



BOYS & GIRLS CLUBS OF METRO LOUISIANA

24 – 25 School Year Handbook

Parent and Club Member Procedures and Policies

Parents/Guardians & Club Members are responsible for reading, understanding, and following the guidelines established within this packet.

Our Organization

As a private, non-profit organization, the Boys & Girls Clubs of Metro Louisiana (BGCMLA) mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

We are here to help teach essential life skills to our youth to prepare them for a successful adulthood. For that reason, the Club has rules, policies, and codes of conduct designed to help club members learn valuable life lessons that will benefit them. Parents/guardians must understand that their help is needed to support the efforts of the Club to exercise consistency, responsibility, and accountability in every aspect of club programming.

We are excited about this summer and have enclosed information regarding the structure and policies of the program. We look forward to having you and your family participate in the program this year!

Boys & Girls Clubs of Metro Louisiana

Our organization prides itself on six core values at every club daily. Those six values are:

Safety

Excellence

Integrity

Inclusivity

Adaptability

Fun

Our Staff

We are here to help you in any way possible. Your children's safety, happiness, and self-esteem are of the utmost importance to us. If you have any questions or concerns, desire to observe any class or activity or need someone to talk with regarding your child, please do not hesitate to contact us anytime.

Administrative Office
8281 Goodwood Blvd. Suite C
Baton Rouge, LA 70806

Regional Office
320 N. Carrollton Ave. Suite 101
New Orleans, LA 70119

Our Clubs

Covington Club <u>Courtney McClure</u>	Slidell Club <u>Monica Scott</u>	Rosenwald Club <u>Danyell Barnell</u>
Westbank Club <u>Nicole Smith</u>	Expressway Teen Center <u>Micka Jones</u>	Glasgow Club <u>Artivia Williams</u>
Magnolia Woods Club <u>Sergio Villegas</u>	McKinley Elm. Club <u>Yashica Newby</u>	Winbourne Elm. Club <u>Kiar'arah Momon</u>
BR Area Director <u>Bobby Jones</u>	SELA Area Director <u>Croix McClendon</u>	

Parent/Guardian & Club Member – Policies & Procedures Packet

The enclosed information includes but is not limited to all policies and procedures of the Boys & Girls Clubs of Metro Louisiana. **All parents/guardians and club members are expected to review this packet thoroughly and understand its contents.**

About the Summer Program

The summer program allows young people to engage in fun and educational activities. Programs are designed to be hands-on and interactive, allowing club members to continue essential learning experiences that build upon the learning during the school year.

Fees

All summer program fees must be paid before a child can attend the summer program. Fees must be paid through the parent portal. Financial arrangements are available. Don't hesitate to get in touch with your site director.

Refund Policy

All fees are non-refundable. Fees cannot be prorated or discounted based on the number of weeks your child attends the program. Field trip costs are **NOT** included in the program fee.

Hours of Operation

Your site's hours of Operation vary. Please make sure you have the correct information from your site director. Friday 8:00 AM until 3:00 PM [Before Care-7:30 am -8:00 am After Care—3:00 pm—5:30 pm]. Before/aftercare is a weekly fee of **\$25**. Parents will be billed one time through the parent portal.

Late Pickup

Pickup after 5:30 PM is **late**. A Late Fee will be charged for any child remaining after the stated closing times. Beginning at **5:31 PM - A Late Fee of \$10 per occurrence** will be charged. Late fees will be billed through the parent portal. ***Excessive late pick-up may result in termination of membership.***

Bad / Inclement Weather

In the case of inclement weather, parents will be promptly notified by their Site Directors. Postings of closures will be on our website as well.

www.bgcmla.org

Illness / Absence

Children who are sick and unable to participate in activities should remain home for the day. We do not have a staff member to attend to them individually, and they cannot join with their group. You will be notified to pick up your child. Children with conjunctivitis [pink eye], ringworm, lice, or other contagious illnesses or infections are not allowed at the Club until this illness/infection has passed.

