



**BOYS & GIRLS CLUB**  
OF CABARRUS COUNTY

# **PARENT GUIDE**

## **2023-2024**

Boys & Girls Club of Cabarrus County  
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# **AFTERSCHOOL PROGRAMS**

## TABLE OF CONTENTS

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OUR MISSION .....	3
PARENT CODE OF CONDUCT/CLUB HOURS/FEES .....	3
PARENTAL GUIDELINES AND CONSENTS.....	4
YOUTH DISCIPLINE POLICY.....	5
SCHOOL CLOSING DAYS / DROP-OFF & PICK-UP .....	6
BUS TRANSPORTATION.....	7
THE CLUB TEEN CENTER.....	8
GENERAL POLICIES.....	9
ACTIVITY ROOMS / SPECIAL PROGRAMS.....	10
YEAR-ROUND PROGRAM (WOLF MEADOW ELEMENTARY).....	11
21ST CENTURY COMMUNITY LEARNING	
CENTER INFORMATION (21ST CCLC).....	12-13
IMPORTANT DATES / CONTACT INFORMATION.....	14

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Updated January 22, 2024. Information is subject to change. Please call the Club or check our 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.

## **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.

## **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.

## **AFTERSCHOOL HOURS OF OPERATION**

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The Club is open Monday-Friday 11:00am–7:00pm. Children can only be dropped off as follows:

Wolf Meadow Elementary: 2:30pm-7:00pm	Other Elementary: 3:30pm-7:00pm
High School: 2:30pm-7:00pm	Middle School: 4:30pm-7:00pm

Children must be picked up by 7:00pm. Neglecting these operating hours may result in your child being suspended from the program.

**Please refer to the Important Dates section for closings and holidays.**

## **FEES**

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The school year is divided into four 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 of Free/Reduced lunch is required at time of registration to receive reduced rate. See Important Dates section for payment dates.

Full Rate: \$350 per quarter	Middle School Rate: \$100 per quarter
Reduced Rate: \$200 per quarter	High School Rate: \$40 per quarter (no fees 2023-24)

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; 16-20 business days late \$40\*

\*If payment is not made after 20 days, child will be removed from program. Late fees will remain on child's account and must be paid in full before re-enrolling in any Club program.

## **PARENTAL GUIDELINES AND CONSENTS**

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As part of the registration process, parents agree to the following:

### **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.
- 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.

# 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.

## **SCHOOL CLOSING DAYS**

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The Club is open 7:30am to 7:00pm on many days the schools are closed. School Closing Days are included at no additional cost. Lunch is provided on School Closing Days at no additional cost. Transportation is not provided on School Closing Days. **Please refer to the Important Dates section for a list of School Closing Days.**

## **DROP-OFF AND PICK-UP**

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### **MORNING ARRIVAL (SCHOOL CLOSING DAYS ONLY)**

Children may arrive anytime after 7:30am and must be picked up by 7:00pm. Drive-up drop-off is permitted only between 7:30am and 9:00am. Parents wishing to drop their kids off will keep right and pull to the covered drop-off area. Kids must exit from the right side of the car and will enter the building unescorted. **Cars are not allowed to park in the drop-off lane.** 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. Cars must be parked in designated spots and obey all parking and driving laws. Phone-in requests to have a child paged will not be permitted. Children are not permitted to wait outside the building at any time.

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

### **PICKING UP YOUR CHILD LATE**

Official time will be determined by the clock located at Club Central. After closing time, no child will be permitted to leave the building without the child's adult driver receiving and signing documentation that he / she was late for pick-up. This is considered a late pick-up warning.

A one-day suspension from the Club will result for the child upon the following conditions:

1. The driver refusing to sign the late pick-up documentation.
2. Late pick-up three times within 20-minutes of closing time within a 90 day period.
3. Late pick-up two times over 20-minutes after closing time within a 90 day period.
4. Late pick-up over 30 minutes after closing time on any given day.
5. Late pick-up 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. While making a phone call to the Club to tell staff you will be late is appreciated, it will not exempt you from the stipulations listed above.

