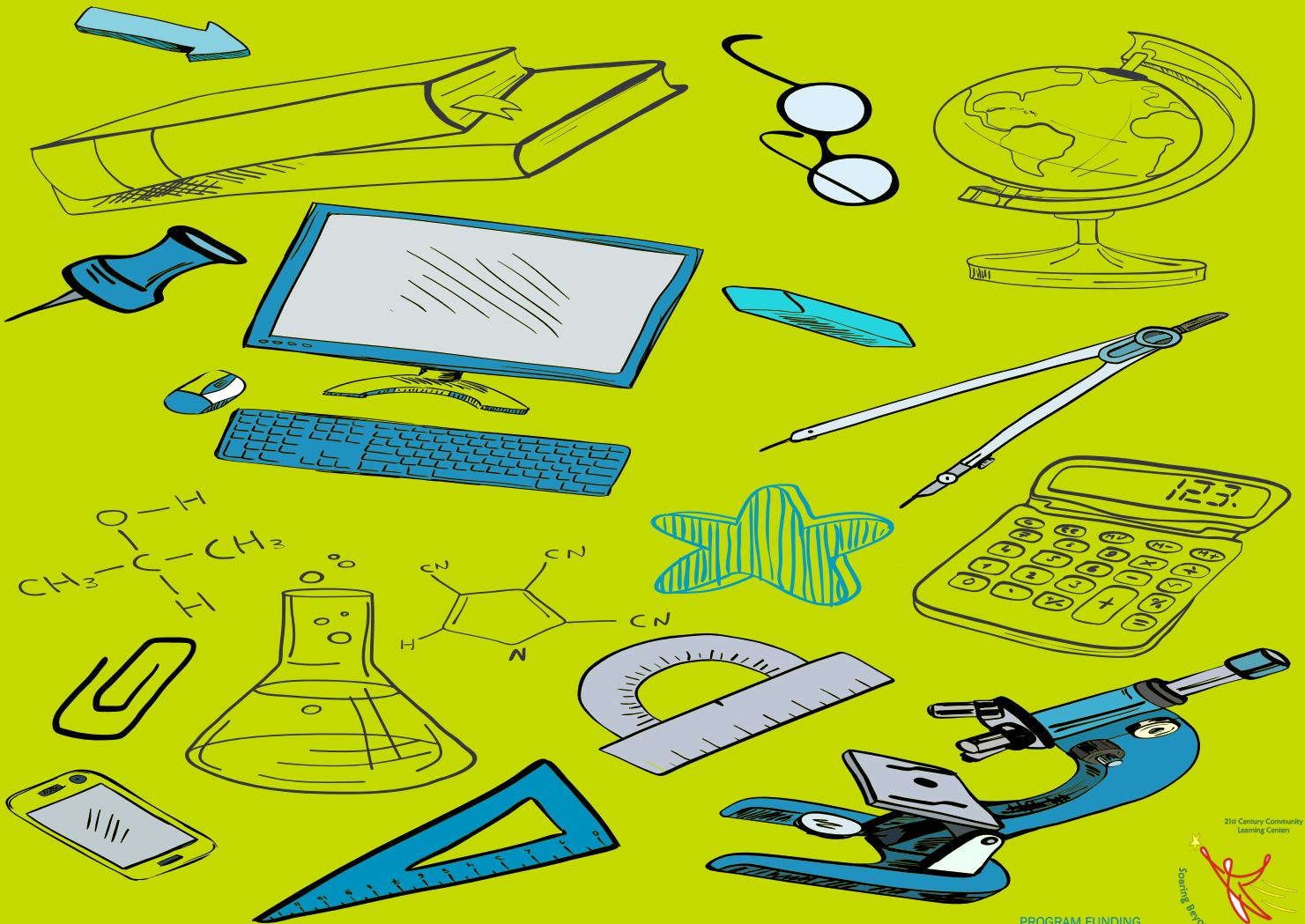




**BOYS & GIRLS CLUBS
OF THE CSRA**

AFTER SCHOOL PROGRAM

PARENT HANDBOOK



PROGRAM FUNDING
PROVIDED BY 21ST CCLC



OUR MISSION:

To inspire and enable all young people, especially those who need us most, to reach their full potential as productive, responsible, and caring citizens.

