



BOYS & GIRLS CLUB
OF COLLIER COUNTY

2016 – 2017

**After School
Enrichment Program
Immokalee Campus**

**Parent / Club Member
Policies & Procedures**

1155 Roberts Ave. W
Immokalee, FL 34142
239-675-7003 (Immokalee Campus)
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www.bgccc.com

October 17, 2016 – June 2, 2017

GREAT FUTURES START HERE.

The Organization

As a private, non-profit organization the Boys & Girls Club of Collier County's mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

We are here to help teach important life skills to our youth to prepare them for a successful adulthood. For that reason, the Club has very specific rules, policies and codes of conduct that are designed to help club members learn important life lessons now that will benefit them in the future. It is important that parents/guardians understand that their help is needed in supporting the efforts of the Club to exercise consistency, responsibility and accountability in every aspect of club programming.

We are excited about the school year and have enclosed information in regards to the impending after school programming. We look forward to a great school year!

Our Staff

We are here to help you in any way possible. Your children's safety, happiness and Self-esteem are of greatest importance to us. Should you ever have any questions, concerns or need someone to talk with regarding your child, we are always available.

Chief Professional Officer
Chief Operating Officer
VP of Operations
Unit Director
Program Director
Member and Family Services Manager

Theresa Shaw
Skip Robinson
Megan McCarthy
Julian Morgan
Juanita Martinez
Olga Rodriguez

Parent/Guardian & Club Member – Policies & Procedures Packet

The enclosed information includes but is not limited to the policies and procedures of the Boys & Girls Club of Collier County. ***All parents/guardians and club members are expected to review this packet.** This packet of information is designed to help ensure that the families of the Boys & Girls Club members understand the rules and policies of the organization. As with any youth organization, policies are constructed to provide a safe and productive environment for staff and children. It is important that both the organization and potential members adhere to our policies when registering for membership. Registration of a member implies acceptance of policies and rules. Thank you for your attention and participation.

**Boys and Girls Club staff will assist in the interpretation and understanding of policies if needed.*

About the School Year Program

The school year program is an opportunity for young people to be engaged in fun and educational activities during the after school hours and specific holiday breaks when school is not in session. Programs are designed to be hands-on, interactive and engaging which allow club members to continue important learning experiences in an after school setting. Program opportunities are varied and include but are not limited to: science, art, technology, recreation, homework help, swimming, leadership development, conflict resolution, character building, special events and more. Members are grouped by age and gender, which rotate through a variety of programs and activities daily.

Registration

Due to limited space, registration is on a *first come, first served basis*. Registration will be according to grade level and will be limited according to the amount of individuals that can be registered for each respective grade level. Registration Fees must be paid with Cash, Check or Money Order. A \$5 annual Membership fee is due upon registration to reserve a space.

**Annual Membership fee of \$5 will be due upon registration. Annual registration will be based upon the school year October 17, 2016–June 2, 2017.*

School Year Fees

A \$25.00 fee will be charged for any returned checks. No refunds will be issued for any reason. Once a space is reserved for an individual; equipment and supplies are purchased and cannot be returned.

Program Hours - Monday through Friday

Regular School Days	2:30 PM – 7:00 PM
Early Release Days	11:00 AM – 6:00 PM
School Break Days	7:30 AM – 6:00 PM

The Boys & Girls Club does not open prior to 2:30 PM on regular school days. No girl or boy should be dropped off the Club prior to that time. During the school year, the Club often closes at different times during holidays, staff trainings and special events. Special closing times will be posted at the check in / out area and will be posted in advance on flyers and notices. Please remember that you are responsible for keeping up with special closing times and dates.

Attendance

In order to take full advantage of all the Boys & Girls Club programs and activities, it is vital that your child be picked up after 6:00 PM.

Clothing

All children must wear comfortable clothing to the program that will not be harmed by recreational play. At no time will members be allowed with any inappropriate clothing and/or slang type word(s) or pictures. Additionally, **NO ONE**

will be allowed in the program with (but not limited to): hats, baggy pants without a belt, short shorts or skirts, spaghetti strap tank tops, midriff tops, open toed shoes or sandals.

