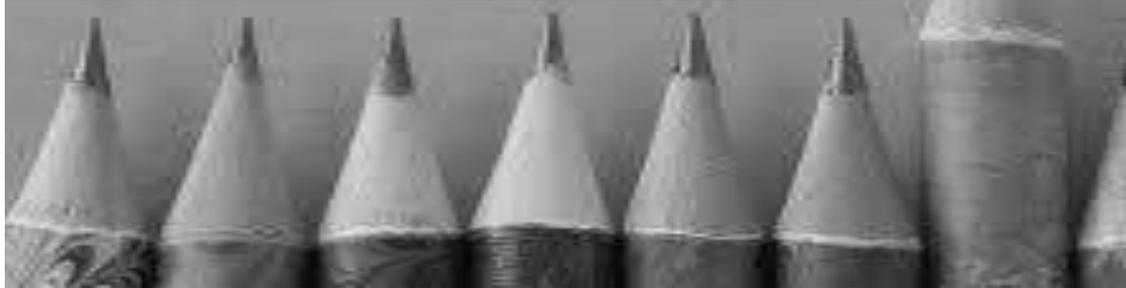


PARENT HANDBOOK 2018-2019 SCHOOL YEAR



WELCOME

Our community of trained and caring adults work together to provide a high-quality Club experience dedicated to positive youth development and the success of each individual child we reach. Through positive relationships and the provision of a safe, fun environment, young people have unique opportunities to learn and grow, are challenged and inspired by expectations and recognized for their growth. These key elements of positive youth development are embedded in the fiber of

OUR MISSION

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



BOYS & GIRLS CLUBS
OF THE EMERALD COAST

**ASK ABOUT
FAMILY NIGHTS
AT YOUR CLUB
THIS YEAR!**

**FUN & SAFE
POSITIVE
RELATIONSHIPS
UNIQUE EXPERIENCES
EXPECTATION
RECOGNITION**



**HOPE
IMPACT
OPPORTUNITY**

AFTERSCHOOL PROGRAM

Site: ENGLEWOOD (Oakcrest Elementary School Students only)
2751 North H St. Pensacola, 32501 Phone: 850.438.0996
AUGUST 13, 2018-MAY 24, 2019
Club Hours: 2:20pm-6pm, Monday-Friday

Site: MONTCLAIR (Montclair Elementary School Students Only)
820 Massachusetts Ave, Pensacola, 32505
AUGUST 13, 2018-MAY 24, 2019
Club Hours: 2:30pm-6pm
Phone: 850.865.5305

A black and white photograph of three young girls sitting at a table in what appears to be a classroom or library. The girl on the left has a large bow in her hair. The girl in the middle is smiling broadly. The girl on the right has blonde hair. In the background, there are bookshelves, a globe, and other classroom items.

2018

MEMBER EXPECTATIONS

To ensure all programs operate safely in a fun and enjoyable environment for all, we ask that members follow these simple rules:

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



CODE OF CONDUCT

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

This policy is divided into three disciplinary areas to reflect the severity of misconduct. Under all circumstances, all involved parties will be considered individually and determinations made, in light of all facts found. Past incidents of misconduct (occurring in prior afterschool and or summer program seasons) may be considered in disciplinary decisions. All Club members and visitors are expected to follow Club procedures and rules and honor the Code of Conduct.



THE FOLLOWING ARE NOT PERMITTED

- Profanity**
- Fighting**
- Misuse/Damage of the Club or another’s property, etc.**
(parents may be held responsible for replacement or repair)
- Disrespect to Staff, Members, Volunteers, Guests, etc.**
- Alcohol, Tobacco, or other Drugs**
- Unsportsmanlike Conduct**
- Inappropriate Attire**
(including sandals, sagging or revealing clothing)
- Weapons of Any Type**
- Medication can not administered by Club Staff to Members.** *Inhalers and/or epi-pens must be kept in the front office and accompanied by a signed medical authorization*

DISCIPLINARY ACTION

- 1st Offense**-Verbal Warning
- 2nd Offense**-Age Appropriate Time Out
- 3rd Offense**-Director and/or Parent Meeting- Indigent Report
- 4th Offense**- Suspension.
Director determines terms and duration of suspension. Some offenses may result in immediate suspension or termination of membership.

MINOR OFFENSES:

Prohibited behaviors include, but are not limited to:

- A.** Being in the office or behind the front counter without permission
- B.** Misuse of equipment: *throwing equipment, banging pool sticks or paddles on tables, unintended use of Club and/or office furniture such as jumping, sitting or standing on tables and furniture, etc.*
- C.** Running anywhere in the building; except for the gym
- D.** Disturbing programming areas or groups
- E.** Using the phones without permission
- F.** Not following directions

GUIDELINES FOR DISCIPLINARY MEASURES– Minor Offense

- 1st occurrence – verbal redirection of member
- 2nd occurrence – verbal redirection and five-minute time out
- 3rd occurrence – verbal redirection, ten-minute time out, and notify parents
- 4th occurrence – one-day suspension, 5th – two-day suspension, 6th – three-day suspension

INTERMEDIATE OFFENSES:

Prohibited behaviors include, but are not limited to:

- A. Refusing to follow directions as instructed by a Club staff member or assigned volunteer
- B. Violating safety rules such as; throwing objects, playing on bleachers, pushing, etc.
- C. Name calling, use of racial slurs, inappropriate language or obscene gestures (5-8 year olds)
- D. Leaving assigned group or area without permission

GUIDELINES FOR DISCIPLINARY MEASURES– Intermediate Offense

- 1st occurrence – verbal redirection, five-minute timeout and notify parents
- 2nd occurrence – verbal redirection, ten-minute timeout and notify parents
- 3rd occurrence – one-day suspension
- 4th occurrence – two-day suspension, 5th – three-day suspension, 6th – one-week suspension

