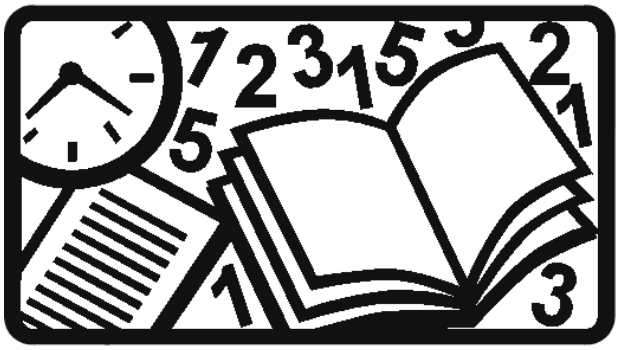
BOYS & GIRLS CLUB
OF CABARRUS COUNTY

Year-Round *Program*



2018-2019 Parent Guide

BOYS & GIRLS CLUB OF CABARRUS COUNTY
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BOYS & GIRLS CLUB
OF CABARRUS COUNTY

Year-Round Program

The Year-Round Program (YRP) is for students in Kindergarden-5th Grade who attend Wolf Meadow Elementary School

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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.

2018-2019 YEAR-ROUND PROGRAM RATES

YEAR-ROUND SUMMER PROGRAM (YRS)

$290 Year-Round Summer Full Rate ($140 deposit)
$200 Year-Round Summer Reduced Rate* ($100 deposit)

YEAR-ROUND AFTERSCHOOL PROGRAM (YRAS) (PER QUARTER)

$300 Year Round Afterschool Full Rate
$160 Year Round Afterschool Reduced Rate*

- YRS operates weekdays from 7:30 am-6:30 pm.
- YRAS operates weekdays from 2:30 pm-6:30 pm.
- On days the BGC does not pick up, the Club will not open until 2:30 pm for children in the YRAS Program.
- Program is for children in Kindergarten through 5th Grade at Wolf Meadow Elementary School.
- Transportation is provided to the Club from Wolf Meadow Elementary.
- Snacks are provided for each child, or they may bring their own snack.
- School Closing Days are included in the cost of the Year Round Afterschool Program.
- On early dismissal days, we will provide transportation (but not lunch) to the Club.

The Club divides the year into one Summer period and four Afterschool periods.
Payments are due on or before the beginning of each period. Due dates are listed on page 12.
Full payment is due no matter how many days the child attends.
Fees are NOT prorated under any conditions.
Late fees apply to payments made after due dates.
*Documentation is required at time of registration to receive reduced rate.

NO REFUNDS

SCHOOL CLOSING DAYS

The Club is open 7:30 am to 6:30 pm on many days the schools are closed. See page 12 for dates. School Closing Days are included in the cost of the Year-Round Afterschool Program.

- Lunch is NOT provided on school closing days, unless otherwise specified.

REGISTRATION INFORMATION

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

Required Paperwork:

- Club Membership Application and Contact Sheet
- Full Payment for 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 register after registration ends (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.

2018-2019 YEAR-ROUND PROGRAM PAYMENT DUE DATES

Summer	**June 13**
Quarter 1	**July 19**
Quarter 2	**September 21**
Quarter 3	**December 14**
Quarter 4	**March 8**

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

The Year-Round Program provides transportation from Wolf Meadow Elementary School.

Transportation is included at no extra cost under the following conditions:

1. The parent must notify the school of the child's intention to ride the Club's bus. According to written Cabarrus County Schools policy …
   a) Pupils in any after school program "will not be provided transportation on early dismissal days due to emergencies or inclement weather."
   b) "Students will be assigned to one bus only either morning or afternoon. Notes to ride a bus that the student is not assigned will not be accepted, except for a medical hardship that has prior approval of the principal/bus supervisor."
2. On those days the Club is closed, it is the parent's responsibility to provide transportation for his/her child. *(Please refer to Cabarrus County school policy provided in item 1.)*
3. 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.

