



195-15 Linden Bolevaurd  
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www.gloriousfuture.org

### Program Application

Welcome New and returning students to this Year's Program.  
Below are the documents you will need to complete your application

If you are a returning parent, please update your escort List and emergency contact if needed.

It is mandatory for all students to have a copy of their recent medical report on file.

1. Application
2. Consent for emergency medical treatment
3. Permission slip
4. Escort list
5. Medical Examination form
6. Emergency Contact Form

Child Information

Name of Child \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth: \_\_\_\_\_ M/F Grade: \_\_\_\_\_ School: \_\_\_\_\_

\_\_\_\_\_

Program: \_\_\_\_\_

Child's Interest:

\_\_\_\_\_

Mother's name: \_\_\_\_\_ Farther's name: \_\_\_\_\_ Work

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

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

\_\_\_\_\_ Home Phone: \_\_\_\_\_ Email:

\_\_\_\_\_ Email: \_\_\_\_\_ Family



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Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Are there any medical or physical conditions that we should be aware of including allergies? Yes \_\_\_\_\_  
No \_\_\_\_\_

If Yes please list \_\_\_\_\_

**Consent for Emergency Medical Treatment**

I, \_\_\_\_\_, (Parent's name) do hereby give the authority to the school age program staff to obtain necessary emergency treatment for my child(ren)

\_\_\_\_\_ with the understanding that I will be notified as soon as possible.

Relationship: \_\_\_\_\_

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

Cell Phone # : \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_  
"Building a Bright Future for Children"

Email address: \_\_\_\_\_



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## Escort List

List the Persons Authorized to pick up your children

Child's name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Bus Pick Up? \_\_\_\_\_

Name & Provider of  
\_\_\_\_\_

Escort Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship: \_\_\_\_\_

Escort Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship: \_\_\_\_\_

Escort Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship: \_\_\_\_\_

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Escort Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship: \_\_\_\_\_

Escort Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship: \_\_\_\_\_

Escort must be 16 years of age or older. Please advice anyone names above to be prepared to show a picture ID.

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

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



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### Permission Slip

It is hereby understood that children required leaving the program premises of Glorious Future School Age Program, from time to time, accompanied by staff on excursions, outside walks, field trips, parks or other purposes.

Permission is hereby granted for my child(ren)  
\_\_\_\_\_ to be taken out of the program facility for  
the above purposes.

The permission shall be deemed to apply to each instance without necessity of separate consent for each occasion.

I hereby authorize glorious Future Program to take my child to the hospital or physician for emergency treatment.

Glorious Future School Age Program also has the permission to

\_\_\_\_\_ Photograph, or \_\_\_\_\_ NOT photograph my child/children.

\_\_\_\_\_

\_\_\_\_\_ (Print) Parent / Guardian's Name Signature of parent or

guardian

\_\_\_\_\_

Date





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## Emergency Contact Form

Child Information

Name of Child \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mother's name: \_\_\_\_\_ Farther's name: \_\_\_\_\_ Work

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

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

\_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_ Other \_\_\_\_\_

Emergency Contact incase of an emergency when parents or guardians cannot be reached

Name: \_\_\_\_\_ "Building a Bright Future for Children"

\_\_\_\_\_ Phone # \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship: \_\_\_\_\_



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## FINANCIAL AGREEMENT

Dear Parents,

Glorious Future is very grateful for the opportunity to serve your families. My goal is to continue to provide you with excellent child care service. For the program to run effectively there are several obligations that need to be maintained such as, rent, utility, insurance, staff fees, DOH regulations and so forth. Parents are expected to adhere to the following requirements. Below is a description of the terms of payment. Please thoroughly read and ensure you thoroughly understand these terms of this contract. Provide your signature at the bottom of this document. Your signature means that you fully understand and agree to these terms.