MAJOR OFFENSES:

Prohibited behaviors include, but are not limited to:

- A. Being disrespectful to Club staff or volunteers
- B. Use of any defamatory, abusive, profane, threatening, offensive language, or obscene gestures (9-18+ year olds)
- C. Threats of Violence (*management reserves the right based on the severity of the incident, to change or modify disciplinary action measures as they see fit*)
- D. Provoking or instigating a fight on Club property, during Club events and field trips
- E. Physically striking, fighting, spitting or biting another person
- F. Stealing, misusing, destroying, vandalizing/damaging property (*equipment, items belonging to another person*)
- G. Deliberately putting hands on another Club member
- H. Leaving premises without parent or staff permission
- I. Threats of Violence (*management reserves right to interpret and act as seen fit, given circumstances*)

GUIDELINES FOR DISCIPLINARY MEASURES– Major Offense

- 1st occurrence – one-day suspension
- 2nd occurrence – one-week suspension, parent(s) must meet with Club Management prior to returning
- 3rd occurrence – expulsion from program

MISCELLANEOUS RULES

- Timeouts will take place in designated safe and age appropriate spaces under the supervision of Club staff.
- A suspended member is not allowed to participate in any Club activities for duration of the suspension.
- Any other behavior of a more private/serious nature will result in an immediate meeting with parents and the Club Director/Program Director, to discuss incident and resolution.

Lice

- Members who have lice (eggs, nits, bugs) will not be allowed to attend the Club until cleared by the Club Director. If a child is at the Club with any evidence of lice, parent(s) will be notified and required to remove the child. The child may not return until properly treated and cleared by the Director.

Club Service

- Club service will include picking up in or around the Club, sweeping or other minor housekeeping projects. Staff will provide gloves and supplies when needed, such as gloves for grounds keeping. Time served by members is tracked for Club and Community Service.

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 honor any part of the Code of Conduct.

*Required Acknowledgement on page 9

FREQUENTLY ASKED QUESTIONS

1. How do I pay for registration and after school 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 21st CCLC program field trips.

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

Unfortunately, **WE ARE NOT RESPONSIBLE** for lost or stolen personal articles. Staff is unable to hold for safekeeping: any money and/or other objects. Open cubbies or lockers 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 and ensure prompt corrective action while all the facts are still fresh in our minds. After-hour messages may be left on the Club's voicemail. In-person follow up is always encouraged.

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 be listed on the membership application and sign member out. Permission to walk home must also be designated on the membership application. **A parent permission form must be completed and on file at the Club for each child who is allowed to walk home. Walk home permission only applies to youth that are twelve years of age or older.**

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?

Snack is provided at some of our Clubs, please check with your Club Director. **Kitchen facilities including refrigerators and microwaves are not available for Member use.**

8. Why do some Clubs operate differently?

Our Clubs are located in different demographical areas in which we seek to best and most appropriately provide for the needs of the communities we serve.

IMPORTANT NOTE:

Boys & Girls Clubs of the Emerald Coast **will strongly** consider closure, if the threat of severe weather or hazardous situations closes public schools or Government offices.

Call or check our website, EmeraldCoastBGC.org, our Facebook page, [Facebook.com/BGCEC](https://www.facebook.com/BGCEC), your Clubs' REMIND App or local media for details.



2018/19 After School Program

21st CCLC Data Sharing Consent form

The Boys & Girls Clubs of the Emerald Coast would like to periodically review the following for your child/children:

- i. Report Cards
- ii. Progress Reports
- iii. Attendance Records
- iv. Behavior Records
- v. Statewide Evaluation Data/Results

The Boys & Girls Clubs of the Emerald Coast vow to maintain the confidentiality of each individual student member and any personal circumstances surrounding them. This data is solely used for purposes to assist your child/children in making academic gains and/or to determine programmatic changes needed to ensure the success of Boys & Girls Clubs Programs.

I hereby release, discharge, and agree to hold harmless Boys & Girls Clubs of the Emerald Cost, and any mentor, representative, or employee from any liability by virtue of any use whatsoever, of the records listed above. I understand that this release is valid for the length of time that my child remains in the Boys & Girls Club 21st. Century Community Learning Center grant program.

PARENT/GUARDIAN'S SIGNATURE

DATE

PARENT/GUARDIAN'S NAME PRINTED

CHILD'S NAME PRINTED NAME PRINTED



BOYS & GIRLS CLUBS
OF THE EMERALD COAST



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’sNamePrinted _____



BOYS & GIRLS CLUBS
OF THE EMERALD COAST



Corporate Office
923 Denton Blvd. NW
Fort Walton Beach, FL 32547
Phone: (850) 862.1616
EmeraldCoastbgc.org

2018-2019 After School Program Parent Acknowledgement

Code of Conduct Acknowledgement

I acknowledge that I have received a copy of the Boys & Girls Clubs of the Emerald Coast Code of Conduct. It has been explained to me and I understand its content.

Report Card Authorization

I authorize Boys & Girls Clubs of the Emerald Coast to access my child's report card at school. I understand that all information will be kept private and will only be used to aid in program planning and tracking individual academic progress.

Parent Handbook Acknowledgement

I acknowledge that I have received a copy of the Boys & Girls of the Emerald Coast After School Program Parent Handbook. It has been explained to me and I understand its content.

Parent/Guardian Signature

Date

Parent/Guardian Name Printed

Members First & Last Name

FOR OFFICIAL USE ONLY

ENTRY DATE: _____	Membership # _____	Club: _____
Type: _____	Expiration Date: _____	Military: _____