## **BUS TRANSPORTATION**

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Transportation from the following area elementary, middle, and high schools is provided for children registered in the Afterschool Program.

### **Elementary Schools**

A.T. Allen Elementary  
Beverly Hills Elementary  
Carver Elementary (KCS)  
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  
Roberta Road Middle School  
Winkler Middle School

### **High Schools**

Central Cabarrus High School  
Concord High School  
Northwest Cabarrus High School  
West Cabarrus High 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.

Non-bus riders may be dropped off between the following hours only:

Wolf Meadow Elementary: 2:30pm-7:00pm  
High School: 2:30pm-7:00pm  
Other Elementary: 3:30pm-7:00pm  
Middle School: 4:30pm-7:00pm

## **THE CLUB TEEN CENTER**

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

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

### **CHECK-IN / CHECK-OUT**

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



## **GENERAL POLICIES**

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### **AGE GROUPS**

Members are divided into age groups based on grade levels. All groups follow an activity schedule under the supervision of Club Staff.

### **INCLEMENT WEATHER**

The Club generally follows the decisions of Cabarrus County Schools on days of inclement weather. However, on days 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. A decision will be made as early as possible and a message will be left on our voicemail at 704-721-CLUB, ext. 2. Information will also be posted on our Facebook page ([facebook.com/bgclubcab](https://facebook.com/bgclubcab)) and Club website ([www.bgclubcab.org](http://www.bgclubcab.org)). If schools close in the middle of day, the Club will be closed.

### **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 / 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 to a child only with the written consent of the parent. It is the child's responsibility to remember when he / she is to take the medication. Club 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**

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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 computers, tvs, video games, books & board games.

## **SPECIAL PROGRAMS**

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**POWER HOUR HOMEWORK CLUB\*** helps Club members achieve academic success by providing homework help, tutoring and high-yield learning activities and encouraging members to become self-directed learners.

**PROJECT LEARN** reinforces the academic enrichment and school engagement of young people during the time they spend at the Club.

**HEALTHY HABITS** emphasizes good nutrition, regular physical activity and improved overall well-being.

**SMART MOVES\*** is a prevention and education program addressing problems such as drug and alcohol use and premature sexual activity.

**KEYSTONE CLUB** is an opportunity for high school students enrolled in the Afterschool Program to participate in service projects for the Club and the community.

\*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.

## **YEAR-ROUND PROGRAM (YRP)**

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The Year-Round Program is for students who attend Wolf Meadow Elementary School. This program operates in conjunction with the Afterschool and Summer Programs and follows the Cabarrus County Schools balanced calendar.

The Club provides transportation from Wolf Meadow during Camp Wolfgang only on specified dates (see below).

The Club does not provide transportation during Intercession. Kids may still attend, but can not arrive before 2:30pm. Parent/driver must park in a designated parking spot and walk the child inside to check in at Club Central.

## **YEAR-ROUND PROGRAM IMPORTANT DATES**

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(see page 13 for Afterschool Program dates)

July 18	First day of Year-Round Program
July 31-August 9	Club Closed
August 10	First day of BGC pickup for new members
September 4	Closed for Labor Day
<b>September 20</b>	<b>End of 1st Quarter - 2nd Quarter Payment Due</b>
September 21-22	Year-Round teacher work days - no drop off before 2:30pm
September 25-28	Intercession/Camp Wolfgang - BCG pickup
September 29	Intercession - Club open 2:30pm-7:00pm - no transportation provided
October 2-12	Intercession - Club open 2:30pm-7:00pm - no transportation provided
October 9	School Closing Day - Club open 7:30am-7:00pm
October 13	Teacher work day - no drop off before 2:30pm
October 27	Early Dismissal - BGC pickup
November 7	School Closing Day - Club open 7:30am-7:00pm
November 10	Closed for Veterans Day
November 22	School Closing Day - Club open 7:30am-7:00pm
November 23-24	Closed for Thanksgiving
<b>December 15</b>	<b>End of 2nd Quarter - 3rd Quarter Payment Due</b>
December 18-22	School Closing Days - Club open 7:30am-7:00pm
December 25-27	Closed for Christmas
December 28-29	Club Closed
January 1, 2024	Closed for New Year's Holiday
January 2	Club Closed
January 3-5	Year-Round teacher work days - no drop off before 2:30pm
January 15	Closed for MLK Holiday
February 9	Early Dismissal - BGC pickup
<b>March 1</b>	<b>End of 3rd Quarter - 4th Quarter Payment Due</b>
March 4-8	School Closing Days - Club open 7:30am-7:00pm
March 11-15	Intercession - Club open 2:30pm-7:00pm - no transportation provided
March 18	School Closing Day - Club open 7:30am-7:00pm
March 18-19	Intercession/Camp Wolfgang - BCG pickup
March 20-22	Closed for Pancake Day
March 29	Closed for Good Friday Holiday
April 1	School Closing Day - Club open 7:30am-7:00pm
April 26	Early Dismissal - BGC pickup
<b>May 22</b>	<b>Last day of Year-Round Program***</b>
May 23-31	Club Closed
June 3	First Day of Summer Program***

