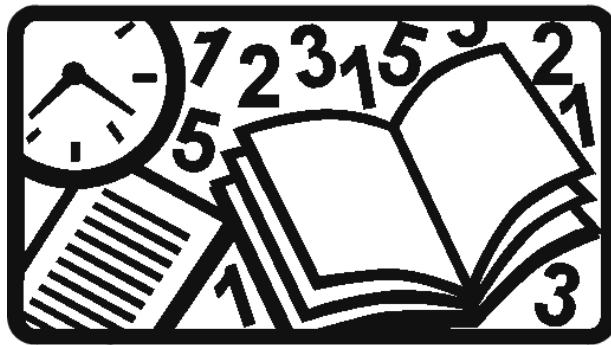




BOYS & GIRLS CLUB
OF CABARRUS COUNTY

Afterschool *Program*



2017-2018 Parent Guide

BOYS & GIRLS CLUB OF CABARRUS COUNTY

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Afterschool Program

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OUR MISSION

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

PARENTAL GUIDELINES AND CONSENTS

GENERAL POLICIES

- The Boys & Girls Club of Cabarrus County is not a day care facility. The Club is a youth recreational facility. Staff makes every effort to assure the safety of its members; however, due to the large number of youth and parents who visit the Club, it is not possible to implement a formal policy of signing youth in and out.
- Refund Policy: It is our standard policy not to provide refunds. Under special circumstances, a refund may be requested by completing a refund form. If approved, a \$25.00 refund fee will apply.
- In the event of illness or injury while participating in Club programs, child has permission to receive treatment from Club personnel or volunteers. Parents will be notified of serious injury or illness immediately.
- Child has permission to be transported by Club vehicle to the Club and/or for Afterschool or Club field trips.
- Photos and videos taken on Club property and during Club activities may be released without permission of the parents. Photos / videos will never reveal confidential information about the child. Parents who object to the release of such photos must notify the Club, in writing, within 15 days of registration.

DATA COLLECTION AND SHARING

- Child has permission to participate in online or written surveys, questionnaires, interviews, and focus groups. Any and all information gathered will be kept strictly confidential. Data gathered will be summarized and will exclude all references to individual responses. The results of such analyses may be shared with Club staff, Boys & Girls Clubs of America (BGCA), funders, and other community stakeholders to evidence program effectiveness and/or Club impact on our members.
- The Boys & Girls Club of Cabarrus County may share information about the child with Club staff, BGCA and other community stakeholders for research purposes and/or to evidence program effectiveness. Information that will be disclosed may include information provided on membership application, data provided by the child's school or school district, and other information collected by the Boys & Girls Club of Cabarrus County, including data collected via surveys, questionnaires and/or quarterly report cards. Any and all information gathered will be kept strictly confidential.

NYOI SURVEY

- Our Club takes part in an annual survey that will be used to track the wellbeing of members in Boys & Girls Clubs nationally. Our Club is one of a group of Clubs across the country participating in the survey that asks how members feel about the activities and time they spend at the Club, education plans, and involvement in community service and work.
 - If you do not want your child to participate in the NYOI Survey, you must request an Opt-Out Form from the Club. This form must be completed and returned to the Club, and will be kept in the member's file.

CODE OF CONDUCT

Please refer to the Codes of Conduct shown below. The Boys & Girls Club takes these matters very seriously. Regarding your child's behavior, there is no one who can instill discipline in your child more than you. We appreciate your support in this endeavor, however, the Club reserves the authority to administer appropriate forms of discipline for inappropriate behavior that is in the best interest of the individual and the Club.

YOUTH CODE OF CONDUCT

It is part of the Club's mission to provide a fun, positive, and safe environment for all of its members during all of its programs. Please be advised that misbehavior by the youth members will not be tolerated and will be dealt with by the staff. Each instance of misbehavior will be judged on its own merit. The severity and frequency of the misbehavior will determine the way Club staff will issue consequences.

Among the behaviors that are unacceptable are: chewing gum, running (in areas not designated for physical activity), eating/drinking outside designated areas, "hanging out" in halls and restrooms, name calling/bullying, any form of physical contact, disrespectful attitude, not following staff directions, lewd conduct, using profanity, stealing, fighting, possessing illegal/dangerous items.

Among the consequences that may be issued by staff are: verbal warning; parent conference; time out; suspension from a room, area, or activity; temporary or permanent suspension from the Club. A suspension from the Club will result in the member being suspended from all Club activities during the length of the suspension. The Club's no refund policy also applies to instances when a child is suspended from Club activities.

