



**2022 - 2023**

**BOYS & GIRLS CLUB  
OF BULLOCH COUNTY**

# Parent & Member Handbook



**Boys & Girls Club of Bulloch County**

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Dear Parent/Guardian,

Welcome to the Boys & Girls Club! We are so glad you are joining us this year. We look forward to serving your child and encourage you to read this handbook in its entirety and review it with your child.

We are a leading youth development organization with skilled, caring professionals who seek to understand where every child is coming from and help them shape their path toward a great future. We strive to accomplish this by providing:

- A safe, positive environment
- Supportive relationships with adults and peers
- Access to fun and a sense of belonging
- Meaningful opportunities and expectations
- Formal and informal recognition

Safety is our #1 priority. We conduct mandatory and ongoing background checks on all potential Club professionals, board members and volunteers, each of whom must follow strict safety policies and procedures. We also offer routine staff trainings to build a culture of safety. We employ a zero-tolerance policy for any disregard of our policies and procedures. If any safety issues or concerns are brought to our attention, we contact appropriate agencies, including Child Protective Services and law enforcement, immediately.

We adhere to Boys & Girls Club Safety Requirements and work with other community organizations to consistently strengthen our safety programming through new trainings. We also continually work with children to reinforce their knowledge of our safety policies and procedures. We listen closely to make sure that their voices are always heard.

We look forward to a great year together.

*Mike Jones*

Chief Executive Officer

## **OUR MISSION**

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

## **ABOUT THE BOYS & GIRLS CLUB**

The Boys & Girls Club of Bulloch County is a private non-profit youth development organization. Although affiliated with Boys & Girls Club of America, the Boys & Girls Club of Bulloch County is governed only by a local board of directors. The Club is funded primarily through local contributions, special event fundraising, United Way, and local, state, and federal grants.

The Boys & Girls Club is designed as a place where all children can learn and grow through participating in a variety of social, educational, and recreational programs. Professional staff and caring volunteers provide support and guidance to Club members, assisting them in making decisions that will have a positive impact on their lives.

The Boys & Girls Club implements tested and proven nationally recognized programs that address today's most pressing youth issues, teaching young people the skills they need to succeed in life. Multiple programs are offered in each of the following:

### **Five Core Program Areas:**

- Education & Career Development
- Character & Leadership Development
- The Arts
- Health & Life Skills

- Sports, Fitness, & Recreation

## **MEMBERSHIP ELIGIBILITY**

The Boys & Girls Club makes no discrimination in admission based on race, sex, religion, creed, or national origin. Any girl or boy who is a Kindergartener to a 12th grader is eligible for membership. In addition, youth do not have to reside in Bulloch County to become a member of the Boys & Girls Club.

## **REGISTRATION**

Registration is held on a first-come first-serve basis. Our facility has capacity limits and prevents the Boys & Girls Club from accepting every child wanting to attend. Once membership positions have been filled, a waiting list will be maintained. In the event of a vacancy, a child from the waiting list will be called to fill the age appropriate space.

Registration for the After-School Program starts the 2<sup>nd</sup> week of July and conclude when all positions have been filled. Registration for the Summer Program will be held the second week of April and conclude when all positions are filled.

## **FEES & PAYMENT POLICY**

After-School Program

- \$125 per month per child (K-5th grade) (\$100 income eligible)
- \$75 per month per child (Middle/High School) (\$50 income eligible)

Payments are due on or before the 25th of each month or late fees (\$25 per child)

Summer Camp Program (June/July)

- \$300 per child (K-5th grade)(\$200 income eligible)
- \$150 per child (Middle/High School) (\$100 income eligible)

No refunds are provided for membership fees. Additional fees are required for field trips, T-shirts, or other special activities.

## **HOURS OF OPERATION**

The Boys & Girls Club strives to provide services for families during the times parents need us the most. When children are left at home unsupervised, the risk of giving into peer pressure and becoming involved in delinquent behavior increases. We provide a safe environment where kids can learn and grow. Our hours of operation are as follows:

### **After-School Program**

Monday – Friday, 2:00 PM – 6:30 PM

### **Summer Camp Program**

Monday – Friday, 7:30 AM – 5:30 PM

The Boys & Girls Club will be CLOSED during ALL school breaks. We also observe Martin Luther King Day, Memorial Day, Labor Day and Independence Day.

