



Corporate Office
923 Denton Boulevard NW
Fort Walton Beach, FL 32547
(850) 862-1616
www.EmeraldCoastBGC.org

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.

AFTERSCHOOL PROGRAM DATES

ESCAMBIA COUNTY:
AUGUST 12, 2024 - MAY 23, 2025

Club Hours

After School:
1:30pm-6:30pm - Mon.-Fri.

Location: Pensacola Club @ Englewood
Community Center
2751 North H Street, Pensacola, FL 32501
850-438-0996*4

Location: Montclair Club
820 Massachusetts Avenue
Pensacola, FL 32505
850-865-5305

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****

<p><u>Minor Offense:</u> Behaviors include, but are not limited to:</p> <ul style="list-style-type: none"> A. Being in the office or behind the front counter without permission B. Misuse of equipment: <i>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.</i> 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) 	<p>GUIDELINES FOR DISCIPLINARY MEASURES– Minor Offense</p> <ul style="list-style-type: none"> ▪ 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
<p><u>Intermediate Offense:</u> include, but not limited to:</p> <ul style="list-style-type: none"> 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 	<p>GUIDELINES FOR DISCIPLINARY MEASURES– Intermediate Offense</p> <ul style="list-style-type: none"> ▪ 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
<p><u>Major Offense:</u> Behaviors include, but not limited to:</p> <ul style="list-style-type: none"> 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. <i>Threats of Violence (Management reserves the right, Based on the severity of the incident, to change or modify disciplinary action as they see fit.)</i> 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 (<i>equipment, items belonging to another person</i>) 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 	<p>GUIDELINES FOR DISCIPLINARY MEASURES– Major Offense</p> <ul style="list-style-type: none"> ▪ 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



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After School Program Parent Acknowledgment

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: _____

FREQUENTLY ASKED QUESTIONS

1. How do I pay for registration and summer fees?

There are no registration and summer 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 or other objects. Open cubbies or lockers are provided in some Clubs. 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. Contacts AUTHORIZED TO PICK UP Club Members must at least be **SIXTEEN** years of age. 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. If this is an ongoing problem, the child's enrollment in the Club may be suspended or terminated.

7. Will lunch be provided for my child?

Lunch 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. Staff are not responsible, or permitted to store Club Members' Meals/snacks in a refrigerator, or heat up any Club Members' meals/snacks.

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 NOTES:

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, EmeraldCoastBGC.org, our Facebook page, Facebook.com/BGCEC, your Clubs' REMIND App or local media for details.



2024 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

CHILD'S NAME PRINTED

CHILD'S NAME PRINTED

CHILD'S NAME PRINTED



2024 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; 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(ren)s NamePrinted _____

Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for your child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, you should consider the facility's quality indicators related to activities, caregivers, and environment.

Quality Activities

- Activities are children initiated and teacher facilitated.
- Activities include social exchanges with all children.

Quality Caregivers

- Caregivers are friendly and eager to care for children.
- Caregivers accept family cultural and ethnic differences.

Quality Environments

- Environments are clean, safe, inviting, comfortable, and child-friendly.
- Environments provide easy access to age-appropriate toys.

www.myflfamilies.com/childcare



For additional information, please visit www.myflfamilies.com/childcare or contact your local licensing office.

This brochure was created by the

t of Children and Families in consultation
with the Department of Health.

KNOW YOUR CHILD CARE FACILITY

Know Your Child Care Facility - General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation practices (if transportation is provided).
- Provide parents with written disciplinary and expulsion practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios.

Health Related Requirements

Emergency procedures that include:

- Posting Florida Abuse Hotline number along with other emergency numbers.
- Staff trained in first aid and pediatric cardiopulmonary resuscitation (CPR) on the premises at all times.
- Fully stocked first aid kit.
- A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

Ratios



<u>Age of Child</u>	<u>Child: Teacher Ratio</u>
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

Food and Nutrition

Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

Maintain accurate records that include:

- Children's health exam/immunization record.
- Medication records.
- Enrollment information.
- Personnel records.
- Daily attendance.
- Accidents and incidents.
- Parental permission for field trips and administration of medications.

Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Provide sufficient outdoor play area.
- Maintain sufficient lighting and inside temperatures.
- Equipped with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.



To report suspected or actual cases of child abuse or neglect, call the Florida Abuse Hotline 1.800.962.2873

What is the influenza (flu) virus?

Influenza (“the flu”) is caused by a virus which infects the nose, throat, and lungs. According to the US Centers for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.

How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit www.myflfamilies.com/childcare or contact your local licensing office.

This brochure was created by the Department of Children and Families in consultation with the Department of Health.

THE FLU

A Guide for Parents



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

Call or take your child to a doctor right away if your child:



- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse

How can I protect my child from the flu?



A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.



What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions.

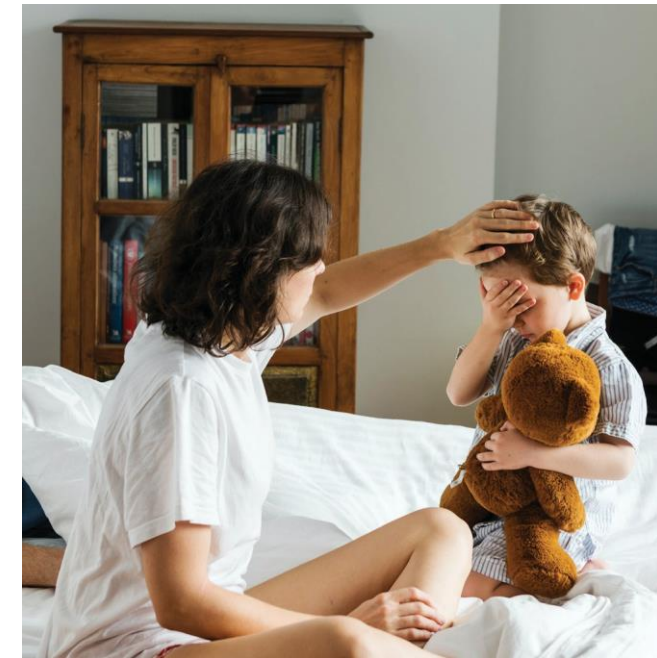
To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group settings until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.



During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

For additional helpful information about the dangers of the flu and how to protect your child, visit: www.cdc.gov/flu/ or www.immunizeflorida.org/

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



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**WHEN LIFE
HAPPENS...
DON'T BE A
DISTRACTED
ADULT**





Distraction Prevention Tips:

- **Never** leave your child alone in a car and **call 911** if you see any child locked in a car!
- **Make a habit** of checking the front and back seat of the car before you walk away.
- **Be especially mindful** during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- **Create reminders** by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- **Keep a stuffed animal** in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- **Set a calendar reminder** on your electronic device to make sure you dropped your child off at child care.
- **Make it a routine** to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



Facts About Heatstroke:



It only takes a car **10 minutes** to heat up 20 degrees and become deadly.



Even with a window cracked, the **temperature inside a vehicle** can cause heatstroke.



The body temperature of a child increases **3 to 5 times faster** than an adult's body.

