



**BOYS & GIRLS CLUB
OF CABARRUS COUNTY**

PARENT GUIDE 2023

**Boys & Girls Club of Cabarrus County
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Concord, NC 28025**

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SUMMER PROGRAM

OUR MISSION

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

TABLE OF CONTENTS

MISSION STATEMENT.....	2
PARENTAL GUIDELINES / CONSENTS.....	3
PARENT CODE OF CONDUCT.....	4
DISCIPLINE POLICY.....	5
HOURS, DAILY ROUTINE, ACTIVITY ROOMS.....	6
DROP-OFF / PICK-UP PROCEDURES.....	7
THE CLUB TEEN CENTER.....	8
GENERAL POLICIES.....	9
CLUB FIELD TRIPS / CAMP SPENCER.....	10
21ST CENTURY COMMUNITY LEARNING	
CENTER INFORMATION (21ST CCLC).....	11-12
IMPORTANT DATES / CONTACT INFORMATION.....	13

"IN ACCORDANCE WITH FEDERAL LAW AND U.S. DEPARTMENT OF AGRICULTURE POLICY, THIS INSTITUTION IS PROHIBITED FROM DISCRIMINATING ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER, AGE, OR DISABILITY. TO FILE A COMPLAINT OF DISCRIMINATION, WRITE USDA, DIRECTOR, OFFICE OF CIVIL RIGHTS, 1400 INDEPENDENCE AVENUE, SW, WASHINGTON, D. C. 20250-9410 OR CALL (800) 795-3272 OR (202) 720-6382 (TTY). USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER."

Updated June 30, 2023. 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.

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.

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 anyone 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.

YOUTH DISCIPLINE POLICY

The Club takes behavior and discipline situations very seriously. The following information will help our youth and parents understand how certain situations will be handled.

CLASSIFICATION OF BEHAVIORS AND LEVEL OF CONSEQUENCES

- Level 1** Behaviors mostly punishable by a suspension from the Club for a week or more.
- Level 2** Behaviors mostly punishable by a suspension from the Club for a week or less.
- Level 3** Behaviors mostly punishable by a referral to the Think Tank and a parent notification.
- Level 4** Behaviors mostly punishable by a referral to the Think Tank and/or a suspension from a specific activity room.
- Level 5** Behaviors mostly punishable by the child having a conference with an administrator.

<u>Behavior</u>	<u>Level of Consequence</u>	<u>Behavior</u>	<u>Level of Consequence</u>
Possessing weapons	1	Bus-specific misbehaviors	2 to 5
Drug, alcohol, tobacco possession	1	Bathroom misbehaviors	2 to 5
Sexual harassment	1 to 2	Possessing a cell phone	3
Fighting	1 to 2	Dress code violation	3
Lewd conduct	1 to 3	Minor physicality (i.e. playful contact)	3 to 4
Stealing	1 to 5	Insubordination	3 to 5
Disrespect to Staff	1 to 5	Not following directions	3 to 5
Communicating threats	1 to 5	Picking/name calling	3 to 5
Destruction of Club property	1 to 5	Horse playing	3 to 5
Leaving Club property	2 to 3	Eating, drinking in undesignated areas	4 to 5
Cursing	2 to 3	Loitering in halls, restrooms	4 to 5
Bullying*	2 to 3	Running in undesignated areas	4 to 5
Major physicality (i.e. pushing, hitting)	2 to 3		

Notes:

1. Staff have the authority to judge how certain behaviors will be categorized.
2. Though the behaviors listed are given in general categories, staff have the authority to judge and categorize all other behaviors not covered by the list above.
3. Depending on the severity of the behavior, there may be times when a situation will be handled with a level of consequence that is more severe.
4. Repetitious behaviors and those that have developed a pattern are also likely to be treated with a greater severity.
5. The Think Tank is the Club's Intervention Room, used for extended timeout and for counseling and mentoring youth about behavior and making better choices.
6. *The Club defines "bullying" as a pattern of behavior of picking, name calling, antagonizing or being mean/hateful without being provoked.

SUMMER HOURS OF OPERATION

The Club is open Monday-Friday, 7:30am–6:30pm. Doors will not open before 7:30am. Parents may drop off their child(ren) between 7:30am and 9:00am at the covered entrance. After 9:00am, parents must park and walk their child inside to check in at Club Central. Any child arriving after 9:00am must bring a lunch. Breakfast will be served from 7:30am to 8:30am in the cafeteria. If your child is not in the cafeteria by 8:30am, they will not be served breakfast. Children must be picked up by 6:30pm. Neglecting these operating hours may result in your child being suspended from the program.

THE DAILY ROUTINE

7:30am-8:30am	Children must report to either the cafeteria for breakfast or to their designated homeroom upon arrival; Children must tell their group leader whether they brought their lunch or if they will order lunch provided by the Club
7:30am-8:30am	Breakfast is served in the cafeteria until 8:30am
7:30am-9:15am	Homeroom
9:15am-6:00pm	Children follow an activity schedule
11:45pm-1:45pm	*Lunch
3:45pm-4:30pm	Afternoon snack

*Lunches are served during one of four 30 minute time frames, determined by the child's group.

