



Virginia G. Piper Branch Youth After School Program Fact Sheet

Hours of Operation: 2:30 - 6:30 pm Monday through Friday

Website: www.bgcs.org

Email Blasts: If you would like to receive monthly information please visit www.bgcs.org/beconnected/ and click on "connect me". Then your contact information and select the Virginia G. Piper Branch!

Prices:	<u>First Child</u>	<u>Each Additional Child</u>
Membership fee	\$ 25 per year	\$ 25 per year
Anasazi, Desert Canyon, Cochise, Redfield, Cheyenne	\$170 per month	\$153 per month
Laguna	\$160 per month	\$144 per month

Important Dates:

<u>Club Closed</u>	<u>Date</u>
Labor Day	September 5 th 2011
Staff Development	November 11 th 2011
Thanksgiving Recess	November 24-25 th 2011
Christmas (observed)	December 26 th 2011
New Year's Day (observed)	January 2 nd 2012
Martin Luther King, Jr. Day	January 16 th 2012
Memorial Day	May 28 th 2012

<u>No School-Club Open</u>	<u>Date</u>
Fall Recess	October 10-14 th 2011
Winter Recess	December 19-30 th 2011
Presidents Day	February 20 th 2012
Spring Recess	March 5-9 th 2012
District Recess	April 6 th 2012

**Piper's facility will be CLOSED on this holiday, but members will have the opportunity to attend another branch in Scottsdale.

Full Time Staff Contacts:

Branch Director

cbrowne@bgcs.org

Contact Cassie with inquiries about contributing to the Club, our facility, full time employees, and program scholarships.

Cassie Patris-Browne

(480) 344-5521

Youth Development Supervisor

cemert@bgcs.org

Contact Courtney with youth center part time staff related questions, youth center member behavior issues, Family Events and youth center Enrichment Clubs.

Courtney Emert

(480) 344-5523

Teen Development Supervisor

csanft@bgcs.org

Contact Christian with teen center part time staff related questions, teen center member behavior issues, monthly teen nights, volunteering, and teen center Enrichment Clubs.

Christian Sanft

(480) 344-5664

Education Coordinator

ccole@bgcs.org

Contact Cat with questions about our homework room, technology, fine arts, and education programs.

Cat Cole

(480) 344-5528

Sports, Fitness, & Recreation Coordinator

jberman@bgcs.org

Contact Jeff for information on our sports & fitness programs, biddyball, basketball camps, and basketball leagues.

Jeff Berman

(480) 344-5522

Members Administrative Assistant

vshetterly@bgcs.org

Contact Vicki to make payments, add an additional person to your pickup list, to sign up for karate, tumbling, cheerleading or basketball, or if your child will not be attending the Club that day.

Vicki Shetterly

(480) 344-5512

Main Phone Line: (480) 860-1601

Youth Center front desk: (480) 344-5662

Sal Casenza Teen Center front desk (480) 344-5563

Fax: (480) 344-5533

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AFTER SCHOOL PROGRAM 2011/2012

Child's Name _____

EMERGENCY MEDICAL INFORMATION

Address _____

You have my permission to seek emergency medical treatment for my child if I cannot be reached.

City _____ Zip _____

Parent's Initial _____

Home Phone _____

SPECIAL PROBLEMS/CONDITIONS:

Gender (Circle One) Male/Female

Examples: hearing, speech, asthma, emotional, behavior

Child's Birth date _____ Age _____

Grade _____ School _____

Child Lives with _____

Mother _____

Authorized to Pick Child Up Yes _____ No _____

Employer _____

Wk .Ph. _____ Cell _____

E-mail _____

Father _____

Authorized to Pick Child Up Yes _____ No _____

Employer _____

Wk. Ph. _____ Cell _____

E-mail _____

EMERGENCY CONTACT (OTHER THAN PARENT)

Name _____

Phone _____

Relation to child _____

Parent/Guardian Signature _____ **Date** _____

Childs Name _____

The following persons have my permission to pick up my child from the Club:

1. Name _____

Address _____

Phone _____

Relationship _____

2. Name _____

Address _____

Phone _____

Relationship _____

3. Name _____

Address _____

Phone _____

Relationship _____

4. Name _____

Address _____

Phone _____

Relationship _____

Parent Signature: _____ Date _____

ALL THE ABOVE PERSONS WILL NEED TO BRING A CURRENT FORM OF IDENTIFICATION TO VERIFY THE ABOVE INFORMATION WHEN THEY PICK UP YOUR CHILD.



