



FUN CLUB REGISTRATION - Email to FunClubReg@billericabgc.com

Enrollment Fees	Registration Fee (<i>non-refundable</i>)	\$40.00			
	Sibling Registration Fee (<i>non-refundable</i>)	\$36.00			
	Yearly Membership Fee (<i>youth ages 7 and under</i>)	\$40.00			
	Yearly Membership Fee (<i>youth ages 8 and older</i>)	\$50.00			
Monthly Billing		<u>Fun Club</u> <u>2 days</u>	<u>Fun Club</u> <u>3 days</u>	<u>Fun Club</u> <u>4 days</u>	<u>Fun Club</u> <u>5 days</u>
	Fun Club	\$264	\$384	\$496	\$540
	<i>*All rates are subject to change by January 1st, 2024</i>				
	Tuition fees are based on a 10-month cycle and are due in equal monthly installments (by the 25 th of the following month); starting August 25 th and ending on May 25 th .				
	Monthly fees include school days, early release days, and half days for the days you are registered to attend. Tuition will be posted on the 17 th of each month. NO SCHOOL DAYS* <i>*Professional Development days, holidays and school vacation weeks are not included. The cost is \$55 per day and will require a separate registration.</i>				
Parents wishing to make a change to their child's schedule, either permanently or for a one-time occurrence, must send the request to childcarebilling@billericabgc.com for approval. Permanent changes to a child's schedule are only allowed twice per school year , unless otherwise approved by the Childcare Director (September – December and January – June) and must be submitted by the 15 th of the month prior to the schedule change.					
Additional Tuition	Extra Day	Fun Club: \$33			
	Prof Dev, Holidays & Vacation Days	\$55 per day (<i>Registration & fees are separate from monthly tuition</i>)			
Discounts	Sibling	A 10% discount will be applied to each sibling.			
	Auto Pay	A \$10.00 monthly discount will be applied if you sign up for autopay using your checking or savings. (<i>Per Family</i>) Does not apply to credit cards.			
Miscellaneous Fees	Late Payment Fee	If payment is not received by the due date a \$25 late fee will be applied.			
		If the payment and late fee are not received by the last day of the month, your child will not be allowed to attend the program until your account is up to date.			
	Late Pick Up	Fee of \$10.00/family for the first 10 minutes and then an additional \$1/minute/child if later than 10 minutes will be added to your MyProcure Account.			
	Declined Auto-Payment	If credit/debit card payments are declined, a \$10.00 fee will be applied.			
	Returned Check	If your check is returned from the bank, a \$25.00 fee is applied.			
	Absences	Please inform us of any absences prior to 12pm			
Contact	Billing & Enrollment	Childcarebilling@billericabgc.com or 978-667-2193 ext. 103			

For office use only:
 Date: _____
 Amount: _____
 Method: _____
 Staff: _____
 Receipt # _____



For office use only:
 Date of Admission: _____
 Age at Admission: _____
 Reviewed In Procure: _____

Child Information

(Please Print Neatly & Answer all questions)

Child's Name _____ DOB ____/____/____
 Address _____ Apt. # ____ Zip _____
 Home # _____ Primary Language _____ Gender: _____
 Eye Color _____ Hair Color _____ Skin Color _____ Height ____' ____" Weight ____ lbs.
 Identifying Marks _____ Ethnicity: _____
 Elementary School: _____ Grade _____ (2024-2025 School Year)

I give permission for my child to use the pool at the Boys & Girls Club. Yes No

I give permission for my child's photo to be taken for the Club website, local newspapers and/or Club social media pages. Yes No

Are there any custody issues/restraining orders? Yes No

If yes, please explain: _____

Is there a formal custody agreement or restraining order on file? Yes* No

If yes, you **must provide a copy with your registration forms.*

Program(s) Needed: *Please circle all that apply*

Fun Club runs from school dismissal through 6:00 PM.

<i>Fun Club</i>	Monday	Tuesday	Wednesday	Thursday	Friday
-----------------	--------	---------	-----------	----------	--------

Note: There is a two-day minimum program. We do NOT offer variable day schedules.

Parent/Guardian Information

(Please Print Neatly)

Name _____ Name _____

Relationship to child _____ Relationship to child _____

Listed as Primary Payer Yes No List as Secondary Payer on Account* Yes No

Lives with Child Yes No Lives with Child Yes No

Authorized to Pick up Child Yes No Authorized to Pick up Child Yes No

Address _____ Address _____

EMAIL _____ EMAIL _____

Home # _____ Home # _____

Cell # _____ Cell # _____

Provide Cell phone Carrier Company to sign up for Text Alerts: _____ Provide Cell phone Carrier Company to sign up for Text Alerts: _____

Work # _____ Ext _____ Work # _____ Ext _____

Employer _____ Employer _____

** If a guardian is not listed as a secondary payer on MyProcure, they will not receive email/text updates.*



Emergency Contacts

Please Note: These are updated with each new registration form received.