ACTIVITY ROOMS

On a schedule of 30-45 minute periods, children will stay with their group and participate in a variety of activities in different rooms. Children must stay in that room until that time period is over. At the end of each period 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.
ACTIVITY ROOM	Used for active, fun activities and entertainment.
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.
TECHNOLOGY CENTER	Equipped with computers for fun and educational activities.
ARTS & CRAFTS ROOM	Used for arts & crafts activities.
LIFE SKILLS ROOM	Used for life skills activities such as cooking.
TEEN ROOMS	All Teen Rooms are equipped with a mixture of items to allow for all activities. Teen groups also have access to their own gym.

DROP-OFF AND PICK-UP

MORNING DROP-OFF

Drive-up drop-off is permitted only between 7:30am and 9:00am at the front covered entrance. Kids must exit from the right side of the car to enter the building. **Cars are not allowed to park in the drop-off lanes.**

After 9:00am, parents must park in a designated parking spot and walk their kids inside to check in at Club Central. Any child arriving after 9:00am must bring a lunch.

CHILD PICK-UP PROCEDURES

There will be no drive-through pick up. Parent/driver must park in a designated parking spot and come inside to Club Central, located through the left door under the covered drop-off area. Children will not be paged until driver reports to the desk. Cars can not stop or park directly in front of the building. Phone-in requests to have a child paged will not be permitted. Children are not permitted to wait outside the building at any time.

Parents will be provided with their child's unique membership number and bar code prior to the start of the program. The person picking up will be required to scan the bar code or enter the membership number manually before child is paged. Parents are responsible for anyone picking up their child to have this information. Without proper information, the person picking up must provide a photo ID and be listed as authorized to pick up in our Membership Tracking System. If this person is unable to provide ID or isn't authorized to pick up, they must speak to Joe Habina or Mark Tracy to contact the child's primary guardian and resolve the situation. If this occurs multiple times, the child is subject to suspension from the Club.

PICKING UP YOUR CHILD LATE

Official time will be determined by the clock located at Club Central. After closing time, no child will be permitted to leave the building without the child's adult driver receiving 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.

THE CLUB TEEN CENTER

The CLUB is a space within the Boys & Girls Club created especially for teens. *The CLUB* offers resources and programs to create meaningful experiences today as teens prepare a plan for the future.

- *The CLUB* is for high school teens currently in 9th-12 grade. Rising 9th graders (current 8th graders) will be part of the Summer 2023 High School Program
- Members of the High School Program have access to the *The CLUB* Teen Center that includes a pool table and game area, multiple gaming stations, a large screen for television and videos, general gathering area, computer stations and designated study rooms
- Only currently registered program members are allowed inside the *The CLUB* Teen Center

CHECK-IN / CHECK-OUT

- Members of the High School Program will enter through *The CLUB* entrance (located to the left of the covered drive-thru area). Members will receive a scan card and will be required to scan in when they arrive. Only High School Program members may use the side door. All other members will enter through the right side doors under the covered drive-thru area.
- Members must scan out each time they leave and scan in each time they return to *The CLUB*.

HIGH SCHOOL PROGRAM POLICIES AND EXPECTATIONS

You will indicate on your registration form whether you agree or do not agree with the High School Program Policies and Expectations. If you select that you agree, the below policies will apply. If you select that you do not agree, your child will not be allowed to leave unless he/she is formally checked out by a parent / guardian; however, the rest of the rules still apply. It is important that you notify your child of your expectations. Club staff will do everything it can to prevent a child from leaving but it is still the child's responsibility to follow your wishes and *The CLUB* rules. If a child attempts or leaves *The CLUB* without your permission, Club staff will notify the parent immediately.

High School Program members **ARE** permitted to:

- Leave *The CLUB* at their discretion, including with a person not on their pickup list or by walking or driving
- Check out with a scan card, just like parents have for the purpose of checking out their children
- Return to the building, after having left, provided it is during regular operating hours
- Order food from delivery services or bring in their own food from outside *The CLUB*
- Go outside the building to retrieve items from their cars, make short phone calls, or receive food from delivery drivers

High School Program members **ARE NOT** permitted to:

- Leave the building without notifying the Teen Center staff and having been formally checked-out
- Loiter in the parking lot
- Bring food in the building and distribute to anyone who is not visiting in the capacity as a High School Program member including siblings and staff
- Have food received at *The CLUB* by any person other than him- or herself, including staff

GENERAL POLICIES

GROUP ASSIGNMENTS

Children are primarily divided into groups according to school grade. They follow an activity schedule with their group throughout the day. To keep group numbers even, children might be selected for an older group based on grade and familiarity with the program. 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. You will be notified of your child's group by email prior to the start of the program.

MEALS

The Club provides breakfast and lunch, free of charge, through the USDA Summer Food Service Program. An afternoon snack is also provided through the Second Harvest Food Bank.

Per USDA program policy, breakfast will be served only between 7:30am and 8:30am. If your child is not in the cafeteria by 8:30am, they will not be served breakfast. Deadline to be included in the lunch count is 9:00am. A child must be present to be counted for lunch. Phone-in requests are not accepted. Kids arriving after 9:00am must bring a lunch.

