



**BOYS & GIRLS CLUB
OF MORGAN COUNTY**

Parent & Member Handbook

Mission:

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

Member Eligibility Check List

In order to support the success and safety of all individuals registered and participating at the BGC, it is important that participants are indeed "Club ready." To assist in determining if your child is "Club ready," the following criteria have been developed:

- ✓ Youth is able to participate in Club programs independently or with minor accommodations.
- ✓ Youth is age 6-18 years old or is 5 years old and has started kindergarten.
- ✓ Participant is able to use the restroom independently or with minimal verbal prompting.
- ✓ Youth is able to take direction and instruction from a staff person.
- ✓ Youth is comfortable with, and able to interact in, a group environment. Youth can successfully participate in a group with an adult to child ratio of at least 1 to 20 (one adult to every twenty youth)
- ✓ Youth interacts and participates in programs in a manner that is physically and emotionally safe for themselves and others.
- ✓ Youth does not require physical intervention for redirection, direction, assistance, or for any other reason.

If you believe that your child may not be ready, or have questions about the above, please feel free to schedule a meeting with the Unit Director or Executive Director for clarification.

Welcome to the Boys and Girls Club!

Your family is part of the fastest growing youth organization in the United States. Locally, our membership registrations are keeping pace with this exciting trend. In the past year we have relocated our main opened a club at Newby Memorial Elementary; daily attendance at our main Clubhouse to the Mt Gilead Community Center and have increased our capacity for daily capacity for after school transportation to the Boys & Girls Club. The Club is near 100% of our transportation capacity and nearly 91% of daily attendance capacity, based on current resources. You belong at the Boys and Girls Clubs of Morgan County. We are excited that you've chosen to be involved with the Boys & Girls Club Movement!

Our goals include:

- 1) Be the positive place for kids
- 2) Provide hope and opportunity to all youth ages 6-18 years (or 5 years if child has attended Kindergarten) in complete safety all while having fun!
- 3) Strive to be the best youth serving organization in our community

The Boys and Girls Club of Morgan County (BGC) engage all children in programs that promote growth toward successful citizenship. We employ caring, qualified young adult mentors to provide varied and diverse experiences that promote good character and successful citizenship while facilitating fun and friendship. In this document, and throughout the organization and its documentation, we will refer to any youth served at any Boys & Girls Club unit or program as *members*.

We welcome you and are truly glad you've joined the Boys and Girls Club of Morgan County.

Contact Info:

Boys & Girls Clubs of Morgan County – Administrative Office
2:00pm – 7pm and earlier by appointment

Street Address:
31 Indianapolis Road
Mooresville, IN 46158

Phone & Website:
317-834-9744
www.bgcmorgan.org

How to Apply for Membership

Membership dues are \$20 annually for a family's first child and \$10 for siblings. Membership applications are accepted Monday-Friday 2:00pm-7:00pm. To ensure quality and safety, a 24 hour "waiting" period is required before a new member may attend after submitting a membership application. All documents must be completed in FULL.

The BGC agrees that in the performance of its services, it will not, on the grounds of race, color, sex, age, sexual preference, gender identity, disability or national origin, exclude any person from participation in, deny any person the benefits of, or otherwise subject any person to discrimination under any activity. The BGC reserve the right to limit or reconsider membership if a child is unable to safely and successfully participate at the BGC, this is at the discretion of the staff with parent/guardian meeting.

Boys & Girls Club CODE OF CONDUCT

Be Caring
Be Productive
Be Responsible
Be Respectful
Be Safe

Membership

The BGC is a membership organization. We aim to retain our members from age 6 to age 18, by offering relevant programs that inspire youth with hope and opportunity. Developing a sense of true-ownership of the Club in all members is our goal. We could not be the positive place for kids without you.

- \$20 is the cost of an annual membership. Financial assistance for the cost of a membership is available and will be considered with a formal written application
- Our membership year runs January 1-December 31. To continue in our program, all memberships need to be renewed each year by January 30th of each year.
- All members must sign in everyday and be signed out by a parent, legal guarding, or pre-approved individual.