I authorize the people listed below to pick up my child and be listed as an emergency contact:

- If no one is authorized other than the parent/legal guardian, please indicate below **"NO ONE."**
- If the child is protected by a restraining order, please submit a copy of the order along with this registration form.

RETURNING FAMILIES: Would you like to continue using the same Emergency Contacts currently listed in your My Procure account? Yes No

- If Yes, you do NOT need to complete the entries listed below (Unless updating addresses, phone numbers, etc.)
- If No, please list ALL emergency contacts you would like to have on file.

1. Name _____
 Relationship to child _____
 Address _____
 Home # _____
 Work # _____
 Cell # _____

3. Name _____
 Relationship to child _____
 Address _____
 Home # _____
 Work # _____
 Cell # _____

2. Name _____
 Relationship to child _____
 Address _____
 Home # _____
 Work # _____
 Cell # _____

4. Name _____
 Relationship to child _____
 Address _____
 Home # _____
 Work # _____
 Cell # _____

First Aid and Emergency Medical Care Consent Form

I authorize staff in the child care program, who are trained in the basics of first aid, to give my child first aid when appropriate. I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and/or to (preferred medical facility), and to secure necessary medical treatment for my child, including but not limited to an epinephrine auto-injection for suspected exposure to a life threatening allergen in the event that the parent cannot be reached and when delay would be dangerous to the health of the child.

Child's Name _____

Child's Physician's Name _____ Phone # _____

Physician Office Address _____

Health Insurance _____ Policy # _____

Subscribers Name: _____



Medical History

Yes No Documentation of a physical examination and immunizations, in accordance with public school health requirements, and lead poisoning screening in accordance with public health requirements, are on file at my child's school.

Yes No Does your child have any allergies or special dietary needs?

If yes, please explain: _____

Yes No Does your child have any chronic health and/or behavioral conditions? Please provide us with some details and/or if applicable, a copy of the latest IEP or 504 Plan.

If yes, please explain: _____

Yes No Will your child require additional services? Please know we do not provide one to one services.

If yes, a follow up conference may be held with the Childcare Director to discuss services

Yes No Will your child require the administration of any medication [either routine (daily administration) or emergency (i.e. epi-pen, inhaler, etc.)] while in the care of the Boys & Girls Club's childcare program(s) to care for any of the above listed conditions?

If your child has a life-threatening condition such as asthma, food allergies, etc. you must provide us with the medication prior to the start date.

If yes, please list the medication: _____

NOTE: If you have answered Yes, and your child will require the administration of medication of any kind [either routine (daily administration) or emergency (i.e. epi-pen, inhaler, etc.)] while in the care of the Boys & Girls Club's childcare program(s) you must have an "Individual Healthcare Plan" and "Medication Consent Form" completed by your child's physician before your child can begin Fun Club. These forms are available on our website.

If paperwork is not received, your child(ren) may not attend Fun Club.

Transportation Plan and Authorization

FUN CLUB

MY CHILD WILL ARRIVE AT THE PROGRAM BY:

- UNSUPERVISED WALK (From Classroom to Cafeteria)
- PARENT Drop-Off
- OTHER (DESCRIBE _____)

MY CHILD WILL DEPART FROM THE PROGRAM BY:

- PARENT/AUTHORIZED ADULT PICK UP
- OTHER (DESCRIBE _____)

The Boys and Girls Club of Greater Billerica, Inc. provides equal access to public accommodation. Applications for enrollment are acted upon without regard to race, religion, national origin, handicap, or sexual orientation.



