

Parents Handbook



BOYS & GIRLS CLUB
Of Montgomery County

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The Positive Place for Kids!

MISSION

The mission of the Boys & Girls Club of America is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

The Boys and Girls Club of Montgomery County provides a safe place to learn and grow ongoing relationships with caring adult professionals, life-enhancing programs and character development experiences, hope and opportunity.

PHILOSOPHY

Our goal at the Boys & Girls Club of Montgomery County is to help prepare our members to be **LEADERS of TOMORROW**. By doing so, we encourage positive attitudes, education, good sportsmanship and friendship. Our aim is to empower boys and girls with the skills needed to face all types of challenges that they may encounter.

The Boys & Girls Club of Montgomery County bases its programs on membership, community involvement and its recognized role as an advocate for youth.

The Boys & Girls Club of Montgomery County is aware of the influences of the total environment and so provides youth with relevant, everyday, varied and diversified individual and group services-based on proven principles of youth development-which will achieve the health, social, educational, character and leadership development of our membership.

MEMBERSHIP

Membership is open to youth ages 5-17, regardless of race, color, religion or national origin.

Afterschool Membership fees are \$30.00 per child or \$75.00 for families with 3 or more children. The Afterschool Memberships run from August 1st to May 31st and do not include Summer Program fees... Summer Membership fees are \$15.00 per child. The Summer Memberships run from June 1st to July 31st. Those choosing to purchase Athletic Memberships for \$10.00 must renew at the beginning of each sport season.

HOURS OF OPERATION

Monday-Friday
2:45 p.m.-6:00 p.m.
(During the school year)

The Club is also open on several days throughout the year when the local schools dismiss for a half day. Each year, a Club Calendar is made with updated openings and closings; please pick one up at the Front Desk!

AFTER SCHOOL PROGRAM

Our afterschool program provides members with a safe place to go everyday with the opportunity to receive help with homework and build relationships with caring adults. Fees for our program are as follows:

\$19/week per one child. \$14 additional per week for second child. \$9 additional per week for third child. Maximum \$51/week for families of more than three.

There will be a discount available for those who pay for the entire year up front (20% discount), and a full month in advance (10% discount). Money will be due on a weekly, bi-weekly or monthly basis. We accept check, cash, credit and debit. A pre-authorization form must be on file before your child(ren) can participate in our afterschool program. These fees include transportation costs. There will not be a daily rate and no payment plans will be accepted!

Health & Emergency Procedures

It is important that every parent cooperates fully with the Health and Emergency Procedures. Our regulations are designed to protect the well-being of all members. If a member becomes ill at the Club, he/she MUST be picked up within sixty (60) minutes after contact has been made with the parent or guardian.

If your child is ill before leaving home, please DO NOT bring him/her to the Club.

Since the Boys & Girls Club of Montgomery County is **NOT A DAYCARE FACILITY**, we are not equipped with an area to isolate ill members.

In case of an accident that requires medical attention, the Club will make arrangements so that proper aid is provided. It is important that you update us on any phone number changes. Prescription/non-prescription medication will NOT be administered by any Club staff at any time.

STAFF

The Boys & Girls Club of Montgomery County has a professional staff of full-time adult employees, a group of hand-picked, responsible part-time staff and a host of qualified volunteers.

Staff members are thoroughly trained, cleared through background checks and kept advised of the changing trends throughout the youth movement. To promote personal and professional growth, staff members attend workshops and conferences offered by the Boys & Girls Club of America. These conferences serve as resource centers for staff members as well as a vehicle to enhance Club programs and services.

SUMMER PROGRAM

The Boys & Girls Clubs' Summer Program provides activities aimed at developing the social, educational, character and leadership of members during the summer months.

The members are supervised by senior and junior staff during different program rotations. Through participation, members can earn the opportunity to go on field trips to various museums, parks, special events and attractions. Some trips may cost a small fee that will require payment from parents or guardians.

Club vehicles are used for most trips and space is reserved on a first-come, first-serve basis because of limited space. Permission slips and payments, when applicable, must be received in advance.