MEMBERSHIP APPLICATION

Last Name	_____
Member #	_____
Branch	_____
Programs	_____

Child Information	
Last Name _____	Street Address _____
First Name _____	Mailing Address _____
MI _____ Suffix (Jr., etc.) _____	City _____
Nickname _____	State _____ Zip _____
Grade _____	Home Phone _____
Gender (Circle One) Male <input type="checkbox"/> Female <input type="checkbox"/>	School _____
Ethnicity (check one) <input type="checkbox"/> African-Amer. <input type="checkbox"/> Caucasian <input type="checkbox"/> Native Amer. <input type="checkbox"/> Asian/Pacific <input type="checkbox"/> Hispanic <input type="checkbox"/> Other	Date of Birth _____
	Distance from Club (Approx. in miles - check one) <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 <input type="checkbox"/> More than 3

The following questions apply to SRP-MIC members only and in no way disqualifies acceptance for Boys & Girls Club membership. Are you a member of the SRP-MIC? Yes No If so, which community? Salt River Lehi

Emergency Information	
Contact (not guardian) _____	Allergies _____
Relationship to child _____	Medications _____
Contact's Phone # _____	Health Ins. Carrier _____

Parent/Guardian Information	
Last Name _____	Last Name _____
First Name _____	First Name _____
MI _____ Suffix (Jr., etc.) _____	MI _____ Suffix (Jr., etc.) _____
Relationship to child _____	Relationship to child _____
Marital Status _____	Marital Status _____
Street Address _____	Street Address _____
City _____	City _____
State _____ Zip _____	State _____ Zip _____
Home Ph# _____	Home Ph# _____
Business Ph# _____	Business Ph# _____
Cell Ph# _____	Cell Ph# _____
Email _____	Email _____
Employer _____	Employer _____
Job Title _____	Job Title _____

Household Information	
Annual Household Income (check one)	Member Lives With (Check one)
<input type="checkbox"/> Under \$10,000 <input type="checkbox"/> \$40,000 - \$49,999	<input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father
<input type="checkbox"/> \$10,000 - \$19,999 <input type="checkbox"/> \$50,000 - \$99,999	<input type="checkbox"/> Grandparents <input type="checkbox"/> Stepmother <input type="checkbox"/> Stepfather
<input type="checkbox"/> \$20,000 - \$29,999 <input type="checkbox"/> \$100,000+	<input type="checkbox"/> Guardian <input type="checkbox"/> Other _____
<input type="checkbox"/> \$30,000 - \$39,999	

I give my permission for emergency medical treatment of my child for illness or accident, if I cannot be contacted. I give full consent to publish all photographs, motion pictures and/or videos for any and all Club related exhibitions, public displays, publications and/or advertising purposes, without limitation or reservation. I also agree no compensation will be paid for any of the aforementioned. I hereby give my permission for my child to become a member of the Boys & Girls Clubs of Greater Scottsdale. I understand that the Club is not responsible for the time or manner in which he/she arrives at or leaves the Club and that he/she may come and go at his/her own volition. If I do not want my child to leave the Club, I recognize that it is my responsibility to communicate that to him/her. The Boys & Girls Clubs and its property are not responsible for personal injury or loss of property.

