



BOYS & GIRLS CLUB
OF COLLIER COUNTY



2018
Summer Enrichment Program

Parent/Club Member
Policies & Procedures

7500 Davis Boulevard
Naples, FL 34104
(239) 325-1700
www.bgccc.com

June 13, 2018 – August 3 , 2018

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 summer and have enclosed information in regards to the impending summer programming. We look forward to a great summer!

Our Staff

We are here to help you in anyway 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.

President / CEO
Vice President of Operations
Unit Director
Program Director
21st Century Coordinator
Family Services & Membership Manager
Athletic Coordinator
Volunteer Coordinator
Teen Coordinator

I
Megan McCarthy
Skip Robinson
Pam Edlund

Stacy Kling
Sandra Soto
Brenda Arnold
Pamela Caruso
Danielle Viens-Payne

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 in place 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 Summer Program

The summer program is an opportunity for young people to be engaged in fun and educational activities during the long days of summer when school is not in session. Programs are designed to be hands-on, interactive and allow Club members to continue important learning experiences in a summer camp environment. Program opportunities are varied and include: science, art, technology, recreation, swimming, leadership development, conflict resolution, character building, field trips and more.

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 Check or Money Order. **A \$5 *Annual Membership Fee** is due upon registration. **A \$50 - nonrefundable Deposit** is due upon registration to reserve a space. All membership accounts must be in good standing prior to registration.

Fees (Check or Money Order)

All summer program fees must be paid in full before the child may attend.

Elementary School - \$500.00 Middle School - \$300.00 High School - \$25.00

Rates are adjusted for 2 or more children.

Refunds / Transfer of Fees

No refunds will be issued for any reason. Once a space has been reserved, it cannot be refunded.

Hours of Operation

Monday – Friday 7:30 AM – 6:00 PM

Closed: Tuesday July 4th

Late Pickup

Closing time is 6:00 PM. Pickup after 6:00 PM is considered to be late. For any child remaining after the stated closing time, a Late Fee will be charged. Beginning at 6:01 PM - A Late Fee of \$1.00 per minute per family will be charged. **Late fees must be paid before the child can return to the program.** Payment may be made by with check or money order. Club staff will call the proper authorities for any child remaining 30 minutes past the stated closing time. *Excessive late pick up may result in termination of membership.*

Check in / Check out

It is our policy that parents are responsible for walking their child into the building each morning to check in if they are a car rider during the summer. No child may be dropped off without a parent accompanying them into the building for any reason. Excessive refusal to adhere to this policy may result in termination of membership.

All Parents / Guardians and any other authorized adult that picks up a member, should provide the front desk with **A proper photo ID**. No one will be allowed to pick up a child for any reason without proper photo ID. There are no exceptions to this rule.

High School Members (16+ ONLY) – If you would like your son / daughter to be eligible for self-check out, we must have written permission from the parent. If permission is given, your child will be responsible for seeing that they leave the program on time. Before they leave each day, they must report to the front desk to check out. Once they have signed out for the day, they are no longer the responsibility of the Club and must leave the Club immediately, no waiting in the parking lot. *Failure to follow these rules will result in loss of privileges.*

Buses/ 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 Naples 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 and/or from 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.

The Boys & Girls Club will be providing limited neighborhood bus routes 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.

Again, the Boys & Girls Club has a contract agreement with CCPS and A&S to use their buses and drivers for these limited routes. Once a Club member has been registered for a specific bus route the parent / guardian and the member are responsible for knowing the route and times the buses will leave the Club each day. Announcements will be made at the same time each day at the Club alerting members that it is time to leave. As we have hundreds of members who ride buses each evening the staff is unable to look for individuals each day when the announcements are made. 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. No member in Elementary School is allowed to walk home from the bus stop alone and **must** be accompanied by an adult.

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, to other children in the facility or in the parking area. 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.

Breakfast

A breakfast with milk will be provided to any child who is at the program between 8:00 AM and 9:00 AM. No breakfast will be served after 9:00 AM.