A Typical Day in Our Program

Our program functions through a large group process. Youth participate in large groups. Members have many opportunities to build friendships, discover interests, and develop skills everyday. After school, the Club is a drop-in program center where children can participate in our general programs of art, technology, recreation, and homework assistance.

Before School Care at Newby Elementary

BGC is open before school through December 21,2018 for a small group of youth who attend Newby Elementary.

After School Care

Daily Schedule

- 2:45-3:15 ⑦ Middle school and high schools arrive
- 3:15-3:35 ⑦ Elementary schools arrive
- 3:30-4:00 ⑦ Snack and Group Announcements
- 4:05-4:50 ⑦ Homeroom and Power Half-Hour
 - Grade group specific time which includes homework help, and educational activities
- 5:05-5:55 ⑦ Activity I
 - Sports/Art
 - Games Room/Computer
 - Special classes generally offered at this time.
- 5:55-6:35 ⑦ Activity II
 - Sports/Art
 - Games Room/Computer
 - Special classes generally offered at this time
- 6:35-7:00 ⑦ Games Room and Computer Lab
(All members must be signed-out no later than 7:00 or by the closing time on days when closing is earlier than 7:00PM.)

Daily Sign-in/Sign-out

SIGN-IN

Members must “sign-in” at the membership desk when they arrive. When members do not sign in an enormous strain is put upon the membership desk to manually enter these members into our attendance program. Members who have a habit of not signing in may be held at the membership desk and have to wait to enter the program until the daily attendance list is completed.

SIGN-OUT – THIS IS A NEW POLICY FOR 2017. THANK YOU FOR COOPERATING WITH THE CLUB ON THIS SAFETY PROCEDURE

An authorized adult must sign-out their child by showing valid photo identification and signing the daily attendance roster to take your child from the Club every day. Sign-out takes place at the membership desk. If a child is not signed out at the end of the program day, we will contact you and all persons whose names and numbers appear on your child’s membership form until the safe whereabouts of your child is determined. If the safe whereabouts of your child cannot be determined, the police department will be notified.

Late-sign outs: If you cannot pick up your child by closing time, please call the Club (317) 834-9744 and explain your situation prior to the end of the program day. Late sign outs sometimes occur and staff will work with you for up to 30 minutes after our scheduled closing time. If your child is not signed out within 30 minutes of closing time, we will take him/her to the police station on Main Street and the Department of Child Service will be contacted. Any time a child is picked up late, a late pick up report will be completed and signed by the adult picking up your child. An accumulation of more than 3 late sign out reports within a semester is terms for a suspension from the Club.

Staffing

The key to a high quality youth program is a staff that is trained in youth work and committed to creating a fun and safe environment for youth. At the Boys and Girls Club, we do our work with a variety of paid and volunteer staff including high school age , college age and adult age people. Professional youth development staff lead our operations year round. Our staff places a strong emphasis on prevention and engagement to achieve a high quality experience for all children.

Programming

Information on our activities and programs is available in a few areas: At the membership desk, calendar, parent information board, and breezeway bulletin boards. Please be aware of all of these areas, as we attempt to communicate important information! A yearly calendar with most of our facility hours, closings, and special events can be available as well.

Please be aware of all information posted on the parent communication board at the membership desk.

Some activities, field trips, and classes require signing permission slips and may require a small fee. If you sign up your child for one of these special activities it is important that your child participates in the event because others have donated their time and resources to make these opportunities possible. Please be mindful of what you sign-up for, as there may be specific items to bring or different pick-up/drop-off times.

Behavior

Our goal is to meet the needs of all members, embracing the process of tailoring specific behavior management plans where resources allow. The Club focuses on prevention, positive reinforcement, and engagement to keep all behaviors positive. Working with youth often presents teachable moments where children are mentored to be respectful to themselves, others, and the club. We have a document titled "Behavior Management Protocol" that explains how we manage group and individual behavior. We believe that youth earn consequences appropriate to their behavior/action. We believe that every child should have the opportunity to be successful. In order for us to fulfill this mission, it is important that we fully understand your child's behaviors and needs. Documents are available (Child Success Plan) for you to communicate with staff ways that can help increase the likelihood of success for your child. Communication will allow us to receive the appropriate information to better understand your child and to properly interact with your child to the best of our ability. We need to be able to ensure that ALL youth are physically & emotionally in a safe environment with appropriate supervision; in the case that the behavior/actions of one child jeopardizes the safety and wellbeing of the majority of members then membership may be reconsidered. In rare instances a suspension from the Club is the consequence for repeated and specific transgressions. It is our goal to remedy any negative behavior before ever getting to this consequence. In very rare circumstances a child may become un-enrolled from the Club. Interactions related to suspension or disenrollment will proceed in partnership with the member, the family, and club staff. The Boys and Girls Club aims to serve all young people. The Boys and Girls Club recognize