CLUBS ARE CLOSED:

Labor Day

Memorial Day

Thanksgiving + Day After

Christmas Eve & Christmas Day (plus one week during the holidays, dates TBA)

New Year's Eve & New Year's Day

Dr. Martin Luther King, Jr. Day

July 4th Week

On occasion, Clubs will close early for special events or staff training. We will let parents know at least a week in advance of any closings. Any time the schools close early or cancel due to inclement weather, Boys & Girls Clubs of the CSRA will also be closed, unless otherwise notified. Please like our Facebook page to stay updated.



**BOYS & GIRLS CLUBS
OF THE CSRA**

April 24, 2017

Dear Valued Parents and Caregivers:

This letter is to inform you of the upcoming fee changes beginning August 1, 2017. Boys & Girls Clubs of the CSRA (BGCCSRA) is committed to providing a safe and positive environment for our Club members to have fun and participate in life-changing programs that will help them graduate from high school and be responsible citizens.

In order to continue offering high quality activities to our elementary aged and pre-teen Club members, BGCCSRA will begin charging a weekly activity fee per child for after school care. Scholarships are available to those who apply and qualify by providing income verification documents (copy of parent's tax return and current check stubs). We are dedicated to making sure that all youth- regardless of their family financial situation- are able to attend the Clubs. **Our new fee structures is outlined below:**

- Weekly Activity Fee of \$25-35/child (Need-based scholarships and sibling discounts available upon request)
- Annual Registration/Membership Fee of \$10
- Monthly Transportation of \$50/family if school bus drop off is not available

While this is a significant change, nothing else you know and love about BGCCSRA is changing! **We will always offer these amazing benefits to families:**

- **High quality care after school at a low cost**, with participation in life-changing programs
- **Academic Enrichment** to ensure on-time high school graduation
- **Supportive adult relationships** to help kids reach their full potential
- **Physical Activities** to support an overall healthy lifestyle
- A **safe and positive environment**

We look forward to a GREAT year building GREAT FUTURES!

Sincerely,

Kim Evans, CEO

DROP OFF & PICK UP POLICY:

Boys & Girls Clubs of the CSRA welcomes your child at any time during after school Club hours; however, each child must be picked up from the Club on or before closing. Parents may be charged a late fee of \$1.00 per minute past Club closing time. It is mandatory that all parents/guardians come into the Club to pick up their children with the exception of those who have been given written permission to walk to/from the Club. The Club will not be held responsible for any member who leaves the Club for any reason on his/her own. Only those who are noted on your child's application as "authorized" to pick up will be allowed to sign out your child. Identification may be requested by the Club staff in order to release members to individuals. Please make sure that you keep your authorized pick up and contact information up to date with the Club.

CLUB ATTENDANCE POLICY:

While Club attendance is not mandatory, we ask that your child attend at least three days per week in order to achieve maximum program impact. Members must scan their Club cards at the front counter before entering into the program areas and scan out before leaving the Club. Please let us know if your child will be away from the Club for several days due to illness, vacation, etc. Clubs typically have waiting lists and your child's spot may be given away if they are not attending regularly.

PROGRAM FEES:

There is a nonrefundable registration fee for each child registered for the after school program. The fee covers the current school year, beginning the first day of school in August and ending on the last day of school in May, plus "Open Club" hours during the summer (this does not include Summer Camp which is offered for an additional fee). For financial assistance, please contact the Club Director.

APPLICATION PROCEDURE:

21st Century Community Learning Center Membership forms and supporting documentation such as pay vouchers, check stubs, and tax forms must be completed in their entirety before youth may participate in Boys & Girls Club programs. Youth and parents may also elect to participate in specialized programs such as sports leagues, art programs, STARS, and mentoring. Space may be limited for specialized programs and priority will be given to students who meet two or more of the following criteria:

- Students who receive free/reduced-price lunch
- Students who are a grade or more behind his or her peers in math, reading, and science.
- Students referred by school in need of extra assistance in math, reading, and or science.
- Students referred by school or other agency for behavioral reasons.

The Boys & Girls Clubs of the CSRA strives to help youth achieve academic success, good character and citizenship and healthy lifestyles. In doing so, the Boys & Girls Clubs of the CSRA aligns afterschool program activities to support topics covered in the regular school day. Activities are aligned to the Common Core Georgia Performance Standards. To help us better serve your child and to meet the reporting requirements that enable us to keep our membership fees low, the Boys & Girls Clubs of the CSRA must have access to report cards/progress reports, IEP's or 504 Plans (if applicable), and permission to speak with classroom teachers for your child. All information is kept confidential and only report as a group (not by individual child).