Please be advised of the following: Youth are strongly discouraged from bringing any personal belongings to the Club. The Club is not responsible for lost or stolen items, nor is it bound to conduct inquiries in order to retrieve such items; however, the Club does reserve the right to search members' belongings when there is reasonable suspicion that he/she possesses something illegally.

PARENT CODE OF CONDUCT

Club activities are designed for the fun and wellbeing of youth. All adults, as well as youth under their supervision, are required to conduct themselves in a respectful, sportsmanlike manner at all times. Inappropriate or disrespectful language or conduct directed towards any person in connection with any Club sponsored activity will not be tolerated. Club staff has the right to require any individual who is exhibiting such behavior to leave the premises of the Club sponsored activity temporarily or permanently. Club staff also reserves the right to remove any youth member who may be associated with the individual exhibiting such behavior from its activities temporarily or permanently.

Any issues concerning children should be addressed with a full-time Club staff member. No adult should address an issue with a child other than his/her own concerning misbehavior or discipline.

Please be advised that North Carolina legislation is in place, which states that any fan or player who assaults a sports official, coach, volunteer, or staff member could be fined and sentenced to up to two years in jail.

PROGRAM RATES

AFTERSCHOOL PROGRAM

(The following prices are per 10 week period)

Elementary	\$280	Full Rate
	\$140	Reduced Rate
Middle/High School	\$60	Middle/High School Rate

- Program operates weekdays from 2:30 pm-6:30 pm.
- Program is for children in Kindergarten through 8th Grade.
- Children must be in Kindergarten AND be 5 years old as of August 31, 2017.
- Transportation is provided to the Club from elementary and middle schools. Please see page 6 for a list of schools.
- Snacks are provided for each child, or they may bring their own snack.
- School Closing Days are included in the cost of Afterschool Program.
- On early dismissal school days, we will provide transportation (but not lunch) to the Club.

SCHOOL CLOSING DAYS PROGRAM

(The following prices are per school year)

Elementary	\$280	Full Rate
	\$220	Reduced Rate
Middle/High School	\$240	Middle/High School Rate

- Program operates on selected school closing days from 7:30 am-6:30 pm.
- See Important Dates on page 11 for school closing day dates.
- Lunch is NOT provided on school closing days, unless otherwise specified.

The Club divides the school year into four 10 week periods. Payments are due at the beginning of each 10 week period. Full payment is due no matter how many days the child attends. Fees are NOT prorated under any conditions.

Documentation is required at time of registration to receive reduced rate.

NO REFUNDS

Updated July 17, 2017. Information is subject to change. Call Club for updates. Programs have their own registration dates, forms, and fees. Enrollment in one program does not secure enrollment in another program.

REGISTRATION INFORMATION

Registration Hours: Monday through Friday 11:00 am-6:30 pm

Required Paperwork:

- Club Membership Application and Contact Sheet
- Full Payment for 10 week session
- Medicaid Card, NC HealthChoice Card or Free/Reduced Lunch Letter, if eligible
- Copy of child's birth certificate



Registration Guidelines:

- Payment must be made in full to guarantee child's placement in programs.
- **Late fees** will be charged to those who do not make payment by quarterly due date (see below).
- All documentation must be provided at registration.
- Actual and **current** Medicaid or NC HealthChoice card must be presented to get reduced rate.
- No Medicaid printouts will be accepted.
- Lunch status can also be determined by filling out a release form allowing the Club to contact the school nutrition office for confirmation.
- We require 2 days to process registrations. For example, if child registers on Monday, that child will be able to begin the program on Wednesday.
- Parent is responsible for notifying the school that child will be picked up by Boys & Girls Club.

2017-2018 PAYMENT DUE DATES

Payment 1	August 16
Payment 2	October 27
Payment 3	January 19
Payment 4	March 30

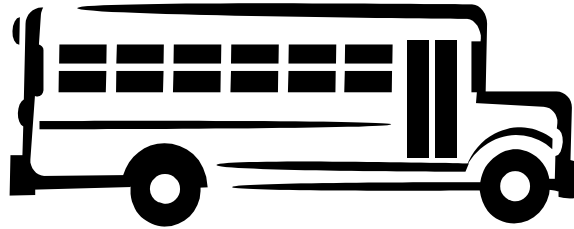
LATE FEES

If your payment is not made on time, **LATE FEES** will be charged on the following scale:

1-5 business days late	\$10
6-10 business days late	\$20
11-15 business days late	\$30
Over 16 business days late	\$40*

*Child will be removed from program until payment is made.

BUS TRANSPORTATION



Transportation from the following area elementary and middle schools is provided for children registered in our Afterschool Program.

