



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

**Early Registration
School-Age Child Care Programs 2022-2023**

IMPORTANT INFORMATION

Memo To: Before and After School Program Parents
From: Lorraine Rubin, Child Care Director
Re: Registration Information 2022/2023 School Year
Date: January 31, 2022

Before and After School Program – Grades K-6

We are offering an early registration option to families whose children are currently enrolled or on our waitlist in our Before and/or After School Child Care Program(s), as well as their siblings.

The early registration window is available Monday, February 7th, through Friday, March 11th. Thereafter, registration will open to the general public beginning Monday, March 14th. 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 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 15, 2022. 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, miércoles, y jueves de 8:45am a 12:45pm o por cita. 516-922-9285, Extensión 13, cbarrund@bgcoben.com. 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 2022-2023
- 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 2022
- 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 (OCFS-LDSS 7006)
- Food Allergy and Anaphylaxis Emergency Care Plan (OCFS-6029)
- Medication Consent Form (OCFS-LDSS-7022)



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School-Age Child Care Program Registration Form 2022-2023

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 9/2022: _____ Grade as of 9/2022: _____

- | | |
|---|-------------------|
| <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 9/2022: _____ School as of 9/2022: _____

- | | |
|---|-------------------|
| <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 9/2022: _____ School as of 9/2022: _____

- | | |
|---|-------------------|
| <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 2022/2023. 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: _____



Scholarship Application Instructions

Program	Application Deadline
Summer Program	Monday, April 25, 2022
Before/After School Programs	Friday, June 3, 2022
Full Day Camps	Friday, June 3, 2022

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.

Membership:

- I'm already a current Member – January 1, 2022 to December 31, 2022
- Membership Record Form 2022
- A signed Parental Authorization Page (located on reverse side of Membership Record Form)
- Payment for Membership
- BlueCard Form
- Health Screening One-Time Attestation (OCFS 6040)

Scholarship:

- Application for Scholarship (completed and signed)
- 2021 W-2 Forms
- State and Federal Tax Return for year-ending December 31, 2021, 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

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

- Individual Health Care Plan Form (IHCP)
- Food Allergy and Anaphylaxis Care Plan (OCFS 6029) & Medication Consent Form (OCFS-LDSS-7002)

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, miércoles y jueves de 9:00am a 2:00pm o por cita. 516-922-9285, Extensión 13, cbarrund@bgcoben.com. Gracias.



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Scholarship Application 2022

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: _____



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Payment Policies and Agreement – School-Age Child Care Programs 2022-2023

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
Half Days of School-Before School Participants (BSP):	\$40.65
Half Days of School-BSP with Sibling Discount:	\$39.43
Day of Registration Surcharge per BSP/ASP Participant:	\$10.00

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)
Part-Time Calendar Late Submittal Fee Assessment:	\$25.00
Half Days of School-After School Program (ASP):	\$20.05
Half Days of School Session-(ASP) with Sibling Discount:	\$19.46
Half Days of School-Before School Participants (BSP):	\$40.65
Half Days of School-BSP with Sibling Discount:	\$39.43
Day of Registration Surcharge per BSP/ASP Participant:	\$10.00

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;

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: _____