Parent/Guardian Signature _____ Witness _____ Date _____

Office Use Only	
Start Date _____	Expiration Date _____
	Revised Mar 09



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

THE POWER OF POTENTIAL

Parent Policy Agreement

Child Name: _____ Parent Name: _____

ACKNOWLEDGEMENT/AGREEMENT: Please read and initial each line if you are in agreement. If any item does not meet your approval, please state the reason below on lines provided and bring it to the attention of the Branch Administrative Assistant or Branch Director.

1. _____ I understand that the club is closed on the following holidays: New Years Day, Thanksgiving Day and the day after, Christmas Day and the day after (or before), July 4th, Labor Day, and Memorial Day. From time to time there will be other days closed, which will be posted in advance.
2. _____ The Boys & Girls Clubs of Greater Scottsdale has my authorization to use photographs, reproduction, and any sound recording of my child. Such use may include advertising and publicity purposes. (I attest that my child's identity is not under protection furthermore, he/she is not under foster care, court order or protective custody.)
3. _____ I approve the administration of pre/post surveys as well as online evaluation tools to my child while he/she is participating in the Boys & Girls Clubs of Greater Scottsdale program. I understand these results are helpful in evaluating the effectiveness of the program, that the information is strictly confidential, and that copies of the surveys/tools are available to me upon request.
4. _____ I understand that I will be notified should my child become ill or have behavioral issues during the day, and that it will be necessary to make arrangements to have my child leave or be picked up as soon as possible after notification. If my child is exposed to a contagious disease, I agree to notify a full time staff and agree that my child may not be permitted to attend the program. I understand that my child may not be permitted to attend the program until a physician has granted permission in writing.
5. _____ I understand that the Boys & Girls Clubs of Greater Scottsdale reserves the right to suspend or terminate my child's enrollment from the Club if my child exhibits poor behavior. It is my responsibility to meet with the Branch Director or Youth Development Supervisor to discuss any matter of concern on either the Clubs' part or mine.
6. _____ Boys & Girls Club staff members are available to help address questions, concerns or suggestions. Major questions or concerns should be addressed with the Youth Development Supervisor and/or the Branch Director. If time does not permit an immediate discussion, a meeting for review of the situation will be set. However, I understand that anyone who engages in disorderly conduct of any kind such as use of speech/language that is offensive/inappropriate or demonstrates physical/verbal abuse or threat of harm to any staff/volunteer/member, will be subject to removal and possible exclusion from the facility.
7. _____ I understand that the club is not responsible for items brought to the club that are lost or stolen.
8. _____ I acknowledge that as I am the parent/guardian signing the membership form, I am ultimately responsible for any/all monies due to the club on behalf of said member. Also, as the signing adult, I am the only person who will receive financial information and/or statements for this member. Any information

requested by a third party must be obtained by myself and passed on or requested by mail from Human Resources with a court order. No information will be released without a court order.

9. _____ I will read the Boys & Girls Clubs of Greater Scottsdale's Internet and Information Acceptable Use Policy. I hereby release the Boys & Girls Clubs of Greater Scottsdale, its personnel, and any institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of or inability to use the Club's system including, but not limited to claims that may arise from unauthorized use of the Club's system to purchase products or services.
10. _____ (Lehi and Red Mountain branches only) I understand that in the event consultation is needed regarding any issues such as anger management, bereavement, family issues, etc., the Lehi and Red Mountain branches will refer members and families to agencies in the Salt River Pima Maricopa Indian Community or other agencies to receive the services needed.

If any item does not meet your approval, please state the reason on the lines provided below:

Parent/Guardian Signature _____

Date: _____

Signature of BGCS Representative _____

Date: _____

BOYS & GIRLS CLUBS OF GREATER SCOTTSDALE

Technology Acceptable Use Policy

Introduction

The Boys & Girls Clubs of Greater Scottsdale has established a computer network and is pleased to offer Internet access for member use. This will allow members to have access to a variety of Internet resources. In order for members to use the Internet, their parents or guardians must first read and understand the following acceptable use policies.