that members have individual needs. To meet these needs, the Club has developed a support program that focuses on providing specific supportive services for these members to the best of our ability with the available resources: The Boys & Girls Clubs of Morgan County does not promote physical intervention to ensure the safety of the child, other members, and staff. If the actions and behaviors of your child require physical intervention we will not be able to safely serve them.

Personal Items

Any personal item that is necessary to bring to the Club must be stored in a members school bag or pack. Members are encouraged to be responsible and manage the security of their belongings. We discourage members bringing any valuables to the Club in the case that they may be damaged, lost, or stolen. The Club is NOT responsible for any item a member brings.

Members are discouraged from having their personal items out while at the club. Items that are lost usually appear within 24 hours in our lost and found. Adults are the only persons permitted to search lost and found. At the end of each month, lost and found articles are taken as a donation to local outlets (i.e. Salvation Army, Goodwill, or Recycling Center)

The following items are **not to be seen** at the club with the exception of Friday afternoons when members may use personal technology with staff supervision:

Using these items at the Club without staff supervision will result in having these items taken away until your child leaves for the day.

- personal electronic devices
- cell phones
- video games

These items are **not allowed** at the club:

Possession of these materials is grounds for immediate expulsion.

- Weapons Tobacco, alcohol, drugs Illicit material

These items **must be approved** by the Unit Director to be at the club:

- all medication (prescription or over the counter)
- computers

Health

The growth and safety of our members is the most important aspect of our work. Accidents requiring first aid are documented and will be provided to the parent for signature.

If a child becomes sick at the club, parent/guardian may be notified to pick up their child as soon as possible.

Please do not have your child attend if they have lice, the flu, fever, or other contagious illnesses, or if they have missed school for any illness related reason. Any youth with live bugs or NITS will be sent home immediately. Members will not be permitted in the Club until a staff member has rechecked the child's head and no bugs or NITS are present.

Members who have had the flu may return to the club 24 hours after fever has gone. Members who have had lice may return with a doctor's note saying it is safe for them to return to the club. Members who have had strep throat may return 24 hours after antibiotics course has been started.

If a member does not attend school or is asked to leave school early (for any reason) parents must first communicate with the Unit Director to see if the child has permission to attend the Club on that given day. Member attendance at the Club is at the discretion of the Unit Director and will be decided on a case by case basis. If you have any questions please see your Unit Director.

Medication

If your child is on medication (prescription or over the counter) that you wish to be administered at the club, you must give written consent by filling out the **medication release/instruction form and provide orders that are prescribed and signed by the doctor's office**. We will store medication in the Executive Director's office or with the Unit Director where it will be kept until the time of dispersal. **All medication must be prescribed to member through a medical professional and must be in its original container.**

Safety

The Boys & Girls Club would like to ensure the safest environment for our youth. If you would like to go into the Club as a parent/guardian, we ask that you please wear a "Parent" or "Visitor" name tag so that you are clearly identified. This allows our staff, volunteers, and youth to identify all adults in the building. Otherwise, please wait for your child in the waiting area.

Staff reserve the right to observe all computer and electronic activities of youth.

If your child at any time feels that they are unsafe for any reason it is important that they report their concern to a staff member immediately. Once the issue has been identified, then staff can begin to assess the situation and communicate with all parties involved. If the staff and unit director are not communicated with, we cannot ensure that we can attempt to resolve the situation.

Most of the time, staff are prioritizing their time by serving youth when parents arrive and they may not be available to meet with you face to face to discuss a situation at the time of pick-up. When a physical accident or incident happens while your child is at the Club, staff will communicate to you verbally when possible and provide a document indicating what happened (and depending on the severity of the situation based off of their discretion) and will call in advance. If you, as a parent/guardian, would like a different approach or procedure please inform the Unit Director.