A.T. Allen Elementary
Beverly Hills Elementary
Charles E Boger Elementary / Royal Oaks Elementary
Coltrane Webb Elementary
Irvin Elementary
Patriots Elementary
R. Brown McAllister Elementary
Rocky River Elementary
Weddington Hills Elementary
Winecoff Elementary
*Wolf Meadow Elementary (Year Round School)
CC Griffin Middle School
Concord Middle School
J.N. Fries Middle School
Northwest Cabarrus Middle School
Winkler Middle School

Transportation is included at no extra cost. Youth/parents must follow these guidelines:

1. Upon registration in Afterschool Program, the parent must notify the school of the child's intention to ride the Club's bus. The child will be permitted to ride the Club's bus starting two days after enrollment.
2. If on any day the parent wishes for his/her child to NOT ride the Boys & Girls Club bus the parent must provide the school with a hand-written note indicating so. This also applies to days when a child may be suspended from attending the Afterschool program and will not be permitted to ride the BGC bus.
3. On those days the Club is closed, such as for the Pancake Day fundraiser (see calendar), it is the parent's responsibility to provide transportation home for his/her child.
4. It is the child's responsibility to get to the bus immediately after dismissal. The Club will not be able to wait for those children running a little late. The Club will NOT go back and pick up any child that has missed the bus.
5. The Club will provide transportation on all Cabarrus County School scheduled Early Dismissal days. However, if Cabarrus County Schools close early because of inclement weather, the Boys & Girls Club will also be closed and will NOT provide transportation.

**Children from all schools are welcome to attend,
but transportation is only provided from the above schools.**

GENERAL POLICIES

CHILD PICK-UP PROCEDURES

The proper procedure for picking up your child is to report to the **Club Central desk on the 2nd floor** and have your child paged over the P.A. system. Vehicles **MUST** be parked in designated parking spots. **Cars are not allowed to park or stop anywhere outside of the lined parking spots. Drivers violating this policy risk having their children suspended from the program.** The parent/driver must come inside the Club and report to the **Club Central desk** before his/her child will be paged. For your child's safety, children will not be paged without a parent / driver present. Phone-in requests to have a child paged will not be permitted. **Children are not permitted to wait outside the building at any time.** If you arrive during one of the 5 minutes switch times, please wait outside the second floor door.

PICKING UP YOUR CHILD LATE

Official time will be determined by the clock located in **Club Central**. After closing time, no child will be permitted to leave the building without the child's adult driver entering the building and signing documentation that he/she was late for pick-up. This is considered a late pick-up warning.

A one-day suspension from the Club will result for the child upon the following conditions:

1. The driver refusing to sign the late pick-up documentation.
2. The child being picked up late three times within 20-minutes of closing time within a 90 day period.
3. The child being picked up late two times over 20-minutes after closing time within a 90 day period.
4. The child being picked up late over 30 minutes after closing time on any given day.
5. The child being picked up late any times in addition to reaching the stipulations listed in #2 and/or #3 within a 90 day period.

Making a phone call to the Club to tell staff you will be late is appreciated, but it will **NOT** exempt you from the stipulations listed above.

INCLEMENT WEATHER

The Club generally follows the decisions of Cabarrus County Schools when deciding whether or not to close on days of inclement weather. However, on days when we feel the road conditions are suitable for travel, we may open as a "School Closing Day" (7:30 am-6:30 pm) or open with a delay. We will make a decision as early as possible and will leave a message on our voicemail at **704-721-CLUB, ext.2**. You may also check our Facebook page at **www.facebook.com/bgclubcab** or the Club website at **www.bgclubcab.org**. If schools should close in the middle of day, the Club will **CLOSE** for all programs.

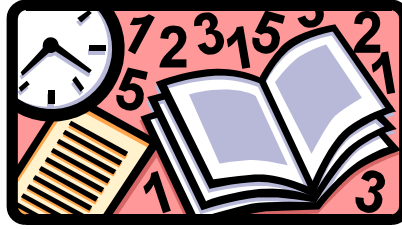
PERSONAL BELONGINGS

The Club will not take responsibility for lost or stolen items. Children should not bring any belongings beyond what is needed for a day. Valuables such as cell phones, audio devices, trading cards, handheld games, etc. are prohibited. Cubbies are assigned to each child. Although we would like for the children to feel safe in putting their belongings in the cubbies, they are not closely guarded at all times. Children are encouraged to mark all belongings with their name.

SNACKS

Each child has an assigned snack time according to his/her school. Snacks are provided free of charge to the children through the federally funded Child & Adult Care Food Program (CACFP). Children are also welcome to bring their own snacks from home instead.