Parent Agreement

- 1) The childcare registration fee is \$40 per child (non-refundable) and your child must have an active annual membership to the Boys & Girls Club.
- 2) Fun Club runs on days when school is in session. On holidays or other school closings, full day care will be held at the Club at an additional cost (a separate registration is required).
 - a. **Exceptions:** The Club is closed on New Year’s Day, Memorial Day, Juneteenth, July 4th, Labor Day, Columbus Day, Thanksgiving, the day after Thanksgiving, and December break.
- 3) The Boys & Girls Club will be closed when Billerica Public Schools are closed due to weather. No programs will be held.
- 4) Tuition **includes** school days, early release days, and half days for the days you are registered to attend. Tuition **does not include** professional days, holidays and vacation days (i.e. February vacation, April vacation). Payments are broken down equally over 10 months. **Tuition is subject to change with a minimum of two-week’s notice.**
- 5) Tuition **must** be paid by the 25th of the month. ***No deductions are given for absences, vacations or holidays.*** A \$25 late fee will be assessed if payment is not made. If the payment is not received by the last day of the month, your child will not be allowed to attend the program until your account is up to date.
- 6) Pick-up Policy:
 - Parents must enter the facility and sign their children out daily with a proper ID
 - On days your child is at the Club, you will also be required to enter the facility to sign them in and check them out; Proper ID is required for pick up.
 - Late Child Pickup: A fee of \$10.00/family for the first 10 minutes and then \$1/minute if later than 10 minutes will be applied to your MyProcure Account.
- 7) You must call the Club at 978-667-2193 x103 or email childcarebilling@billericabgc.com by 12 p.m. for Fun Club, any day your child will not attend. Please understand a refund and/or credit will not be given for that day.
- 8) Parents may be called to pick up children when they are ill. Children absent due to contagious diseases may not return until they are no longer contagious.
- 9) Parents may be called to pick up children in the event of behavior deemed unacceptable or unsafe by program staff.
- 10) Should the program staff determine your child has not adjusted to the program, a parent conference will be scheduled, and the child may be removed and this agreement terminated.
- 11) Programs are not responsible for articles brought from home. Home toys are not allowed at Fun Club.
- 12) Written notice is required by the 25th of the month in the case of withdrawal. Payments already made for the month are non-refundable. ***Schedule changes must be submitted by the 15th of the month prior to the change to childcarebilling@billericabgc.com and are only allowed twice per school year (September – December and January – June).***
- 13) Should you bounce a check, there is a bounced check fee of \$25.00. Payment is due immediately.
- 14) Documentation of a physical examination and immunizations in accordance with public school health requirements, and lead poisoning screening in accordance with public health requirements, must be kept on file at your child’s school.
- 15) Parents/guardians are responsible for reviewing the Parent Handbook and all addendums before each school year and should direct any questions to the Childcare Director. The childcare parent handbook and addendums are accessible at any time at <https://www.billericabgc.com/fun-club-forms>
- 16) This agreement is subject to change in whole or part with 2 weeks’ notice.

I acknowledge that I have read, understand and agree to the registration and payment policies of the Boys & Girls Club of Greater Billerica. I acknowledge that the information I listed on the registration form, pages 1-3, is true and accurate.

Child’s Name: _____

Parent/Guardian Signature: _____ **Date:** _____



PARENT COPY

The Boys and Girls Club of Greater Billerica, Inc. provides equal access to public accommodation. Applications for enrollment are acted upon without regard to race, religion, national origin, handicap, or sexual orientation.

Parent Agreement

- 1) The childcare registration fee is \$40 per child (non-refundable) and your child must have an active annual membership to the Boys & Girls Club.
- 2) Fun Club runs on days when school is in session. On holidays or other school closings, full day care will be held at the Club.
 - a. **Exceptions:** The Club is closed on New Year's Day, Memorial Day, Juneteenth, July 4th, Labor Day, Columbus Day, Thanksgiving, the day after Thanksgiving, and December break.
- 3) The Boys & Girls Club will be closed when Billerica Public Schools are closed due to weather. No programs will be held.
- 4) Tuition **includes** school days, early release days, and half days for the days you are registered to attend. Tuition **does not include** professional days, holidays and vacation days (i.e. February vacation, April vacation). Payments are broken down equally over 10 months. **Tuition is subject to change with a minimum of two-week's notice.**
- 5) Tuition **must** be paid by the 25th of the month. ***No deductions are given for absences, vacations or holidays.*** A \$25 late fee will be assessed if payment is not made. If the payment is not received by the last day of the month, your child will not be allowed to attend the program until your account is up to date.
- 6) Pick-up Policy:
 - Parents must enter the facility and sign their children out daily with a proper ID
 - On days your child is at the Club, you will also be required to enter the facility to sign them in and check them out; Proper ID is required for pick up.
 - Late Child Pickup: A fee of \$10.00/family for the first 10 minutes and then \$1/minute if later than 10 minutes will be applied to your MyProcure Account.
- 7) You must call the Club at 978-667-2193 x103 or email childcarebilling@billericabgc.com by 12 p.m. for Fun Club, any day your child will not attend. Please understand a refund and/or credit will not be given for that day.
- 8) Parents may be called to pick up children when they are ill. Children absent due to contagious diseases may not return until they are no longer contagious.
- 9) Parents may be called to pick up children in the event of behavior deemed unacceptable or unsafe by program staff.
- 10) Should the program staff determine your child has not adjusted to the program, a parent conference will be scheduled, and the child may be removed and this agreement terminated.
- 11) Programs are not responsible for articles brought from home. Home toys are not allowed at Fun Club.
- 12) Written notice is required by the 25th of the month in the case of withdrawal. Payments already made for the month are non-refundable. ***Schedule changes must be submitted by the 15th of the month prior to the change to childcarebilling@billericabgc.com and are only allowed twice per school year (September – December and January – June).***
- 13) Should you bounce a check, there is a bounced check fee of \$25.00. Payment is due immediately.
- 14) Documentation of a physical examination and immunizations in accordance with public school health requirements, and lead poisoning screening in accordance with public health requirements, must be kept on file at your child's school.
- 15) Parents/guardians are responsible for reviewing the Parent Handbook and all addendums before each school year and should direct any questions to the Childcare Director. The childcare parent handbook and addendums are accessible at any time at <https://www.billericabgc.com/fun-club-forms>
- 16) This agreement is subject to change in whole or part with 2 weeks' notice.