Check In

The Club program does not open each day during the school year until 2:30 PM. Again, no child is to be on Club property prior to that time. Also, no child may be dropped off without a parent / guardian coming inside the building for any reason. Parents are responsible for walking their child into the building to check in when dropping their child off.

Check Out

All Parents/Guardians or authorized adult that is sent to pick up a child must present a photo ID when stating the child's name for pick up. No one, including parents/guardians, will be allowed to pick up a child for any reason without a proper photo ID. ***A proper photo ID must be shown each and every time. No exceptions.*** As a reference, knowing your child's group name will lessen the wait time during this process.

Check Out Options (Middle and High Students School Only)

It is our policy that a parent or authorized contact must come in the building to check out a child. However, if you would like your middle or high school member to walk, drive or ride their bicycle home each afternoon we must have written permission from the parent. If permission is given, your child is responsible for seeing that they leave the program on time. Once they have checked out for the day they are no longer the responsibility of the Club. Additionally, if you would like your high school child to check out your family members, written consent must also be documented by the parent. **Failure to properly check in and out will result in termination of privilege.*

Buses/After School Pickup/Neighborhood Drop Off

Currently, the Boys & Girls Club has a contract agreement with Collier County Public Schools (CCPS) and A&S Transportation to assist in providing transportation from many of the public schools in the Immokalee area. As transportation is provided by the school system – should a child fail to follow the rules of CCPS, they will no longer be allowed to ride the bus to the Boys & Girls Club. Young people must remain in their seats and use an inside voice tone, furthermore there should be no fighting, throwing objects or hanging any body part out of bus window. All club members must obey the rules and instructions of the CCPS or A&S bus driver at all times, no exceptions.

Just with any other CCPS or A&S school bus members are responsible for knowing which bus to use and for arriving at the bus on time. Members must come to the bus immediately following the dismissal of school as bus drivers will not go inside looking for children. If your child misses the bus, just as with a regular school bus route, it is the responsibility of the parent to go to the school and pick up their child. The Boys & Girls Club cannot pick your child up if they miss the bus. Furthermore, it is the individual parent's responsibility for alerting the school that their child will be riding the bus to the Club.

The Boys & Girls Club will be providing limited neighborhood bus routes in the evening to specified areas. The routes and number of spaces on each bus are limited and are on a first come, first served basis at registration.

If your child misses their bus it is the responsibility of the parent/guardian to pick their child up from the Club. Late fees will apply in this situation if the member is not picked up prior to closing.

Late Pick Up

Regular program hours are from 2:30 PM until 7:00 PM – Monday through Friday. Pick up after the stated closing time for that day is considered late. **For any child remaining after the stated closing time a late fee of \$1.00 per minute, per family will be charged. Late fees must be paid by check, cash or money order to**

ensure your child's membership stays active.

Closing Time	Regular School Days	7:00 PM	Late Fees begin at 7:01 PM
Closing Time	Early Release/School Breaks	6:00 PM	Late Fees begin at 6:01 PM

Refusal to Allow Pick Up of Child

Boys & Girls Club reserves the right to refuse a child to be picked up and transported by any adult (including parent or guardian) who appears to have their ability to drive impaired due to some substance use or any other circumstance or impairment. The level of impairment can only be determined by blood tests, which is not the responsibility of the Boys & Girls Club. However, it is our responsibility to practice risk management and safety for all involved. If for any reason, management staff on duty at time of pick up, feels that the adult picking up the child may constitute a safety hazard, the staff is required to retain the child and contact another authorized adult listed on the membership application. Impairment at any level is a safety hazard to the child being picked up, and to other children in the facility or in the parking area. Should a situation of this type arise, failure of the Parent/Guardian or other authorized adults to follow the instructions of staff on duty, will result in permanent revocation of membership of the child. Registration of the child implies acceptance and agreement of this policy.

