



Boys & Girls Club of Oyster Bay-East Norwich
The Bahnik Youth Center
1 Pine Hollow Road, Oyster Bay, New York 11771 516-922-9285

CHILD CARE PROGRAMS 2021/2022
IMPORTANT REGISTRATION INFORMATION
Before and After School Child Care Programs

- **Before School Program:** members in grades K-6, enjoy a light, healthy breakfast and participate in fun, age-appropriate activities before the start of each school day. The program begins at 7:00 a.m., and transportation is provided to Roosevelt Elementary and Vernon Middle Schools.
- **After School Program:** provides children in grades K-6 with a safe, fun environment with caring staff members and friends. Transportation is provided to the Clubhouse from Roosevelt and Vernon Schools at dismissal. The program operates Monday-Friday, from dismissal time until 6:30 p.m. each day school is in session.

Thank you for your interest in the child care programs offered at the Boys & Girls Club of Oyster Bay-East Norwich. Attached hereto please find Child Care Registration Form 2021/2022 and Payment Policies and Agreement.

Registration will be open to the public, and completed paperwork will be accepted beginning Monday, March 15th. In order to secure a space in the program, a non-refundable deposit of \$50.00 per program, per child, is due at the time of registration, which will be applied toward September tuition. Registration may be completed in person, online, or by mail, and will be on a first-come, first-served basis.

An email confirmation will be sent advising you that your child(ren)'s spot(s) in the program(s) has been reserved. Please mark your calendars to reflect that the balance of September tuition payments will be due on or before Friday, July 16, 2021. Please feel free to contact me, if you should have any questions in regard to the above, at (516) 922-9285, ext. 19. Ayuda en ESPAÑOL: Llame a Cathy Barrundia, Coordinadora del Programa Bilingüe. Horas de Oficina: lunes, miercoles, y jueves de 8:45am a 12:45pm o por cita. 516-922-9285, Extención 13, cbarrund@bgcoben.com. Thank you.

Please feel free to contact Lorraine Rubin, Child Care Director, if you should have any questions in regard to the above, at (516) 922-9285, ext. 19. Thank you.

Instructions to Parents/Guardian:

For your child's well-being, the information you provide must be complete and accurate. This information is also necessary to maintain funding, state compliance and records for the Boys & Girls Clubs of America. Registration in the Before and/or After School Program will not be accepted without all forms being completed, deposit being included, and additional items listed below being submitted. Please check off each box below as you complete each section. Thank you.

Registration Checklist, please be sure to submit the following:

- Child Care Program Registration Form 2021-2022
- Non-Refundable Deposit; \$50.00 per program, per child
- Credit Card Authorization Form, if applicable

If not a current member, please be sure to also submit the following:

- Membership Record Form 2021
- A signed Parental Authorization Page (located on reverse side of Membership Record Form)
- Payment for Membership
- BlueCard Form
- OCFS 6040 Form

For children with a chronic medical condition or allergies, submit the following:

- Individual Health Care Plan Form (IHCP)
- Food Allergy and Anaphylaxis Emergency Care Plan



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Payment Policies and Agreement – School-Age Child Care Programs 2021-2022

Membership

Your child must be a Boys & Girls Club member in order to participate in any Club programs and activities. Completion of the Membership Application, Medical Form/BlueCard and a signed OCFS-6040 Form and Confirmation of Receipt of Member-Parent Handbook by a parent/guardian, along with membership fee, is all that is required to join. The membership is annual from January 1st to December 31st.

Registration and Deposit Fee

A non-refundable deposit fee of \$50.00 per child, per program, is due at the time of your child's registration and will be applied toward September tuition. The fees are set forth on the monthly Billing Statements, which are available at the Control Desk. Fees will be reviewed periodically and may be revised to ensure that the fees are covering the direct costs of the programs.

BEFORE SCHOOL PROGRAM FOR GRADES K-6

Coincides with the school calendar, 7:00 a.m. until the start of the school day, and includes transportation to Theodore Roosevelt Elementary School and James H. Vernon Middle School.

