



BOYS & GIRLS CLUBS
OF THE EMERALD COAST



Corporate Office
923 Denton Boulevard NW
Fort Walton Beach, Florida 32547
(850) 862-1616

2017/2018 After-School Program Parent Information Guide



Pensacola - Englewood Club

“To enable all young people, especially those that need us the most, to reach their full potential as productive, caring and responsible citizens.”

GREAT FUTURES START **HERE.**

About the Boys & Girls Club/After-school Program

The mission of the Boys & Girls Clubs/After-school Program of the Emerald Coast is to enable all young people, especially those that need us most, to reach their full potential as productive, caring and responsible citizens. The Clubs believe every child has the potential to be great. In support of this strong commitment, Clubs strive to build driven and independent adults. The Boys & Girls Club family – a community of staff, volunteers, parents, youth and supporters – work together to create a positive place, full of hope and opportunity, for every child.

Member Expectations

To ensure that programs operate safely, prove enjoyable, as well as create a fun environment for all, we ask that members follow these simple rules.

1. Have fun
2. Respect the Club, others and yourself
3. Walk inside the building
4. Keep hands and feet to yourself
5. Use proper and polite language
6. Clean up after yourself
7. Obey all staff instructions
8. Report any problems to staff immediately
9. Leave toys, games, radios, and similar items at home
10. Wear appropriate Club attire

The following are not permitted

1. Profanity
2. Fighting
3. Misuse of equipment, supplies, facility, vehicles, etc. (Parents may be held responsible for replacement or repair of damaged equipment)
4. Disrespect towards staff/members/volunteers/etc.
5. Alcohol, tobacco, or other drugs
6. Unsportsmanlike conduct
7. Inappropriate attire (for safety reasons, including sandals, sagging or displaying inappropriate messages)
8. Weapons of any type including bullets and casings.

Consequences

- | | |
|-------------------------|--|
| 1 st Offense | Verbal warning |
| 2 nd Offense | Age Appropriate time-out |
| 3 rd Offense | Staff/Child/Director and/or parent conference – Incident Report |
| 4 th Offense | Suspension. Club Director determines length of suspension and informs parent. |
| NOTE: | Some offenses may result in immediate suspension or termination of membership. |

Calendar

Pensacola Club After School Program Dates:

August 10, 2017 BGC After School Program Begins (First Day of 2017-18 School Year)

May 23, 2018 BGC Afterschool Program Ends

All Clubs will be closed on September 4, November 10, November 22-24, and December 25-26, Jan 1 and 15th in observance of holidays.

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Parents will fill out a “Program Registration Form.”

- This form captures all of their basic information like name, grade, address, demographics, etc.
- This form only needs to be completed for a child once a (school) year. This form requires a parent/guardian signature.

Registration will take place at a minimum of a week **PRIOR** to courses beginning. Therefore, instructors should strive to finalize upcoming 21st CCLC teaching schedules with the site coordinator in advance of this deadline so that the gamut of paperwork can be created and distributed to the students.

Students will not be allowed to enter the class unless their registration materials are complete and received by the site coordinator. A limit of absences *may* be instated for some classes if appropriate and desired by the instructor (i.e. A student may only miss 2 classes before being dropped from the class). Deadline for registration should be no later than one week after the first week of programming.

Pensacola – Englewood Club – 21st CCLC Program Site serving Oakcrest Elementary

Name	Phone Number	E-Mail	21st CCLC Position
Leslie Hunter-Huff	Direct Line 850-696-1642	lhuff@bgcec.com	Executive Director/Grant Director
Tanya Richardson	850-439-0996	trichardson@bgcec.com	Program Director & 21 st CCLC
Theahmad (Theo) Thomas	850-438-0996	tthomas@bgcec.com	21 st CCLC Site Coordinator 21 st CCLC Youth Development Specialist
Linda Brown	850-438-0996	lfbrown22@gmail.com	Youth Development Specialist, K-2
Naretha Evans	850-438-0996	nevans@escambia.k12.fl.us	21 st CCLC Certified Teacher, 3-5
Jamila Richardson	850-438-0996	Milmil_7631@yahoo.com	21 st CCLC Certified Teacher, K-2
Tyronda Griffin	850-438-0996	griffintyronda@yahoo.com	21 st CCLC Driver, Teen Specialist
Caia Bridgeford	850-438-0996	caiabridgeford@gmail.com	21 st CCLC Art Teacher
Larry Hutcheson	850-570-6515	liveoakdean@aol.com	21 st CCLC Program Evaluator

PLEASE NOTE: STUDENTS MAY NOT ATTEND THE PROGRAM WITHOUT THE “PROGRAM REGISTRATION FORM”!