DATA COLLECTION PROCEDURE:

To help us better serve your child and to meet our reporting requirements, we ask that you share your child's GTID number, report cards, progress reports, and IEP's or 504 Plans (if applicable), and permission to speak with your child's teachers. All information is kept confidential and your cooperation is greatly appreciated. *THE BOYS & GIRLS CLUBS OF THE CSRA VALUES YOUR INPUT, WE APPRECIATE YOUR PARTICIPATION IN SURVEYS, ASSESSMENTS, AND QUESTIONNAIRES.

BOYS & GIRLS CLUB PROGRAMS:

The Boys & Girls Clubs of the CSRA offers a comprehensive youth development program, providing enrichment activities in five core areas; education and career development, character and leadership development, health and life skills, the arts, and sports, fitness and recreation. We use research based curriculum, aligning our programs to topics covered in the school and the Common Core Georgia Performance Standards. Lessons are planned by trained, professional staff to be outcome driven and age appropriate. Daily activity schedules are posted at each site. During Club programs, members are grouped by grade level (1st-2nd, 3rd-5th, 6th-8th, and 9th-12th) and attend Club activities with their group, and reflect the areas the students show the most interest in attending.

Our programs and activities are centered on the following:

- Academic Success- Students are provided access daily to Power Hour (homework help), Project Learn (academic enrichment activities), or tutoring through the STARS Program. These activities encourage students to value academics and reinforce what is taught during the school day.
- Good Character & Citizenship- Students take part in activities that help build up their moral character through teamwork, volunteering, and other monthly programs, like Keystone and Torch Clubs. Students are also nominated monthly for good character for the Youth of the Month. High School students have the opportunity to participate in the Youth of the Year Program.
- Healthy Lifestyles- Students are provided access daily to Triple Play Body, Mind, and Soul. These programs provide physical fitness, nutrition lessons, build social skills and time to unwind and hang out with friends while playing in the games room. A healthy snack is served daily at all sites. If your child has food allergies, please inform the staff at enrollment. Drinking water is available at water fountains located throughout the Club. We also encourage parents to send only healthy drinks/snacks to the sites. Students are encouraged to participate in physical activities on a daily basis to help maintain a healthy lifestyle.

As a result, Boys & Girls Clubs of the CSRA members achieve positive outcomes in our core program areas through:

- Academic Success; according to Common Core Georgia Performance Standards.
- Good Character & Citizenship; - or an increase in positive character traits, civic engagement, and involvement in the community.
- Healthy Lifestyles; to improve healthy habits, decision making skills, and a commitment to leading a healthier lifestyle.

STARS PROGRAM:

STARS Program (Students Tapping Academic Resources for Success); Our 21st Century Community Learning Centers academic tutoring program for enrolled 1st -8th graders (South Augusta 1st-5th and Washington County 2nd-9th). Members will be recruited for the STARS program amongst members currently enrolled in the Boys & Girls Clubs as well as through other media outlets and fliers. These participants will include special populations such as students with special needs and private school students. Both special populations will be recruited by the Program Director and Club Director from the school administration, counselors and parents. Interested parents will then enroll their student in the program following the general application process for the Boys & Girls Clubs of the CSRA. During STARS time, students work with a certified teacher for extra support in math, reading, and science. Students are placed in STARS based on need; therefore, not all students will participate in this activity.

STARS Program works to achieve the following academic objectives:

- 50% of attendees will increase their grades in math, reading, and science
- 65% of attendees will pass the CRCT for math
- 75% of attendees will pass the CRCT for reading
- 75% of participating families will attend at least one parent activity annually.
- 25% of participating families will volunteer at the Club at least once per year.

STARS PROGRAM (CONTINUED):

STARS is funded through the Georgia Department of Education's 21st Century Community Learning Centers grant program. As part of the grant requirements, youth who participate in the STARS program are expected to attend 3 out of 5 days per week. The more often your child participates, the more successful s/he will be in school. STARS progress reports will be sent home monthly with each child to keep parents/guardians informed of student progress. Students in grades 1st-8th in the afterschool program are required to participate in Power Hour homework help. Homework completion is not required but is supported. In the event no homework is assigned, students will have an opportunity to participate in an enrichment activity. If there is a problem with homework completion, parents/guardians are encouraged to speak first with the child's teacher, then the afterschool Club Director. We also offer monthly opportunities for parents to come to the Club and participate. These activities provide fun and educational opportunities for you and your child. The Boys & Girls Clubs of the CSRA provides referrals for additional services to assist families.