Acceptable Uses

1. The computer network at BGCS has been set up in order to allow Internet access for educational purposes. This includes activities, peer review of assigned work, and the exchange of project-related ideas, opinions, message boards, and other means.
2. Members will have access to the Internet via the computers in the Club and access is limited to when those computers/areas are open.
3. Network users must respect resource limits and will only be able to save files to the computers with staff permission. Large files that may take up excessive amounts of storage space might not be allowed to save.
4. Member use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.
5. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, members should expect that emails, material placed on personal Web pages, and other work that is created on the network may be viewed by a third party.
6. Network users must keep their passwords private. Accounts and/or passwords may not be shared.
7. Network users are expected to adhere to the safety guidelines listed below.

Unacceptable Uses

1. The network may not be used to download, copy, or store any software, shareware, or freeware.
2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator.
3. Use of the network for advertising or political lobbying is prohibited.

4. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.

5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.

6. Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.

7. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.

8. Network users may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters.

Safety Guidelines for Students

1. Never give out your last name, address, or phone number.

2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.

3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.

4. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. BGCS expects you to follow your parent's wishes in this matter.

Parent/Guardian Permission

I have read and understand the above information about appropriate use of the computer network at BGCS and I understand that this form will be kept on file at the school. I give my child permission to access the network as outlined above. I also understand that my child's work (writing, drawings, etc.) may occasionally be published on the Internet and be accessible on a World Wide Web server.

Parent name (print) _____

Parent signature _____

Date _____



Youth Member Code of Conduct

Thank you for registering your child into our club program. We understand that having your child attend the Boys & Girls Clubs of Greater Scottsdale may be a new experience for many parents. A positive club environment is critical to help us insure the best possible experience for your child. For that reason, we have established certain behavior policy guidelines.

Club members are expected to conduct themselves in a manner that is consistent with the vision, goals and beliefs of the Boys & Girls Clubs of Greater Scottsdale. Accordingly, members are prohibited from engaging in behavior (1) that obstructs, disrupts, or interferes with any club program or activity, (2) that endangers or threatens the safety of any person, or (3) that inflicts or threatens to inflict damage on property of Club members, Club employees or the Club's facilities. Members who fail to abide by this general behavioral expectation will be subject to appropriate discipline.

Any violation of the Youth Member Code of Conduct may result in the following consequences:

1. The member will receive a warning about the unwanted behavior
2. The member may be isolated from other members
3. The member may lose privileges, i.e. not permitted to attend a field trip or other off-site activity
4. The member may be required to assist staff members
5. Parents may be contacted
6. The member will make restitution, if necessary
7. Member may be sent home early
 - a. **IF A MEMBER IS SENT HOME EARLY, HE/SHE MUST BE PICKED UP WITHIN AN HOUR OF PARENT NOTIFICATION OR HE/SHE WILL BE SUSPENDED THE FOLLOWING DAY.**
8. The member may be suspended from Club activities including but not limited to field trips, basketball leagues, and other extracurricular activities
9. For vehicle violations, members may be suspended from riding the bus and/or van
10. The member may be suspended from club premises entirely
11. For repeated or serious violations, the member may have their membership revoked

For serious violations, the following may occur in addition to the consequences listed above. Serious violations include but are not limited to fighting, roughhousing, bullying, direct defiance toward staff, inappropriate touching and/or comments, and theft:

- | | |
|------------------------------------|--|
| 1 st Serious Violation: | Member may be sent home early and receive a 1 day suspension from the Club. |
| 2 nd Serious Violation: | Member may be sent home early and receive a 1-3 day suspension from Club. Member will meet with the YDS upon return to discuss a Behavior Improvement Plan. |
| 3 rd Serious Violation: | Member may be sent home early and receive a 3-10 day suspension from the Club. Member will meet with the YDS and/or Branch Director upon return to discuss a Behavior Improvement Plan. |
| 4 th Serious Violation: | Member may be suspended for an extended period of time. Meeting with parent, member, Branch Director and Youth Development Supervisor will be required for member return. Member will be on probation upon return. |

Note: Chronic minor violations may result in similar consequences.