FREQUENTLY ASKED QUESTIONS

1. What are registration and afterschool fees?

There are no fees for participants of the 21st CCLC program.

2. How do I sign up and pay for field trips?

There are no fees for participants to attend of the 21st CCLC program field trips.

3. What does my child do with his/her “stuff”?

We are sorry, but we are **not responsible** for lost or stolen personal articles. Staff is unable to hold for safekeeping any money or other objects. Open cubbies are provided. Please label everything your child brings to the Club. ***Toys, games, radios, jewelry and similar items should be left at home.***

4. What do I do if my child has a problem or if I have a question?

Please call the Club, or see the Director as soon as possible, preferably **the same day** that an incident occurs. We want to correct any misunderstandings or take corrective action measures while all the facts are still fresh in our minds. After-hours messages may be left on the Club’s voicemail.

5. What is the sign in/sign out policy and child walk home policy?

All members must sign in and out of the Club. Anyone picking up a child must come inside and sign the member out and must be listed on the membership application. Elementary aged program participants may **NOT** walk home in the evening alone; they must have a parent accompany them.

6. Help, I am running late. What do I do?

If you are running late, please call the Club so the staff can reassure your child that you are on your way. If the child remains after the posted closing time, the staff will contact the emergency numbers.

7. Will snack be provided for my child?

Snacks will be each afternoon to those enrolled in the after-school program. **Kitchen facilities including refrigerators and microwaves are not available for member use.**

Important note: If the threat of severe weather or hazardous situations closes public schools or Governmental offices, the Boys & Girls Clubs will also strongly consider closure. Call or check our website or local media for details.

Code of Conduct

Introduction:

The “Code of Conduct” consists of discipline guidelines assigned to assist program staff in helping to ensure a safe and positive Club environment for all members.

Positive behavior is encouraged from all members and will be rewarded. Rewards should reflect the level and consistency of appropriate behavior by members. Every effort will be made to communicate instances of positive behavior to parents. Consistently practicing these appropriate behaviors will greatly increase each child’s opportunity to have an enjoyable experience at the after-school program.

Examples of Incentives:

- Positive reinforcement to parents
- Staff Helper
- “Youth of the Week” – certificate
- “Youth of the Month” – award along with picture displayed on bulletin board
- Incentive field trips and/or activities

Positive Behaviors:

- Respecting Club staff and all fellow members
- Being responsible
- Being helpful
- Participating in all programs and activities offered
- Following directions offered by Club staff
- Being unselfish
- Showing good sportsmanship
- Being polite
- Being friendly
- Being a good listener

Discipline Policy:

This “Code of Conduct” is divided into three disciplinary areas to reflect the severity of misconduct. Discipline decisions will be made with the consideration of past misconduct incidents since the beginning of the session (school year will constitute a session and summer will be a separate session). Each Club member will be considered individually in light of all facts. All Club members are expected to follow Club rules and procedures.

*Prohibited behaviors include, but are not limited to:

- Being in the office or behind the front counter without permission
- Misuse of equipment which includes throwing the equipment, standing on chairs or tables, banging pool sticks or paddles on tables, etc.
- Running anywhere in the building except for the gym
- Disturbing program areas or groups
- Using the phones without permission
- Refusing to follow directions as instructed by a Club staff member
- Violating safety rules such as; throwing objects, playing on bleachers, etc.

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- Name calling, obscene gestures, use of racial slurs, and using inappropriate language.
- Leaving assigned group or area without permission, or being in an area
- Being directly disrespectful to Club staff or Club volunteers
- Using abusive language towards Club staff or Club volunteers
- Provoking or instigating a fight on Club property or during Club events and Club field trips
- Physically striking another Club member on Club property or on Club field trips
- Fighting on Club property or on Club field trips
- Deliberately stealing, misusing, destroying, or damaging another Club member's property.
- Vandalism of Club property or Club equipment (i.e. defacing walls or equipment, deliberately breaking equipment etc.)
- Deliberately spitting on another Club member or biting another Club member.
- Leaving Club premises without permission from parent & Club staff.
- Deliberately putting hands on another Club member.