RECRUITMENT GUIDELINES:

Recruitment will start at each of the Clubs amongst the students who already attend the Club. Those students in grades 2nd-9th will receive priority. Parent/Guardian must sign the form included in the registration packet for the STARS program. After all current Club members have had the opportunity to enroll for upcoming programs, the remaining space available will be allotted for students from partner schools. We will inform the principals/staff of those schools of openings by grade level. The school staff will then provide parents/guardians with information regarding our program.

- For Standard Youth Recruitment:
 - Advertisement in local newspapers
 - Distribution of program fliers to area schools
 - Club Director presentations at PTA/PTO events
 - Information distributed at community events such as Time to Care, Day for Kids, and Children's Week
 - School visits and staff/student lunches
- For Special Populations:
 - Special Education Students
 - Program Coordinator and Club Directors promote program to guidance counselors and special education teachers.
 - Invitation to special populations' parents for Club pre-visits to determine if our Clubs are a suitable fit.
 - Follow ups conducted with parents/counselors. Boys & Girls Clubs of the CSRA will make every attempt to fully understand concerns and/or reasons for not enrolling their children in the Club.
 - If a parent/counselor expresses interest, an application for membership will be completed.
 - If special education students begins attending the Club but is unable to participate in a mainstream setting (due to behavior/adjustment issues) alternative programs at partner agencies will be recommended to the parent/guardian.
- For Private School Students:
 - Program Coordinator and Club Directors promote program to principals.
 - Program/data presentations at school staff meetings.
 - Information distributed at parent/family events.
 - Invitation to private school students' parents for Club pre-visits to determine if our Clubs are a suitable fit.
 - Follow ups conducted with parents/counselors. Boys & Girls Clubs of the CSRA will make every attempt to fully understand concerns and/or reasons for not enrolling their children in the Club.
 - If a parent/counselor expresses interest, an application for membership will be completed.

RETENTION GUIDELINES:

Student/family retention will be reinforced in the following manner:

- Encouragement from staff for daily Club attendance.
- Phone calls to parents of students who miss several program days at a time.
- School visits and staff/student lunches
- Graduation coaches and mentors for middle school/high school students.
- Incentives for good behavior and attendance.
- Raffle prizes and snacks for parents at select family events.

PARENTAL INVOLVEMENT:

To meet the goals for the year, it is mandatory that parents or guardians attend at least one family activity during the school year. We offer monthly opportunities for parents to come to the Club and participate. These activities provide fun and educational opportunities for you and your child. The Boys & Girls Clubs of the CSRA provides referrals for additional services to assist families. It is mandatory that parents or guardians participate in one activity during the school year. The Boys & Girls Clubs of the CSRA also values input from our parents and guardians. We appreciate you participating in surveys and needs assessments that we distribute to gather your thoughts and opinions.

TECHNOLOGY POLICY:

The Boys & Girls Clubs provides access to technology using computers and/or cell phones in our programs. The primary purpose of our technology program is to prepare youth for the world of work and to provide educational opportunities. The BGC takes every step necessary to ensure internet safety precautions are taken. Students are only allowed to go on appropriate websites and are monitored by staff. File sharing of copyright music or any other document is illegal and members will not be permitted to use the system for such activity. Cell phone use will not be allowed during program rotations.

TRANSPORTATION POLICY:

The purpose of the transportation program is to provide safe transportation of Club members. The Club adheres to all Georgia Highway Patrol regulations regarding vehicles, drivers and safety procedures. Some Clubs may have a transportation fee, please check with the Unit Director for more information. ALL MEMBERS AND STAFF ARE REQUIRED TO ADHERE TO THE FOLLOWING VEHICLE SAFETY RULES DURING CLUB MEMBER TRANSPORTATION:

- Staff should always accompany an orderly line of children to and from vehicles.
- Children should not be in parking lot without a staff member.
- One staff member should be present during boarding and departing vehicles. Staff should be standing at the door helping the children.
- Staff only should open and shut doors. Children are never to touch the doors.
- In the use of a van, children are to only use the cargo door. No children should enter nor exit through the passenger door.
- Every child must sit in a seat. No one should sit on a lap, the tire well, armrest, or floor.
- All passengers, including the driver must wear a seat belt.
- A staff member should check all children's seat belts to make sure they are fastened and tight.
- The engine should not be started until the seat belt check has been completed. Seat belts are to remain fastened until the vehicle engine is turned off.
- All hands, heads, and feet must remain inside the vehicle. Nothing should be put on or hung out of the windows.
- No kicking or putting feet on the seats.
- Children must remain facing forward.
- No eating or drinking is allowed in the vehicles.
- All papers and trash should be discarded after each trip.
- Inappropriate behavior or safety violations will result in the loss of transportation privileges.
- When two staff are in the vehicle, one drives and the other rides in the back seat to observe.
- Unless it is an EMERGENCY, staff WILL NOT transport members in their personal vehicles.

