



BOYS & GIRLS CLUB
OF CABARRUS COUNTY

PARENT GUIDE

2019-2020

Boys & Girls Club of Cabarrus County
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AFTERSCHOOL PROGRAM

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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.



BOYS & GIRLS CLUB
OF CABARRUS COUNTY

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 is used to track the wellbeing of members in Boys & Girls Clubs nationally. Our Club is one of many 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.

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	4-5
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.

2019-2020 AFTERSCHOOL PROGRAM RATES

The following prices are per 10 week period:

Elementary	\$320	Full Rate
	\$180	Reduced Rate
Middle School	\$80	Middle School Rate
High School	\$60	High School Rate

The school year is divided into four 10 week periods. Payments are due on or before the beginning of each 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.

- Program is for children in Kindergarten through 12th Grade.
- Program operates Monday-Friday 2:30pm-7:00pm for Elementary, 4:00pm-7:00pm for Middle School, and 2:00pm-7:00pm for High School.
- Children must be in Kindergarten AND be 5 years old as of August 31, 2019.
- Transportation is provided to the Club from local elementary and middle schools. Transportation is not provided for high school. Please see page 7 for a list of schools.
- Snacks/afternoon dinner is 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, transportation (but not lunch) is provided to the Club (with the exception of High School).
- NO REFUNDS

SCHOOL CLOSING DAYS PROGRAM RATES

The following prices are per school year:

Elementary	\$400	Full Rate
	\$320	Reduced Rate
Middle School	\$320	Middle School Rate
High School	\$160	High School Rate

The Club is open 7:30am to 7:00pm on many days the schools are closed. School Closing Days are included in the cost of the Afterschool Program, or are available as a separate program for those not enrolled in the Afterschool Program. Transportation is not provided on School Closing Days.

- Program operates on selected school closing days from 7:30am-7:00pm.
- See Important Dates on page 12 for school closing day dates.
- Lunch is NOT provided on school closing days, unless otherwise specified.

REGISTRATION INFORMATION

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

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.

2019-2020 PAYMENT DUE DATES

Payment 1	August 14
Payment 2	October 25
Payment 3	January 24
Payment 4	March 26

If 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 the Afterschool Program. **Transportation is NOT provided for high school students.**

Elementary Schools

A.T. Allen Elementary
Beverly Hills Elementary
Charles E Boger Elementary
Coltrane Webb Elementary
Irvin Elementary
Patriots Elementary
R. Brown McAllister Elementary
Rocky River Elementary
Royal Oaks Elementary
Weddington Hills Elementary
Winecoff Elementary
*Wolf Meadow Elementary (Year-Round)

Middle Schools

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. The following guidelines apply:

1. Parent must notify the school of the child's intention to ride the Club bus. The child will be permitted to ride the Club bus starting two days after enrollment.
2. On days 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 wait for those children running late, nor will the Club 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 participate in Club programs, but transportation is only provided from the above schools.

DROP-OFF AND PICK UP PROCEDURES

MORNING DROP-OFF

Child drop off is permitted in the morning on School Closing Days. Parents wishing 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

Child pick-up is at the **Club Central desk on the 2nd floor.** 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 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 Club Central 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

AGE GROUPS

Members are divided into three units. Members may be subdivided into groups based on school and grade. Each unit operates differently as follows:

Junior Unit (Kindergarten through 2nd grade)

Juniors follow an activity schedule under the supervision of Club Staff.

Senior Unit (Grades 3-5)

Seniors have an open choice of activity rooms.

Middle School Unit (Grades 6-8)

Teens have designated activity rooms and may also participate in Senior Unit Activities.

High School Unit (Grades 9-12)

Teens have a designated activity room

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-7:00 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 [facebook.com/bgclubcab](https://www.facebook.com/bgclubcab) or Club website at 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. With the exception of high school students, 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 / DINNER

Each child has an assigned snack / dinner time according to his or her school. Snacks / dinner are provided free of charge each day through the Second Harvest Food Bank Kids' Café Program and the federally funded NCDHHS Child & Adult Care Food Program (CACFP). Children are also welcome to bring their own snacks from home instead. The Club does not provide substitute foods to offset allergies.

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.

ACTIVITY ROOMS

Activity Schedules are posted weekly and activities are scheduled in 30 minute periods. Juniors follow an activity schedule under the supervision of Club staff. Seniors have an open choice of activity rooms. Teens have designated activity rooms and may also participate in Senior activities. Children must stay in selected room until the time period is over. At the end of each period, switch time is called and children 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 and High School students have designated **TEEN ROOMS**, 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 participate. 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). 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.

KEYSTONE CLUB is an opportunity for high school students who wish to participate in service projects for the Club and the community.



**BOYS & GIRLS CLUB
OF CABARRUS COUNTY**

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

www.bgclubcab.org/resources

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247 Spring Street NW

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Updated July 11, 2019. 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.

2019-2020 AFTERSCHOOL PROGRAM QUICK INFO

AFTERSCHOOL PROGRAM RATES (PER QUARTER)	
Full Rate	\$320
*Reduced Rate	\$180
Middle School Rate	\$80
High School Rate	\$40

SCHOOL CLOSING DAYS RATES (PER YEAR)	
Full Rate	\$400
*Reduced Rate	\$320
Middle School Rate	\$320
High School Rate	\$160

IMPORTANT DATES TO REMEMBER	
August 14	Quarter 1 Payment Due
August 15, 16	Club Closed
August 19-23	School Closing Days
August 26	First Day of School
September 2	Closed for Labor Day
September 27	School Closing Day
October 25	Quarter 2 Payment Due
October 28	School Closing Day
November 5	School Closing Day
November 11	Closed for Veterans Day
November 27	School Closing Day
November 28, 29	Closed for Thanksgiving
December 20	School Closing Day
December 23, 24, 25	Closed for Christmas
December 26-27,	School Closing Days
January 1, 2020	Closed for New Year's Holiday
January 2, 3	School Closing Days

IMPORTANT DATES TO REMEMBER (continued)	
January 20	Closed for MLK Day
January 24	Quarter 3 Payment Due
January 27	School Closing Day
February 17	School Closing Day
March 3	School Closing Day
March 18, 19, 20	Closed for Pancake Day
March 26	Quarter 4 Payment Due
March 27	School Closing Day
April 10	Closed for Easter Holiday
April 13-17	School Closing Days
May 5	School Closing Day
May 25	Closed for Memorial Day
June 10	Last Day of Afterschool Program
June 11	Club Closed
June 12	Club Closed
June 15	First Day of Summer Program

CONTACT INFORMATION		MAIN PHONE 704-721 CLUB (2582)
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