\*\*\*There will be no BGC programs for Wolf Meadow kids May 23-June 5. Kids registered for the 2024 Summer Program can begin June 6.

## **21ST CENTURY COMMUNITY LEARNING CENTER**

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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 (DPI) 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.

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

G.W. Carver Elementary  
Irvin Elementary  
Rocky River 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 instruction
- 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 operates in alignment with the Boys & Girls Club Afterschool schedule
  - Operating hours for the Afterschool Program and 21st Century programming are 2:30–7 pm
  - The 21st Century program only operates 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, Juneteenth, 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.*



## AFTERSCHOOL PROGRAM IMPORTANT DATES

(see page 11 for Year-Round Program dates)

July 31-August 9	Club Closed
August 10	First day of Afterschool Program
September 4	Closed for Labor Day
September 25	School Closing Day - Club open 7:30am-7:00pm
October 6	End of 1st Quarter - 2nd Quarter Payment Due
October 9	School Closing Day
October 27	Early Dismissal - BGC pickup
November 7	School Closing Day - Club open 7:30am-7:00pm
November 10	Closed for Veterans Day
November 22	School Closing Day - Club open 7:30am-7:00pm
November 23-24	Closed for Thanksgiving
December 11-15	High School Early Dismissal - BGC pickup
December 15	End of 2nd Quarter - 3rd Quarter Payment Due
December 18-22	School Closing Days - Club open 7:30am-7:00pm
December 25-27	Closed for Christmas
December 28-29	Club Closed
January 1, 2024	Closed for New Year's Holiday
January 2	Club Closed
January 15	Closed for MLK Holiday
January 16	School Closing Day - Club open 7:30am-7:00pm
February 9	Early Dismissal - BGC pickup
February 19	School Closing Day - Club open 7:30am-7:00pm
March 4-8	School Closing Days - Club open 7:30am-7:00pm
March 15	End of 3rd Quarter - 4th Quarter Payment Due
March 18	School Closing Day - Club open 7:30am-7:00pm
March 20-22	Closed for Pancake Day
March 29	Closed for Good Friday Holiday
April 1	School Closing Day - Club open 7:30am-7:00pm
April 19	Early Dismissal - BGC pickup
May 16-22	High School Early Dismissal - BGC pickup
May 22	Last day of Afterschool Program
May 23-31	Club Closed
June 3	First Day of Summer Program

\*\*\*Additional early release days for Irvin, Rocky River, Royal Oaks, and Winecoff Elementary (12pm) and Concord Middle School (1pm) will be held on 8/30/23, 9/13/23, 1/31/24. BGC will pick up on these days.

Based on the 2023-2024 Cabarrus County Schools Academic Calendar. Subject to change.

## CONTACT INFORMATION

704-721-CLUB (2582)

<u>NAME</u>	<u>EXTENSION</u>	<u>EMAIL</u>
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### BOYS & GIRLS CLUB OF CABARRUS COUNTY

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WEBSITE: [www.bgclubcab.org](http://www.bgclubcab.org)

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