Parent/Member Expectations

In order to make the Boys & Girls Club a safe and fun environment for all members, we have certain rules that must be followed. The basis for these rules is included in the "Code of Conduct" that is attached to your application. This "Code of Conduct" includes but is not limited to the following:

1. My child and I understand that they are **REQUIRED** to have their BGCCC **membership card** with them at all times. **If the card is lost or destroyed – I must pay \$1.00 to replace the card.** My child and I agree that they must check in and out each day with their membership card, at the proper check in and out location. This includes those members in high school that have parent permission to check themselves in/out each day.
2. My child and I understand that they are responsible for getting on the **correct bus each day** at the correct time whether from school or on the way home at night. If they miss the bus or fail to get on the correct bus, I am responsible for coming to pick them up either at the school or at the Club.
3. I agree that my child will wear proper clothing and footwear at all times. **The following clothing articles are not allowed at the Club:** bare feet, open-toed shoes (flip-flops) sandals, Heelie shoes, baggy pants without belts, clothing with inappropriate "sayings" or pictures, short skirts or shorts, midriff shirts and those with thin spaghetti straps and hats of any type.
4. My child and I understand and agree that if they steal, fight or use physical contact they will **immediately receive Out-Of-Club Suspension!**
5. Both my child and I understand that they are **not** allowed to **make or accept** phone calls at the CLUB for any reason (**this includes calls from or to parent/guardian via personal cell phones**). If I need to speak with my child, I will leave a specific message with one of the Program Staff.
6. We understand that Personal Games, Toys, Collectors Cards/Notebooks, Silly Bands, Cell Phones, CD/MP3 Players, Video Games and other electronic devices **should NOT be brought to the Club**. If they bring any of these items on site they **may be confiscated**. **We understand that Boys & Girls Club is not responsible for any items that are lost or stolen. If cell phones are used in an inappropriate manner, the Boys & Girls Club has the right to take the cell phone away.**

7. I have explained to my child that for their safety they are not to be in any staff offices, kitchen, storage areas, hallways, bathhouse, restrooms or outside play areas without permission. My child and I understand that for their safety they are to remain with their assigned group and group leader at all times. **If my child leaves the group for any reason without permission, they understand that they will be given a referral and appropriate consequences will follow.**
8. **Above all, I have explained to my child, and we both agree, that they will respect and obey CLUB staff at all times. If my child is disrespectful, abusive, and combative or disobeys the instructions of CLUB staff, they will be suspended and may also forfeit future swimming and/or field trip privileges.**
9. As a parent/guardian, I agree to follow all expectations set forth in this manual. If I am abusive, combative, disrespectful or aggressive with any staff member of the Club for any reason, the Boys and Girls Club of Collier County reserves the right to revoke the child's membership permanently.

Failure to follow the policies and procedures may result in revocation of membership. The normal procedure for discipline is (1) verbal warning, (2) removal from an activity, (3) phone call and (4) suspension. However, certain behaviors will result in automatic suspension:

Fighting	Destruction/Disregard for Equipment and Furniture
Stealing	Blatant Disrespect to Members, Staff or Faculty
Harassment	
Leaving Property without Authorization	

As a member of the Boys & Girls Club of Collier County your child is expected to abide by all policies and procedures set forth; therefore, In Club Suspension (ICS) will no longer be an option for misbehavior of any type. We will continue to provide consistent redirection. However, failure to follow the Code of Conduct will result in a phone call home for immediate parent pick up. Furthermore, those members who continue to misbehave will be placed in Out of Club Suspension.

Out of Club Suspension (OCS)

Club members who have repetitive discipline infractions will be placed on Out-of-Club Suspension (OCS) and will not be allowed to return to the Club for a specified time.

If a club member's actions have been particularly aggressive either to a staff member or to another club member, they may immediately receive Out-of-Club Suspension. Suspension from the program for any reason may disqualify your child from special events.

If you have any questions at anytime about discipline or suspension, please feel free to call and set up an appointment with the Unit Director or Program Director. If your child receives Out of Club Suspension for any reason, a scheduled meeting may be required prior to their return to discuss the incident further. This will give you and your son or daughter an opportunity to discuss any problems that you are concerned about.

Bullying / Harassment

Bullying, whether verbal or physical, is not allowed at the Boys & Girls Club. Therefore, it is critical that your child immediately notifies the appropriate staff member in regards to any uncomfortable situation. If a member does not tell a staff members or wait several days before telling a parent, it is impossible to rectify the situation. Accordingly, please be sure that your child understands that they cannot harass or bully other children.