Miscellaneous Rules

- Timeouts will take place in the assigned age group or in a safe area under the supervision of Club staff.
- A suspended Club Member is not allowed to participate in any Club activity during the entire duration of the suspension
- Any other behavior of a more private nature will result in an immediate meeting with parents and the Club Director/Program Director, to discuss incident and resolution.

Club Service

Club service will include picking up in or around the Club, sweeping or other minor housekeeping projects. Staff will provide gloves when Club Member is picking up outside.

Field Trips

Field trips are a privilege. The Code of Conduct extends to include behavior on all field trips. This privilege may be revoked for failure to follow any part of the Code of Conduct.

Lice

Any members who have lice (eggs, nits, bugs) will not be allowed to attend the Club until cleared by the Club Director. If your child is at the Club and we see any evidence of lice then you will be called to pick them up and they cannot return until it has been properly treated and cleared by the Director.

HOLIDAYS / EARLY RELEASE / HALF DAYS

Program follows the calendar distributed by the Escambia County School District and observes all holidays, early release dates and half days. Program site has limited operations (non-21st CCLC) during fall, winter, spring and summer breaks. See Program Director for details.

Program Operating Hours

21st CCLC After-School Program: Monday - Friday: 3:00 pm-6:00 pm

CHILDREN CANNOT BE DROPPED OFF PRIOR TO 3:00 PM AND MUST BE PICKED UP BY 6:00PM.

Contact information:

Site: 850.438-0996 Website: emeraldcoastBGC.org
Physical Address: 2751 North H St, Pensacola, FL 32501

EMERGENCIES

- ☆ In case of emergencies, the Grant Director or Program Director will contact the parent/guardian and notify them of the issue and solution. In extreme cases, staff may ask that the member be picked-up before program time concludes. First aid will be administered as needed. All staff members are CPR certified.

CELL PHONES

- Member cell phones, tablets and Chromebooks are to be turned off during class time, unless they have been given permission to use them.
- No personal phone calls during class time will be allowed unless it is an emergency.
- Give family and friends the Club number so that they can contact you in the event of an emergency.
- Phone calls can be made before or after class if prior authorization has been given.



2017-18 AFTER SCHOOL PARENT CONTRACT and 21st CCLC GUIDELINES

The 21st CCLC program has certain guidelines that we must follow in order for your child/ren to participate, they are as followed:

- Your Child/ren must attend a minimum of 12 hours per week (4 days).
- All members must follow Club code of conduct.
- Please discuss your child's previous documented behavior issues, remedial needs prior to program enrollment to ensure this program is a suitable fit for your child.
- All members must participate in Club activities.
- All members must stay in designated areas with a staff or adult.
- After every 9 weeks, all members must turn in their report card.
- Please provide your child's FSA scores, if applicable
- Please pick up your child/ren on time by 6pm; we understand some days you might be running late, please call ahead if this may occur.
- Please ensure your phone number and address is current.
- All early check outs and absences will be documented and reviewed monthly.
- For safety of all program participants, there is absolutely no parking next to side walk; please park in parking lot.
- You must attend a minimum of 6 Family Nights per year.

If you child/ren cannot attend regularly as outline above, he or she may be removed from the program. Regular attendance ensures that the students have access to enriching programs that will promote academic and personal success.

By signing below, I have indicated that I understand that my child/ren must attend the allotted time per week in order to keep their membership in the program.

Parent Name Printed _____

Parent Signature _____

Phone Number _____

Date _____

Child's Name Printed _____



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2017/18 After School Program Parent Acknowledgement

I have read and understand the Boys & Girls Clubs of the Emerald Coast Code of Conduct.

I acknowledge that I have received a copy of the Boys & Girls Clubs of the Emerald Coast After School Parent Information Guide, it has been explained to me and I understand the information contained within.

PARENT/GUARDIAN'S SIGNATURE

DATE

PARENT/GUARDIAN'S NAME PRINTED

CHILD'S NAME PRINTED