Full-Time Monthly Payment Plan:	\$149.59
Full-Time Monthly Payment Plan with Sibling Discount:	\$145.10
Part-Time Minimum Monthly Rate:	\$92.70 (minimum of 10 days, each additional day is \$ 9.27)
Part-Time Minimum Monthly Rate with Sibling Discount:	\$89.92 (minimum of 10 days, each additional day is \$ 8.92)

AFTER SCHOOL PROGRAM FOR GRADES K-2

Coincides with the school calendar, dismissal until 6:30 p.m., as well as on half days and Parent/Teacher Conference Days (for an additional fee and subject to availability), and includes transportation from Theodore Roosevelt Elementary School.

Full-Time Monthly Payment Plan:	\$352.22
Full-Time Monthly Payment Plan with Sibling Discount:	\$341.65
Half Days of School Session:	\$20.05
Half Days of School Session with Sibling Discount:	\$19.46

AFTER SCHOOL PROGRAM FOR GRADES 3-6

Coincides with the school calendar, dismissal until 6:30 p.m., as well as on half days and Parent/Teacher Conference Days (for an additional fee and subject to availability), and includes transportation from James H. Vernon Middle School.

Full-Time Monthly Payment Plan:	\$352.22
Full-Time Monthly Payment Plan with Sibling Discount:	\$341.65
Part-Time Minimum Monthly Rate:	\$206.00 (minimum of 10 days, each additional day is \$ 20.60)
Part-Time Minimum Monthly Rate with Sibling Discount:	\$199.82 (minimum of 10 days, each additional day is \$ 19.98)
Half Days of School Session:	\$20.05
Half Days of School Session with Sibling Discount:	\$19.46

There will be two rates (full-time and part-time) available for children enrolled in the Before School Program, grades K-6, and children enrolled in the After-School Program, in grades 3-6, only. Switching back and forth in between the two rates will not be permitted.

Part-Time Enrollment Option – Attendance Calendars and Due Dates

Parents are responsible to complete and submit the Monthly Calendar/Billing Statement indicating the 10 days their child(ren) will be attending, along with their monthly payment on the due dates listed below. In the event you are paying by a credit card on file, please submit your calendar via email, fax, mail, or in person. Calendars received after the deadline will be assessed a late payment fee of \$25.00 per calendar/child. Habitual late submittal of the Monthly Calendar may result in a mandatory switch to full-time monthly plan and/or suspension or termination from the program.

Changes in Enrollment and Termination Policy

There are a limited number of openings for participants in our programs; therefore, registration is on a first-come, first-serve basis. If you decide to withdraw your child(ren) from the Club or any program, we require written notice of termination in advance. For the Before and/or After School Program, written notification on the Termination Registration Form is required before the third Friday of the month prior to the month for which child care was to be provided. Such cancellation will only be considered official upon the receipt of the Termination of Registration Form. After completing and signing the Termination of Registration Form, it is the parent's responsibility to deliver same to one of the following employees of the Club: Lorraine Rubin, Child Care Director; Jean Marie Weiner, Program Director; or Donna Prisco, Administrative Assistant, who will sign off on the form and provide the parent/guardian with a fully executed copy for their records. Parents who fail to provide written notification of withdrawal by using the Termination of Registration Form will be billed as if still registered in the program(s). Once monthly tuition payment is submitted, no refunds will be approved should a child's registration be cancelled prior to the end of the month for which payment has been rendered. Parents who wish to switch between part-time and full-time status must do so by completing the "Changes in Enrollment Form" and submit it before the third Friday of the month prior to the switch. The switch is subject to availability and not considered complete until it is signed off on by Lorraine Rubin, Child Care Director.

Payment Policies and Agreement – Page Two

Payment Procedures

With the exception of the September 2021 tuition, which is due on or before Friday, July 16, 2021, monthly tuition fees must be prepaid and must be received by the office by the third Friday of each month prior to the month which child care is to be provided.