## **LATE PICK-UP FEES**

The Boys & Girls Club encourages all parents to pick up their children before the Club closes. We understand situations may arise that may prevent you from being on time. We ask that you call to inform us when you are running late so we know when to expect your arrival. Our late fees begin at 6:45 PM. Per Child the charge is \$25 beginning at 6:45 PM and \$50 at 7:00PM. Your child/children will not be

permitted to return until the late pick-up fee is paid. This includes any events held by the Club outside normal operating hours.

If a parent is late and has not called to inform us of when they will arrive, we will attempt to call the parent and/or emergency contact listed on the member's application. If a parent or emergency contact has not been reached by 7:00 PM, the Sheriff's Department will be called to escort the child home.

## **ATTENDANCE POLICY**

The Boys & Girls Club does not have a mandatory attendance policy for general members. The Club serves to provide for your child according to your need. Attendance is encouraged as an as-needed basis.

## **DROP OFF & RELEASE OF CHILDREN**

The Boys & Girls Club serves many children daily and we must make their safety a priority. It is mandatory for parents or guardians to sign their child in when dropping them off and/or sign them out when picking them up.

Your child will only be released to those identified on the child's membership application. It is your responsibility to notify the Club of any additions or other changes to the list authorized to pick up your child/children.

You must notify the Club when someone not listed on your child's membership application will be picking them up. Written documentation from the parent/guardian naming the person(s) authorized for the release of the child/children is required for dismissals. An adult 18 years old or older must sign the member out. No authorizations will be accepted over the phone.



It is important to us that your child arrives home safely. Therefore, if the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child/children home safely the Site Director will call the other parent or the emergency contact. If the parent refuses to agree not to transport, the Club staff member will call the police and report the person picking up as intoxicated.

## **DISCIPLINE PROCEDURES**

It is the goal of the Boys & Girls Club to have a positive impact on the behavior of its members. Our programs are designed to help youth develop the skills to make responsible decisions.

The Boys & Girls Club must also operate in a safe manner to ensure the wellbeing of all participants. The following are discipline procedures implemented by the Club in the event of a violation of our codes of conduct. These procedures may not be applicable to severe or repeated infractions. Severe or repeated infractions may result in immediate suspension or expulsion without prior notification or warning procedures.

### **LEVEL 1 OFFENSE**

Examples include but not limited to; disruption of class, misuse of equipment, offensive language, and non-compliance/disrespectful behavior.

Punishment may include; age appropriate timeout, removal from activity or program area, counseling and/or parent/staff conference.

## **LEVEL 2 OFFENSE**

Examples of Level 2 Offenses include but not limited to; repeated Level One offenses, physical aggression/fighting, drug/alcohol/weapon possession, leaving the facility without permission, theft/destruction of property, repeated bullying/harassment, and staff assault.

Punishment may include; suspension or expulsion.

## **ZERO TOLERANCE POLICY**

The Boys & Girls Club strives to provide a Positive Place for Kids. The safety of our members is our primary concern and therefore has no tolerance for fighting or bullying. If a child acts out with the intent of causing physical or emotional harm to another person, he/she will be suspended or expelled without warning.

We understand each altercation is different and some incidents are more severe than others, so our discipline may vary depending on each incident.

## **DAMAGE TO CLUB PROPERTY**

If a child willfully damages or destroys equipment or furnishings of the Boys & Girls Club , the parents/guardians may be responsible for the repair or replacement of the item.

## **PARENT CONDUCT**

### **Purpose and Scope**

The purpose of the Parent Code of Conduct is to provide a mutual understanding to all parents/guardians to our facility about conduct expectations while on Boys & Girls Club property and when interacting with BGC employees and/or other children.

