatives include:

**Mandatory Employee Reference:** Any employee interested in moving to another Boys & Girls Club is required to have a reference from their previous Club, even if the Clubs are within the same community.

**State and Local Laws:** We comply with federal, state and local safety laws, including those impacting facilities and vehicles.

**Safety Partnerships:** Nationally, Boys & Girls Clubs of America works with leading experts in the areas of safety, security and technology to develop state-of-the-art solutions for Clubs. Partners include:

- National Child Safety Advisory Task Force, made up of leading experts and organizations
- Blue Ribbon Taskforce, composed of local Club leaders who provide input on safety direction and key safety initiatives
- Mental Health First Aid, a national program that teaches skills to recognize and respond to signs of mental illness and substance abuse
- Crisis Text Line, a confidential text message service for youth in times of crisis

*I acknowledge I have read this*



Locally, The Boys and Girls Clubs of Cumberland County partners with:

- Kohl's, Old Navy, Starbucks, Shoprite, WAWA, Pizza Hut
- Ross, Toyota, Panda Express, COCO-COLA, Charles Schwab, Bridgestone, Family Dollar
- Forever 21, Home Depot, Carters, Chips Ahoy, AT&T, DELL Technologies, NFL, Lenovo,
- NASCAR, Lenovo, Papa Johns, Planet Fitness, APPLE, ALDI, Aaron's, COMCAST, SHEIN, TMOBILE and Many Many More

**Continued Commitment:** In July 2020, Boys & Girls Club organizations voted to adopt additional safety measures to further improve safety within our Clubs. Though many of these practices were already commonplace across our Movement, this vote made them mandatory for all Clubs. These include more stringent reference and background checks, enhanced Safety Committee requirements, stronger communication of key safety resources and information, and more. With unprecedented majority, on July 26, 2021, local Boys & Girls Clubs voted in record number to adopt additional membership requirements that further enhance child safety, implementing recommendations from RAINN that began in 2020 and will continue over the next two years - a demonstration of our continued commitment to keeping kids safe.

Nationally, Boys & Girls Clubs of America has advocated for passage of the [U.S. PROTECT Act](#) to improve background screening systems and access. The national organization has also partnered with the [FBI](#), the [National Center for Missing & Exploited Children](#) and the [Centers for Disease Control](#) to support the development of safety practices that benefit ALL youth-serving organizations.

America's young people deserve nothing less than our constant focus on their safety and our firm commitment to protect every child who is entrusted to our care at The Boys and Girls Clubs of Cumberland County. To [learn more](#) about our national safety policies and actions, please visit Boys & Girls Clubs of America's [Child Safety page](#).



**The Boys & Girls Clubs of Cumberland County uses positive discipline rather than punishment. Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group and the adult.**

**Positive discipline is used by planning ahead:**

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and involve the children in creating the group rules.
- Plan for ample elements of engaging activities, fun and humor.
- Include some group decision-making.
  - Make it possible for each child to feel that s/he has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our Club, our room, our supplies, etc.

Positive discipline can also be used to discipline when necessary:

- Re-direct to a new activity to change the focus of the child's behavior;
- Provide individualized attention to help the child deal with a particular situation;
- Use time out – removing and supervising a child for a short time from the area or activity so that s/he may gain self control. (One minute for each year of the child's age is a good rule of thumb.)
- Provide alternate activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say that they are bad or "acting bad". Instead you might say, "That is not allowed at the Boys & Girls Club."

**Positive discipline can be used by showing love and encouragement:**

- "Catch" the child being well-behaved. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what s/he is doing.
- Provide positive reinforcement through rewards for good behavior. This may be extra time in a favorite activity or a prize or being the "assistant" in the activity.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances and deliberately ignore provocations.
  - Give caring and positive attention to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with permission. Children will never be disciplined for:
  - Failing to eat;
  - Falling asleep; or
  - Soiling themselves; **Our discipline policy prohibits:**
    - Withholding active play time unless the child's actions or behavior present a danger to themselves or others.
      - Hitting, shaking, or any other form of corporal punishment;
      - Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment;
      - Any form of child abuse and/or neglect;
      - Withholding food, emotional responses, stimulation or the opportunity for rest; • Requiring a child to remain silent or inactive for an inappropriately long period of time for the child's age

