



BOYS & GIRLS CLUBS
OF DUMPLIN VALLEY

Parent Handbook
Updated 2020

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Strawberry Plains, TN 37871
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Club Director: Debbi Stade-Self
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White Pine Branch
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White Pine, TN 37890
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Club Director: Dawn Baxley
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Chief Administrative Officer: Christina Baker Smith
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Website www.bgcdumplinvalley.org

Social Media: Our Facebook pages: BGC Dumplin Valley; BGCDV
Volunteer - **Instagram:** bgc.dumplinvalley **Twitter:** @DumplinBGC

Hours of Operation

3:00pm -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 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
MLK Day
Good Friday
Memorial Day
Summer Training & Prep Last week of school
Independence Day
School Year Staff Training Last week of July
Labor Day
Thanksgiving
Christmas
New Year's Eve

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 Social Media pages, Group Me app, www.Wate.com/Weather , WBIR, WVLT and broadcasted on WIVK 107.7 FM , 100.3 FM and 98.7 FM.

Mission Statement

We exist to serve the youth of Jefferson and Cocke Counties; 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 youth ages 5-18. Parents must complete and sign a membership application. Forms are available at the Club and online.

Membership Dues



2020/2021 School Year Fee Scale

Cost Per Member	Current Member: Afterschool Only	Current Member: Distance Learning Full Day
	One Time Fee	Weekly Fee
Full Fee	\$250	\$45
Reduced Lunch Fee	\$175	\$30
Free Lunch Fee	\$100	\$20

School year membership model:

- Runs from August 2020 to May 2021
- Includes 42 weeks of service
- Payment plans available
- Families provide documentation of free or reduced lunch status through school in order to receive reduced fees

Parents/guardians are asked to remain up to date on payments in order to maintain membership at the Club.

Parents/guardians who sign up for afterschool only and need to move to the virtual learning full day model can apply their annual membership toward the virtual learning cost.

Every youth attending Boys & Girls Clubs of Dumplin Valley automatically receives a scholarship to attend the Club. These scholarships are funded by donors and community member to lower the cost of the membership fee.

Membership Dues Continued



2020/2021 School Year Fee Scale: Payment Plan Information

Cost Per Member	Current Member: Afterschool Only Single Payment	Current Member: Afterschool Only Monthly Payment	Current Member: Afterschool Only Weekly Payment	Current Member: Distance Learning Full Day Weekly Fee
Full Fee	\$250	\$28	\$7	\$45
Reduced Lunch Fee	\$175	\$20	\$5	\$30
Free Lunch Fee	\$100	\$10	\$3	\$20



2020/2021 School Year Fee Scale

	New Member: Afterschool Only	Cost for Each Additional Sibling		New Member: Distance Learning Full Day	Cost for Each Additional Sibling
Full Fee	\$630	\$420	Full Fee	\$45	\$30
Reduced Lunch Fee	\$500	\$350	Reduced Lunch Fee	\$35	\$20
Free Lunch Fee	\$380	\$250	Free Lunch Fee	\$25	\$10
One Time Fee Payment plans available			Weekly Fee		

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Full Fee	\$630	\$60	\$15	\$420	\$40	\$10
Reduced Lunch Fee	\$500	\$48	\$12	\$350	\$34	\$8
Free Lunch Fee	\$380	\$36	\$9	\$250	\$24	\$6
	New Member: Distance Learning Full Day Weekly Payment	Cost for Each Additional Sibling Weekly Payment				
Full Fee	\$45	\$30				
Reduced Lunch Fee	\$35	\$20				
Free Lunch Fee	\$25	\$10				

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/Cocke/Newport 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 & 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 & 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 & Wellness

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, & Recreation

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

Electronics/Toy Policy

Keep all cell phones, personal gaming systems, and other electronic games, trading cards, collections and other valuables items at home. The Club will not be responsible for any items lost, stolen, or damaged. Items, including cell phones, will be placed at the Front Desk for parent/guardian pick-up if member is caught with device out.

Grievance Policy

Parents are encouraged to first address all concerns to the Club Director at each Club site. If an acceptable solution can not be reached, parents can further discuss the issue with the CEO & CAO.

Dress Code

Youth must wear: shirt/dress, bottom (pants/shorts/skirts) and shoes. Clothing should cover undergarments. During the course of the day, Club members are busy with active play and programs that might be messy. Youth attending the Club are asked to wear clothing that is safe, reasonably modest and suitable for active play at the Club. Clothing should not contain vulgarity, hate images or language, include gang or drug/alcohol related messages and have suggestive material. Footwear appropriate for active play; tennis shoes are recommended. For safety, please avoid flip flops unless youth are engaged in water play. Club staff will work with youth and parents if there is a question about dress.

Telephone Usage

Parents are welcome to contact their children at the Boys & 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/guardian pick up, if member is caught with phone out.