Monthly Payment	Due Date	Monthly Payment	Due Date
September 2021 Payment	July 16, 2021	February 2022 Payment	January 21, 2022
October 2021 Payment	September 17, 2021	March 2022 Payment	February 18, 2022
November 2020 Payment	October 15, 2021	April 2022 Payment	March 18, 2022
December 2021 Payment	November 19, 2021	May 2022 Payment	April 15, 2022
January 2022 Payment	December 17, 2021	June 2022 Payment	May 20, 2022

Important to Note: Tuition fees that are not paid in full by 6:30 p.m. on the due date are considered past due, and an automatic charge of \$10.00 will be assessed to the account. Thereafter, a \$5.00 per day late charge, including weekends and holidays, will be assessed to the account until fees are paid in full. If full payment should not be received by the 1st of the month, in addition to accrued late fee as of that date, your child(ren)'s enrollment in the program may also be subject to automatic cancellation, and they will lose their enrollment space. On half days, such as conference days, extended hours of care will be available for an additional fee. Spaces are limited, and early registration is strongly recommended. Registration and payment for early dismissal days must be accomplished in advance.

You are guaranteed a slot for your child(ren), and tuition is due and payable whether your child is out due to sickness, weather emergency, or vacation. Prompt payment is necessary and expected.

Payments may be dropped off at the Control Desk or handed directly to the Child Care Director. In the alternative, payments may be mailed to the Boys & Girls Club, 1 Pine Hollow Road, Oyster Bay, New York 11771. It is the parent's responsibility to make certain that mailed payments reach the Clubhouse by the tuition's due date, in order to avoid late fees.

Please Note: All payments must be made by cash, check, money order and/or credit card (VISA, MasterCard or American Express). If you would like to have your tuition automatically charged to your credit card on the monthly due date, simply complete and submit the Credit Card Authorization Form.

Scholarships

Partial scholarships are available for the Before and After School Programs. Those interested should complete and submit a scholarship application form and requisite tax returns, as well as W2 forms. Allowance should be made for at least a 4-week waiting period for scholarship determination. Those who choose to attend the program(s) before receiving notification of eligibility, will be charged the full cost of the program(s) until scholarship takes effect.

A limited number of scholarships are available for the Before and After School programs. Not all students who apply will receive a scholarship, and the scholarship amount will vary based on available funds and number of members awarded. When scholarship funds are no longer available, the Boys & Girls Club will maintain a waitlist so that those families who may be eligible for a scholarship will be granted same in the order of their waitlist date (the date on which a completed registration packet and scholarship packet was received by B&GC).

Miscellaneous Charges and Fees

- **Returned Check Fee:** There is a \$40.00 service charge for each check returned for insufficient funds, and payment for same is due within one week of notification. After two returned checks, registrants will be required to pay all future payments by money order, certified check, and/or cash.
- **Credit Card on File Declined:** There is a \$10.00 service charge for each time a credit card is declined.

Late Fee for the After School Program

The 6:30 p.m. pick-up time has been offered as a convenience to parents. In the event pick up should be delayed on any given day, a late fee of \$15.00 will be imposed for each 15-minute interval of time for which instructors are detained. Please note that pick up will be considered "late" at 6:31 p.m. Please further note that payment of said late fee will be due and must be paid on the day said lateness occurs. Chronic lateness will result in cancellation of registration.

Questions?

Please feel free to contact Lorraine Rubin, Child Care Director, if you should have any questions, at (516) 922-9285, ext. 19. Ayuda en ESPAÑOL: Llame a Cathy Barrundia, Coordinadora del Programa Bilingüe. Horas de Oficina: lunes y jueves de 10:00 a.m. a 2:00 p.m. o por cita. 516-922-9285, Extensión 13, cbarrund@bgcoben.com.

Any questions concerning payments and/or outstanding balances, should be directed to Donna Prisco, Administrative Assistant, in our billing department, at 922-9285, ext. 15, Monday through Friday, 8:00 a.m. to 4:00 p.m. Thank you.



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 1 Pine Hollow Road, Oyster Bay, New York 11771 516-922-9285

School-Age Child Care Program Registration Form 2021-2022

Please assist us by carefully reading ALL information on this form. It is very important that you carefully adhere to instructions so as to assure your child's/children's enrollment. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Please print information clearly.