I acknowledge that I have read, understand and agree to the registration and payment policies of the Boys & Girls Club of Greater Billerica. I acknowledge that the information I listed on the registration form, pages 1-3, is true and accurate.



Automatic Payment Authorization

Please note that prior Fun Club authorizations have been removed.

Child(ren) Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Payment Start Date: August 25th, 2024

Payment End Date: May 25th, 2025

I (we) hereby authorize Boys & Girls Club of Greater Billerica Inc., hereinafter called COMPANY, to initiate credit entries and initiate, if necessary debit entries and adjustments for any credit entries in error to my (our) account indicated below and the BANK name below, hereinafter called BANK, to credit and/or debit the same to such account. This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and manner as to afford COMPANY and BANK a reasonable opportunity to act on it.



Automatic Payment Option #1 By using your checking or savings account you will receive a \$10.00 discount off your total monthly balance.

Account Type: Savings Checking (PLEASE ATTACH A VOIDED CHECK; FORMS WILL NOT BE PROCESSED WITHOUT IT)

Routing Number: _____ Account Number: _____ Name _____

on Bank Account: _____ Bank Name: _____ Account Holder Phone: _____

Automatic Payment Option #2

Card Type: MasterCard Visa Discover AMEX

Cardholder Name: _____ Cardholder Phone: _____

Billing Street Address: _____ City: _____ State: _____ Zip: _____

Card Number: _____ Expiration Date: _____




Getting Started Using MyProcure:

1. To access MyProcure for the first time, you will need to visit: [https://www.myprocare.com/](https://www.myprocure.com/)
2. Enter the email address that you currently have on file.
3. Use the personal confirmation number sent to your email to complete your registration.

If you are unsure of what email you have listed, or would like to update the email on file, please contact Yeli Ruiz: childcarebilling@billericabgc.com


4. Verify that all contact information is accurate.

Select “Contact” from the top menu to see who is listed as a contact for your child. By clicking on each contact individually, you can verify their information. To make any necessary changes to your own profile, click on the edit icon. If you need to make  changes to any other contacts listed on your account, email changes to Yeli Ruiz: childcarebilling@billericabgc.com

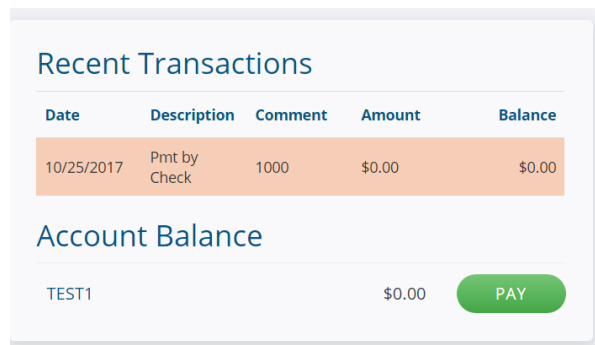
5. Verify that each contact listed on your child’s account has been assigned the correct authorization.



5. OPTIONAL: Sign up to receive text message alerts for important information regarding emergency closures, etc.

Use the edit icon  found next to your name to update your cell phone number. You MUST provide the cell phone carrier under Mobile Phone in order to receive text message alerts.

6. Your account balance and option to pay is easily accessible from your home screen after logging in. You can view statements by clicking the ‘Report’ tab and view emergency contacts too.



Date	Description	Comment	Amount	Balance
10/25/2017	Pmt by Check	1000	\$0.00	\$0.00

Account Balance

TEST1 \$0.00 PAY

Once you have created your account, you can login anytime by visiting: <https://www.myprocare.com/>