

**GREAT FUTURES START HERE.**



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

We are here to provide services for young people ages 6-18. All registrations are conducted online on a first come, first served basis. The online registration must be complete before a child can participate.

It is in violation of the Club's code of conduct for parents/guardians or non-club members to approach any member other than your own to obtain confirmation, clarification, or "their view" on Boys & Girls Club related issues, disputes, or disagreements. Such matters must be handled through Boys & Girls Club staff.

All staff members and volunteers of the Boys & Girls Club of Van Buren are state mandated reporters.

Inappropriate behaviors by anyone who occupies the Club premises will not be tolerated.

Violence will not be tolerated in any BGC program and/or BGC premises. If any person brings a weapon, with malicious intent he/she will be expelled immediately, 911 & child protective services will be called.

We have a zero tolerance for bullying. Bullying is defined as unwanted, aggressive behavior that involves a real or perceived imbalance of power. If a member's behavior is considered bullying, we will work to provide interventions and consequences. If the behavior does not stop, the Club member may lose membership status with the Boys & Girls Club of Van Buren.

The use of illegal drugs, controlled substances, recreational drugs, alcohol, and tobacco/vaping materials are prohibited at the Club. If there is a suspicion of impairment when an individual arrives to pick up a member, we will ask the individual to provide another means of transportation. If they choose to leave with a child, we will call 911 and child protective services.

Youth will not be able to attend programs if they show signs of any contagious illness. Lice are considered contagious. Youth will not be able to attend until they are lice/nit free.

Staff are not allowed to administer prescription or over the counter medication.

The Boys & Girls Club of Van Buren is not responsible for lost or stolen items, including cell phones. If your child brings an item to the Club they must be responsible for that item. The Club does not permit the following items; drugs, alcohol, tobacco items, weapons (real or fake), flammable items, drug or alcohol related clothing/paraphernalia.

Lost and found items may be found on the "lost & found table" at the entrance to the Club. Items unclaimed on the last day of December and May will be donated to charity.

The goal of our organization is to provide a safe, fun, positive experience for all members. Age-appropriate behavior is expected of all participants enrolled in our programs. Discipline is based on an understanding of helping the child develop self-control, appropriate behavior, and respect for others. Physical interventions will be used in an emergency situation only bases when protecting an individual from physical injury. This will be a last resort when other de-escalation and other intervention have failed.

The Club will never use corporal punishment.

The youth development staff complete incident reports when behavioral issues arise. Parent/guardians will be notified when their child receives two incident reports. A three-day suspension will be issued upon receiving a third incident report. Some cases may result in immediate suspension or expulsion, depending on the severity. Examples of immediate suspension or expulsion; fighting, bullying, acts of threat, physical endangerment, destruction of property, weapons, running away from staff or facility, failure to stay within audio or visual supervision.

Prompt child pick up at closing time of facilities is crucial. We understand that situations arise that cannot be controlled, but please understand our staff have responsibilities as well and need to be relieved when their shift is completed. Please call the Club if you anticipate a late pick up 479-474-9401. A \$1 per minute late fee will incur for each minute you are late to pick up your child. If attempts to reach the parent/guardian or emergency contacts are not successful at the close of business children may be placed in the custody of local law enforcement or Child Protective Services.

In the event of inclement weather-the Club's close when the respective school districts close.

Our programs are ran with a 1:20 ratio. Staff members are not allowed to have outside contact with any members in our program. This includes but is not limited to babysitting, house sitting, or email/phone/social media as outlined in our employee handbook. Any prior relationship with staff members must be disclosed.

If you have a concern of the care of members or procedures at the Club, please address the Unit Director. If you are not satisfied with the outcome, please prepare a statement in writing addressed to the CEO. If your grievance is with the CEO, please address the Board Chair. We strive to provide a working relationship with all members and their parents/guardians. However, any situation that deemed a threat to the safety and well-being of members or staff will not be tolerated.

Fees...Athletic Program fees must be paid in full at time of registration. Afterschool monthly fees are due the first week of the month following services rendered. Summer Program fees must be paid in full at time of registration.

Scholarships/Grants/Financial Aid-We strive to make our programs affordable for all members. If you are in need of a scholarship please send an email to the Unit Director for scholarship forms and a list of required documents.

There is a late pick up fee of \$1.00 per minute during the afterschool and summer programs.

Non-sufficient check return fee is \$25.00.

Credit Card chargebacks are assessed a \$50.00.

No refunds are approved under most circumstances. When a refund is approved you will be charged an administration fee.

The Boys & Girls Club of Van Buren is nondiscriminatory organization.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <http://www.ascr.usda.gov/complaintfilingcust.html>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

This acknowledges that I, \_\_\_\_\_, have received, reviewed and agree to the information contained in this "parent document".

Child/ren Name(s): \_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_