



Universal Signature Form - Ages 5-12 School Year 2025-2026

This document must be physically signed and initialed by the child's legal parent/guardian. Online registration is not complete until this form, a copy of the child's Birth Certificate, Immunization Records, current photo, etc. have been submitted. A separate form is needed for each child enrolled.

Name of Child Enrolled: _____ Location: ☐ E.A. Tutt or ☐ El Pomar

MEDICAL RELEASE:

In the case of an emergency involving the child on this enrollment form, I authorize Boys & Girls Club of the Pikes Peak Region employees & volunteers to use the information in the medical section for emergency medical treatment under the following conditions:

1. An emergency or unanticipated condition requiring actions for the preservation of the life or health of my child, **and**
2. Reasonable attempts to contact Parent/Guardian/Emergency Contacts have failed.

I further acknowledge that I will be responsible for any medical, hospital fees, or costs associated with my child's medical treatment that may proceed without further authorization.

Parent/Guardian Signature _____ Date _____

POLICIES AND PROCEDURES HANDBOOK (downloadable online):

I have read and understand the policies and procedures outlined in the Parent Policies and Procedures Handbook. By signing below, I agree to abide by these policies and procedures.

Parent/Guardian Signature _____ Date _____

FINANCIAL CONTRACT AGREEMENT:

I understand that enrollment in any service serves as my financial contract with Boys & Girls Club of the Pikes Peak Region. I understand that payment for the Afterschool Monthly service is due on or before the 1st day of each month and that payment will be required through the end of the school year or until I have provided a written, two-week notice of my child's withdrawal from the service. I further understand that the continued failure on my part to pay the monthly fees on time will lead to additional fees and termination of services per policy. School Out Days, Fall, Winter and Spring Break services are not included in the Afterschool Monthly service and must be enrolled and paid for separately. By signing below, I acknowledge full financial responsibility for all charges and fees incurred.

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Address _____

Parent/Guardian Phone Number _____ Email _____

PERMISSION TO TRANSPORT (for emergencies & field trips):

I give permission for my child to be transported by foot or vehicle by Boys & Girls Club of the Pikes Peak Region or a contracted third-party transportation service in the event of an emergency or for field trip purposes. In signing below, I agree to release the Boys & Girls Club of the Pikes Peak Region from all liability to me, my child, and my child's personal representative, assigns and heirs for all claims and damages which my child or I may have in connection with my child's attendance at the Club. If, despite this release, my child, I, or anyone on my child's behalf make a claim against the club, I agree to indemnify and hold harmless Boys & Girls Club of the Pikes Peak Region from any attorney fees, damages, or cost it may incur due to such a claim.

Parent/Guardian Signature _____ Date _____

INTOXICATED PERSONS AT PICK UP:

For the safety of the children, Boys & Girls Clubs of the Pikes Peak Region has established a procedure in the event of anyone attempting to pick up a child while under the influence of or impaired by alcohol or drugs. If a staff person suspects intoxication, a conversation will take place, and they will call an authorized contact listed in the Parent Portal account of the member's for pick up. If the individual insists on leaving with the child(ren), the staff will immediately contact law enforcement and advise them of the situation. Failure to comply with this policy could result in termination of services.

Parent/Guardian Signature _____ Date _____

TRANSPORTATION TO BOYS & GIRLS CLUB FROM SCHOOL:

If transportation from school will be provided by parent/guardian, please check here ☐

Transportation to the El Pomar Club is provided by BGCPPR ONLY for the following schools. Please mark the school below that your child will be transported from.

- ☐ Bristol Elementary
- ☐ West Elementary
- ☐ West Middle
- ☐ Holmes Middle

Transportation to the E. A. Tutt Club is provided by BGCPPR ONLY for the following schools. Please mark the school below that your child will be transported from.

- ☐ Centennial Elementary
- ☐ Monterey Elementary
- ☐ Mountain Vista Community School
- ☐ Carmel Community School

If your child is being transported by another school, please make note of that below along with the projected drop off time:

- ☐ Colorado International Language Academy **Drop Off Time:** _____
- ☐ Other: _____ **Drop Off Time:** _____

Please complete the transportation schedule below so we can ensure your child's arrival to our program:

AFTER SCHOOL TRANSPORTATION SCHEDULE:

PM Program (select days) - ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Boys & Girls Club of the Pikes Peak Region RELEASE STATEMENTS
(Physical Initials Required)

- _____ I release and hold the Boys & Girls Club of the Pikes Peak Region harmless for any liability, loss, injury, or other damages arising in any way as a result of the child's participation in program activities.
- _____ I consent for Boys & Girls Club of the Pikes Peak Region to track participation, data collection, and release confidential & private information regarding my child in relation to behavioral/mental health and social emotional learning programs.
- _____ I authorize the Boys & Girls Club of the Pikes Peak Region to talk to current Special Education school instructors in order to promote a smooth transition of services from school to after school programming when needed.
- _____ I understand that it is my responsibility to update ALL changes regarding employment status, address, phone numbers for myself or contacts and other relevant information for BGCPPR through the Parent Portal.
- _____ I give permission to Boys & Girls Club of the Pikes Peak Region to provide my child internet access for the Clubs computer learning center. I understand my child will lose internet privileges if it is deemed necessary by staff. I understand that I can take back my permission at any time and that my permission automatically stops at the end of the enrollment period.
- _____ I understand that the staff reserve the right to search and/or take possession of all personal items based on concerns. Process is explained in the Parent Policies and Procedures Handbook.
- _____ I have read and understand the organization Aquatics Safety Policy.
- _____ I agree to the Acceptable Technology Use Policy found in the Parent Policies & Procedures Handbook.
- _____ Members and family may be asked to take a non-identifying survey upon registration and asked to take additional surveys during the year.
- _____ I authorize Boys & Girls Club of the Pikes Peak Region to have access to my child's school records, such as report cards for educational purposes.
- _____ I grant permission to the Boys & Girls Club of the Pikes Peak Region for the member to be used in public relations material-names, pictures, news media coverage, and anecdotes for the purpose of educating the public to the services available. I hereby give my consent to use any photographs that may be taken of my child.

