



BOYS & GIRLS CLUB
OF CABARRUS COUNTY

PARENT GUIDE

2019-2020

Boys & Girls Club of Cabarrus County
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YEAR-ROUND PROGRAM

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

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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 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.

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.

Behavior	Level of consequence	Behavior	Level of consequence
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 YEAR-ROUND PROGRAM RATES

YEAR-ROUND SUMMER PROGRAM (YRS)

\$310	Year-Round Summer Full Rate (\$160 deposit)
\$220	Year-Round Summer Reduced Rate* (\$120 deposit)

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

\$320	Year Round Afterschool Full Rate
\$180	Year Round Afterschool Reduced Rate*

- YRS operates weekdays from 7:30am-6:30pm.
- YRAS operates weekdays from 2:30pm-7:00pm.
- On days the BGC does not pick up, the Club will not open until 2:30pm 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 6. 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 7:30am to 7:00pm on many days the schools are closed. See page 13 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 11:00am-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 YEAR-ROUND PROGRAM PAYMENT DUE DATES

Summer	May 17
Quarter 1	July 18
Quarter 2	September 20
Quarter 3	December 19
Quarter 4	March 13

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 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 / Teen Unit

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

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" (7:30am-7:00pm) 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 or Club website at bgclubcab.org. If schools should close in the middle of day, the Club will CLOSE for all programs.

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. 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.

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.

SNACKS / DINNER

Each child has an assigned snack time according to his/her school. Snacks 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.

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. 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, 7:30am–6:30pm. Doors will not open before 7:30am. Children must be picked up by 6:30pm. 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

7:30am-8:30am 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 8:30am, to their group's current location.

8:30am-6:30pm Children follow an activity schedule.

9:15am-10:45am *Morning snack

12:45pm-2:15pm *Lunch

4:30pm-6:00pm *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 8:30am.** 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.



**BOYS & GIRLS CLUB
OF CABARRUS COUNTY**

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

www.bgclubcab.org/resources

Boys & Girls Club of Cabarrus County

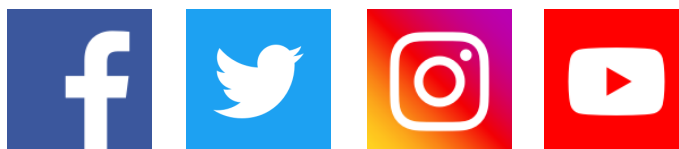
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Updated February 1, 2019. Information is subject to change. Please call the Club or check the website and Facebook pages throughout the year for updated information. Programs have their own registration dates, forms, and fees. Enrollment in one program does not secure enrollment in another program.

2019-2020 YEAR-ROUND PROGRAM QUICK INFO

2019 YEAR-ROUND SUMMER RATES	
Full Rate	\$310 (\$160 deposit required)
*Reduced Rate	\$220 (\$120 deposit required)

2019-20 YEAR-ROUND AFTERSCHOOL RATES (PER QUARTER)	
Full Rate	\$320
*Reduced Rate	\$180

IMPORTANT DATES TO REMEMBER	
February 21	YR Summer Registration Begins
May 17	YR Summer Payment Due
June 13, 14	Club Closed
June 17	First Day of YR Summer Program
July 3	YR Afterschool Registration Begins
July 4	Club Closed
July 18	YRAS Quarter 1 Payment Due
July 22	First Day of YR Afterschool Program
August 15-16	Club Closed
September 2	Closed for Labor Day
September 20	YRAS Quarter 2 Payment Due
September 23-26	Camp Wolfgang-BGC Pickup
September 27	School Closing Day
September 30	No BGC Pickup
October 1-11	No BGC Pickup
November 5	School Closing Day
November 11	Closed for Veterans' Day
November 27	School Closing Day
November 28-29	Closed for Thanksgiving
December 19	YRAS Quarter 3 Payment Due

IMPORTANT DATES TO REMEMBER (Continued)	
December 20	School Closing Day
December 23-25	Closed for Christmas
Dec. 26-27, 30-31	School Closing Days
January 1, 2020	Closed for New Year's Holiday
January 2-3	School Closing Days
January 6-10	No BGC Pickup
January 20	Closed for MLK Holiday
March 13	YRAS Quarter 4 Payment Due
March 16-17	Camp Wolfgang-BGC Pickup
March 18, 19, 20	Closed for Pancake Day
March 23-26	No BGC Pickup
March 27	School Closing Day
April 10	Closed for Good Friday
April 13-17	School Closing Days
May 25	Closed for Memorial Day
June 5	Early Dismissal, Last day of YRAS
June 8-10	No BGC Pickup
June 10	YR Summer Payment Due
June 11, 12	Club Closed
June 15	First day of Summer Program

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