*I acknowledge I have read this*



## **BOYS & GIRLS CLUBS OF CUMBERLAND COUNTY** **EXPULSION POLICY**

Unfortunately, there are sometimes reasons that it is necessary to expel a child from the Boys & Girls Clubs of Cumberland County either on a short term or permanent basis. The staff will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. However, the following are reasons we may have to expel or suspend a child from the center:

### **Immediate Causes for Suspension or Expulsion**

- i. The child is at risk of causing serious injury to other children or himself/herself;
- ii. Ongoing physical or verbal abuse of staff or other children;
- iii. Parent threatens physical or intimidating actions toward staff members;
- iv. Parent exhibits verbal abuse to staff;
- v. Child brings drugs and/or weapons to the Boys & Girls Clubs of Cumberland County;
- vi. Uncontrollable tantrums/angry outbursts;
- vii. Ongoing refusal to follow program rules;
- viii. Child is involved in vandalism of Club property or theft of personal and/or Club property;
- ix. Failure of child to adjust after a reasonable amount of time; x. Parent interferes with the normal operation of the center.;
- x. Parent refuses to follow policies, including but not limited to policy on release of children, showing ID, failure to pay for services.

### **Proactive Actions That May Be Taken In Order to Prevent Suspension or Expulsion**

- Staff will try to redirect child from negative behavior.
- Staff will praise appropriate behaviors.
- Staff will use positive methods and language while disciplining children.
- Child will be given verbal warnings (except in cases of violence).
- Child's disruptive behavior will be documented.
- Parent/guardian will be notified verbally and given written copies of the disruptive behaviors that might lead to expulsion.
- The director, program staff and parent/guardian will be available for a conference to discuss how to promote positive behaviors.
- The parent will be given resources and/or referrals regarding methods of improving behavior.

*I acknowledge I have read this*



### **Schedule of Expulsion**

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the Boys & Girls Clubs of Cumberland County. The parent will be informed regarding the length of the expulsion period. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent/guardian to return to the Boys & Girls Clubs of Cumberland County. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care, except in cases of a potentially dangerous child and/or parent/guardian. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion.

### **A Child Will Not Be Expelled**

If a child's parent(s):

- Make a complaint to the Office of Licensing regarding the Boys & Girls Clubs of Cumberland County
- Report abuse or neglect occurring at the Boys & Girls Clubs of Cumberland County
- Question the Boys & Girls Clubs of Hudson County regarding policies and procedures
- Without giving the parent sufficient time to make other child care arrangements, except in cases of potential danger to staff or other children.

Parents/guardians will be contacted by the Director or his/her designee, via telephone, regarding any behavior requiring immediate suspension. Suspension will be effective for the child's next scheduled day of programming.

*I acknowledge I have read this*



**DISCIPLINE POLICIES AND PROCEDURES**

**MINOR OFFENSES:**

1. Minor offenses are defined as: simple defiance, insubordination, profanity, pushing, shoving, and other forms of "Horse Play."
2. No electronic devices are permitted in the building. This includes CD players, cell phones, iPod, iPads, handheld games systems, etc. We will not be responsible for any lost or damaged equipment.
3. When using the computer, visiting chat rooms, Myspace, Facebook, emailing, and any other inappropriate sites is forbidden.

**MAJOR OFFENSES:**

1. Major offenses are defined as: strong defiance, threatening tone, fighting, vandalism, property damage, causing personal/physical injury, kicking, biting, repetition of minor offenses (see above) and other types of negative behavior deemed detrimental to the well-being of another member or oneself.

**CORRECTIONS:**

1. Staff person administering the correction to the student shall document all corrections in his/her journal with the administered correction or adjustment.
2. These incidents will be used along with all other incidents when deciding future corrections.