Media

In general, the Club follows the guidance from the Motion Picture Association of America (movies), TV Parental Guidelines (tv shows), the Parental Advisory Label (music) and the ESRB guidelines (video games). Staff and parents may also use reviews from Common Sense Media to determine media content. The Club may show G or PG movies, TV shows or video games without asking for parent consent in advance; parents who do not want their children to see G or PG movies can opt out. For PG13 the Club will get parent permission. For R rated material, the Club will get parent permission; R rated material would be limited and would only be included as part of teaching material for a program. Parent can request to view any movies, TV shows, music or video games. Any movies that are showed by staff have to be approved by the Club Director.

Attendance and Leaving the Facility

The Club has an open door policy and once a fee is paid or a contract signed, youth can attend anytime the Club is open. However, members are encouraged to attend at least three days a week during the designated time frame.

Once they are signed in, members are not permitted to leave the Club property without written permission of legal parent/guardian. Parents/Guardian 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 or under special circumstances another non-custodial adult to sign them out: these persons should be added to the Transportation List. The Club prefers notice be given the morning of for changes in pick up person. A child may not sign out of the Club unless they have written permission. Any child under the age of 10 must walk home with a sibling over the age of 10 as per DOE guidelines.

The Club fully supervises members in all activities but cannot physically restrain a member who is attempting to leave the property against the will of a Club staff member. The Club will not be responsible for a member 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.

Members must be picked up by closing time or a late fee is charged by Club staff. A fee of \$1.00 per minute will be charged if parent is more than 15 minutes late for pickup. After one hour the Club will contact authorities for assistance. All late fees must be paid before members can return to the Club programs. Fees may adjusted for parents who are habitually late.

Expectations for attending the Club and leaving the premises should exist between the member and his/her parents/guardians. Please discuss your expectations with your child.

Discipline Policy

The Boys & Girls Club uses mentoring and informal guidance to direct a member's behavior. However, additional discipline procedures may be required.

- The Boys & Girls Club staff will be consistent & fair while dealing with any discipline problem.
- Boys & Girls Club uses a variety of discipline measures including redirection & positive behavior reinforcement while the member is at the Club.
- It is the right of the Club Directors to suspend a member 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, bullying or leaving the Club without permission, or any behavior or action that leaves a member in question of wanting to return to our facility.
- The Club has a zero tolerance policy & bullying will not be tolerated under any circumstance.
- A parent/guardian will be notified of a suspension verbally and/or by a written suspension form.
- Conferences may be held at request of the parent/guardian or as the Club Directors feel it is necessary.
- The Boys & Girls Clubs administration reserves the right to revoke a child's membership due to excessive and/or severe discipline problems.

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, fingerprinting 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

- Respect yourself and others
- Follow staff's first request
- Keep hands, feet and objects to yourself
- Play fairly
- Exercise honesty
- Practice good sportsmanship
- Resolve problems in a positive way
- Take care of your Boys & Girls Club
- Smoking, drugs, alcohol, and weapons are NOT allowed
- HAVE FUN!!

Illness & Injury Policy

The health and safety of Club members is very important to the organization. When a Club member is sick, the Club will engage in additional cleaning. If a Club member has a confirmed contagious disease, she or he must be kept at home until they are well. Youth must have a temperature of 99.5 or lower. In order to return to the Club, youth must be fever free for 24 hours without fever reducing medication. Parents & guardians should communicate to the Club about the contagious disease as soon as possible. Contagious diseases include, but are not limited to cold & flu, strep, viral infections, pink eye, chicken pos, diarrhea & vomiting, lice, worms and other transmittable diseases. If a child becomes sick while at the Club, the parent or guardian will be contacted. Please consider the health of staff and other children, and pick up the child in a timely manner.

Youth can not take naps while at the Club. If a child is sleeping for 30 minutes or more, parents will be asked to come pick them up.

Youth may occasionally be injured while at the Club. First aide will be applied, an accident report will be completed, and the parent will be contacted either by phone or at the end of the day.

In the event of medical issue requiring emergency or medical treatment, the Club will contact the parent immediately. If the parent doesn't respond, contact the emergency persons listed. If an designated contact person can not be reached within an reasonable time period, EMT services will be contacted.

Parents are asked to provide a health history on their children, including any allergies or medications. Youth who need to take medicine at the Club must have the medicine administered by Club staff. State law requires that the medicine be kept in its original container with the child name on it. Parents need to provide written instructions on the time, amount and type of medicine being administered.