Medication

We cannot dispense any medication due to BGCA policy. Should your child need medication, you must see that they take it in its proper dosage at the appropriate time. **Any child with asthma or allergies requiring medication or an inhaler must always carry it and use it as needed.** If your child requires medication during the day, they must be capable of self-administering. Children allergic to bee stings, fire ants, etc., must carry their Epi-pens and be able to administer the dosage independently. **Epi-pens and inhalers will stay with the member; pills and other medicines must be checked at the front desk with the member's name and time of dosage.**

Phone Calls

Staff members are with groups all day and are not in the office to receive phone calls. Our policy is that **members cannot make or receive phone calls anytime. Arrangements concerning pickup should be made when the member is dropped off each morning.** At that time, staff members will be present and can take any messages that concern that day.

Refusal to Allow Pick Up of Child

Boys & Girls Club reserves the right to refuse a child to be picked up and transported by any adult (including parent or guardian) who appears to have impaired ability to drive due to some substance use or any other circumstance. If, for any reason, management staff on duty at the time of pick-up feel that the adult picking up the child may constitute a safety hazard of any kind, the staff must retain the child and contact another authorized adult listed on the membership application. Our primary concern is the safety of a child being picked up by other children in the facility and any other cars and families in the parking area. Should a situation of this type arise, the failure of the Parent/Guardian or other authorized adults to follow the instructions of staff on duty will result in permanent revocation of the child's membership. **Club registration implies acceptance and agreement of this policy.**

Sign in / Sign out

Our policy is that parents are responsible for walking their child into the building each morning to check if they are a car rider during the school year and summer. No child may be dropped off without a parent accompanying them into the building for any reason.

All Parents / Guardians and any other authorized adult who picks up a member should provide a proper photo ID. No one will be allowed to pick up a child without a proper photo ID, and there are no exceptions to this rule.

Non-custodial Members

If your child is age 13 or up and you would like your son/daughter to be eligible for self-check-in and out, we must have written permission from the parent. If consent is given, your child will be responsible for seeing that they arrive and leave the program on time. Before they leave each day, they must report to the front desk to check out. Once they have signed out for the day, they are no longer the responsibility of the Club and must leave the club immediately, no waiting in the parking lot. Failure to follow these rules will result in loss of privileges.

Lunch / Snack

Lunch is provided during the summer program, but your child can bring lunch/snack. All lunches packed from home must be in a LUNCH BOX OR COOLER WITH ALL ITEMS SECURED WITHIN THE BOX OR COOLER. We cannot heat up or refrigerate any lunch items. ABSOLUTELY NO PAPER BAGS OR PLASTIC BAGS.

Clothing

All children must wear comfortable clothing to the program that will not be harmed by recreational play. At no time will members be allowed to wear inappropriate clothing or any clothing item with offensive/slang word(s) or pictures. Additionally, NO ONE will be allowed in the program with (but not limited to) hats, baggy pants without a belt, short shorts or skirts, spaghetti strap tank tops, midriff tops [belly shirts], leggings, tights, and open-toed shoes or sandals. Club registration implies acceptance and agreement of this policy.

Group Names / Switching

Each club member will be assigned to a group based on grade level. They are to remain with their group during the programs each day. Switching your child's group will only be done on a case-by-case basis and at the discretion of management.

Field Trips

Special events and field trips will be posted by the door. Reminders will be sent home announcing the events and trips. All permission slips must be signed and returned. All members must have a Boys & Girls Club t-shirt to attend any trips.

Field trip participation will be according to grade level and, in some instances, may involve a cost for the child. This information will be clearly stated in flyers sent home in advance. Children who do not demonstrate appropriate behavior will not be allowed to participate in field trips. Your child is responsible for his/her belongings; therefore, BGCMLA will not be held liable for lost, stolen, or misplaced items. BGCMLA and the Parish & District Public School Buses will provide transportation for field trips. All drivers and vehicles are certified and properly licensed.

Outdoor Activities

All children will participate in outdoor activities each day. Outdoor activities are never over 45 minutes in duration. All members will be given ample time to drink water and go to the bathroom before and after activities. Members cannot leave the group and return to the building during outdoor activities. If your child cannot go outside during the day, they must remain at home for the day.

Bathroom/ Locker Room Facilities

All members must understand they should not leave their assigned area without permission. The bathrooms are marked, so members of the

opposite sex are not allowed in—only one club member is allowed in the bathroom at a time.

