



**BOYS & GIRLS CLUB**  
OF CABARRUS COUNTY

# **PARENT GUIDE**

# **2022**

Boys & Girls Club of Cabarrus County  
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# SUMMER PROGRAM

## **OUR MISSION**

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

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Updated March 2, 2022. 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**

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### **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**

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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**

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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 by using either the front entrance or bus lot drop-off site. After 9:00am, parents must park and walk their child inside to check in at Club Central. 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**

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<b>7:30am-9:00am</b>	Check-in. Children must report to their designated homeroom upon arrival and see group leader to indicate if they brought their lunch or if they will order lunch provided by the Club. After checking in, children will stay in their homeroom and will be served breakfast until 9:15am.
<b>7:30am-9:15am</b>	Homeroom / Breakfast
<b>9:15am-6:00pm</b>	Children follow an activity schedule
<b>11:45pm-1:45pm</b>	*Lunch
<b>3:45pm-4:30pm</b>	Afternoon snack

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

## **ACTIVITY ROOMS**

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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:

<b>LEARNING CENTER</b>	Equipped with books and reference materials. Often used for educational games and programming.
<b>ACTIVITY ROOM</b>	Used for active, fun activities and entertainment.
<b>GAMES ROOM</b>	Equipped with age appropriate table games, such as ping-pong, pool, air hockey, Legos, blocks and a variety of board games.
<b>GYMNASIUMS</b>	Used for daily structured activities, including soccer, kickball, basketball, and other physical fitness activities.
<b>TECHNOLOGY CENTER</b>	Equipped with computers for fun and educational activities.
<b>ARTS &amp; CRAFTS ROOM</b>	Used for arts & crafts activities.
<b>LIFE SKILLS ROOM</b>	Used for life skills activities such as cooking.
<b>TEEN ROOMS</b>	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**

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### **MORNING DROP-OFF**

Drive-up drop-off is permitted only between 7:30am and 9:00am. Parents may drop-off at either of the two drop-off locations (front entrance or bus lot). 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.

### **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.

### **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.

## **GENERAL POLICIES**

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### **GROUP ASSIGNMENTS**

Children are divided into groups based on grade and most recent school they attended. They rotate around the facility with their group throughout the day. Groups may be assigned a week prior to the start of the program. Please call the Club for your child's assigned group. 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.

### **MEALS**

The Club provides a morning snack and lunch, free of charge, through the USDA Summer Food Service Program. An afternoon snack is also provided through the Second Harvest Food Bank. Children are permitted to bring lunch or snacks 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 9:00am. 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. 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 sun screen 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 sun screen to children.

### **MASKS**

As of 3/2/2022, based on CDC guidelines and the fact that COVID positivity rates have dropped drastically, the Club will follow CCS and KCS schools and make masks optional for children, staff and volunteers. This includes transportation on our buses. If COVID rates increase substantially, we will follow the guidance of the CDC and our County and reevaluate our mask policy.



## **CLUB FIELD TRIPS / CAMP SPENCER**

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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, sun screen, and clothes that a little dirt won't hurt. Parents should apply sun screen 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 sun screen 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**

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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

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### 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

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June 8	Last day of Afterschool Program
June 9-10	Club Closed to prepare for Summer Program
June 13	First day of Summer Program
June 20	Club Closed for Juneteenth
July 4	Club Closed for Independence Day
July 5	Year-Round Afterschool Registration begins (Wolf Meadow Students ONLY)
July 19	First day of school for Wolf Meadow Elementary Year-Round Program
July 21	Afterschool Registration begins Flag Football Registration begins
August 10	Last Day of Summer Program
August 11-12	Club Closed
August 15	First day of Afterschool Program
August 15-26	School Closing Days (Must be registered for 2022-2023 Afterschool Program to attend)
August 29	First day of school (Cabarrus County)

## CONTACT INFORMATION

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NAME	EXT	EMAIL
Club Central	124	<a href="mailto:clubcentral@bgclubcab.org">clubcentral@bgclubcab.org</a>
Front Desk	104	<a href="mailto:frontdesk@bgclubcab.org">frontdesk@bgclubcab.org</a>
Joe Habina, Director of Operations	171	<a href="mailto:jhabina@bgclubcab.org">jhabina@bgclubcab.org</a>
Mark Tracy, Director of Program Development	106	<a href="mailto:mtracy@bgclubcab.org">mtracy@bgclubcab.org</a>

## BOYS & GIRLS CLUB OF CABARRUS COUNTY

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## FOLLOW US ON SOCIAL MEDIA:

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