### **General Propositions**

We expect parents/guardians to have a fundamental understanding and commitment to the following general propositions:

Staff, administrators, and parents/guardians want all children to be in a safe and supportive environment

Staff, administrators, and parents/guardians must work together for the benefit of all BGC members

All parents/guardians, staff and children, deserve to be treated with respect

### **Prohibited Behaviors**

In order to provide a peaceful and safe environment, the Boys & Girls Club prohibits the following behaviors by parents/guardians:

- Abusive, threatening, profane or harassing language or communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication
- Indecent, offensive, or inappropriate dress
- Disruptive behavior that interferes or threatens to interfere with operations, including the effective operation of a program area, a lobby, Club grounds, or parking lot
- Threatening or threatening to do bodily harm to an employee, fellow parent/guardian or Club member
- Threatening to damage the property of a BGC employee, fellow parent/guardian or Club member
- Damaging or destruction of Club property
- Defamatory, offensive, or derogatory comments regarding the BGC or staff made publicly to others

## **Consequences**

Depending upon the severity of the incident, parents/guardians may be ejected from or otherwise banned from the Boys & Girls Club under the criminal trespass laws.

## **MEMBER DRESS CODE**

The Boys & Girls Club wants to provide a safe atmosphere for all children to engage in physical activity. It is important that all members wear clothing that is conducive to playing safe. We ask that our members do not wear sandals, slides, or flip-flops. Clothing should be comfortable, appropriately fitted, and provide modest coverage.

## **SICKNESS/ILLNESS**

Out of concern for our members, no child will be permitted to remain at the Club if he/she is sick. The parent/guardian will be called and expected to pick up their child immediately. This is for the wellbeing of other members and staff. Failure to comply with this policy may result in the suspension or expulsion of the child.

## **Meals**

The Boys & Girls Club will provide an after-school meal at no additional cost to its members. The meal provided is USDA approved, which includes milk, 1 meat, 1 vegetable, 1 grain, and 1 fruit. During the summer breakfast will be served between 8:00 and 9:00 AM and lunch between 12:00 and 1:00 PM. School term dinner is served at 5:00pm Your child must be present at the time their group is served to participate. You may also send a packed lunch with your child;

however, it should not contain items that must be refrigerated or microwaved. If your child has any food allergies, please share that information with the Club at the time of registration on the forms. We must be able to provide proper notice to the food service company for them to provide a substitute.

## **ADMINISTERING MEDICATION**

If your child is on medication that requires administering during the time he/she is at the Club, you must provide written consent by completing a medication release form provided by the Membership Director. The Club will not provide Aspirin, Tylenol, or any other medication without prior written consent.

## **PERSONAL ITEMS**

Members are asked to refrain from bringing any personal items to the Club. The Club and/or staff are not responsible for any lost, damaged, or stolen property.

## **LOST & FOUND**

Make sure your child has his/her belongings with them each day prior to leaving the Club. To ensure proper identification of any belongings, please put your child's name on or in their jacket, backpack, lunch box, or any other items. Any unclaimed items will be donated to Goodwill at the end of each week.

## **TRANSPORTATION**

The Boys & Girls Club and the Bulloch County Board of Education provide Club members with transportation to the Club each day after school. Children are expected to follow basic conduct rules for the Club

and school which are designed to ensure their safety as well as other safety on the bus. Members should respect the bus driver and cooperate with his/her instructions. If a child is being a distraction to the driver or fails to comply with the transportation rules, he/she may lose the privilege of riding the bus.

## **Communicable Disease Policy**

It is the policy of BGC to review, evaluate, and respond to any suspected or confirmed instances of certain communicable disease among Members, Employees or Volunteers which may be transmitted during normal business settings. Such review, evaluation, and response will take into consideration applicable federal, state, or local laws/orders; recommendations from the U.S. Department of Public Health, the Centers for Disease Control and Prevention, and any other source applicable.

In the event of an epidemic or pandemic involving Communicable Diseases the following guidelines may be activated to control or prevent the spread of the Communicable Disease:

### **No Confirmed Case – Low Risk**

1. Review, update, and implement emergency operations plans (EOPs). This is done in collaboration with the local health department and other relevant partners
2. Develop information-sharing systems with partners.
3. Teach and reinforce healthy hygiene practices among staff and members. This will include providing routine hand sanitizing /washtub.
4. Intensify cleaning and disinfection efforts.
5. Monitor and plan for absenteeism.

6. Assess group gatherings and events. Consider postponing non-critical gatherings and events.
7. Require sick members and staff to stay home.