Physical Injury and Incidents Reports are used to best communicate with the parent/guardian anything that may have affected your member. These documents, and any behavior notifications, will be posted on the bulletin board next to the membership desk for you to pick-up. Please sign the document (indicating that you have read and understand what happened) and leave it at the desk. If you would like a copy, please request one and one will be provided for you.

EXPECTATIONS FOR THE PARENTS & PARENT CONDUCT

The staff at the BGC want to promote positive and healthy relationships for youth and their families. Part of this is positive and open communication among staff and parents. Youth will learn by watching adults. We expect the following from parents (this list is not inclusive):

1. Keep all enrollment information up to date, especially home, work and other emergency telephone numbers and address changes.
2. Be receptive to communication from staff about your child and work with staff to reach an agreeable solution to problems.
3. Pay fees on time.
4. Notify program supervisors of any issue that may cause behavior changes in the child in our care.
5. If you have a grievance or situation that you would like to discuss with a staff member, please do so in a private area away from youth. We do NOT want any youth to see negative, abusive, or inappropriate adult behavior.
6. You do not have to agree with staff all the time, but we do require parents to respect staff at all times, as they will respect you.
7. Read and understand all membership registration documents including the membership form and Parent Acknowledgements and Agreements.

The Boys & Girls Clubs of Morgan County are here to serve youth, and we hope that all parents/guardians will join with us in our mission. If a parents/guardian's actions and behavior inhibit the staff ability to serve youth, we will have no other option than to reconsider membership.

Department of Child Services & Law Enforcement

We work closely with the Indiana Department of Child Services. We are required by law and will report any suspecting abuse or neglect and/or any information that a child discloses related to neglect and/or abuse. Staff are not required to inform or share disclosure with any parent/guardian.

BGC staff will call the local law enforcement if they believe, based on their discretion, that a child's adult pick-up is unfit to properly care for the child/children or is under such improper care or control (under the influence of drugs and/or alcohol) that they may endanger the health or wellbeing of the child/children.

Closings and Breaks

The St Clair Street Club is open for half days of programming most days when MCSC is closed during Fall, Winter, and Spring break. It is the responsibility of our Members' families to know the Club's schedule.

During the summer, a membership entitles all members to our 12pm-6pm drop-in program. Summer Full Day ("Summer Center") programming is available for a limited number of members and requires an additional weekly fee and registration. Summer Center registration will open the first week of April.

Snow Days & Weather Issues

Boys & Girls Club will use the following guidelines to determine what is in the best interest of our members and their safety during inclement weather. If Mooresville Consolidated Schools Corporation (MCSC) is closed for the full day, then the Club will also be closed. If MCSC is on a 2-hour delay, then the Club will be open normal hours for before (through December 21,2018) & afterschool program.

On days when MCSC closes or dismisses early because of the weather the Boys and Girls Clubs of Morgan County will be closed.

Transportation

Most members come to the Club during the school year via a transportation partnership with MCS. We work together to provide safe and comfortable access to high quality after school programs. Occasionally, due to limited resources, transportation from specific schools may be interrupted or cancelled. Any transportation cancellations will be communicated to affected schools and families many days in advance or as early as possible. However, if an unforeseen event occurs, the Club will make every effort to remedy unexpected transportation interruptions. This may mean that some children will arrive to the Club at a time slightly later than is usual or expected.

Transportation to the Club is a privilege and positive behavior on our vehicles is required. Negative behaviors will be discussed with children and their parents. Repeated negative behavior will result in a suspension from the Club.

Transportation to the Club is not provided during school breaks.

BUS RULES

1. **Do nothing that prevents the driver from safely operating the vehicle.**

EXAMPLES: Keep the aisle clear: Use inside voices: Do not disturb the driver

2. **Do nothing that could be dangerous, harmful, or disruptive to anyone on the bus.**

EXAMPLES: Keep your hands to yourself: Stay seated in your seat

3. **NO food, drink, or candy allowed on the bus**

Transportation Behavior Management Policy

We must ensure safety for all riders and bus drivers. Therefore, if a child's behavior compromises the safety of any individual, service to that child may be temporarily suspended at the discretion of the bus driver and BGC staff.