1. Once you are enrolled in the program your child's seat has been reserved for the entire school September 5<sup>th</sup> 2018 – June 26, 2019.
2. All payments are required to be made BEFORE service. No exceptions.
  - a. Service will not be provided without payment. If you fail to make payments, your child's seat will be given to another student.
3. All registration fees must be paid in full before the end of the first month of enrolment.
4. If you choose to pay bi-weekly, a minimum of 1 weekly deposit is required.
5. Returned checks will incur a \$35 fee. If this occurs, following payments must be made in cash or money order.
6. Late fees: Parents are expected to pick up their child(ren) by 7:00 PM. Late pickups will be charged \$5 for every 15 minutes late.
7. A minimum of 1 full week (5 full business days) notice is required if children will be absent from the program for any reason.
  - a. If you do not inform the Program Director within this time frame, you are still responsible for the full payment for that week.
8. A minimum of 2 full weeks (10 full business days) notice is required if you are going to withdraw your child from the program.
  - a. If you do not inform the Program Director within this time frame, you are still responsible for the full child care fees.
9. If your child is absent due to unforeseen circumstances, i.e. your child is sick or you are having financial hardships, you will be required to pay only 50% of child care fee. Keep in mind that your child's seat has been reserved.
10. If you are going to be late in making payments for whatever reason, kindly inform program director and make arrangements on how payments will be made.



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Thank you for choosing Glorious Future as your childcare provider this year. It is with great pleasure that we accept this rare privilege. We are looking forward to having an amazing year filled with much fun and learning!

I have read and reviewed this document in its entirety and understand all terms of payment. I understand that I am expected to abide by all terms listed above, and by signing my name below, I agree to these terms. I also understand that any missed payments without proper notice to the Program Director can result in my child being dismissed from the program.

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Program Director

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## **SUMMER CAMP POLICY**

Dear Glorious Future Parents & Guardians,

I would like to use this opportunity to welcome you on an amazing Summer Camp Journey! It is my prayer that this summer will be the best summer ever for you and your children. It is our summer to reach greater heights, to grow, explore, learn, and build meaningful and enriching relationships. I want to thank you for choosing Glorious Future as your Child's Summer Camp destination. I look forward to the opportunity to serve your families.

My goal for this summer is provide parents with exceptional child care service that will foster the all-around development of your child. I have spent a lot of time and resources to extensively prepare for this year's camp to ensure that your child has an amazing summer filled with much learning and fun. As we take this journey I trust that your child will be positively influenced to be the best they were created to be. I believe that all children are created with the divine ability to fulfil their God given purpose. With that understanding, my role is to help develop skills and discipline that would prepare them for a Glorious Future. Once again, I thank you for the opportunity to work with your child and I look forward to having an amazing summer!

In my effort to providing parents with exceptional child care service, please adhere to the following program policy:

### **Registration**

- Parents must update information on previously filled registration forms
- Parents must submit Updated Medical form for the summer camp
- Every parent must pay the \$125 registration fee; \$75 each additional for families of 2 or more.
- Sign new enrollment contract form for 2019 summer camp.

### **Payment & Fees**

- All payments are due BEFORE service. No Exceptions.
  - Service will not be provided without payment. If you fail to make payments, your child's seat will be given to another student.
- All registration fees must be paid in full.
- All parents who choose to pay a weekly fee are required to have a security deposit of 1 week's camp fee that will be used for the last week of camp.
- Payments not received by Friday will incur a \$5 late fee for every week payment is late.
- Payments MUST be made in a sealed envelope with student's name and week of payment.





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- All payments must be made via, cash app or quick pay, postal money order.
- No cash payments will be accepted
- "Building a Bright Future for Children"
- No Personal Checks will be accept only bank certified checks
- If you are going to be late in making payments for whatever reason, please talk to the Program Director promptly

- Students will not be able allowed to attend program without full payment.
- All payments are due before service, there are no exceptions.
- Payments are not based on attendance for on enrollment for the program
- Full payments are due regardless of numbers of days in attendance
- Only students enroled in part time can switch days only in advance
- See price list for program prices for details
- Late fees: Parents are expected to pick up their child(ren) by 6:15 PM. And absolutely no latter than 6:30PM Late pickups will be charged \$5 for every 15 minutes late.
- A minimum of 1 full week's (5 full business days) notice is required if children will be absent from the program for any reason.
- If you do not inform the Program Director within this time frame, you are still responsible for the full payment for that week.
  - If your child is absent due to unforeseen circumstances, i.e. your child is sick or you are having financial hardships, you will be required to pay only 50% of child care fee.
- If you are going to be late in making payments for whatever reason, please talk to the Program Director in advance to make specific arrangements on how fees will be paid.