Consistent with the General Behavior Expectations, the following specified behaviors are prohibited on Club property, including Club vehicles, on field trips or any other off-site activity. Each situation will have individual attention and disciplinary decisions will be made dependant on the severity of the incident. Disciplinary actions are at the discretion of the Branch Director and Youth Development Supervisor and will be connected to the misconduct in a logical and timely manner.

1. **Bullying/Harassment**-includes any actions or words that make another member feel threatened, uncomfortable or unsafe. These actions or words become harassment when the victim has made it clear that the actions and/or words are offensive.
2. **Theft/Stealing**- includes the unauthorized taking or possession of the property of another without the consent of the owner.
3. **Fighting/Horseplay**-includes two or more persons engaged in any violent or physically hostile behavior directed toward each other. "Horseplay" includes roughhousing and other playful behavior or play-fighting that, though not intended to harm, presents a reasonable risk of harm or otherwise threatens the safety of students or others. Anyone who encourages or directs another to engage in any violent or physically hostile behavior, i.e. "egging on the fight" may be subject to the same disciplinary action as is the person who engages in the action.
4. **Vehicle Misconduct**-includes failure to abide by the General Behavior Policy while being transported in a vehicle owned or operated by the Boys & Girls Club, or failure to observe any of the following specific rule while riding in a vehicle owned or operated by the Club.
 - a. Follow the driver's instructions.
 - b. Remain seated with the seatbelt fastened.
 - c. Keep all body parts inside the vehicle.
 - d. Talk quietly using respectful language.
 - e. Be courteous at all times
 - f. Do not throw anything inside the vehicle or from the vehicle.
 - g. Do not eat or drink
5. **Defiance**- Includes refusing to obey a reasonable directive issued by any club employee, including club volunteers.
6. **Disruptive, Obscene or Disrespectful Behavior**- "disruptive behavior" includes any behavior that distracts from or interrupts the club programs or activities. "Obscene behavior" includes the use of profanity, the use of vulgar or offensive gestures, or the depiction, display or distribution of materials that are offensive to the commonly accepted standards or decency. "Disrespectful behavior" includes any behavior that is discourteous, rude, insolent, deceptive, or otherwise fails to show appropriate regard for the personal dignity of another. Included in this category is indecent exposure, regardless of the ages of the child.
7. **Vandalism**- includes damaging, destroying, defacing, significantly altering or mutilating objects, property, or materials belonging to club members, club employees or materials that are property of the club. Destruction of club bathrooms or facilities, including intentional flooding of toilets is considered vandalism.
8. **Computer Misuse**-includes any violation of the Acceptable Use Policy, as set forth in the Membership Packets.

Please sign indicating you have read and agree with the Boys & Girls Clubs of Greater Scottsdale's Behavior Policy.

Child's name

Parent's signature

Date



Virginia G. Piper Branch

2011-2012 After School Program Policies & Procedures

Registration Information:

Registration for the After School program is done on a first come, first served basis, with each school having a limited number of spots that are available. Spots are limited due to transportation that is provided. Once you have been admitted to the program, you will receive, as a reminder, a billing statement on or around the 12th of each month for the following month.

Tuition Information:

Tuition is due on the 20th of the prior month. You must give the Membership Administrative Assistant 2 weeks notice if your child will be leaving the program. You will be responsible for all fees that accumulate until termination notice is given. We reserve the right to require parents to pay with cash who have had returned checks.

Late Fees:

A **\$15.00 late** charge will be assessed on each child's account that is not paid in full by the 1st of the month.

Tuition Assistance:

Tuition assistance is available for our after school program. The forms may be picked up in the Membership office or can be found on our website. Due to limited funds, we ask that you provide supporting documentation including completed application, 2 most recent paystubs and a copy of your most recent Federal income tax return. All applications will be considered, however, assistance is not guaranteed.