RULES AND REGULATIONS

- Due to funding requirements and safety issues, we ask that each member signs in and out when attending the club.
- Members should bring their membership cards daily.
- Respect is a must. **Profanity, fighting and/or rudeness** will not be tolerated.
- Toy guns, knives or any toys that resemble weapons are not permitted.
- Respect of Boys & Girls Club and equipment is essential to maintaining our equipment.
- Roughness, horseplay, running in areas other than the gym and outside is not permitted.
- Gum is not permitted inside the building.
- Food and beverages can only be consumed in the designated concession area in the building.
- Smoking is **NOT PERMITTED** in the facility or on Club property!

The following acts are cause for IMMEDIATE suspension:

- Possession of a weapon or any item which could cause bodily harm
- Defacing or destruction of Club property.
- Theft of any other person's belongings, or any Club property.
- Excessive bullying and fighting.

Any member who is suspended must return with a parent/guardian to meet with the Unit Director and/or CPO.

PARENTS' ROLE

Parents play a vital role at the Boys & Girls Club of Montgomery County, and it is important that each parent be involved in the growth and development of their child(ren).

The Club's purpose is to provide assistance to parents, the primary role models in a child's life. By being involved with the child, parents can instill moral values, gain trust and share love. That being said, it is vital, should any disciplinary issues arise at the Club, the parents take an active role in helping the member understand the reason for the discipline and work *with* the Club staff to ensure the behavior is improved. Also, coming *into* the building to pick up your child(ren) is imperative so that we can build and maintain a rapport with our parents.

DISCIPLINE

Proper behavior is expected at all times. When disruptive or uncooperative behavior becomes a problem, the child is assigned a time-out. If the behavior is severe or repetitive, a "Notice of Inappropriate Behavior" form will be filled out, explained to the member and discussed with the parent/guardian. The parent/guardian must sign the form and a copy will be sent home. A copy will be kept on file and if the behavior is repeated, the member may be suspended.

PERSONAL BELONGINGS

Members are encouraged to not bring expensive electronic devices, trading cards, and any other personal belongings that may attract attention and pose a threat of being stolen. The Boys & Girls Club of Montgomery County is **NOT** responsible for any personal belongings that are lost or stolen at the Club. Please encourage your children to follow this guideline.

VOLUNTEER OPPORTUNITIES

The Boys & Girls Club of Montgomery County needs quality and enthusiastic volunteers to help with a variety of activities such as coaching, homework help, tutoring, arts and crafts, computer instruction, and photography. If you are interested in volunteering, please contact us 765.362.8912. All potential volunteers must consent to a background check.

OPEN DOOR POLICY

The Boys & Girls Club of Montgomery County provides after-school and summer activities. Our open door policy states that members are allowed to enter and leave Club facilities.

If you wish for your child(ren) to remain at the Club, it is your responsibility to make sure your child understands this policy.

If you have any questions regarding this policy, please ask to speak with the Unit Director when you drop your child(ren) off.

LUNCH AND SNACK

Members who attend the Club during the summer are **required** to bring their own lunch as one will not be provided for them. Also, on half-days at schools, members must bring their own lunch (if the school does not provide one). The lunch box or bag can be refrigerated and must have the child's name on it. Members are not allowed to get their lunch until 11:00 and we will all eat together.

Parents/guardians can send snacks with their child(ren) if they choose to. They will be allowed to eat these snacks at anytime throughout the day. We do have a concession stand available during the afternoons where children can purchase snacks.

INCLEMENT WEATHER

On days of inclement weather and when school is closed due to bad weather, the Boys & Girls Club of Montgomery County will be **CLOSED**. On days that school is released early for bad weather, the Club will be open but parents are asked to pick their child(ren) at the earliest possible time so as not to put the staff in danger.

LATE FEE POLICY

The Boys & Girls Club open and close promptly as posted: 2:45 pm-6:00 pm during the school year. We ask that parents ensure their children do not arrive early or leave late. Children remaining at the Club at closing time will be taken in the office to call their parent/guardian or emergency contact to pick them up. There is a \$1.00 per minute late fee per child. If arrangements cannot be made and parents/guardians cannot be contacted, the kids will be turned over to the local authorities.