Enrollment:

Child's Last Name: _____ **First Name:** _____

Date of Birth: _____ Age: _____ Gender: Girl Boy

School as of 9/2021: _____ Grade as of 9/2021: _____

- | | |
|---|-------------------|
| <input type="checkbox"/> Before School Program (Grades K-6) – Part-Time | Start date: _____ |
| <input type="checkbox"/> Before School Program (Grades K-6) – Full-Time | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades K-2) | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades 3-6) – Part-Time | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades 3-6) – Full-Time | Start date: _____ |

Child's Last Name: _____ **First Name:** _____

Date of Birth: _____ Age: _____ Gender: Girl Boy

School as of 9/2021: _____ Grade as of 9/2021: _____

- | | |
|---|-------------------|
| <input type="checkbox"/> Before School Program (Grades K-6) – Part-Time | Start date: _____ |
| <input type="checkbox"/> Before School Program (Grades K-6) – Full-Time | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades K-2) | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades 3-6) – Part-Time | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades 3-6) – Full-Time | Start date: _____ |

Child's Last Name: _____ **First Name:** _____

Date of Birth: _____ Age: _____ Gender: Girl Boy

School as of 9/2021: _____ Grade as of 9/2021: _____

- | | |
|---|-------------------|
| <input type="checkbox"/> Before School Program (Grades K-6) – Part-Time | Start date: _____ |
| <input type="checkbox"/> Before School Program (Grades K-6) – Full-Time | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades K-2) | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades 3-6) – Part-Time | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades 3-6) – Full-Time | Start date: _____ |

Household Information:

Parent's Last Name: _____ First Name: _____

Mobile Telephone: _____ Email: _____

Address: _____ City: _____ Zip: _____

Parental Authorization:

I have received a copy of Boys & Girls Club of Oyster Bay-East Norwich's Payment Policies and Agreement for Child Care Programs 2021/2022. I have fully read and understand the policies, rules, and expectations outlined therein.

I would like to receive B&GC emails, as well as alerts through a private mobile messaging platform, "REMIND ME." To join, text @bgcoben to 81010.

My signature below indicates I have read and consent to ALL of the above information, and hereby give approval for my child(ren) to attend the Boys & Girls Club.

Parent's or Guardian's Name: _____

Parent's or Guardian's Signature: _____ Date: _____

Termination of Enrollment – School-Age Child Care Programs

Child's Name: _____ Grade: _____
 Terminate: Before School Program, effective: _____
 Terminate: After School Program, effective: _____

Child's Name: _____ Grade _____
 Terminate: Before School Program, effective: _____
 Terminate: After School Program, effective: _____

Child's Name: _____ Grade _____
 Terminate: Before School Program, effective: _____
 Terminate: After School Program, effective: _____

This will confirm my intention to terminate my above-named child(ren)'s registration in the Boys & Girls Club of Oyster Bay-East Norwich's Before and/or After School Child Care Program(s). I understand I am required to provide the Club with **two weeks' notice of this intent**. I further understand that it is my sole responsibility to present this signed form to one of the following employees of the Club: Lorraine Rubin, Jean Marie Weiner, or Donna Prisco. Said Club employee will then sign off on the form and provide me with a fully executed copy of same for my records. I understand this termination of enrollment is to be considered final. If I choose to have my child return to the Before and/or After School Program(s), there is no guarantee a space will be available at that time.