#### Arrival

- Arrival time is at 7:30.
- Any arrival time earlier than 7:30 will be subject to an early drop off fee.
- Parents must Sign in & sign out children

#### Pick up Policy

- All students must be picked up promptly by 6:15PM.
- All Parents will be given a grace time of 15mins
- Parents who are running late should notify program director via text or phone call.
- All Children who are picked up later than 6:30 will be charged a late fee.
- A Late fee of \$5 per every 15 mins will be applied to weekly fees.
- Keep in mind that staff must be compensated for overtime.
- Remember to Sign out your child at pick up.
- Children are not allowed to leave the building without a written permission from the parents
- we are not allowed to send parents to the car outside the building.

#### Absences



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- If students are going to be absent, parents must inform the program director.
- Parents will not have to pay for scheduled absences (minimum 1 full week's notice is required to make necessary financial adjustments)

- Parents of children who are enrolled in the program must make regular payments regardless of the amount of days their children are present. There are no partial payments allowed due to attendance as payments are not based on attendance, but rather the security of a child's seat in the program. Only part time students are allowed make up days missed but an advance notice is needed.

#### **Electronic Devices Policy**

- Students can bring electronics to the center.
- Students must be productive with their electronics devices.
- Students are not permitted to make calls without permission.
- Students are not permitted to make video recordings at the center, as this involves the recording of other students.

#### **Academic Policy**

- Academic work is designed for students operating on their respective academic levels.
- Students who are below their respective academic level will be placed in a remedial program.
- All students must fully participate for maximum benefit.
- Parents can purchase summer bridge textbooks on Amazon. Copies would be given to students.
- Parents must purchase the recommended chapter books for summer
- Send students with a library card to visit the library.
- Please check your child's work weekly and ensure it is satisfactory.
- Students are expected to work independently and receive guidance as they move up in grades.
- We are not permitted by law to force any child to do work.
- We will do our best to encourage and motivate your child.

#### **Library**

- Students will get a chance to go to the Library each week.
- Parents can send students with library so that they can use the computer and check out books for their daily reading log.
- Students will only be allowed to check out one book at a time with parents' permission.
- Students will not be permitted to check out books for other students.

#### **Staff Management**



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- Any complaints or concerns should be reported to the program director immediately.
  - We have several volunteers that would be assisting us during program hours.
  - "Building a Bright Future for Children"
  - All staff that are left with the children have undergone all required screening process by Department of Health.
- 

### **Behavior Management**

- Students are expected to follow rules of the program.
- Students are expected to respect all staff.
- Under no circumstance is any child allowed to hit other children.
- Children will be given 3 verbal warnings.
- A redirection approach will be used to tailor child's energy.
- Parents will be notified if behavior does not change.

### **Discipline Policy**

- Discipline Policies will be implemented when children are not following the rules, and will include the following:
  - Verbal warning
  - Redirection (children will be encouraged to change to a positive activity.)
  - Group Separation (10 mins)
  - Loss of privileges (No game / fun time.)
  - Call to parents if behavior continues
- If behavior continues, students will be expelled from the program immediately.
  - It is very important that parents explain to their children the importance of camp rules to ensure their safety and well-being and to make sure they enjoy themselves.
  - We have a zero-tolerance policy for hitting and inflicting pain of any kind to other students.
  - We have a zero-tolerance policy for bullying. The children expected to work together to build a community setting.
  - For children who do not follow camp policy and endanger the safety of other campers, their parents will be asked to pick up their child immediately. Such a child will be separated from the group while we await parents to come.
  - Students with uncontrolled behavior will not be allowed to participate on trips.