Lunch

A lunch will be provided each day for all Club members. This is the same type of menu that the public schools use and is nutritious and tasty. Children may either eat the lunch that we provide or bring their own lunch.

All lunches packed from home must be in a LUNCH BOX OR COOLER WITH ALL ITEMS SECURED WITHIN THE BOX OR COOLER. We do not have the ability to heat up or refrigerate any lunch items. ABSOLUTELY NO PAPER BAGS OR PLASTIC BAGS. Paper bags become wet, leak and tear - damaging or spoiling the lunch. Please make sure to pack plenty of drink, as more liquid is required for the summer heat.

LUNCHES THAT ARE NOT PACKED IN A COOLER OR SEALED LUNCH BOX WITH ALL ITEMS SECURED INSIDE WILL NOT BE ALLOWED INSIDE THE CLUB. NO LUNCHES WILL BE ALLOWED TO BE DELIVERED DURING THE DAY.

Snack

A light snack will be served each afternoon for all members.

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 member or waits 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 members are with members all day and are not in the office to receive phone calls. It is our policy that *members 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 before sending your child anytime you are in question concerning hours or the weather.

Illness / Absence

We do not have a staff member to supervise them should they be unable to participate with their group and you will be notified to pick up your child.

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 those 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 strongly encouraged to carry them at all times. Members who lose or destroy their membership cards will have to pay \$1.00. 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 / Lockdown Drills

Fire drills and lockdown drills occur at the Boys & Girls Club at a minimum of two times a year. It is important to know that the safety of our Club members is our first priority. During these drills all members 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. **No parent/guardian will be allowed to pick up members until the drill has been successfully completed.**

Special Events / Field Trips

Special events and field trips will be posted by the door and at the sign-in/sign-out counter. Flyers will be sent home announcing the events and trips. Some will require that special permission slips be signed. **In order to insure your child can participate in field trip activities, please have your child arrive at the Club no later than 8:30 a.m.** If your child arrives after 8:30 a.m., they will miss the field trip for the day. All field trips will return to the Club by 5:15 PM unless otherwise posted. In compliance with our insurance, **no child may be dropped off or picked up at the field trip site.**

Field trip 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 his / her belongings therefore the Boys & Girls Club will not be held liable for lost, stolen or misplaced items. Transportation for field trips will be provided by the Boys & Girls Club, A & S transportation and/or Collier County Public School Buses. All drivers and vehicles are certified and properly licensed.

Recreational – Active Play

Throughout the after school program, every member 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

Each day, members will participate in outdoor activities. If your child is unable to go outside during the day – then they must remain at home for the day. All members will be given ample time to get water to drink and to go to the bathroom during activities. Members will not be allowed to leave the group and come back into the building during outdoor activities.

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 addresses. 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.

Personal Toys, Games, Electronic Devices, Etc.

Trading cards of any type, games, toys, collector's notebooks and game boys, cell phones or portable CD players, iPods, MP3 players are not allowed for any reason at the Boys & Girls Club. If they are used during any program or special event they will be confiscated and will only be returned to a parent/guardian. Cell phones and iPods are permitted for HIGH SCHOOL members only and are allowed to be used during scheduled teen time by permission of supervising staff. Lost, broken or stolen property will not be the responsibility of the Boys & Girls Club.

Bathrooms, Locker Rooms and Bath House

Appropriate bathroom behavior is expected at all times. Horseplay, vandalism or visiting the bathroom without permission may result in a disciplinary action. 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 member 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 summer programming. If your child's group has been chosen to swim, written notification will be sent home in a timely manner. In order for members to use the pool they must bring a change of clothing (including underwear), towels, swim suit, sunscreen and a zippered backpack to store all their clothing items. All members 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

No Parking in front of pickup area or in the reserved spaces on the side of building.

Everyone is required to park in a space and walk to specified check in / checkout locations. At no time should cars park in the front pick up area, as this area is for buses to pick up and drop off only. *It is unlawful to park in a Handicapped Space.*, Collier County Sheriff's do patrol our campus, and you could 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.