Parent's or Guardian's Signature: _____ Date: _____

Parent's Name (please print): _____

Authorized Signature/Title of Club Employee: _____ Date: _____

Changes in Enrollment – School-Age Child Care Programs

Child's Name: _____ Grade: _____
 Currently: Before School Program Part-time Enrollment, Switch to Full-Time Enrollment, effective: _____
 Currently: Before School Program Full-time Enrollment, Switch to Part-Time Enrollment, effective: _____
 Currently: After School Program Part-time Enrollment, Switch to Full-Time Enrollment, effective: _____
 Currently: After School Program Full-time Enrollment, Switch to Part-Time Enrollment, effective: _____

Child's Name: _____ Grade _____
 Currently: Before School Program Part-time Enrollment, Switch to Full-Time Enrollment, effective: _____
 Currently: Before School Program Full-time Enrollment, Switch to Part-Time Enrollment, effective: _____
 Currently: After School Program Part-time Enrollment, Switch to Full-Time Enrollment, effective: _____
 Currently: After School Program Full-time Enrollment, Switch to Part-Time Enrollment, effective: _____

Child's Name: _____ Grade _____
 Currently: Before School Program Part-time Enrollment, Switch to Full-Time Enrollment, effective: _____
 Currently: Before School Program Full-time Enrollment, Switch to Part-Time Enrollment, effective: _____
 Currently: After School Program Part-time Enrollment, Switch to Full-Time Enrollment, effective: _____
 Currently: After School Program Full-time Enrollment, Switch to Part-Time Enrollment, effective: _____

This will confirm my intention to change the enrollment status of my above-named child(ren)'s registration in the Boys & Girls Club of Oyster Bay-East Norwich's Before and/or After School Child Care Program(s). I understand I am required to provide the Club **two weeks' notice of this intent**. I understand that switching back and forth between full-time and part-time status will not be permitted.

Parent's or Guardian's Signature: _____ Date: _____

Parent's Name (please print): _____

Authorized Signature/Title of Club Employee: _____ Date: _____



Boys & Girls Club of Oyster Bay-East Norwich

The Bahnik Youth Center

1 Pine Hollow Road, Oyster Bay, New York 11771 516-922-9285

Scholarship Application 2021

Please be sure to submit registration form, W-2 forms, state and federal tax returns.

Please (✓) check all that apply:

<input type="checkbox"/> Before School Program	<input type="checkbox"/> After School Program	<input type="checkbox"/> Full Day Camps	<input type="checkbox"/> Summer Program	<input type="checkbox"/> Other, please specify: _____
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Child(ren) For Whom You Are Applying For Scholarship:

1. Child's Last Name: _____	_____	First: _____	_____	M.I. _____
Date of Birth: _____	Grade: _____	Teacher: _____	_____	_____
2. Child's Last Name: _____	_____	First: _____	_____	M.I. _____
Date of Birth: _____	Grade: _____	Teacher: _____	_____	_____
3. Child's Last Name: _____	_____	First: _____	_____	M.I. _____
Date of Birth: _____	Grade: _____	Teacher: _____	_____	_____

Family Information:

Mother's Name: _____	Occupation: _____
Employer: _____	Business Telephone: _____
Business Address: _____	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time
Father's Name: _____	Occupation: _____
Employer: _____	Business Telephone: _____
Business Address: _____	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time
Home Address: _____	<input type="checkbox"/> Own <input type="checkbox"/> Rent
City: _____	No. of Years: _____
State: _____ Zip: _____	Home Telephone: _____

Mandatory Section To Be Completed:

	GROSS MONTHLY INCOME		MONTHLY EXPENSES		
	Father	Mother		Father	Mother
Base Income	\$	\$	Rent	\$	\$
Overtime/Bonuses	\$	\$	Mortgage	\$	\$
Net Rental Income	\$	\$	R.E. Taxes	\$	\$
Interest/Dividends	\$	\$	Automobile Loans	\$	\$
Child Support/Alimony	\$	\$	Automobile Leases	\$	\$
Other*	\$	\$	Other	\$	\$
TOTAL	\$	\$	TOTAL	\$	\$

*Describe all sources of income, other than wages, including annuities, pensions and royalties. Attach additional sheet, if necessary.

