



BOYS & GIRLS CLUB
OF CABARRUS COUNTY

PARENT GUIDE

2020-2021

Boys & Girls Club of Cabarrus County
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SCHOOL YEAR 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

COVID-19 SPECIFIC INFORMATION

It is important to understand that these continue to be uncharted times as we operate during the COVID-19 pandemic. It is possible that based on circumstances and recommendations from the CDC there is the potential that our facility could be closed at any time for multiple days or indefinitely. Parents should expect for there to be times in which groups may be quarantined from the BGC due to members testing positive. Because of this uncertainty, we will not be charging any fees for our program.

The following procedures will be implemented for the upcoming school year. More detailed information and procedures will be distributed on the first day of the program.

LIMITED ENROLLMENT

Enrollment will be limited in order to maintain social distancing measures. There will also be attendance requirements established.

DROP-OFF + PICK-UP

Transportation will not be provided. Elementary youth will be required to arrive between 8:00 and 8:25am and Middle School between 8:30 and 8:55am. Both drop-off and pick-up will occur at the new covered drive-thru area. **Parents will not be allowed to enter the building.** Children are responsible for being in their classrooms so they may start their school's virtual activities on time. If a child is picked up prior to 4:30pm, parents will need to call 704-721-2582 ext. 124 to have their child released. Between 4:30pm and 6:00pm, staff will be outside and will call children as parents arrive. All children must be picked up by 6:00pm.

GROUPING

Children will be divided into groups and will remain in these groups throughout the day and the program overall. It is our intent for groups to avoid contact with other groups. Elementary groups will be no larger than 20. Middle School / High School groups will be no larger than 25.

VIRTUAL SCHOOLWORK + CHROMEBOOKS

We will assist children with logging into their assignments. Children should bring a book bag to carry their school-issued laptop, headset, school supplies, and all personal belongings. **ALL ITEMS SHOULD BE MARKED WITH THE CHILD'S NAME.**

SOCIAL DISTANCING

Every attempt will be made to social distance youth throughout the day. Hand sanitizing stations will be set up throughout the facility. Expanded cleaning and sanitizing measures will be carried out throughout the day and between daily sessions.

TEMPERATURE CHECK + MASKS

Children will receive a temperature and well check before exiting their car. If a child has a temperature of 100.4 degrees or higher or exhibits any symptoms consistent with COVID-19, he or she will not be allowed to attend that day. If this occurs during the day, they will be isolated in a sick room and parents will be required to pick the child up immediately. Children are required to bring their own masks and wear them at all times. Masks will be provided by the Club, if needed.

MEALS

Children will be served a morning snack and a lunch. Meals will be served in designated areas and children will remain in their assigned groups, socially distanced, and separated from other groups.

ASSUMPTION OF THE RISK AND WAIVER OF LIABILITY RELATING TO CORONAVIRUS/COVID-19

Below is a summary of the Waiver you signed at registration. Please keep for your records.

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and has significant person-to-person spread. As a result, federal, state, and local governments and federal and state health agencies have recommended social distancing measures and have, in many locations, required ongoing prohibitions on the congregation of groups of people of various sizes.

Boys & Girls Clubs of Cabarrus County (“Club”) has put in place preventative measures to reduce the spread of COVID-19. These include, but are not limited to, social distancing, wellness monitoring, increased sterilization and required hand-washing. However, the Club cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the Club could increase your risk and your child(ren)’s risk of contracting COVID-19.

I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child (ren) and I may be exposed to or infected by COVID-19 by attending the Club and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Club may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Club employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)’s attendance at the Club or participation in Club programming (“Claims”). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the Club, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Club, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Club 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.
- 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 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.

DROP-OFF AND PICK UP PROCEDURES

MORNING DROP-OFF + TEMPERATURE CHECKS

Drop-off will occur at the new covered drive-thru area. Parents will not be allowed to enter the building. Elementary youth will be required to arrive between 8:00 and 8:25 am and Middle School between 8:30 and 8:55am. Children are responsible for being in their classrooms so they may start their school's virtual activities on time.

Children will receive a temperature and well check prior to exiting their car. If a child has a temperature of 100.4 degrees or higher or exhibits any symptoms consistent with COVID-19, he or she will not be allowed to attend that day. If this occurs during the day, they will be isolated in a sick room and parents will be expected to pick the child up immediately. Children will be required to wear masks. Masks will be provided by the Club, if needed.