School Pick-Up Locations:

This year we will be serving six schools: Anasazi, Cochise, Cheyenne, Laguna, Redfield and Desert Canyon Elementary. Members should report directly after school to the designated pick up location and wait for the club vehicle or program staff. Remember, we cannot be at each school at the same time, so some locations may need to wait a few minutes longer. Staff are not responsible for going back to schools to pick up members who missed the bus. The locations and time of pick-ups are:

<u>School</u>	<u>Release Time</u>	<u>Location</u>
Anasazi	3:15 pm	Bus Lane
Cochise	3:15 pm	Bus lane
Cheyenne	2:20 pm	School bus drop off at SRP
Desert Canyon	3:15 pm	Back of bus lane
Laguna	3:15 pm	Center of school courtyard
Redfield	3:15pm	Bus Lane

In order for this program to be cost efficient, it is necessary to have registration of at least 10 members from each school to do pickups. Otherwise, the services at that location for

that release time may be discontinued. **Pick up times will adjust with early dismissals.** Please visit SUSD's website for current bus route information.

Open Door Policy:

The Boys & Girls Clubs of Greater Scottsdale has an open door policy. The Club is not responsible for the time or manner in which members arrive or leave the Club. Parents must communicate to their children that they want them to remain at the Club until they are picked up.

Transportation:

All members riding in our vans/buses must follow some very basic and simple rules:

- Children should report to the pick-up area immediately after school dismissal.
- They must wear their seat belts at all times.
- Hands and other body parts must stay inside the vehicle.
- No food, drink or candy allowed inside the vehicle.
- Yelling or gestures to bystanders will not be permitted.
- They must follow the directions of the driver.
- They must sit properly in their seats.

Please discuss the rules of appropriate behavior on the van/bus with your child. Members may be suspended for repeated violations of these rules.

Absences:

Please notify the Membership Office by 1:00 pm if your child will not be attending the Club. By your calling, not only will you save our staff valuable time in the event of a real emergency, but you will also prevent us from interrupting your busy schedule with a phone call. If you fail to call in absences three or more times, we will discontinue calling you when your child is absent. Please reinforce to your child the importance of reporting to the pick-up site immediately after school. If your child misses the pick-up they should report to the school office so the school can call the parent and the Club. We cannot guarantee we will be able to go back and pick up your child. **Continued missing of pick-up or repeated failure to notify the Membership Office of absences could result in termination of services.**

Pick Up Procedures:

It is mandatory for the parent or guardian to have a pick-up authorization card to pick up your child. The pick-up authorization card will be issued upon registration. It is necessary to show the pick-up authorization card to the front desk staff each day. When you register your child you also will be asked to list on your child's emergency card all individuals you wish to be able to pick up your child. These individuals will be asked to show a photo ID card when picking up members. We will release your child to anyone on your pick up list when they show their photo ID. If you would like someone not on your list to pick up your child on a particular day you must give us a note in writing, via fax (480-344-5533), or email vshetterly@bgcs.org , cemert@bgcs.org and sanelson@bgcsstaff.net

Custody/Member Pick Up:

Due to the number of custody situations that we are faced with, if a parent is not to pick up a child, Boys & Girls Clubs of Greater Scottsdale policy requires a copy of the custody papers to be on file with the Branch Director. If that parent attempts to pick up the child, we will notify the parent immediately. We will not forcibly deny the restricted parent from picking up the child. Please speak to your child/children about these situations. This will help us to ensure the safety of your child/children.

Behavior:

Children are expected to follow Club rules such as: Respect the Club, staff and fellow members. We will handle most discipline problems at the branch level, and will require parental involvement when the infraction is (1) frequently repeated or (2) has more serious threat of harm to oneself, staff or other members. Once a serious infraction has occurred it is the responsibility of the Boys & Girls Club to contact the member's parent and to take the appropriate disciplinary action. If a member is sent home, they must be picked up within one hour or they will be suspended the following day. The Boys & Girls Club is not authorized to give out personal information such as names, phone numbers or addresses to other members or their parents.