FIELD TRIP POLICY:

Permission slips must be turned in by the requested due date or the child will not be able to go on the field trip. They will remain at the Club under staff supervision. If a permission slip is turned in for a child to go on a field trip, but the child is absent the day of the field trip, parents will be responsible for the admissions fee for their child. Late permission slips will not be accepted, unless arrangements are made with the Club Director. The Clubs will not accept verbal permission from any parent or guardian.

CLUB MEMBER SUPERVISION POLICY:

An adult staff member will be assigned to each program area. There may be additional volunteers during the day that will assist the staff in their program areas. At no time will a child be left unsupervised while in our facility or on a planned field trip. At no time will a child be left alone with a volunteer. All volunteer activities are monitored by staff.

BOYS & GIRLS CLUBS CODE OF CONDUCT:

- Use your membership card to scan in and out daily.
- Play fair and be honest.
- Be respectful of Boys & Girls Club staff and volunteers.
- Say good and encouraging things to others.
- Resolve disagreements in a positive way.
- Be respectful of other Club members and their property.
- Be respectful of the Club’s building and equipment.
- Avoid the use of improper or abusive language.
- Remove all head wear before entering the Club.
- Applaud the efforts of other members.
- Participate in activities that are open to your age group
- Dress appropriately at all times - please follow public school dress code.
- Smoking, drugs and alcohol are prohibited on Club property
- Any and all weapons are prohibited on Club property
- Walk at all times while inside the Club except for gym activities
- Eat and drink only in designated areas
- Name calling is prohibited
- Bullying will not be tolerated

DISCIPLINARY ACTION POLICY:

Parents/Guardians, we ask that you please take the time to sit down and discuss the program expectations and rules with your child to make sure he/she understands them. There are no exceptions to the code of conduct. Members who fail to follow the code of conduct, or violate Club rules or policies will be subject to the following actions:

MINOR OFFENSES:

- Redirection/Cool Down Time
- Temporary Loss of Activity Privileges
- Parent conference with the Club Director

MAJOR OFFENSES:

- Loss of Activity Privileges
- Parent conference with the Club Director
- Suspension and/or Dismissal from the Club

WELLNESS POLICY:

A healthy snack is served daily at all sites. If your child has food allergies, please inform the staff at enrollment. Drinking water is available at water fountains located throughout the Club, in addition, we also encourage parents to send only healthy snacks/drinks to the sites. Students are encouraged to participate in physical activities on a daily basis to help maintain a healthy lifestyle.

Out of concern for our members and staff, if your child is sick or contagious, he/she will not be allowed to come to the Club. If your child becomes sick while at the Club, the parent or guardian will be notified to pick him/her up. If it is a life threatening situation 911 will be called and then the parents.

SAFETY PROCEDURES:

- Evacuation plans are posted at all facilities.
- All Boys & Girls Clubs conduct monthly safety drills for evacuation, tornadoes, hurricanes, fire, and lock-down.
- All staff are trained in emergency response to severe weather and crisis management.

MEDICAL EMERGENCY PROCEDURE:

Boys & Girls Clubs do not administer or supply members with medical treatment, medicine, shots, etc. If your child must take medicine while attending the Club, the parent/guardian or the child must administer the medication. The Club will not be responsible for lost or stolen medicine. If an emergency or accident occurs while at the Clubs, the staff will make every effort to contact the family by phone with the phone numbers that have been provided to us on the member's application. If no one can be contacted and medical treatment must be provided, the unit director will notify emergency medical services. Please update emergency contact information anytime you have a change.

PERSONAL ITEMS POLICY:

Members are encouraged not to bring valuable personal items to the Club at any time, this includes but is not limited to electronic games, cell phones, and music players. The Boys & Girls Clubs of the CSRA is not responsible for lost or stolen items. Care should be taken to protect personal property.

TELEPHONE USAGE POLICY:

Club members will only be able to use the telephone for emergencies.

EMERGENCY PREPAREDNESS POLICIES & PROCEDURES:

Evacuation plans are posted at all facilities. Boys & Girls Clubs sites conduct monthly safety drills for evacuation, tornadoes, hurricanes, fire, and lock-down. All staff are trained in emergency response to severe weather and crisis management situations.