Bus Behavior Management Policy

All riders must abide by the BGC behavior management policy. A full copy of the behavior management policy is available at the Boys & Girls Club front desk. Vehicle rules are listed on all vehicles. A typical progressive behavior protocol will go in this order as follows (however is subject to change at the discretion of drivers and BGCB staff):

- 1) Verbal warning
- 2) Written warning
- 3) Written warning with 1 day suspension from bus

- 4) Written warning with 3 day suspension from bus and Club with parent meeting
- 5) Written warning with 5 day suspension from bus and Club with parent meeting
- 6) Possible for temporary expulsion.

Grievance Procedure

It is the Club's purpose to provide an effective way for members/parents to bring problems concerning their well being at the Club to the attention of the Unit Director. Therefore, an informal grievance procedure has been established for the benefit and use of the members.

- Please express your thoughts, suggestions, comments, ideas and concerns to our program director or unit director via a phone call, meeting, or e-mail.
 - Together, we will problem solve for a timely resolution.
 - Some conversations may not be suitable at the time of pick-up of require discussion away from the membership desk during program hours.
 - The best time to talk with the program or unit director is between 2 PM and 6 PM.
1. When a member believes a Club condition or treatment is unjust, inequitable, a hindrance to effective operation or creates a problem, he/she is encouraged to discuss the condition or treatment with the Unit Director.
 2. As the parent/guardian adult you are obligated to report any wrongdoing of which you become aware to the Unit Director, or, if the situation warrants, to the Operations Director or Executive Director.
 3. Misunderstandings or conflicts can arise in any organization and should be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that the member believes is detrimental to himself/herself or the agency, the member should follow the procedure described here for bringing the complaint to management's attention.
 - a. Discussion of the problem with the Unit Director is encouraged as a first step. If the member does not believe a discussion with the Unit Director is appropriate, the member should proceed directly to Step b.
 - b. If the problem is not resolved after discussion with the Unit Director or if the member thinks a discussion with the Unit Director is inappropriate, the member is then encouraged to request a meeting with the Executive Director. They will conduct an investigation and consider the facts and may review the matter.

- c. In the event the Unit Director is the subject of the grievance, the Executive Director should be notified.
- d. If the member is not satisfied with the decision and wishes to pursue the matter further, he/she may prepare a written summary of the concerns and request that the Executive Director and Board of Directors to review the matter. This request should be made through the Executive Director, who will notify the Board of Directors. The Board, after a full review of the facts (which may include a review of the written summary of the problem, interviews with the people involved, and further investigation if necessary), will inform the member of the its decision and the Board decision will be final.

Boys and Girls Clubs of Morgan County Membership Acknowledgments and Agreements

- Upon entering the Club, I commit to ensuring that each Club Member reaches his or her full potential as a caring, productive, responsible citizen in complete safety.
- The Club's ability to operate is directly related to the giving of individuals in our community and I will give in some way to support the Club.
- The Boys and Girls Club is a membership organization for youth. In joining the Club members will strive to develop their best skills and help other members succeed at this goal to achieve a successful future filled with hope and opportunity for all.
- Medications, prescription and over the counter, that my child may need while at the club must be given to the professional staff in its original container with administering instructions signed by a practicing physician.
- Parents/guardians will have my child signed-out from the Club every day by a person who is authorized on the membership form.
- Parents/guardians will update all contact information on the membership form as my contact information changes.
- Urgent changes to my child's authorized pick-up list must be confirmed by a custodial parent or guardian.
- My child will come to the club having eaten a regular meal and I will provide a lunch for my child on days when he or she is at the Club during the lunch hour (11:30 AM to 1:00 PM) .
- My child's belongings are his or her sole responsibility when they are at the Club and the Club is not responsible for my child's articles that become misplaced or disappear.