Children are permitted to bring lunch or snacks from home if they prefer. Weekly menus will be available and posted on the Club website. Club does not provide substitute foods to offset allergies. If your child has food allergies or if you have a concern about certain food ingredients, please have child bring lunch from home.

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.

PERSONAL BELONGINGS

Children are strongly discouraged from bringing any personal belongings beyond what is needed for a day. Valuables such as cell phones, audio devices, trading cards, handheld games, etc. are prohibited. Children are encouraged to mark all belongings with their name. The Club will not take responsibility 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.

SUNSCREEN

Parents should apply sunscreen to their children on days they go to Camp and on outdoor field trips. While staff can provide guidance to kids for applying sunscreen themselves, they are prohibited from applying sunscreen to children.

CLUB FIELD TRIPS / CAMP SPENCER

All field trips and week-long day trips to Camp Spencer are included in the Summer Program. 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. No trips will leave the building before homeroom is over at 9:15am. No trip will arrive back to the Club after 4:30pm. 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, sunscreen, and clothes that a little dirt won't hurt. Changing areas are open locker room spaces without individual changing rooms. Parents should apply sunscreen to their children on days they go to Camp and on outdoor field trips. While staff can provide guidance to kids for applying sunscreen themselves, they are prohibited from applying sunscreen to children. 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. Children are permitted to swim in areas that are age and size appropriate. Children who cannot swim are allowed to bring small flotation devices from home.

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.

21ST CENTURY COMMUNITY LEARNING CENTER

The Boys & Girls Club of Cabarrus County is proud to announce the addition of our 21st Century Community Learning Center Program! The 21st Century Community Learning Center Program (21st CCLC) is administered through the North Carolina Department of Public Instruction and provides federal funding for organizations like our own to better serve the children, families, and schools in our community.

The program provides expanded learning opportunities for eligible students in Title I schools beyond regular school hours. In addition to intensive academic learning, the program also offers students a broad array of enrichment activities focused on healthy lifestyles and character development.

The Boys & Girls Club of Cabarrus County's 21st CCLC program currently serves eligible students from:

G.W. Carver Elementary
Royal Oaks Elementary
Rocky River Elementary
W.M Irvin Elementary
Weddington Hills Elementary
Winecoff Elementary
Wolf Meadow Elementary
Concord Middle
C.C. Griffin Middle
Northwest Cabarrus Middle

21st CCLC Program Components

- Healthy Snack
- K&W Dinner
- Arts Enrichment
- Project Learn
- Character & Leadership
- STEM
- Social and Emotional Learning
- Academic Enrichment
- Triple Play
- Field Trips
- Tutoring
- EOG/EOC Preparation



HANDBOOK ADDENDUM 21ST CENTURY COMMUNITY LEARNING CENTER

OPERATIONAL HOURS AND DAYS CLOSED

- The Boys & Girls Club of Cabarrus County 21st Century Program will operate in alignment with the Boys & Girls Club Summer schedule
 - Operating hours for the Summer Program and 21st Century programming are 7:30am - 6:30pm
 - The 21st Century program will only operate on days in which the Boys & Girls Club of Cabarrus County is open to the public
 - Any Club-scheduled holidays also pertain to the 21st Century Program, i.e., New Year's Day, Pancake Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day
 - *Please refer to the Club Calendar for specific closings during the Afterschool and Summer Programs*

FEES, PAYMENTS AND REGISTRATION FOR 21ST CENTURY PARTICIPANTS

- 21st Century participants in the Boys & Girls Club Afterschool Program do not pay or make payments while enrolled in the 21st Century Program
- Previously enrolled 21st Century participants must re-enroll in the 21st Century and Afterschool Program at the Boys & Girls Club of Cabarrus County to continue participation in the upcoming after school and summer months

BGCCC 21ST CENTURY PROGRAM PHOTO POLICY

- 21st Century participants opt-in to the photo policy of the Boys & Girls Club of Cabarrus County upon completed registration (refer to page 3 under General Policies)
- In alignment with the policy of the BGCCC, photographs taken during the operation of the 21st Century program may be released to the North Carolina Department of Public Instruction
- 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



IMPORTANT DATES TO REMEMBER

June 7	Last day of Afterschool Program
June 8-9	Club Closed
June 12	First day of Summer Program
June 19	Club Closed for Juneteenth
July 4	Club Closed for Independence Day
July 10	Afterschool / Year-Round Afterschool Registration begins
July 20	First day of school for Wolf Meadow Elementary Year-Round Program
July 28	Last Day of Summer Program
July 31-Aug. 9	Club Closed to all students
August 10	First day of Afterschool Program / YRAS Program

CONTACT INFORMATION

NAME	EXT	EMAIL
Club Central	124	clubcentral@bgclubcab.org
Front Desk	104	frontdesk@bgclubcab.org
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Mark Tracy, Deputy Director of Operations	106	mtracy@bgclubcab.org

BOYS & GIRLS CLUB OF CABARRUS COUNTY

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