DROP-OFF AND PICK UP

MORNING DROP-OFF Child drop off is permitted in the morning only. Parents who wish to drop their kids off will keep right and pull through the drop-off area to let their kids out. Kids must exit from the right-hand side of the car and will enter the building unescorted. CARS ARE NOT ALLOWED TO PARK IN THE DROP-OFF LANE. Parents wishing to walk their kids inside will keep left and continue to the parking area.

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. We DO NOT allow cars to stop or park directly in front of the building. 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 minute switch times, you will be asked to wait outside the second floor door.

PICKING UP YOUR CHILD LATE Official time will be determined by the clock located at the front desk. 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.

The Club may remove a child from the program due to excessive late pick-ups. 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.

GENERAL POLICIES

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 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.

MEDICATION

The Club does not have medical personnel on staff. Club staff will dispense medication (at lunch time only) to a child only with the written consent of the parent, which is part of the registration form. It is the child's responsibility to remember when he/she is to take the medication. The Club's staff will do its best to notify the children of the time for their medication, but will not take responsibility if it is not dispensed in the manner in which it is prescribed.

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.

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, video games, books and board games.

SPECIAL PROGRAMS

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.

*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.

SUMMER PROGRAM

SUMMER HOURS OF OPERATION

The Club is open Monday-Friday, 7:30 am–6:30 pm. Doors will not open before 7:30 am. Children must be picked up by 6:30 pm. Neglecting these operating hours may result in your child being suspended from the program.

SUMMER GROUP ASSIGNMENTS

Children are divided into groups based on grade and follow their group schedule throughout the day. Groups will be posted at the start of the program. Please call the Club for your child's assigned group letter. We must keep groups even in the number of children assigned. Therefore, if there is a disproportionate number of middle schoolers, children will be selected for the middle school group based on grade and familiarity with the program. Children in a specific grade are not assigned to their own exclusive group. It is possible for children in the same grade to be assigned to different groups. Children are not automatically placed in a higher age group from one year to the next.

THE DAILY ROUTINE

7:30 am-8:30 am Check-in. Children must report to the snack room to indicate if they brought their lunch or if they will order lunch provided by the Club. Children reporting after 8:30 am will not be counted in the lunch order. Therefore, they are responsible for bringing their own lunch. After checking in, children must report to Home Room or, if after 8:30 am, to their group's current location.

8:30 am-6:30 pm Children follow an activity schedule.
9:15 am-10:45 am *Morning snack
12:45 pm-2:15 pm *Lunch
4:30 pm-6:00 pm *Afternoon snack

*Meals are served during one of three 30-minute time frames, determined by the child's group.

SUMMER MEALS

During the Summer, a morning snack and lunch are provided, free of charge, through the USDA Summer Food Service Program. Children are permitted to bring lunch from home if they prefer. Weekly menus will be available and posted on the Club website. **Deadline to be included in the lunch count is 8:30 am**. A child must be present to be counted for lunch. Phone-in requests will not be accepted. If the child is not present to be counted for lunch, he/she must bring lunch from home. Club does not provide substitute foods to offset allergies.

SUMMER PROGRAM (CONTINUED)

CLUB FIELD TRIPS / CAMP SPENCER

All field trips and week-long day trips to Camp Spencer are included in the Summer Program Fee. Field trips include visits to the movies, roller skating, and more. A list of trips will be available prior to program starting. If a child is present during a day or time his group is on a field trip or at Camp Spencer, the child must accompany the group. Staying at the Club with another group is not an option. If the group has already left the Club, the parent must transport the child to the group's location. Failure to abide by this will result in the child being suspended from the program. Camp Spencer is a Cabarrus County public park, complete with a swimming pool, ball field, and lakes for fishing and canoeing.

CAMP T.N. SPENCER PARK

The Park is open to the public during the operating hours of the Club's program. However, with the exception of the swimming pool, areas of the park that are being used by the Club's program are off limits to the public during operating hours. Campers should bring a bathing suit, towel, sun screen, and clothes that a little dirt won't hurt. Any small child who needs help applying sun screen should ask staff. Kids should wear swimsuits to camp and must have dry clothes to wear for the bus ride back to the Club. The park requires clothing designed for swimming; t-shirts and shorts are not permitted. The Park's swimming pool will be OPEN to the public at all times. For more questions regarding the park, call the Park Office at 704-792-4492.