In the event of unforeseen inclement weather during the day and schools close, the BGC will also close and not conduct tutoring services that day. Should a bad weather event occur after school hours and during tutoring hours, the BGC will call all parents to notify them of the closing. For current information, parents may also call the Clubs and the administrative office and check the BGC Facebook page and website.

MANDATED REPORTER POLICY:

All Club employees, as mandated reporters are required by Georgia law to report all suspected cases of child abuse. Child abuse is any act, omission, or commission that endangers or impairs a child's physical or emotional health and development. The act of inflicting injury or allowing injury to result, rather than the degree of injury, is the determinant for intervention. Club staff follow specific procedures including clarifying with student, notifying supervisor, and notifying authorities. All staff members in direct contact with children are required to take the online course, "Mandated Reporters" within the first two weeks of employment. A copy of the completion certificate will be kept in their personnel files.

HARASSMENT POLICY:

It is the policy of the Club to provide, at all times, an environment free of harassing conduct, better enabling us to focus on and fulfill the mission of the Club. The Club will not tolerate any form of harassing conduct that is based upon an individual's race, color, religion, sex, age, national origin, sexual orientation, disability or marital status. The term harassing conduct also includes sexual advances, requests for sexual favors and other conduct of sexual nature. Any employee violating this policy will be subject to corrective action, up to and including dismissal/termination of employment. Harassment on the basis of race, color, religion, sex, age, national origin, disability, marital status, veteran's status, sexual orientation, or other protected status is defined as conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. The policy applies to all employees and participants of the Club. Any employee or Club member, including any supervisor or agent, who is found to have engaged in harassing conduct will be subject to appropriate discipline, up to and including dismissal/termination of employment. All employees and Club members have a duty to report any harassing conduct either experienced or observed. Under no circumstances will a person's employment be jeopardized because of a bona fide report of what he or she perceives to be an incident of harassing conduct or behavior.

In the event an employee or Club member suspects harassing conduct of any type the Boys & Girls Clubs has an open door policy and encourages employees and participants to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if an employee is not comfortable speaking with their supervisor or is not satisfied with the supervisor's response, they are encouraged to speak with someone in the Human Resources Department or anyone in management whom they are comfortable approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Executive Director who has responsibility to investigate and resolve all reported violations. If the complaint is against the Executive Director, it should be reported to the Board President. For participants, concerns should be brought to any staff member with whom they feel comfortable expressing their concerns. Staff members are required to communicate concerns to their supervisor and/or a member of management. Concerns of participants and/or parents follow the same investigation process.

"HANDS OFF" POLICY:

"Hands-Off" means that no staff member may touch a student or use abusive language as a means of coercion. BGC staff is expected to lead through positive methods that do not include the use of physical force or verbal abuse. Use of such tactics must be considered a leadership failure. "Hands-Off" leadership also prohibits staff members from using unprofessional language, including profanity, vulgarity or off-color jokes when interacting with correcting or motivating students. This includes joking and horseplay that is easily carried too far. The uncompromising standard for behavior and language on the part of the staff is nothing less than complete transparency and total professionalism. Students or staff shall not be subject to disciplinary action or any other form of retaliation for reporting an alleged violation. Any student or staff experiencing or witnessing any violation of this directive is to immediately report it to their superior or the next member in the chain of command.

ANTI-FRAUD POLICY:

The Boys & Girls Clubs of The CSRA's policy is to promote consistent, legal, and ethical organizational behavior by assigning responsibility for reporting fraud, theft, waste or abuse; providing guidelines to conduct investigations of suspected fraudulent behavior; and making anti-fraud awareness training available annually. The purpose of this policy is to provide guidelines and controls to aid in the prevention, deterrence, and detection of fraud, theft, waste, or abuse against the Boys & Girls Clubs. This policy expands upon the Boys & Girls Clubs Employee Ethics, Standards of Conduct, and Conflict of Interest policy and outlines more specific responsibilities and expectations related to fraud. This policy applies to all Boys & Girls Clubs of The CSRA employees, volunteers, and contractors (business associates). Fraud is an intentional deception designed to obtain a benefit or advantage or to cause some benefit that is due to be denied.