Youth Relations Deputies

Thanks to our County Sheriff's Department, we have daily participation of Youth Relations Deputies in our Club

programming each day. Their purpose is to support the programs, policies and staff of the organization while assisting our youth in any way possible. They may also be called upon by staff to assist with discipline situations regarding a club member and parent.

Phone Calls

The daily Club program involves hundreds of members, volunteers and staff each day. Staff are with children all day and are not in the office to receive phone calls. It is our policy that *children cannot make or receive phone calls at anytime*. Arrangements concerning pickup, etc., should be made prior to check in at the Club.

Bad / Inclement Weather

Often during hurricane season, schools and county agencies and businesses are faced with possible closings. Generally, if schools are closed, or if county officials are calling for extreme/inclement weather - then the Boys & Girls Club is closed. During the summer, should bad/extreme weather be imminent, the Boys & Girls Club may close. This would only be during extreme cases dictated by local officials. The rule to follow ... Always call the Boys & Girls Club office before sending your child, anytime you are in question concerning hours or the weather.

Illness / Absence

Children not attending school or who are picked up from school due to illness, are not permitted to attend the Boys & Girls Club for that day. We do not have staff to supervise and do not have a nurse on duty. Furthermore, in a special case such as lice, pink eye or personal injury; members must have a doctor's note to return.

Suspension from School

Members suspended from school for any reason may not attend the Club.

Medication

As we do not have a nurse on staff, legally, we are unable to dispense or store any medication. Should your son or daughter need medication, it is your responsibility to see that they take the medicine in its proper dosage at the proper time. If any child has asthma or allergies that require medication or inhaler, they must carry it at all times. As with other medications, please only send one dosage a day. Children with asthma or allergic to bee stings, fire ants, etc., must carry their own inhalers, medications or Epi pens and be able to administer the dosage on their own.

Membership Cards

All Club members are issued a membership card and are **REQUIRED** to carry them at all times. Children who lose or destroy their membership cards will have to pay \$5.00. It is important for your child to remember the safety aspect of wearing or carrying their membership card when in attendance at the Boys & Girls Club.

Groups

All members are placed into groups prior to the beginning of after school programming based on grade level. Conflict resolution and working together are lifelong skills that we teach at the Boys & Girls Club and want our members to try new things and meet new people. Due to the number of children we serve, we are unable to continuously switch groups around. We also understand that group dynamics can change and any member switching will be looked at, on a case by case basis.

Fire Drills/Lockdown

Fire Drills occur at the Boys & Girls Club two times a year. During a Fire Drill all students will evacuate the building and report to designated areas with their staff member. During this time, parent pick up time will be an extended wait.

Lockdown will occur at the Boys & Girls Club two times a year. During a Lockdown all students will follow the policies put in place by the Boys & Girls Club staff to ensure safety.

Dinner/Snack

During the school year a light snack and nutritious dinner are served at a scheduled time each day. During school / holiday breaks when school is not in session and the Club is open all day, a nutritious lunch will be served in place of dinner.

All lunches packed from home must be properly packed in a lunch box or cooler. We do not have the ability to heat up or refrigerate any lunch items.

Homework Help

Providing homework assistance is a very important component to the after school program at the Boys & Girls Club. Each group will be scheduled a mandatory homework hall each day. To ensure that your child gets the assistance they need with their homework, please pick them up after their scheduled homework time. In addition to the mandatory homework hall. Teaching staff is available to assist members with completion and understanding of their homework if additional time is needed.

Recreational – Active Play

Throughout the after school program, every child will be involved in recreational, active and sports related activities at the Club. From time-to-time they may fall down or be struck by a ball in the course of normal active play. In the course of growing up, all children will fall and scrape their knees and experience normal bumps and bruises that are associated with active play and that are not a result of neglect. The Boys & Girls Club will not be financially responsible for any injury that is a direct result of appropriate active “play” or caused by the child disobeying any rule. Registering your child for the Club program indicates that you understand this policy.