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- To ensure the safety of all camp-goers, children who have uncontrolled behavior issues will no longer be able to attend the camp.
- "Building a Bright Future for Children"**

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### **Fun Friday**

- Fun Friday will be held once a month
- Parent who wish for their child to participate should pay \$5 per child
- Activities include: Pizza/Mc. Donald's/ Burger Kings, drinks, chips, ice-cream, candy, Fun games, rewards, prizes etc.

### **Parent Support**

- In our effort to providing parents with excellent child care services, we ask that parents encourage their children to follow the rules of the program.
- Encourage your children to be responsible always.
- Feel free to express concerns or make a complaint at any time.
- We also welcome suggestions on how to make sure the program is meeting the needs of parents.
- Be sure to let us know when we are doing a great job as well.

### **Dropping Out of Program**

- A minimum of 1 week (5 business days) of notice is required if parents are withdrawing their children out of the program for any reason. If you do not notify the director within this time frame, you will still be responsible for the payment for that week.
- Without a formal notice of 5 business days your security deposit will be forfeited.

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### **Trips, Swmming and the Park**

- All parents must sign permission slips for trips.
- Children must wear covered shoes and socks.
- Children must bring their own bottle of cold water.
- Children must wear camp t-shirt to Trip.
- Girls must wear proper bathing suits that fit them properly.
- Boys must wear proper bathing suit with mesh and a white T-shirt
- Proper water shoes are required
- Children must bring a clean towel to dry off(Please label their clothes properly with a permanent marker)
- Children must bring plastic bags to store wet clothes
- Children will not be allowed to participate in swmming with out proper attire, Pools are very strict with their policy.





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### Allergies

- Parents must inform the program director of child's allergies or food preferences.

I have read and reviewed this policy in its entirety and understand all policies and expectations for myself and my child. I understand that I am expected to abide by all terms listed above, and by signing my name below, I agree to these terms. I understand that my child can be dismissed from the program for reasons including, but not limited to, 1) any missed payments without proper notice to the Program Director; and 2) uncontrollable child behavior that affects the safety of other children.

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature of Program Director

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## Program Enrollment Policy & Contract

Dear Glorious Future Parents & Guardians,

I would like to use this opportunity to welcome you to an exciting school year! It is my prayer that this school year will be rewarding for you and your child. I strongly believe this is our year to reach greater heights, to grow, explore, learn, build meaningful and enriching relationships. I want to greatly thank you for returning for another year! I look forward to the opportunity to serve your families.

My goal for this year is to provide parents with exceptional child care service that will foster the all-around development of your child. We have carefully prepared for this year's program to ensure that your child has an amazing school year filled with much learning and fun. As we take this journey, I trust that your child will be positively influenced to be the best they were created to be.

I believe without a doubt, that all children were created with the divine ability to fulfil their God given purpose. With this understanding, my role is to help develop skills and discipline that would prepare them for a Glorious Future. Once again, I thank you for the opportunity to work with your child and I look forward to having an amazing school year!

In my effort to proving parents with exceptional child care service, please adhere to the following program policy:

### **Financial Policy**

- All payments are due before service. No exceptions. No child care service will be provided without payment.
- Payments MUST be made via zelle or cash app, Money order, bank certified check. Cash payments are not accepted There is no refund on service provided.
- The fee for late payments is \$5 per week.
- All parents must pay a registration fee according



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- A two weeks tuition deposit is required. (This deposit will be used for the last 2 weeks of the program). Without it, your child's seat is not guaranteed.
  - "Building a Bright Future for Children" is required before dropping out of the program for any reason. Without it, your deposit will be forfeited.
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- Once students are registered, parents are responsible for child care fees, regardless of how many days students attended the program. Plans are made for the program based on the number of students enrolled.

