

2023-2024 After School Program

GREAT FUTURES START HERE.



BOYS & GIRLS CLUBS
OF THE EMERALD COAST



**Healthy
Lifestyle**



**Academic
Success**



**Character &
Leadership**

About Us

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 the key to the Boys & Girls Club being the Premier youth development organization.

Site Information

Site: Pensacola Club @ Englewood Center
2751 North H St. Pensacola, 32501-
Phone - 850.438.0996 *4

Dates & Hours

ESCAMBIA COUNTY:
AUGUST 10th, 2023-Date TBD

Englewood-1:30pm-6:30pm - Mon.-Fri.

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.

****Although each tier of offense has guidelines for disciplinary measures, the decision is ultimately at the discretion of the Director and some offenses may result in immediate suspensions or termination of Membership****

Minor Offense: 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
- G. Unsportsmanlike Conduct
- H. Inappropriate attire (including sandals, sagging, or revealing clothing)

GUIDELINES FOR DISCIPLINARY MEASURES– Minor Offense

- 1st occurrence – verbal redirection of member
- 2nd occurrence – verbal redirection and appropriate consequence
- 3rd occurrence – written documentation, appropriate consequence, and notify parents
- 4th occurrence – one-day suspension, 5th – two-day suspension, 6th – three-day suspension

Intermediate Offense: include, but 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, appropriate consequence and notify parents
- 2nd occurrence – written documentation, appropriate consequence, and notify parents
- 3rd occurrence – one-day suspension
- 4th occurrence – two-day suspension, 5th – three-day suspension, 6th – one-week suspension

Major Offense: Behaviors include, but 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 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 a 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. Alcohol, Tobacco, or other Drugs
- J. Bringing weapons of any kind

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.
- Directors & Club Staff reserve the right to to decide on a withdrawal/exclusion from activities such as field trips or special activities.
- 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.

****MEDICATION CANNOT BE HELD OR ADMINISTERED BY CLUB STAFF TO MEMBERS****

-Prescribed Inhalers and/or epi-pens must be kept in the front office and accompanied by a signed medical authorization form

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.

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

Parent Signature

Date

Member First & Last Name

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”?

THE CLUB IS 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 or leave the Club for School Related extracurricular activities. Walk home permission only applies to youth that are twelve years of age or older and at least in the sixth grade.**

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. For any youth remaining at the Club after normal hours of operation there is a charge of \$1 per minute per child, thereafter. **If this is an ongoing problem, the child's enrollment in the Club may be suspended or terminated.**

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, your Clubs' Band App or local media for details.