CAMP SPENCER ACTIVITIES

Throughout the day, children will have the opportunity to participate in the following activities:

Canoeing: Children are not permitted to be on a boat without a life preserver and oars. A certified lifeguard is on duty at all times at the canoe lake.

Ball field: Activities include kickball, wiffle ball, soccer, Frisbee toss, volleyball, and others.

Arts/Crafts: Age and gender appropriate crafts.

Swimming Pool: Children attend two free-swim sessions per day. Pool is staffed with certified lifeguards.

Fishing: Rising 4th graders and older are permitted to fish while other activities are taking place. Campers must bring their own fishing gear and are responsible for its upkeep. We encourage each camper to bring his/her gear on Monday of each week and leave it at camp until the end of the week.

Game Time: Playing board games, cards, puzzles in the shade of Camp Spencer.

Special Events: May include educational programs presented by professionals in their fields. Programs may be related to environmental, health/safety, and fitness themes.

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OF CABARRUS COUNTY

Parent Guides are now online and include interactive links to additional resources

www.bgclubcab.org/resources

Boys & Girls Club of Cabarrus County

247 Spring Street NW

Concord, NC 28025

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20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

Updated February 11, 2018. Information is subject to change. Please call the Club or check the website and Facebook pages throughout the year for updated information. Programs have their own registration dates, forms, and fees. Enrollment in one program does not secure enrollment in another program.

2018-2019 YEAR-ROUND PROGRAM QUICK INFO

2018 YEAR-ROUND SUMMER RATES	
Full Rate	**$290**
***Reduced Rate**	**$200**

2018-19 YEAR-ROUND AFTERSCHOOL RATES (PER QUARTER)	
Full Rate	**$300**
***Reduced Rate**	**$160**

IMPORTANT DATES TO REMEMBER	
June 13	Year-Round Summer Payment Due
June 14, 15	Club Closed
June 18	First Day of YR Summer Program
July 4	Club Closed
July 19	YRAS Quarter 1 Payment Due First Day of YR Afterschool Program
August 16-17	Club Closed
August 24	School Closing Day
September 3	Closed for Labor Day
September 21	YRAS Quarter 2 Payment Due
September 24-28	Camp Wolfgang-BGC Pickup
October 1-12	No BGC Pickup
October 26	Early Dismissal
November 6	School Closing Day
November 12	Closed for Veterans' Day
November 21	School Closing Day
November 22-23	Closed for Thanksgiving
December 14	YRAS Quarter 3 Payment Due
December 17-19	No BGC Pickup
December 20, 21	School Closing Days

IMPORTANT DATES TO REMEMBER (Continued)	
Dec. 24, 25, 26	Closed for Christmas
Dec. 27, 28, 31	School Closing Days
January 1, 2019	Closed for New Year's Holiday
January 2-4	No BGC Pickup
January 18	Early Dismissal
January 21	Closed for MLK Holiday
February 15	Early Dismissal
March 8	YRAS Quarter 4 Payment Due
March 18-19	Camp Wolfgang-BGC Pickup
March 20-22	Closed for Pancake Day
March 25-28	No BGC Pickup
March 29	School Closing Day
April 19	Closed for Good Friday
April 22-26	School Closing Days
May 27	Closed for Memorial Day
June 7	Early Dismissal, Last day of YRAS
June 10-13	No BGC Pickup
June 14	School Closing Day YR Summer Payment Due

CONTACT INFORMATION		MAIN PHONE 704-721 CLUB (2582)
NAME	**PHONE / EXTENSION**	**EMAIL**
Club Central	Ext. 124	
Front Desk	Ext. 104	info@bgclubcab.org
Joe Habina, Director of Operations	Ext. 106	jhabina@bgclubcab.org
Mark Tracy, Unit Director	Ext. 171	mtracy@bgclubcab.org