CHILD PICK-UP PROCEDURES

Child pick-up is also at the covered drive-thru area. If a child is picked up prior to 4:30pm, parents must call 704-721-2582 ext. 124 to have their child released. Parents will not be allowed to enter the building. Between 4:30pm and 6:00pm, staff will be outside and will call children as parents arrive. All children must be picked up by 6:00pm. For your child's safety, children will not be paged without a parent/driver present.

PICKING UP YOUR CHILD LATE

Official time will be determined by the clock located at the front desk. After closing time, no child will be permitted to leave the building without the child's adult driver 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 will be divided into groups based on school and grade. Each unit operates differently as follows:

Junior Unit (Kindergarten through 2nd grade)

Senior Unit (Grades 3-5)

Middle School Unit (Grades 6-8)

High School Unit (Grades 9-12)

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" 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](#) or [Club website](#). If schools should close in the middle of day, the Club will CLOSE for all programs.

PERSONAL BELONGINGS

Although the Club will take precautions to keep children's belongings safe, we will not take responsibility for lost or stolen items. Children should bring a book bag to carry their school-issued laptop, headset, school supplies, and all personal belongings. **ALL ITEMS SHOULD BE MARKED WITH THE CHILD'S NAME**. Children should not bring any belongings beyond what is needed for the day. Valuables such as cell phones, audio devices, trading cards, handheld games, etc. are prohibited. Cubbies will not be utilized.

MEALS

Each child has an assigned snack / lunch time. Snacks / lunch 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

Activities are scheduled for specific time periods. 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 / STEM	Equipped with books and reference materials. Often used for educational games and programming.
ARTS & CRAFTS	Used for arts & crafts activities.
LIFE SKILLS	Used for life skills activities such as cooking and healthy living.
GAMES ROOM	Equipped with age appropriate table games, such as ping-pong, pool, air hockey, Legos, blocks and a variety of board games.
TECHNOLOGY CENTER	Equipped with technology for learning activities, research and games.
GYMNASIUMS	Used for daily structured activities, including soccer, kickball, basketball, and other physical fitness activities.

Middle school teens (grades 6-8) have access to a designated **MIDDLE SCHOOL ROOM**, outfitted with technology, television, video games, books and board games. High school teens (grades 9-12) have access to the new **TEEN CENTER**, which includes technology, television, video games, and various breakout rooms for studying, meetings and special activities.

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.

THE BOYS & GIRLS CLUB OF CABARRUS COUNTY IS A 21ST CENTURY COMMUNITY LEARNING CENTER!

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 1 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.

21st CCLC Program Components

- Healthy Snack
- K&W Dinner
- Arts Enrichment
- Project Learn
- Character & Leadership
- STEM
- 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 School Year Program Schedule
 - Operating hours for the School Year Program and 21st Century programming are 8:00am-6:00pm.
 - 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 Club Programs*

Fees, Payments and Registration for 21st Century Participants

- 21st Century participants in the Boys & Girls Club School Year 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 School Year 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 into 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



2020-2021 SCHOOL YEAR PROGRAM QUICK INFO

CLUB MAIN PHONE 704-721 CLUB (2582)		
CONTACT NAME	PHONE EXTENSION	EMAIL
Program Desk	Ext. 124	clubcentral@bgclubcab.org
Joe Habina, Director of Operations	Ext. 171	jhabina@bgclubcab.org
Admin Desk / Registration	Ext. 104	frontdesk@bgclubcab.org

ELEMENTARY DROP-OFF	8:00am-8:25am
MIDDLE SCHOOL DROP-OFF	8:30am-8:55am
PICK-UP	No later than 6:00pm

2021 IMPORTANT DATES TO REMEMBER (Dates are subject to change based on Cabarrus County schools calendar. 2021 Summer Program information will be announced at a later date.)	
January 14	End of 2nd 9 Weeks
January 15	Staff Workday-Closed to kids
January 18	Closed for Martin Luther King Holiday
February 15	Staff Workday-Closed to kids
March 25	End of 3rd 9 Weeks
March 26	Staff Workday-Closed to kids
April 2	Closed for Good Friday Holiday
April 5-9	Staff Workdays-Closed to kids
May 31	Closed for Memorial Day Holiday
June 3	End of 4th 9 Weeks
June 4	Staff Workday-Closed to kids
TBD	Beginning of Summer Program

"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 January 6, 2021. 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.

Boys & Girls Club of Cabarrus County
 247 Spring Street NW
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Mailing address: PO Box 1405 Concord, NC 28026

Follow us on social media:

