

MEMBER / PARENT ORIENTATION GUIDE 2019 SUMMER PROGRAM



BOYS & GIRLS CLUB

OF OZARK - SOUTHEAST ALABAMA, INC.
21st Century Community Learning Center

Boys & Girls Club Of Ozark - Southeast Alabama, Inc.
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Club Website: www.bgcseal.com

Join us on **Facebook** @ Bgc Ozark Southeast Alabama

General Information: The Boys & Girls Club of Ozark-Southeast Alabama takes great pleasure in welcoming you, and your child/children to the club. A great deal of effort has been placed on planning a safe, fun and exciting program for your child/children.

What is the Boys & Girls Club?: The Boys & Girls Club is a Youth Development Organization using the basic principles and proven techniques to help youth achieve their fullest potential.

Who can Join?: **Members must be between the ages of 6-13.** The Boys & Girls Club of Ozark - Southeast Alabama makes no discrimination in admissions on the basis of race, sex, religion, creed or national origin.

Boys & Girls Club Mission Statement

*To inspire and enable the healthy development of all young people,
especially for those who need us most to realize their full potential
as productive, responsible and caring members of our community.*



Code of Conduct

1. Play Fairly and Be Honest
2. Be RESPECTFUL to Club Staff, Volunteers and Equipment
3. Say Only Good Things About Others
4. Resolve Disagreements in a Positive Way
5. Be Respectful of Other Members & Their Property
6. Take Care of Your Club Equipment
7. Avoid Use of Improper Language
8. Remove Hats Before Entering the Building
9. Applaud Efforts of Other Members
10. No Running Inside Club - With the Exception of the Gym
11. Participate Only in Program Areas Open to Your Assigned Group
12. Listen During Assemblies
13. Dress Appropriately at ALL Times
14. Smoking, Drugs, Alcohol & Weapons are Prohibited
15. Stay With Your Assigned Group
16. We recommend that students bring only essential items to the club. However, if you choose to allow your child to bring Cell Phones, MP3-Players, Tablets, or Other Electronic Games, etc. please note that the Boys & Girls Club, its staff or other club members are not responsible for replacing lost, misplaced, stolen, or damaged belongings. ***Use of these devices at DESIGNATED TIMES is a privilege.** **Cell phones and/or other electronic devices are subject to be taken up at staff's discretion. ***If taken up, parents will be able to pick items up at the end of the day; if problems persist, student will be given a warning which could result in member being unable to bring items back and/or suspended if necessary.

As a BGC Parent and Member;

- A. Club Membership:** The students that register and participate in the summer program are members of the Boys & Girls Club of Ozark-Southeast Alabama for the months of June and July **ONLY**. Enrollment for the 2019-2020 After-School Program will start in mid July for current members. Whereas enrollment will open to the public in late July.
- B. Summer Membership Fees:** Summer membership fees are due no later than Friday, May 24, 2019 and need to be paid in full via check or money order.
- C. Summer Hours and Dates:** Hours: 7:30 A.M. To 6:00 P.M.
Dates: June 3 to July 26, 2019 *Closed July 4, 2019
- D. Orientation:** A parent or guardian must sign the *attached* parent orientation acknowledgement form, once they have completed the club tour, read the packet, and completed all other necessary forms, orientation, etc.
- E. Parent Pickup:** Members must be picked up by 6:00 P.M. **A parent or guardian (over the age of 16) must come inside the building to pickup their child/children and sign them out. For security purposes, we ask that parents and/or guardians remain in the lobby area until child/children are obtained for pick-up. **If an unusual circumstance arises, please call the club immediately. There will be a late fee charged to those that fail to pick there child/children up by 6:00 P.M.**

Late Fee Structure: \$5.00 for the first 15 minutes

\$5.00 for every five (5) minutes thereafter

IF A PARENT IS CONTINUOUSLY LATE [5 – 10 MINUTES] MORE THAN 3 TIMES, LATE FEES OF \$1.00 PER MINUTE WILL BE CHARGED and BE PAYABLE IMMEDIATELY VIA CHECK /OR MONEY ORDER BEFORE CHILD / CHILDREN CAN RETURN TO THE CLUB.

F. **Dress Code:** The following types of clothing are **prohibited**:

- See through or mesh clothing unless worn over other apparel
- Garments that expose the midriff
- Halter tops and tanks tops
- *Shoes with cleats and/or black sole*
- NO Bare Feet in the club
- No hats, bandanas, do-rags and/or hoods inside the building
- No short shorts (use the fingertip rule to determine length) No biking shorts
- Garments or accessories, which display emblems relating to abusive substances, sex and/or obscenities.
- One piece bathing suits are required for girls and swim shorts for boys. Students will wear these during swim lessons (if you choose to participate), trips to Water World and various water activities. Parents will be notified in advance.

The Administrative Staff of the club reserves the right to determine if certain other items of clothing are deemed too casual, revealing or distracting to be considered appropriate club dress.

G. **Field Trip Policy:** Field trip slots will be filled on a first-come-first-serve basis. We ask that club members pay *CASH* (the morning of) for each field trip. If the field trip involves a fee, both the fee, your consent-permission slip form must be turned in at the same time. (The release/permission form you signed at registration will be sufficient for all the trips unless otherwise noted.) **Members do not have to participate in all the trips. *Trips may be rescheduled and/or cancelled at Clubs discretion. *Wear BGC summer t-shirt on field trips.*

H. **Extra Clothing:** If members need to bring extra shoes and/or clothing, it needs to be packed in a regular school-type book bag or backpack with their name on it.

I. **Leaving the Club:** For the safety of the child, we do not allow students to leave unless an approved parent or guardian picks them up and signs them out.

J. **Snacks:** Members will be allowed to eat snacks brought from home and/or the opportunity to purchase snacks from the concession stand at certain times of the day as an assigned group.

K. **Breakfast & Lunch:** Breakfast and lunch will be provided daily. Breakfast will be served from 8 to 9 A.M. and lunch will begin at approximately 11:30 A.M. If your child prefers to bring lunch/snacks from home, items need to be carried and stored in proper containers with their name clearly printed on it. The club does not have adequate space to refrigerate additional items brought from home. *No Microwavable Lunches Are Allowed. Do not ask club staff to purchase and/or pickup your child's lunch.*

❖ If your child is going to arrive later than 9:30 A.M., please call the Club and let a staff member know that they are coming and to order them a lunch.

L. **Club Phone:** Phone usage by members will be monitored and/or limited. Phone calls, may not be allowed unless there is an emergency.

M. **Discipline Procedure:** When behavior problems or conflicts arise, the process in which we try to modify the behavior is as follows;

- Staff and member conference (warning).
- Suspension of privileges of participation in certain activities (timeout).
- Staff, member, and parent conference.

- Suspension from the club may be imposed for serious infractions or repeated offenses including fighting, continued disruption of class, bullying and/or continued disrespecting of staff or club member.

Note: Students will receive an automatic suspension in the event they are fighting (punching, hitting, etc.). Students may also receive suspension if the student's behavior is extreme.

- N. **Sickness:** No child will be allowed to remain at the club if he/she is sick or there is a reasonable assumption that they are ill. Parents should use the utmost discretion in this matter. You will have to make other arrangements for your child/children to be picked up from the club if they are ill. It is at the Administrative Staffs discretion to determine illness. If the staff member is concerned about a child's current condition; the parent will be notified.
- O. **Medication:** If your child is on medication that you wish them to take, then we need written documentation. The staff at the club is NOT allowed to administer medications. The medicine will be stored safely in the Administrative Office away from the children.
- P. **Inclement Weather Conditions:** In case of a severe weather emergency, it may be necessary to adjust Club hours. Reasonable efforts will be made to notify members and parents of delay and/or closure decisions. Notice may include announcements via phone call, the radio and/or television.

Cell Phone - Electronic Device Policy

Students will be allowed to use their cell phones and other electronic devices during non-instructional time and on field trips. However, students cannot call out; receive calls or text at any time unless it's an emergency situation or gets permission from a club staff. Students cannot take pictures, post pictures, take video, or use facetime, etc. because of the safety and security of other club members. Phones and other electronic devices must be silent and out of sight during instructional time.

Students may not use their cell phone or other electronic devices during instructional time unless otherwise given permission by staff. Each staff has the discretion to allow and regulate the use of cell phones and other electronic devices in the classroom and on field trips. Cell phones and other electronic devices must ALWAYS be in silent mode, unless otherwise allowed by a staff. Headphones may be used with staff permission. Again, students cannot take pictures, post pictures, take video, or use facetime, etc. because of the safety and security of other club members.

The use of a cell phone and other electronic devices is not a right but a privilege. When abused, privileges will be withdrawn. Students will be held accountable for any negative postings, text, pictures, or video. Students may not use cell phones or other electronic devices to "bully" or to post derogatory statements about students, staff, or field trip vendors via text message or Social Media. A student who has a phone or other electronic device confiscated may not use another student's cell phones or other electronic devices. The Boys & Girls Club is authorized to collect and examine any device that is suspected of causing problems. Cell phones and other electronic devices are subject to be taken up at staff's discretion. If taken up, parents will be able to pick items up at the end of the day; if problems persist, students will be given a warning which could result in student being unable to bring items back and/or suspended if necessary.

Cell phones should be charged prior to club hours and run on battery power while at the club. The club will not provide "charging stations" for students to charge their cell phone.

Lost, Stolen, or Damaged Devices: Each student is responsible for their own cell phone and/or other electronic devices and should use it responsibly and appropriately. Boys & Girls Club takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices.

Please complete, sign and turn in the ATTACHED Acknowledgement Form

Member / Parent 2019 Summer Program Orientation Guide

Acknowledgement Form

I have received the Member / Parent-Guardian Orientation Guide for the 2019 Summer Program. I have toured the facility and completed all required membership, release/permission forms, etc.

I agree to notify BGC Staff if there are any household changes including but not limited to address, phone (home/cell/emergency contacts), email address, medical information etc. to keep my child/children's files up to date.

I understand that there will be a late fee charged if my child is not picked up by 6:00 P.M.

Late Fee Structure; \$5.00 for the first 15 minutes
 \$5.00 for every five (5) minutes thereafter

I UNDERSTAND THAT IF I AM CONTINUOUSLY LATE [5 – 10 MINUTES] MORE THAN 3 TIMES, THAT I AM RESPONSIBLE FOR LATE FEES OF \$1.00 PER MINUTE PAYABLE IMMEDIATELY VIA CHECK /OR MONEY ORDER BEFORE MY CHILD / CHILDREN CAN RETURN TO THE CLUB.

I also understand that summer membership fees are due by May 24, 2019 and must be paid in full via **check** or **money order**. I understand that all fees paid to the BGC are non-refundable.

The Boys & Girls Club of Southeast Alabama has permission to use photos and/or videos of my child and/or children participating in BGC activities, field trips and/or programs for publicity purposes via YOUTUBE, Club Website, Club Facebook, newspapers, newsletters, brochures, TV, etc.

Boys & Girls Club staff has my permission to obtain my child/children's grades, test scores, referrals, suspensions, etc. as needed in connection with the 21st Century Community Learning Center Grant. In addition, BGC staff has my permission to go online to Ozark's City / Dale County Schools Website and get my child's homework assignments.

If I choose to allow my child to bring Cell Phones, Electronic Games, etc. I understand that the Boys & Girls Club, its staff or other club members are not responsible for replacing lost, misplaced, stolen, or damaged belongings. I understand that use of these devices at designated times is a privilege. I understand that cell phones and/or other electronic devices are subject to be taken up at staff's discretion and if taken up, I will be able to pick items up at the end of the day; And, if problems persist, that my child/children will be given a warning which could result in child/children being unable to bring items back and/or suspended if necessary.

By enrolling my child/children as a member of the Boys & Girls Club of Ozark-Southeast Alabama, Inc., I agree to adhere to and abide by the policies of the Club as stated in the 2019 Summer Orientation Guide, acknowledgement form, etc.

I have read and fully understand the policies and procedures of the Boys & Girls Club of SE Alabama, a 21st Century Community Learning Center.

Parent/Guardian Signature

Date

Child's Name

Child's Name

Child's Name

Child's Name

Child's Name

Child's Name