- It is my responsibility to supply my child with sunscreen for their use. My child is responsible for applying his or her own sunscreen or asking a staff to assist with sunscreen application.
- If I wish to renew my child's membership, I will do so within the 60 days of the annual renewal period (Dec. 1 through Jan. 31).
- I understand, per the Club's Behavior Management Protocol that Club members benefit through positive participation and may lose privileges including suspension from the Club based on repeated behavioral transgressions.
- The Club is designed to serve youth ages "Kindergarten" through 18 years who can actively and cooperatively participate with the membership and programs. Any exceptions will be made at the discretion of the directing staff and may be terminated at any time.
- The Club aims to be open most days of the school year but is closed some days for various reasons. It is my responsibility for knowing the Club's schedule.
- I am familiar with the late pick-up policy found in the parent handbook and will abide by club hours and pick-up my child before the club's closing time. The Club may take all means necessary to maintain this commitment including releasing my child to the police department and notify Children's Services if I am late to pick up my child (30 minutes after Closing time).
- The Club may use my child's image in photographs and video for public relation purposes. If I do not want my child's image used I will give my initial and explanation on the MEMBERSHIP FORM and the MEMBERSHIP AGREEMENT EXCEPTION FORM.
- I understand that phone calls into the Club during program hours prevent staff from giving their full attention to those who are in the Club. I will not call the Club between 3:30 and 6:30 PM unless it is an urgent matter pertaining to my child.
- Accidents and a variety of personal incidents may occur while at the Club. The staff will provide care and document these occurrences when my child is involved, communicating complete details of occurrence and response.
- I give permission for my child to walk to Pioneer Park and/or ride on Club vehicles going on routine trips to schools and other Club business.
- My child may view movies or television programs at the Club. These movies will have a "PG" rating.
- I understand that any verbal changes to my child's pick up list must be accompanied by the 4-digit security code (above) and that any long term changes must be made by a custodial parent or guardian on the membership form.
- My child and I accept the rights and responsibilities of the Club's Computer Use Agreement.

Our Promise to the Members

The Boys and Girls Club of Morgan County, its staff, volunteers and general membership promise to:

- 1) Ensure that each member reaches his or her full potential as a productive, caring, responsible citizen in complete safety
- 2) Collaborate with members and their families on making the Boys and Girls Club the positive place for kids
- 3) Provide members with daily opportunities for building important skills and relationships
- 4) Offer a diverse and varied program
- 5) Emphasize member involvement and development

Emergency Procedures Available Upon Request

Behavior Management Protocol Available Upon Request

Ten Things All Parents Should Know!

- 1) The Boys and Girls Club has been part of the community since 2006 through the service and generosity of many. That generosity allows us to provide programming to ALL youth. All current members and families are asked and invited to participate and share their stories of why the Club is important in their lives.
- 2) Membership forms must be kept current and renewed annually. Contact information must be updated as changes occur. Each member is required to have a working phone number to reach parents/guardians at any time and TWO emergency contact phone numbers (not the including parents or guardians).
- 3) Members are required to sign in and out EVERYDAY and parents/ guardians/ authorized pick up contacts must bring photo ID EVERYDAY.
- 4) Open communication about all experiences (positive and negative) your child has at the Club are encouraged and welcomed.
- 5) The Boys & Girls Club of Morgan County are a group process program for youth. While we strive to meet the needs of our members, some needs may not be able to be met for all children because of limited staffing resources.
- 6) We provide programming for youth ages “Kindergarten”-18 years old.
- 7) Staff are not allowed to care for your children (babysit) outside of Club hours.
- 8) Our program is grounded in mutual respect. Please understand that throughout every interaction we will sincerely express our respect for you and your family. Please accept that our staff deserves the same commitment from all Club families.
- 9) While our goal is to be a program for all youth we may not be able to provide opportunities for youth who are a threat to themselves or others. Also, due to staffing resources, we may not be able to provide programming for some youth who would require individualize accommodations and support to engage in a large group process.
- 10) The actual cost of a Club member per year is approximately \$605. We ask that you please consider giving your time, talent and/or monetary donation this year and every year to support the mission and tradition of the Boys & Girls Club of Morgan County so that we may continue to serve ALL children in our community.

Staff Directory

Chris Tann, Executive Director, 317-834-9744, ctann@bgcormorganco.org

Michael Wood, Unit Director, 317-834-9744, mwood@bgcofmorganco.org