Parent/Guardian Code of Conduct

The Boys & Girls Clubs of Greater Scottsdale's staff is happy to help parents/guardians with any questions, concerns or suggestions. We realize that a parent needs to feel his/her child is receiving the best possible quality programs in a safe environment and has the right to inquire about and observe the facility. Any questions or complaints should be addressed with the Youth Development Supervisor or the Branch Director. They will be happy to address your concerns if time permits, or set up a meeting for further review of the situation. However, any persons who engage in disorderly conduct of any kind such as use of speech/language that is offensive/inappropriate/physical/verbal abuse or threat of harm to any staff/volunteer/member will be subject to removal and possible exclusion from the facility.

Sick Policy:

Staff will notify parent if a child becomes ill during the day. Any child exposed to a contagious disease must be picked up immediately and will only be permitted to return to the Club after authorization from a physician. If a member is sent home from the Club for an illness they must be picked up within one hour. Please notify the Membership Office if your child has been diagnosed with a contagious disease such as lice, strep throat, etc. If your child does not attend school due to an illness, they may not attend the club that day.

Money & Change:

The staff will not hold or be responsible for money. Members should keep their money with them at all times-clothing with pockets is helpful. We do not have change for larger bills. The Club is not responsible for money taken by the pop machine which is supplied through the Pepsi Company.

Backpacks/Personal Items:

The Boys & Girls Club will not be responsible for items lost or stolen during the After School program. Video games, walkmans, athletic equipment, toys, cell phones, etc. should be left at home. All backpacks should be kept in the designated space, but the Boys & Girls Club will not be responsible for items that are left inside them. All lost and found items will be kept for approximately two weeks. After such time, any articles still not claimed will be donated to a charitable organization.

Appropriate Attire:

Both male and female members should dress appropriately for participation in all activities and events. For safety reasons, closed toed shoes must be worn at all times, we suggest tennis shoes (No flip flops, backless shoes, or sandals).

Phone Usage:

Members will be allowed to use the phones for emergency calls only. We also ask that parents refrain from calling their children. Pick-up and “sleep-over” arrangements should be made the night before. We will take messages to members from parents only, but please limit these. Cell phones are not allowed at the Club. If members have phones they must be on vibrate and in the members backpack. Our preference is all phones and personal items be left at home.

Medication:

Parents must complete and sign a medication form which is kept on file in the Membership Office. Only prescription medicine will be dispensed. Medication must be in the original bottle with the child’s name and time to be given imprinted on it. Children are responsible for getting their medication at the appropriate time. Members may not hold their own medication including cough medicine, Tylenol, etc.

Snack:

Each day a snack will be provided to all After School program members. It is not intended as a meal. Please make sure your child is aware of any dietary restrictions. Members may bring their own additional food and beverages which can be eaten during snack time. Please notify the Membership Office if your child has any food allergies.

Picking up Children on Time:

Please make a note of our closing time, which is 6:30pm for the After School Program. It is extremely important that you pick up your child on time. Repeated tardiness in picking up your child could result in termination of participation our After School Program. If a member is registered for an evening Enrichment Club, Karate, or a Basketball Program that begins after 6:30pm they must be picked up from the After School Program and then return at a later time.

Parking:

For safety reasons, we ask that all members wait inside for their parents. Parents may not call and ask for their children to be sent out to the car. Please park in lined spaces only.

Parking or waiting in the fire lane is not permitted! The 10 minute parking spaces may only be used when dropping off or picking up your child.

Intersessions:

The Club will be open during Intersessions – Fall, Winter and Spring breaks. Look for more information on each Intersession three to four weeks in advance.

Some basics on Intersession:

- Registration will be limited. Spaces will be reserved with payment and if account is current.
- Registration will be offered to After School members first.
- Cost: Varies each year, but will be an additional cost to the After School Program Fee.
- Intersession hours: 7:30 am - 6:00 pm
- **Being in the After School program does not guarantee your child a spot in the intersession.**