Due to COVID 19, the Club has additional safety procedures in place. COVID 19 is an ever changing illness with shifting policies. The Club works with the CDC, TN DOE licensing guidelines, local health departments and BGCA for the most up to date guidance on COVID. In general, only staff, Club members and social services workers are allowed to enter the building. Permission to enter the building must be requested in advance from the Club Director or Admin staff. The Club uses a daily wellness screening tool to assess health of Club members; temperatures are taken. Children who are awaiting a COVID test result or live in a household with someone awaiting test results are not allowed to attend the Club. The Club will follow what ever is the local health department quarantine policy at the time of illness. Parents and guardians should inform the Club when the youth or a member of the household goes for a test. Youth who test positive may return when released by the guidance of the local health department.



The COVID 19 pandemic provides new challenges to youth and families. Boys & Girls Clubs of Dumplin Valley wants to support students that are enrolled in an online virtual learning experience with their local school system. For the 2020/2021 school year, the Club will be providing the "Distance Learning @ BGC" experience.

What is Distance Learning @ BGC?

The Distance Learning @ BGC experience includes 6.5 hours of learning support, access to internet, physical activity, one meal and snack in a small setting. Current enrollment is capped at 30 youth per Club site; the ratio will be 1:15 max. Hours for Distance Learning @ BGC are Monday to Friday from 7:00 AM to 2:30PM. Between 2:30 PM-6:30 PM, the organization will offer the traditional afterschool Club experience. Distance Learning @BGC is open to any child in K-8th grade; priority will be given to current Club members.

Who can enroll in Distance Learning @ BGC?

To enroll in the Distance Learning @ BGC experience, students must already be enrolled in online school with the school system. Students must bring their own tech and curriculum materials provided by the school. If your school system moves to 100% online learning, Boys & Girls Club will reopen enrollment for new members to participate (if not at capacity).

Interest Form & Documentation

Parent/guardians must complete an online interest form to sign up for Distance Learning @ BGC. In addition, parents will need to provide the following documentation: proof of school lunch fee reduction, proof of online learning registration, current Club application and other documents as needed. Club staff will follow up with parents via phone or email to finalize enrollment in Distance Learning @ BGC. Parents/guardians cannot drop their child off to attend the program without first being contacted by the Club staff.

Dates & Attendance Policy

Distance Learning @ BGC will begin on Monday, August 10th at Jefferson County Club sites: Jefferson City, Strawberry Plains, White Pine. Distance Learning @ BGCC at the Newport Club site will begin on Monday, August 17th. Youth participating in the Distance Learning @ BGC program are asked to attend at least 3 days per week. Parents/guardians should communicate any changes in attendance.

COVID Specific Information

BGCDV follows guidance from the CDC, daycare licensing, BGCA and local health departments; guidance is updated regularly with most up to date information.

Staff wear masks daily; Club members have the option to wear masks, but it is not mandatory. Clubs are cleaned at least every 1 ½ hour with an EPA approved cleaner. As much as possible, supplies are stored for individual use.

Facilities are limited to staff and youth only. Each day, staff and youth entering the building answer a wellness screening tool and have their temperature taken. Anyone with a temperature of 99.6 or higher cannot attend for the day. Youth/staff must be able to answer “no” to the following questions:

- Have you tested positive for COVID 19?
- Are you experiencing any symptoms of COVID 19? (Includes cough, shortness of breath, sore throat, new loss of taste or smell, vomiting or diarrhea in the past 24 hours)
- Is someone in your household awaiting diagnosis on a test or has tested positive?

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Failure to accurately and honestly answer these questions may result in removal from the program. Any youth or staff with a positive COVID test can return 10 days after symptoms appeared AND 3 days with no fever AND when respiratory symptoms have improved; individuals may also be asked to provide a release to return to school or work. In the event of a positive staff or student, the Club will close for three days to sanitize the building.

Class/School Quarantine: In the event of a positive COVID 19 individual test, a classroom or school may quarantine. The school system may move to that class to online. Students quarantining due to a positive COVID test in their classroom can not attend Distance Learning @ BGC while they are in quarantine. The Club has a set of COVID specific procedures for review upon request.

Fee Information

BGCDV is a licensed childcare provider through the TN Department of Education. Each child attending BGCDV receives a scholarship from the organization to attend. Parents are asked to assist in paying a small portion of the total cost of services. Income based scholarships are provided to lower the cost.

For parents requesting a payment plan, balances should be paid in full monthly, unless other arrangements are made with the Club Director. Parents will be asked to sign a payment agreement.

As of August 2020, BGCDV is waving all current balances owed for Club members to support families struggling due to COVID 19. Parents with balances should see the Club Director about balance forgiveness and to set up a new payment plan.

Weekly fee information for Distance Learning @ BGC:

Cost Per Member	Current Member: Distance Learning Full Day Weekly Fee	New Member: Distance Learning Full Day Weekly Payment	Cost for Each Additional Sibling Weekly Payment
Full Fee	\$45	\$45	\$30
Reduced Lunch Fee	\$30	\$35	\$20
Free Lunch Fee	\$20	\$25	\$10

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 constitution, and in 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 development experiences; Hope and opportunities.