**MISCELLANEOUS OFFENSES**

1. **FIRST OFFENSE** will be dealt with by giving the offending child a verbal and/or a time out period to cool off.
2. **SECOND OFFENSE** will warrant notification to the offending child's parent/guardian in the form of a letter, phone call, or both.
3. **THIRD OFFENSE** will mandate 3 to 5 days' suspension from the program: this will depend upon the severity of the infraction.
4. ***THE CLUB INTENDS TO BE A FUN, SAFE ENVIRONMENT. IN ORDER TO KEEP OUR CLUB SAFE, IT IS IMPERATIVE THAT CONFLICTS BE RESOLVED BY THE STAFF ON DUTY.***

**Note: THERE ARE NO REFUNDS AS A RESULT OF DISCIPLINARY ACTION**

I read the preceding information and will ensure that my child(ren) will abide by these terms. I understand that failure to do so will result in actions that may include expulsion from the Club.

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Boys & Girls Club of Cumberland County**  
**Student Cell Phone Use Policy**

The following policies on cell phone and other electronic devices usage will be in immediate effect

1. Members are not permitted to use cellular phones, and or Air pods, during BGC hours of operation. Members may not use cell phones or electronic devices in any part of the building where BGC are in hours of operation. (Examples: Power Hour, Computer Lab, Passport to Manhood, SMART Girls, etc.)
2. Members should store cell phones and or electronic devices out of sight in a pocket, purse or book bag at all times. The phone or electronic device must be turned off while at BGC. If phone rings during any of BGC sessions, the staff in charge will invoke the Cell Phone Use Policy. "Forgetting" to turn off the cell phone is not an excuse.
3. Use of cell phones during BGC hours (i.e. text messaging, social media, etc) will be considered violation of the Cell Phone Use Policy and appropriate action will be taken.
4. Members are prohibited from using cell phones or electronic devices to take pictures or record video during BGC hours of operation. This includes using any social media etc.
5. If a member violates the Cell Phone Use Policy, BGC staff shall confiscate the cell phone or electronic devices and bring it to the office where it can be picked up at the time the student leaves BGC.
6. A member is required to hand over the cell phone or electronic device and all its individual parts, including but not limited to the phone charger and any other accessories to staff when requested.
7. If a member has a cell phone or electronic devices taken by BGC a Staff member that Staff member will write up an incident report and appropriate disciplinary action will be taken and parents will be notified.
8. If the cell phone or electronic device is confiscated more often than once, the Unit Director will handle this situation as insubordination and discipline will be assigned accordingly.
9. If Member needs to call parent/guardian they are allowed to come to the Office and use Office phone. If Parent/ Guardians need to contact Member, please call the Club at 856-896-0244 and ask to speak with Ms. Taryn Allison (Unit Director).

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



**BOYS & GIRLS CLUBS**  
OF CUMBERLAND COUNTY

**BY SIGNING BELOW, I ACKNOWLEDGE THAT:**

- I have read and received a copy of the information to Parents Statements prepared by the Bureau of Licensing in the Division of Youth and family services.
- I have read and received a copy of the Boys & Girls Clubs of Cumberland County Disciplinary Policy.
- I have read and received a copy of the Policy on the management of Communicable Diseases.
- I have read and understand the policies of the Boys & Girls Club and agree to abide by the Boys & Girls Clubs of Cumberland County procedures in order for my child to attend the 2025 Summer Enrichment Camp.
- I understand that the members will only be release to the contacts listed in the application. In a case of a custody order, a copy must be provided to the Club and a written notification with the information of the person prohibited from picking up the child.
- I have completed the medical permission statement which authorizes the center to seek emergency medical care for my child as deemed necessary by the Director or the Director's Designee.
- I have provided the Boys & Girls Clubs of Cumberland County with up-to-date immunization records for my child(ren)

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
PARENT/GUARDIAN NAME

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE:

\_\_\_\_\_  
DATE

		<b>OFFICE USE ONLY</b>	
Membership Fee \$20	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Waived (Reason: _____) Staff: _____
		<input type="checkbox"/> Cash	<input type="checkbox"/> Check (Check # _____)
Type:	Regular ( <input type="checkbox"/> )	School Only ( <input type="checkbox"/> )	Summer only ( <input type="checkbox"/> )
	Visitor ( <input type="checkbox"/> )	Volunteer ( <input type="checkbox"/> )	Unit Code: C.A.R.C. Unit ( <input type="checkbox"/> ) YFC Unit( <input type="checkbox"/> )
Entry Date:	_____	Expiration Date:	_____
		Processed by:	_____
	_____ : Immunization Form Received	_____ : Grades Received	_____ : Proof of Income