

The Boys & Girls Club Code

I believe in God and the right to worship according to my own
faith and religion.

I believe in America and the American way of life, in the consti-
tution, and the Bill of Rights.

I believe in fair play, honesty, and sportsmanship.

I believe in my Boys & Girls Club which stands for all these
things.

Core Beliefs

A Boys & Girls Club provides:

A safe place to learn and grow; ongoing relationships with caring,
adult professionals; Life-enhancing programs and character de-
velopment experiences; Hope and opportunity.



BOYS & GIRLS CLUBS
OF DUMPLIN VALLEY



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Member Handbook
2016

Table of Contents

Contact information.....	3
Hours of Operation.....	4
Club Closings	4
Weather Policy.....	4
Mission Statement.....	5
Membership & Dues.....	5
Field Trip Procedures.....	6
Membership Confidentiality.....	6
Programs:.....	6-7
Character and Leadership Development	
Education and Career Development	
Health and Life Skills	
The Arts	
Sports, Fitness, and Recreation	
Electronics/Toys Policy.....	8
Grievance Policy.....	8
Dress Code.....	8
Telephone Usage.....	8
Attendance & Leave Policy.....	9
Discipline Policy.....	10
Safety of Club Members.....	11
Club Codes of Conduct	11
Boys and Girls Club Codes.....	12

Safety of Club Members

The Boys & Girls Club makes every effort to assure the safety of our members. All staff and volunteers undergo extensive background checks and are screened via the sexual offender registry prior to working with members. We maintain an appropriate ratio of adult staff or volunteer-to-members. Our ratio is in compliance with the Department of Education and BGCA recommendations.

Club Codes of Conduct

- ◇ Listen
- ◇ Play fairly and be honest
- ◇ Be respectful of everyone. Say only good things about others.
- ◇ Resolve problems in a positive way/
- ◇ Take care of your Boys & Girls Club
- ◇ Use nice language
- ◇ Dress properly at all times
- ◇ Smoking, drugs, alcohol, and weapons are NOT allowed
- ◇ Bring membership card every day
- ◇ HAVE FUN!!

Discipline Policy

The Boys & Girls Club generally relies on mentoring and informal guidance to influence a child's behavior. However, in some instances it is necessary to implement more stringent measures to assure positive behaviors at the club.

The Boys & Girls club staff will always be as fair as possible while dealing with any discipline problem.

It is the Boys and Girls Club policy to use an isolation method (such as time out) in dealing with discipline problems while the child is at the club.

It is the right of the CEO/Branch Directors to suspend a child from the club. Suspensions can be given to members as a result of any type of discipline problem. Automatic suspensions will be given for fighting, slurs used to put down another member due to ethnicity, religious beliefs, etc., inappropriate touching, or any behavior or action that leaves a member in question of wanting to return to our facility.

A parent/guardian will be notified of a suspension verbally and/or by a written suspension form.

We will not physically or verbally assault any member.

Conferences may be held at request of the parent/guardian or as the CEO/ Branch Directors feel it is necessary.

We ask that all parents support our efforts in teaching children good behavior and social skills.

The Boys & Girls Clubs administration reserves the right to revoke a child's membership due to excessive and/or severe discipline problems.

These policies are important to operating a quality youth organization. They will be enforced to make the club a positive place for all children.

Contact information

Jefferson City Branch

218 N. Hwy 92
Jefferson City, TN 37760
Phone: 865-471-0733
Branch Director: Jamison Robison
Email: jrobison@bgcdumplinvalley.org

Strawberry Plains Branch

3168 West Old Andrew Johnson Highway
Strawberry Plains, TN 37871
Phone: 865-898-6211
Branch Director: Miranda Peoples
Email: mpeoples@bgcdumplinvalley.org

White Pine Branch

3107 Circle Drive
White Pine, TN 37890
Phone: 865-761-0143
Branch Director: Will Marshall
Email: wmarshall@bgcdumplinvalley.org

Administrative Office

3107 Circle Drive
White Pine, TN 37890
Phone: 865-761-0143
Fax: 865-761-0146
Chief Executive Officer: Jessica A. Page
Email: jpage@bgcdumplinvalley.org
Director of Admin. Services: Cindy Avison
Email: cavison@bgcdumplinvalley.org
Marketing & Resource Director: Cheryl Fehl
Email: cfehl@bgcumplinvalley.org

Website www.bgcdumplinvalley.org
Facebook Boys & Girls Clubs of Dumplin Valley

Hours of Operation

3:00-7:00pm After School
7:00am- 6:00pm Summer/Holiday/School break

***If schools release before noon, we will close at 6:00pm**

*** We do pickup/receive members from school on days school closes early for inclement weather. Please see stations below on where to hear our closing times on those days.**

Club Closing/Holidays

New Year's Day	January 1, 2016
Good Friday	March 25, 2016
Summer Training & Prep	May 18-24, 2016
Memorial Day	May 30, 2016
Independence Day	July 1st and 4th, 2016
School Year Training & Prep	August 8-12, 2016
All Staff Training	August 26, 2016
Labor Day	September 5, 2016
Thanksgiving	November 24-25, 2016
Staff Training	December 12, 2016
Christmas	December 23-26, 2016
New Year's Eve	December 30, 2016

The Club may be closed briefly before and after the summer program, and additional holidays may be observed. Club closings will be posted in advance.