### **Moderate Community Cases – Medium Risk**

1. Coordinate with local health officials and monitor recommendations by Centers for Disease Control and Prevention and Department of Public Health.
2. Implement multiple social distancing strategies where practical.
  - Cancel field trips, assemblies, and other large gatherings
  - Cancel or modify classes where members are likely to be in very close contact.
  - Increase the space between tables/chairs
  - Avoid mixing students in common areas
  - Employ arrival and/or dismissal procedures
  - Limit nonessential visitors
  - Teach staff, members, and their families to maintain distance from each other
3. Require staff to wear face masks while in the facility.
4. Take temperature of staff prior to entry of the facility.

### **Confirmed Case - High Risk**

1. Coordinate with local health officials. Once learning of a Communicable Disease case in someone who has been in the BGC facility, immediately notify local health officials. These officials will help administrators determine a course of actions.
2. Dismiss members and most staff for 3 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the situation impacting the BGC. This allows the local health officials to help the organization determine appropriate next steps, including whether an extended dismissal duration is

needed to stop or slow further spread of the disease and duration of dismissals will be made on a case-by-case basis using the most up-to-date information.

3. Communicate with staff, parents, and BGC members. Coordinate with local health officials to communicate dismissal decisions and the possible Communicable Disease exposure.
4. Clean and disinfect thoroughly.
5. Make decisions about extending the BGC dismissal. Temporarily dismissing services is a strategy to stop or slow the further spread of disease in communities.
6. Implement strategies to continue virtual services and related support for members.

**IMPORTANT:** We cannot address a concern if we are not aware of the situation. Parents or Club members who have concerns about a specific matter should first contact the Site Director. If the issue is still not resolved, the parent should arrange to speak to the Chief Executive Officer. The Chief Executive Officer has the final decision in all matters. The Boys & Girls Club of Bulloch County is a private non-profit organization and is not governed by the Boys & Girls Club of America, the City of Statesboro, or Bulloch County Government. ALL concerns must be made with the Boys & Girls Club's CEO, Mike Jones. He can be reached at (912) 764-9696 ext. 223.

## **TECHNOLOGY USAGE**

Before a member will be allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy on the Membership Application.

Under the Technology Acceptable Use policy, the following relevant principles shall apply:



Club devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club purposes shall include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

**Authorized use:** Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in restrooms and other areas where there is an expectation of privacy.

**Appropriate use:** Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions

determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

**Monitoring and inspection:** Boys & Girls Club of Bulloch County reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

**Loss and damage:** Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online.

Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a member is told to stop sending communications, that member must cease the activity immediately.

**Cyberbullying:** Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

**Monitoring and inspection:** Boys & Girls Club of Bulloch County reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Club of Bulloch County reserves the right to inspect and/or review personally owned devices that are brought to the Club.

Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections, but the member may be barred from bringing personally owned devices to the Club in the future.

**Internet access:** Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect

to the internet through a phone network or other content service provider. Boys & Girls Club reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club's internet service.

**Loss and damage:** Members are responsible for keeping the personal device with them at all times. Staff are not responsible for the security and/or condition of the member's personal device. Furthermore, the Club shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

**Parental notification and responsibility:** While the Boys & Girls Club of Bulloch County Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for Boys & Girls Club of Bulloch County to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

**Digital citizenship:** Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Club Code of Conduct. The same rules and guidelines members are expected to follow offline shall also be followed when online. Should a member behave online in a manner that violates the Boys & Girls Club Code of Conduct, that member shall face the same discipline policy

and actions they would if their behavior had happened within the physical Club environment.

**Club-owned-and-operated technology:** Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

**Digital citizenship and technology safety training:** All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGC-provided digital citizenship and technology safety training. This training is required for all members annually.

## **Receipt and Acceptance**

**I have received a copy of the Boys & Girls Club of Bulloch County Parent Handbook and I understand that I am responsible for reading the policies and practices described in it.**

**I agree to abide by the policies and procedures contained herein. I understand that the policies and benefits contained in this handbook may be added to, deleted, or changed by the organization at any time.**

**If I have any questions regarding the content or interpretation of this handbook, I will bring them to the attention of the Site Director.**

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_