Outdoor Activities

During each day, all children will participate in outdoor activities. Unless a swimming activity is involved, outdoor activities are never over 45 minutes in duration. All members will be given ample time to get water to drink and to go to the bathroom before and after activities. Members will not be allowed to leave the group and come back into the building during outdoor activities. If your child is unable to go outside during the day – then they must remain at home for the day.

Special Events

Special events will be posted by the door and at the check in/checkout counter. Flyers will be sent home announcing the events. At times, a special permission slip must be signed for offsite trips. In compliance with our insurance, no child may be dropped off or picked up at offsite special events.

Special events participation will be according to grade level and in some instances may involve a cost for the child. This information will be clearly stated in flyers that are sent home in advance. Your child is responsible for all money or important personal belongings. Transportation for offsite special events will be provided by the Boys & Girls Club, the Collier County Public School Buses and/or A&S Transportation. All drivers and vehicles are certified and properly licensed. Boys & Girls Club is not responsible for any lost, stolen or broken items.

Computer Use

All members will have an opportunity to use the Computer Lab during scheduled times in the after school program. Most of our computers have internet access. Children are only allowed to enter pre-approved web sites. Members will not be allowed in chat rooms or to check personal email. Members are not allowed in the computer lab without staff supervision. Club members are not allowed to download any information from the internet for any reason. The use of portable storage devices such as diskettes, travel/jump drives of any kind are not allowed. Any inappropriate use of the computer will result in having their membership revoked.

Equipment and Games

Should a member lose or break any games, equipment, furniture, etc., as a result of defacement, destruction or misuse, it will be the responsibility of the parent to replace the equipment. Any member that writes on walls, equipment, furniture, etc. will be suspended. Any damage caused as a result of graffiti or other misuse, will be the responsibility of the parent or guardian to repair or replace the equipment or pay for any damages. Parents who fail to do so in a timely manner will cause your child's membership to be revoked.

Bathrooms, Locker Rooms and Bath House

Appropriate bathroom behavior is expected at all times. Horseplay, vandalism or visiting the bathroom without permission will result in a referral. Furthermore, the bathrooms are clearly marked so it is important that students understand that they are not allowed in the bathroom of the opposite sex. For safety reasons, any student that is found in the wrong bathroom will have their membership revoked. There will be no exceptions to this rule.

Swimming

Weather permitting we will be swimming at the Boys & Girls Club at times during the after school programming. If your child's group has been chosen to swim, written notification will be sent home in a timely manner. In order for children to use the pool they must bring a change of clothing (including underwear), towels, one piece swimsuit only, sunscreen and a zippered backpack for all their clothing items. Children without change of clothing or swimsuit apparel will not be able to go swimming. All children have to remain with their group. Therefore, when the group is swimming – Club members in the group that are not swimming, must stay in the pavilion until the swim period is over. Please make sure to put their name on their back packs, clothing, towels, etc. Additionally, members who have been disruptive during programming or have been disrespectful to staff and fellow club members may lose their swimming privilege.

Parking

At no time should vehicles park along any side of the building including bus loop or reserved spaces.

Everyone is required to park in a space and walk to specified check in/checkout locations. *It is unlawful to park in a Handicapped Space, Collier County Sheriff's do patrol our campus, and you may be ticketed or towed if you are parked in the Handicap parking spaces. Parents who fail to follow the rules in the parking area and who are abusive and disrespectful to staff assigned to the parking area - will cause their child's membership to the Club to be revoked permanently.*

Photos (publicity)

From time to time the Boys & Girls Club will be taking photos of our club members in their programs for various fundraising and publicity opportunities. These photos are used in Boys & Girls Club brochures, marketing materials, website and articles for various local newspapers and magazines.

Holiday Closings, Special Events and Staff Training

Throughout the year, the Boys & Girls Club will close to conduct and participate in special events and training workshops. Closing notices will be posted early each month in order to give you time to make other arrangements for those days. The following is a partial listing of the days we will be closed for the 2016 – 2017 school year:

- November 24, 25 (Thanksgiving Break)
- December 23 – 26 and 30 (Winter Break)
- January 2, 3 (New Year Holiday)
- January 16 (MLK Day)
- February 20 (President's Day)
- April 14 (Good Friday)
- May 29 (Memorial Day)