EXAMPLES OF FRAUD INCLUDE:

- Any dishonest or fraudulent act.
- Impropriety in the handling or reporting of money or financial transactions
- Forgery or alteration of any document or account belonging to the Boys & Girls Clubs (checks, time sheets, invoices, contractor agreements, bid documents, purchase orders, electronic files, and other financial documents).
- Forgery or alteration of a check, bank draft, or any other financial document
- Financial report misrepresentation
- Misappropriation of funds, securities, supplies, inventory, or any other asset (including furniture, computers, fixtures or equipment)
- Authorizing or receiving payments for hours not worked
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the Boys & Girls Clubs that may be construed to be an attempt to influence the performance of an employee's official duty in the scope of employment for the Boys & Girls Clubs.
- Destruction, removal, or inappropriate use of records, furniture, fixtures and equipment.

THEFT is defined as the act of taking something from someone unlawfully. An example of theft taking home a printer belonging to the organization and keeping it for personal use. **WASTE** is defined as the loss or misuse of District resources that results from deficient practices, system controls, or decisions. An example of waste is not taking advantage of available early bird conference registration discounts.

ABUSE is defined as the intentional, wrongful, or improper use of resources or misuse of rank, position, or authority that causes the loss or misuse of resources, such as tools, vehicles, computers, copy machines, etc. An example of abuse would be using organization equipment or supplies to conduct personal business.

RESPONSIBILITY TO REPORT SUSPECTED FRAUD:

Each employee is required to report any suspected fraud, theft, waste or abuse or other dishonest conduct to the BGC Chief Executive Officer or the Organization's Compliance Officer. Unit Directors do not have the authority to determine the merits of a report of suspected fraud- the Chief Executive Officer makes this determination after an internal investigation has been completed. The identity of an employee or complainant who reports suspected fraud will be protected to the full extent allowed by law. Suspected improprieties and/ or misconduct concerning an employee's ethical conduct should be reported to Chief Executive Officer. All employees are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Each Administrator shall be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of fraud. Any fraud that is detected or suspected must be reported immediately to Chief Executive Officer, who shall order an internal investigation. All employees will be held accountable to act within the organization's code of conduct. The Boys & Girls Clubs will not tolerate any type of fraud, theft, waste or abuse.

ANTI-FRAUD AWARENESS TRAINING:

BGC will conduct employee training and/or provide training materials to Unit Directors during in-services and/or staff meetings on an annual basis.

GUIDELINES FOR HANDLING A REPORT OF SUSPECTED FRAUD, THEFT, WASTE, OR ABUSE:

Whether the initial report is made to Unit Director, Director of Club Operations and/or the Chief Executive Officer, the reporting employee/individual should receive the following instructions and information-

- Do not contact the suspected individual in an effort to determine facts or demand restitution.

GUIDELINES FOR HANDLING A REPORT OF SUSPECTED FRAUD, THEFT, WASTE, OR ABUSE (CONTINUED):

- Allow the Chief Executive Officer to order an internal investigation be conducted. Do not further investigate the allegations.
- Observe strict confidentiality. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Chief Executive Officer.
- Retaliation will not be tolerated. BGC will not tolerate any form of retaliation against individuals providing information concerning fraud or suspected fraud.
- Every effort will be made to protect the rights and the reputations of everyone involved, including the individual who in good faith alleges perceived misconduct as well as the alleged violator(s).
- The identity of an employee or other individual who reports a suspected act of fraud will be protected as provided by this policy.

RESPONSIBILITY OF COMPLIANCE OFFICER:

Under the direction of the Board of Directors, the Compliance Officer or other designated investigator shall document the allegation and conduct an investigation. If the investigation substantiates the allegation of fraud, appropriate corrective action will be taken according to BGC policy. The Compliance Officer or other designed investigator shall make every effort to protect the rights and the reputations of everyone involved in a report of suspected fraud, including the individual who in good faith alleges perceived misconduct, as well as the alleged violator(s).

QUARTERLY COMPLIANCE REPORT:

Investigated incidents of suspected fraud shall be reported to the BGC Board of Directors on a quarterly basis. The Compliance Report shall include: whether the report was from an employee; the outcome of the investigation; and the corrective action taken.

VIOLATIONS AND CORRECTIVE ACTIONS:

Employees who violate the Anti-Fraud policy and procedures will be subject to corrective action up to and including termination in accordance with BGC's Progressive Discipline policy. An employee who has engaged in any form of fraud, waste, or abuse; suspects or discovers fraudulent activity and fails to report his or her suspicions as required by this policy; or intentionally reports false or misleading information is subject to such corrective action, up to and including termination. In addition, corrective action may be taken as provided by this policy against an employee who makes a report alleging fraud in bad faith. Failure to comply with any part of this policy by a Contractor (Business Associate) could result in cancellation of the business or other relationship between the entity and the Boys & Girls Clubs. When appropriate, the Chief Executive Officer or designee will also report the violation(s) to federal, state and/or local law enforcement agencies.