YES _____ or NO _____
(Please Initial Yes or No Above)

If your child will be absent for any reason, such as an appointment, illness, etc., you MUST call to let the Branch Director know in advance by at least 12pm of that day. Communication with the Branch Director regarding absences or schedule changes is required for safety purposes. Continual failure to communicate with the Branch Director regarding changes or cancellations for transportation will result in termination of transportation. This is at the Clubs discretion and for safety purposes.

E.A. Tutt 719-570-6242 El Pomar 719-473-3490

BY SIGNING BELOW, I AM ACKNOWLEDGING THAT I HAVE READ, UNDERSTOOD AND AUTHORIZED, AS INDICATED BY SIGNATURE OR INITIAL, THE ABOVE RELEASE STATEMENTS.

Parent/Guardian Signature _____ Date _____

PROGRAM POLICIES

EXPECTATIONS & REGULATIONS (please go over this section with your child):

In order to ensure the health, safety, and welfare of all members, staff, and volunteers, the Boys & Girls Club of the Pikes Peak Region administers the following disciplinary policies and procedures:

1. The Club enforces the following four Codes of Conduct:
 - a.) Respect yourself and other members
 - b.) Respect for all staff and volunteers as employees and program leaders.
 - c.) Respect for site facilities and equipment.
 - d.) The following are strictly prohibited:
 - 1.) Cursing, swearing, racial remarks, or any other form of verbal abuse.
 - 2.) Fighting or any other physical abuse.
 - 3.) Use or possession of controlled substances, weapons, and intoxicants.
 - 4.) Smoking, chewing, or any other use of tobacco products.
 - 5.) Music containing inappropriate or suggestive language.
 2. Member behavioral infractions related to substance and alcohol use:
 - a.) Staff identification of situation or activity:
 - 1.) Staff or members may witness or observe the activity and share it with the Branch Director.
 - 2.) Staff consultation with involved parties; assess situation, review behavioral contract, expulsion from the Club and contacting parent(s). In accordance with guidelines for discipline; item #3.
 - 3.) Suspension: undetermined period of suspension from the program and return only after a parent/guardian meeting.
 - 4.) Follow-up meeting: staff and family establish behavioral contract and return date of member into the program.
- Note:** If the terms of the behavioral agreement are not met by the member and their family, membership rights at the site may be revoked indefinitely.
3. Infraction of any of the above, or any other action deemed inappropriate, may result in the following procedures:
 - a.) Discussion: warning and description of inappropriate action and guidance to avoid reoccurrence.
 - b.) Cool Down: seating for a specific period in a specific place.
 - c.) Suspension: a set period of time from the Club and may require a parent / guardian meeting to return.
 - d.) Expulsion: removal from the Club for a specific period, indefinitely, or permanently with reinstatement considered following a parent / guardian meeting.
 4. Immediate suspension or expulsion may result in any situation where, in the judgment of staff, the safety of any individual is at risk.
 5. The Boys & Girls Club of the Pikes Peak Region is a private membership organization, and sites are **NOT PUBLIC FACILITIES**. The Club reserves the right to refuse access to any person with or without cause.

By signing below, I agree to follow and obey the above expectations. I understand that if my child or I do not follow the expectations above, this could result in corrective action or termination of services.

Parent/Guardian Signature _____ Date _____

Boys & Girls Clubs of the Pikes Peak Region Dress Code

We believe that the way members dress affects their behavior and the quality of their participation in Club activities and reflects on The Club. Therefore, the following member dress code has been established.

Parent(s)/Guardian(s), please read and go over this with your teen(s).

1. All bags, backpacks, and coats must be put in cubby spaces provided upon arrival at the Club for safety purposes.
2. State health law requires that closed-toe shoes always be worn at the Club (only non-marking soles can be worn in the gym. Sandals, heels, or other types of dress shoes can NOT be worn while in the gym.)
3. Sagging pants are not appropriate at the Club, belts are highly recommended.
4. Tank tops, spaghetti strap tops, or similar clothing are not allowed for any member. Sleeveless shirts **are** allowed but must cover the shoulders.
5. Shirts must be long enough to be tucked in and no longer than mid-thigh.
6. Shorts and skirts must be at least mid-thigh length. Girls are encouraged to wear shorts under their skirts, especially if they are participating in gym activities.
7. T-shirt messages cannot be overtly offensive. Shirts that advertise drugs, alcohol, or are sexually offensive will not be allowed.
8. Excessive piercings or make-up will not be allowed, and it is at the discretion of the Club Staff.
9. Members may not wear clothing styles suggestive of gang or cult membership. Any clothing that can be associated with delinquent, criminal, or anti-social conduct such as anarchy symbols are not allowed. Any disrespect towards any religious group will NOT be allowed.
10. Members, whom Boys & Girls Clubs of the Pikes Peak Region Staff determine are distractingly or provocatively dressed, will be asked to change clothing. No chest, bottom, or stomach should be exposed.
11. Caps, beanies, hats, and sunglasses are not to be worn inside the building.
12. The club staff may establish additional guidelines and reserve the right to exclude other types of clothing if deemed necessary.

By signing, my child & I agree to follow and obey the dress code guidelines. I understand that my child's participation and membership in the program is contingent upon meeting the above guidelines.

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ **Date** _____