Weather Policy

In the case of inclement weather (snow, storms, etc.) closing and delays will be posted to our Facebook page, www.Wate.com/Weather and broadcasted on WIVK 107.7 FM , 100.3 FM and 98.7 FM.

Attendance and Leaving the Facility

The Club has an open door policy and once a fee is paid or a contract signed, they may attend as little or as much as they wish during the designated time frame. We feel it is important for members to remain with the program staff and participate fully until the programming day is complete or a parent/guardian picks them up. Once they are signed in, children are not permitted to leave the Club property without written permission of legal parent/guardian. Parents must come into the building to sign members out of activities unless the Club is provided with written documentation giving permission for their child to sign themselves out. The Club fully supervises members in all activities but cannot physically restrain a child who is attempting to leave the property against the will of a Club staff member. The Club will not be responsible for a child choosing to disregard staff and leave the Boys & Girls Club premises without permission, however in this situation, parents and/or appropriate authorities will be notified immediately.

Children must be picked up by closing time or a late fee is charged by Club staff. A fee of \$5.00 will be charged if parent is more than 15 minutes late for pickup. An additional fee of \$5.00 will be added every 15 minutes up to one hour late. After one hour the Club will be forced to contact Police for assistance. All late fees must be paid before members can return to the Club programs.

Expectations for attending the Club and leaving the premises should exist between the child and his/her parents/guardians.

Please discuss your expectations with your child.

Electronics/Toy Policy

Keep all cell phones, personal gaming systems, and other electronic games, trading cards, collections and other valuables items at home. These items are often major distractions to programming. The club will not be responsible for any items lost, stolen, or damaged. Items confiscated by staff can be claimed by parents/guardians at the front desk.

Grievance Policy

Parents are encouraged to first address all concerns to the Branch Director at each club site. If an acceptable solution can not be reached, parents can further discuss the issue with the Chief Executive Officer.

Dress Code

Inappropriate clothing of any type will NOT be allowed at the club. A members clothing that is too short, tight, or revealing in any other way, or clothes with questionable or distasteful advertising, will be asked to change or leave immediately.

Telephone Usage

Parents are welcome to contact their children at The Boys and Girls Club at any time. Student's use of the Club's business phone will be restricted to emergencies only. Student cell phone use is prohibited. Cell phones will be placed at the Front Desk for parent pick up, if member is caught with phone out.

Media

Only movies and music that is approved by the Branch Director and Program Director will be allowed for viewing and listening. BGCDV will use the stated age rating as a guide not as the decision. BGCDV takes a strong position on what is allowed for viewing and listening.

Mission Statement

We exist to serve the youth of Jefferson County; especially those in need. Our mission is to provide the youth we encounter with opportunities and assistance required for them to reach their full potential as productive, caring and responsible citizens. We are committed to equipping and preparing them for the future, while allowing them to enjoy their childhood.

Membership

Membership in the Boys & Girls Clubs of Dumplin Valley is open to all boys and girls ages 6-18. Parents must complete and sign a membership application. Forms are available at the club. Each youth will be issued a membership card upon joining. All members are required to bring their cards daily for admission to the club and participation in activities. Replacement cost for a lost card is \$1.00.

Membership Dues

- School year: Aug.—May \$250.00
(Healthy Meal & Snack provided)
- Summer: May-August = \$275.00
(Breakfast and Lunch provided)

Dues may be made using cash, check, credit or debit card.
Returned checks will be charged a \$25.00 fee.

Field Trip Procedure

In addition to daily programs, Club members may participate in periodic field trips. Depending on the destination, some trips will require an additional fee. All trips are first come-first served and participants must return a signed permission slip with the appropriate field trip fee prior to being counted present for the trip. Members are not required to attend the field trips and may remain at the Club with a staff member if they choose.

Member Confidentiality and Use of Information

Many of our funding sources require us to collect and keep track of member's grades and other demographic information for reporting purposes. Consequently, report cards will be collected from students at least quarterly and kept on file.

The Boys & Girls Clubs of Dumplin Valley will maintain all member files in a confidential manner, however, pertinent information (i.e. all academic information, report card information or tutorial information) may be shared professionally between a Boys & Girls Club staff member, a Tennessee Department of Human Services Case Manager (if applicable), or the school system the child attends (i.e. Jefferson County Schools).

Programs

The Boys & Girls Club provides year-round activities and programs to meet the interests of youth and their physical, emotional, cultural, and social needs. We model our programs on the Boys & Girls Clubs of America core areas:

Character and Leadership Development

Programs that empower youth to support and influence their Club and Community, sustain meaningful relationships with others, develop a positive self-image and good character, participate in the democratic process, and respect their own and other's cultural identities

Education and Career Development

Programs that enable youth to become proficient in basic educational disciplines, set goals, explore careers, prepare for employment, and embrace technology to achieve success in a career.

Health and Life Skills

Programs that develop young people's capacity to engage in positive behaviors that nurture their own well being, set personal goals and live successfully as self-sufficient adults.

The Arts

Programs that enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts, and creative writing.

Sports, Fitness, and Recreation

Programs that develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social skills.