Activity Rooms



Activity Schedules are posted weekly and activities are scheduled in 30 minute periods. Children in ASJ follow an activity schedule under the leadership of Club staff. Children in grades 3-8 are allowed to choose which activity room to spend time in. Children must stay in that room until the time period is over. At the end of each period, switch time is called and children will have five minutes to use the hallways to pass between rooms.

Activity Rooms are divided into Junior (grades K-2) and Senior (grades 3-5) wings. Each wing includes the following activity rooms:

LEARNING CENTER

Equipped with books and reference materials. Often used for educational games and programming.

MULTI-PURPOSE ROOM

Used for snacks, arts & crafts and life skills activities.

GAMES ROOM

Equipped with age appropriate table games, such as ping-pong, pool, air hockey, Legos, blocks and a variety of board games.

GYMNASIUMS

Used for daily structured activities, including soccer, kickball, basketball, and other physical fitness activities.

All children have access to the **TECHNOLOGY CENTER**, which is equipped with computers for learning activities, research and games.

Middle School students have a designated **MIDDLE SCHOOL ROOM**, outfitted with computers, television, books, game system and table games.

Special Programs

AFTERSCHOOL JUNIOR Children in grades K-2 are part of the Afterschool Junior Program. This program provides more structure for younger children to become comfortable in the Club's open environment. ASJ members follow a regular activity schedule under the guidance of Club staff, as opposed to other members who have an open choice of activity rooms.

POWER HOUR HOMEWORK CLUB*

Students will be rewarded for attending and completing homework assigned in school or for completing enrichment activities provided by the Club. Reward systems are in place to encourage children to attend regularly. Club staff will retain copies of members' report cards for grant reporting purposes.



PROJECT LEARN reinforces and enhances the skills and knowledge young people learn at school during the hours they spend at the Club. Through Project Learn, Club staff use all the areas and programs in the Club to create opportunities for these high-yield learning activities, which include leisure reading, writing activities, discussions with knowledgeable adults, helping others, homework help, and tutoring and games that develop young people's cognitive skills.

SMART MOVES*

This Boys & Girls Clubs of America curriculum is geared towards teaching social and life skills. It has several components, including SMART Kids (ages 6-9), Start SMART (ages 10-12), Stay SMART (ages 13-15) and Street Smart (grades 5-8). Each component is designed for specific age groups and genders. The Street Smart program is specific to teaching youth about gang awareness and prevention.

*Afterschool Program members are required to attend Power Hour and SMART Moves sessions. Our Club receives grant money that has stipulations requiring Club members to attend these programs. These grant dollars help us maintain a low fee structure for our members.



2017-2018 AFTERSCHOOL PROGRAM

IMPORTANT DATES

Subject to change, depending on the Cabarrus County School calendar

<u>DATE</u>	<u>EVENT</u>
August 16	Payment 1 Due
August 17, 18	Club Closed
August 21-25	School Closing Days, open 7:30 am-6:30 pm
August 28	First Day of School
September 4	Closed for Labor Day
September 29	Early Dismissal
October 26	Early Dismissal
October 27	Payment 2 Due
October 27	School Closing Day, open 7:30 am-6:30 pm
November 7	School Closing Day, open 7:30 am-6:30 pm
November 10	Closed for Veterans Day
November 22	School Closing Day, open 7:30 am-6:30 pm
November 23,24	Closed for Thanksgiving
Dec. 21	School Closing Day, open 7:30 am-6:30 pm
Dec. 22, 25, 26	Closed for Christmas
Dec. 27-29	School Closing Days, open 7:30 am-6:30 pm
January 1	Closed for New Year's Holiday
January 15	Club Closed for MLK Day
January 19	Payment 3 Due
January 19	Early Dismissal, All schools
January 22	School Closing Day, open 7:30 am-6:30 pm
February 16	Early Dismissal, All schools
March 13	School Closing Day, open 7:30 am-6:30 pm
March 14, 15, 16	Closed for Pancake Day
March 29	Early Dismissal
March 30	Payment 4 Due
March 30	School Closing Day, open 7:30 am-6:30 pm
April 2	Closed for Easter Holiday
April 3-6	School Closing Days, open 7:30 am-6:30 pm
May 28	Closed for Memorial Day
June 8	Early Dismissal, All
	Last day of school (Cabarrus County)
June 11, 12, 13	School Closing Days, open 7:30 am-6:30 pm
June 13	Last day of Afterschool Program
June 14, 15	Club Closed
June 18	First Day of Summer Program