Equipment and Games

Should a member lose, damage, or break any games, equipment, furniture, etc., due to equipment misuse or failure to follow staff directions, it will be the responsibility of the parent to repair or replace the equipment or pay for any damages. Parents who fail to do so in a timely manner will cause their child's membership to be revoked. Any destruction of property or mishandling of equipment will result in automatic suspension.

Computer/Internet Use

Most of our computers have internet access. Members are only allowed to enter pre-approved websites. No children will be allowed to use chat, check personal email accounts, or use social media websites/accounts. No member is allowed in the computer lab without staff supervision. Club members are not allowed to download any information from the internet for any reason. The use of portable storage devices of any kind is not allowed. Any inappropriate use of the computer or internet will result in disciplinary action.

Data Collection

By signing your child's membership application, you permit BGCMLA to collect information via online or written surveys, questionnaires, interviews, and focus groups from the child/children listed on this application. Any information received will be kept strictly confidential. Data gathered through these means will be summarized in aggregate form, and all references to individual responses will be excluded. The aggregated results of these analyses may be shared with Club staff, Boys & Girls Clubs of America (BGCA), funders, and other community stakeholders to evidence program effectiveness and Club impact on our members.

Bullying / Harassment

Whether verbal or physical, bullying is not allowed at the Boys & Girls Club. Therefore, it is critical that your child immediately notify the appropriate staff member about any uncomfortable situation. If a member does not tell a staff member or waits several days before telling a parent, it is impossible to rectify the problem. Accordingly, please ensure your child understands they cannot harass or bully other children. Bullying or harassment will result in a child's suspension or membership revocation.

Discipline Procedures & Referrals – Code of Conduct

To make Boys & Girls Clubs a safe and fun environment for all members, we have specific rules that must be followed. The basis for these rules is in the "**Code of Conduct**" attached to your application. This 'Code of Conduct' includes but is not limited to the following:

1. I agree that my child will always wear proper clothing and footwear. **The following clothing articles are not allowed at the Club:** bare feet, open-toed shoes (flip-flops), sandals, Heely shoes, baggy pants without belts, clothing with inappropriate language or pictures, short skirts or shorts, midriff shirts and those with thin spaghetti straps and hats of any type.
2. My child and I understand and agree that if they tell an untruth about someone, steal or take someone's possessions, fight, or use physical contact, they can **immediately receive Out-Of-Club Suspension**. If you have any questions about discipline or suspension, please call and schedule an appointment with the Club/Site Director. If your child receives Out-of-Club Suspension for any reason, a scheduled meeting may be required before their return to discuss the incident further.
3. My child and I understand that they are not allowed to make or accept phone calls at the CLUB for any reason (this includes calls from or to

a **parent/guardian via personal cell phones**). If I need to speak with my child, I will leave a specific message with one of the Senior Staff.

4. We understand that Personal Games, Toys, Collectors Cards/Notebooks, Silly Bands, Cell Phones, CD/MP3 Players, Video Games, and other electronic devices **should NOT be brought to the Club**. They may be confiscated if they get any of these items on-site. We understand that BGCMLA is **not responsible for any lost or stolen items**. Teen members can only use cell phones with permission during scheduled games room and teen time.
5. I have explained to my child that for their safety, **they are not to be in any staff office, kitchen, storage areas, hallways, bathhouse, restrooms, or outside play areas without permission**. My child and I understand that they are to always remain with their assigned group and group leader for their safety. If my child leaves the group for any reason without permission, they understand that they will be given a referral, and appropriate consequences will follow.
6. The standard procedure for discipline is (1) verbal warning, (2) removal from an activity and (3) suspension. However, certain behaviors will result in automatic suspension:

Fighting, Stealing, Harassment, Leaving Property without Authorization

Destruction & Disregard for Equipment, and Furniture

Blatant Disrespect to Members, Staff, or Volunteers

Above all, I have explained this to my child, and we both agree that they will always respect and obey BGCMLA staff. I agree that if my child or I, the parent/guardian, is disrespectful, abusive, and combative to CLUB staff, volunteers, or other children, Boys & Girls Clubs of Metro

Louisiana reserves the right to revoke the child's and siblings' membership.