Automobiles Owned /Leased (Make and Year): _____

Do you reside in the Oyster Bay-East Norwich School District: Yes No

Single-parent family: Yes No

Total number of people in household: _____ Number of children in family: _____

Do you presently receive: Welfare Medicaid Food Stamps Other, pls. specify: _____

Certification:

All the information on this form is true and complete to the best of my knowledge. I specifically acknowledge and agree that verification of any information contained herein may be made at any time by the Boys & Girls Club. If asked by the Scholarship Committee, I agree to give proof of the information that I have provided on this form. I also realize if I do not furnish said information when requested, my child(ren) may be denied aid. **Confidentiality:** As a parent of a Boys & Girls Club member you have the right to complete confidentiality. Often, a family will require the services of another person or agency. We will advocate on your behalf, or refer you to another person or agency with your permission. In order to best assist you, we may have to tell them the facts of your case, but we cannot tell them anything without your written permission. If you wish to grant us permission to discuss your case with another person or agency, please sign the following: I, _____ waive my right to confidentiality, and authorize the Boys & Girls Club to receive and give information for advocacy and referral purposes.

Parent's or Guardian's Signature: _____ Date: _____



Boys & Girls Club of Oyster Bay-East Norwich

The Bahnik Youth Center

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Scholarship Application Instructions

Program	Application Deadline
Before/After School Programs	Friday, June 4, 2021
Full Day Camps	Friday, June 4, 2021
Summer Program	Friday, April 16, 2021

Scholarships are offered to those families with the greatest need, as it is the goal of the organization that every child, regardless of a parent's ability to pay, will be able to participate. The Boys & Girls Club (B&GC) has specifically designated a scholarship committee who carefully review the policies, scholarship criteria, and applications to determine eligibility. Although families are required to submit evidence of income, there are certain other variables which would be taken into consideration, such as illnesses in the family, single-parent household, family size, or special circumstances.

Instructions:

Please carefully complete and submit the information listed below to the Boys & Girls Club of Oyster Bay-East Norwich, One Pine Hollow Road, Oyster Bay, NY 11771. All information is kept confidential.

Scholarship:

- Application for Scholarship (completed and signed)
- 2020 W-2 Forms
- State and Federal Tax Return for year-ending December 31, 2020, if available
(Please make sure the tax returns contain your address and are signed.)

Registration Checklist, please be sure to submit the following:

- Program Registration Forms and requisite documents for the program(s) in which you are applying
- Before/After School Program only: non-refundable deposit; \$50.00 per program, per child
- Credit Card Authorization Form, if applicable

If not a current member, please be sure to also submit the following:

- Membership Record Form 2021
- A signed Parental Authorization Page (located on reverse side of Membership Record Form)
- Payment for Membership
- BlueCard Form
- OCFS 6040 Health Screening One-Time Attestation

For children with a chronic medical condition or allergies, submit the following:

- Individual Health Care Plan Form (IHCP)
- Food Allergy and Anaphylaxis Care Plan

Allowance should be made for at least a 4-week waiting period for scholarship determination. Those who choose to attend the program(s) before receiving notification of eligibility will be charged the full cost of the program(s) until scholarship takes effect.

A limited number of scholarships are available for those families who qualify; therefore, it is strongly recommended that completed documents be submitted on or before the Application Deadline. Please note: not all families who apply will receive a scholarship, as the scholarship awards will be based on available funds and total number of members awarded. Financial assistance is provided through donations to our Scholarship Fund. When scholarship funds are no longer available, B&GC will maintain a waitlist so that those families who may be eligible for scholarship will be granted same in the order of their waitlist date (the date on which completed registration and scholarship packets were received by B&GC). Scholarships would be offered to families in the order of the scholarship waitlist.

Incomplete scholarship applications will NOT be processed, nor will those applications which are received without the completed registration form and financial documentation. Notification of eligibility will be made by email communication.

The same policies and rules set forth in regard to program registration will also apply to scholarship applicants, with the exception of the Summer Program. Scholarship applicants will not be required to pay the deposit of one half of camp fees, which are otherwise mandatory at the time of registration. Scholarship recipients will, instead, be required to make full payment upon notification of award.

Ayuda en ESPAÑOL: Llame a Cathy Barrundia, Coordinadora del Programa Bilingüe. Horas de Oficina: lunes y jueves de 10:00am a 2:00pm o por cita. 516-922-9285, Extensión 10, cbarrund@bgcoben.com. Thank you.