INSPECTION, THEFT AND AUDIT POLICY:

In order to ensure its ability to conduct business efficiently and effectively and to protect itself against the unauthorized use and removal of Club property, the Club will from time to time conduct internal investigations including inspections and audits on company premises. The Club reserves the right to conduct a routine inspection or audit at any time for company property or company-related information. The Club reserves the right to inspect the following, including but not limited to: personal property brought onto or taken from the premises; any work, rest or storage areas; all company vehicle and all desks, lockers, computers, etc., that are within the employee's possession or control. A routine inspection may result in the discovery of personal possessions or those of others. Employees are discouraged from bringing in the workplace items of personal property they do not want revealed to management. Under certain circumstances, the Club will generally attempt to obtain employee consent before conducting a search or inspection, but may not always be able to do so. If an employee becomes aware of any theft, misuse or unauthorized removal of Club property, he/she is directed to notify the supervisor immediately. The theft, misuse or unauthorized removal of Club property is cause for immediate discipline, including dismissal/ termination of employment. At the Club's discretion, other legal actions may also be taken against the employee for theft, misuse and or unauthorized removal of Club property.

BACKGROUND CHECK & BARRIER CRIME POLICY:

The Boys & Girls Clubs of the CSRA is committed to selecting and retaining the best staff and volunteers to serve its youth. As a part of the initial selection process and on an on-going basis, The Boys & Girls Clubs of the CSRA will:

- (1) Conduct criminal background checks of all employees, including minors, board volunteers, who serve on a standing or enumerated committee, advisor or otherwise.
- (2) Conduct background checks on all volunteers, including minors who have direct repetitive contact with Club members.

Name-based or fingerprint-based record searches may be used in any combination but shall, at a minimum, (a) verify the person's identity and legal aliases, (b) provide a national Sex Offender Registry search, and (c) provide a national criminal record search. Such checks shall be conducted prior to employment and at regular intervals. Fingerprint checks are good for 5 years however; all employees will adhere to a yearly first advantage/enterprise advantage record search.

All background checks findings shall be considered when making employment or volunteer decisions. The Boys & Girls Clubs of the CSRA will not consider an applicant eligible for employment or volunteer service, if such individual:

- refuse to consent to a criminal check
- makes a false statement in connection with such criminal background check
- is registered, or is required to be a registered on a State or National sex offenders registry
- dishonesty on job application
- has been convicted of felony consisting of:
 - murder or manslaughter
 - child abuse or child neglect
 - a crime against children, including child pornography,
 - spousal abuse
 - a crime involving rape or sexual assault,
 - arson or
 - physical assault, battery
 - felony stalking
 - abuse of elderly and incapacitated adults
 - drive by shooting
 - robbery
 - abduction for immoral purposes
 - pandering
 - felony violation of protective order
 - extortion by threat
 - felony terroristic threat
 - felony possession of drugs within (7) years of date if application

Other crimes which may exclude volunteers/staff temporarily from service:

- DUI- 1 year following conviction
- Possession/Distribution – (5) years following conviction
- Shoplifting – (5) years following conviction
- Simple Assault – (5) years following conviction

All pending charges for barrier crime (except crime against minors) and convictions for other crimes revealed through background checks shall be reviewed on a case-by case basis to determine if individual poses a safety risk to children and to organization. No individual may be found ineligible because of pending charges, except those for barrier crimes. However an individual may ultimately be found ineligible if the previously pending charges results in a conviction which indicates that the individual ineligible unless or until such charges are subsequently dismissed or the individual is found not guilty.



**BOYS & GIRLS CLUBS
OF THE CSRA**

PARENT/GUARDIAN AGREEMENT

I have read the Boys & Girls Clubs of the CSRA parent/guardian handbook. I have a clear understanding of what is expected of me and my child while he/she attends the Club. I agree to explain these expectations to my child. I further understand that my child may not always get to be with his/ her siblings of another age while at the Club and may not be able to attend the same field trips together.

PRINTED NAME (Parent/Guardian)

Date

SIGNATURE (Parent/Guardian)

Date

1st Child's Name

2nd Child's Name

3rd Child's Name

4th Child's Name

5th Child's Name

PLEASE RETURN THIS COMPLETED/SIGNED PAGE TO THE CLUB