#### Pick Up

- Parents who pick up their children later than 6:30 PM will be charged a late fee of \$5 per every 15 minutes. No Exceptions
  - Students who are picked up late more than 4 times a week will be dismissed from the program.
- 3 days of programming during a school week counts as a full week.
- Once school is in session parents are responsible for child care fees regardless of if you choose to send your child the program for the day or not.
- Parents pay 50% of child care fees weeks when school is closed. (Keep in mind Program's financial responsibilities are calculated by the month, i.e rents, utilities e.t.c)

#### Electronic Devices

- Students can bring electronics to the center.
- Students must be productive with their electronics devices.
- Students are not permitted to make calls without permission.
- Students are not permitted to make video recordings at the center, as this involves the recording of other students.

#### Library

- Students will get a chance to go to the Library each week weather permitting.
- Parents can send students with library so that they can use the computer and check out books for their daily reading log.
- Students will only be allowed to check out one book at a time with parents' permission.
- Students will not be permitted to check out books for other students.
- Parents should send students with library cards

#### Staff Management

- Any complaints or concerns should be reported to the program director





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- immediately.
  - We have several volunteers that would be assisting us during program hours.
  - "Building a Bright Future for Children" All staff that are in with the children have undergone all required screening by the New York State Department of Health.
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### **Behavior Management**

- Students are expected to follow all rules of the program.
- Students are expected to respect all staff.
- Under no circumstance is any child allowed to hit other children.
- Children will be given 3 verbal warnings.
- A redirection approach will be used to guide a child's energy productively and positively.
- Parents will be notified if behavior does not change.
- Parents and the Program director will work together to develop a plan to address challenging issues.

### **Discipline Policy**

- Discipline Policies will be implemented when children are not following the rules, and will include the following:
  - Verbal warning
  - Redirection
  - Group Separation (10 mins)
  - Loss of privileges (No game / fun time.)
  - Call to parents if behavior continues
- If behavior that endangers the safety of students and others continues, students will be expelled from the program immediately.
  - It is very important that parents explain to their children the importance of program rules to ensure their safety and well-being and to make sure they enjoy themselves.
  - We have a zero-tolerance policy for hitting and inflicting pain of any kind to other students.
  - We have a zero-tolerance policy for bullying. Children need to learn how to work together to build a community setting.
  - For children who do not follow behavior policy and endanger the safety of other children, their parents will be asked to pick up their child immediately.
  - To ensure the safety of all students, children who have uncontrollable behavior issues after a variety of strategies to help will no longer be able to attend the program.





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### **Parent Support**

- In our effort to provide parents with excellent child care services, we ask that parents encourage their children to follow the rules of the program.
- Encourage your children to always be responsible.
- Feel free to express concerns or make a complaint at any time.
- We also welcome suggestions on how to make sure the program is meeting the needs of parents.
- Be sure to let us know when we are doing a great job as well!

### **Allergies**

- Parents must inform the program director of their child's allergies or food preferences.

### **Withdrawal from the Program**

- A full 10 school days' notice is required to withdraw from the program for any reason. Any notice not given at least 10 school days in advance, your deposit will be forfeited.

Please check your calendars for the year and make adequate arrangements for vacations and absences.

We sincerely appreciate your business, it is our delightful pleasure to effectively run the business and provide high quality child care. The program requires timely payment and proper financial planning as the business has several financial commitments such as rent, staff salary, light, gas, insurance, etc. that must be fulfilled in a timely manner so as to not interrupt service provided. We kindly and respectfully ask parents to adhere to the following contract. It is your responsibility to read the terms in its entirety and ensure that you fully understand and agree to the terms and conditions.



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By signing this document, you agree to enroll your child in the Glorious Future After School program for the current school year. I have read and reviewed this policy in its entirety and understand all policies and expectations for myself and my child. I understand that I am expected to abide by all terms listed above, and by signing my name below, I agree to these terms. I understand that my child can be dismissed from the program for reasons including, but not limited to, 1) any missed payments without proper notice to the Program Director; and 2) uncontrollable child behavior that affects the safety of other children.

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature of Program Director

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Child Medical Health Form  
Online Link





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## Volunteer Forms

