

PARENT GUIDE 2022-2023

Boys & Girls Club of Cabarrus County 247 Spring St NW Concord, NC 28025

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Updated July 19, 2022. 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

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

COVID STATEMENT

The Boys & Girls Club of Cabarrus County will continue to follow recommendations from the Center for Disease Control and Prevention (CDC) and the NC Department of Health and Human Services (NCDHHS). When appropriate, we will follow procedures implemented by the Cabarrus County School System in order to provide consistency for children. Guidelines are updated regularly in response to community conditions and research findings. Therefore, Club policies and procedures included in this handbook are subject to change at any time during the school year as the Club continues to follow the aforementioned recommendations. We will provide information through social media, as well as emails to participants, prior to the beginning of the school year detailing our pandemic protocols and procedures.

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.

FEES

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 of F/R lunch, NC HealthChoice or Medicaid is required at time of registration to receive reduced rate. See Important Dates section for payment dates.

Full Rate: \$320 per quarter	Middle School Rate: \$80 per quarter
Reduced Rate: \$180 per quarter	High School Rate: \$40 per quarter (no fees 2022-23)

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

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.

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	<u>Consequence</u>	Behavior Level of Cons	sequence
Possessing weapons Drug, alcohol, tobacco possessio Sexual harassment Fighting Lewd conduct Stealing Disrespect to Staff Communicating threats Destruction of Club property Leaving Club property Cursing Bullying* Major physicality (i.e. pushing, hir	1 to 2 1 to 2 1 to 3 1 to 5 1 to 5 1 to 5 1 to 5 2 to 3 2 to 3 2 to 3	Bus-specific misbehaviors Bathroom misbehaviors Possessing a cell phone Dress code violation Minor physicality (i.e. playful contact) Insubordination Not following directions Picking/name calling Horse playing Eating, drinking in undesignated areas Loitering in halls, restrooms Running in undesignated areas	2 to 5 2 to 5 3 3 to 4 3 to 5 3 to 5 3 to 5 4 to 5 4 to 5 4 to 5

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.

AFTERSCHOOL HOURS OF OPERATION

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 High School: 2:30pm-7:00pm Other Elementary: 3:30pm-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.

SCHOOL CLOSING DAYS

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

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. Phone-in requests to have a child paged will not be permitted. Children are not permitted to wait outside the building at any time.

PICKING UP YOUR CHILD LATE

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

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

- 1. The driver refusing to sign the late pick-up documentation.
- 2. 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

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 at this time.

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 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

GENERAL POLICIES

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) and Club website (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.

MASK POLICY

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

ACTIVITY ROOMS

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:

LEARNING CENTER	Equipped with books and reference materials. Often used for educational games and programming.
ACTIVITY ROOM	Used for active, fun activities and entertainment.
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.
TECHNOLOGY CENTER	Equipped with computers for fun and educational activities.
ARTS & CRAFTS ROOM	Used for arts & crafts activities.
LIFE SKILLS ROOM	Used for life skills activities such as cooking.
TEEN ROOMS	All Teen Rooms are equipped with computers, tvs, video games, books & board games.

SPECIAL PROGRAMS

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)

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

(see page 13 for Afterschool Program dates)

April 28Early Dismissal - BGC pickupMay 29Closed for Memorial DayJune 7Last day of Year-Round Program - Early Dismissal - BGC pickupJune 8-9Club Closed	June 7	 School Closing Days - Club open 7:30am-7:00pm Closed for New Year's Holiday School Closing Day - Club open 7:30am-7:00pm Intercession - Club open 2:30pm-7:00pm - no transportation provided Closed for MLK Holiday Early Dismissal - BGC pickup School Closing Day - Club open 7:30am-7:00pm Students can be dropped off no earlier than 2:30pm End of 3rd Quarter - 4th Quarter Payment Due Closed for Pancake Day School Closing Day - Club open 7:30am-7:00pm Intercession - Club open 2:30pm-7:00pm - no transportation provided Camp Wolfgang - BGC pick-up Closed for Easter Holiday Spring Break - School Closing Days - Club open 7:30am-7:00pm Early Dismissal - BGC pickup Closed for Memorial Day Last day of Year-Round Program - Early Dismissal - BGC pickup
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21ST CENTURY COMMUNITY LEARNING CENTER

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 Royal Oaks Elementary** Weddington Hills Elementary Winecoff Elementary Wolf Meadow Elementary **Concord Middle** C.C. Griffin Middle Northwest Cabarrus Middle

21st CCLC Program Components

- Healthy Snack
- K&W Dinner
- Arts Enrichment
- Project Learn
- Character & Leadership
- STEM
- Social and Emotional Learning instruction
- 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 Afterschool schedule
 - Operating hours for the Afterschool Program and 21st Century programming are 2:30–7 pm
 - The 21st Century program will only operate on days in which the Boys & Girls Club of Cabarrus County is open to the public
 - Any Club-scheduled holidays also pertain to the 21st Century Program, i.e., New Year's Day, Pancake Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day
 - Please refer to the Club Calendar for specific closings during the Afterschool and Summer Programs

FEES, PAYMENTS AND REGISTRATION FOR 21ST CENTURY PARTICIPANTS

- <u>21st Century participants in the Boys & Girls Club Afterschool Program do not pay or</u> <u>make payments while enrolled in the 21st Century Program</u>
- 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 10 for Year-Round Program dates)

August 15-26School Closing Days - Club open 7:30am-7:00pmAugust 29First day of Afterschool ProgramSeptember 5Closed for Labor DaySeptember 26School Closing Day - Club open 7:30am-7:00pmOctober 28End of 1st Quarter - Early Dismissal - 2nd Quarter Payment DueNovember 7-8School Closing Day - Club open 7:30am-7:00pmNovember 11Closed for Veterans DayNovember 23School Closing Day - Club open 7:30am-7:00pmNovember 24-25Closed for ThanksgivingDecember 23, 26-27Closed for ChristmasDecember 28-30School Closing Day - Club open 7:30am-7:00pmJanuary 2, 2023Closed for New Year's HolidayJanuary 3School Closing Day - Club open 7:30am-7:00pmJanuary 13, 17-20Early Dismissal - High SchoolJanuary 20End of 2nd Quarter - 3rd Quarter Payment DueJanuary 23School Closing Day - Club open 7:30am-7:00pmFebruary 10Early DismissalFebruary 20School Closing Day - Club open 7:30am-7:00pmMarch 15-17Closed for MLK HolidayMarch 24End of 3rd Quarter - 3rd Quarter Payment DueMarch 27School Closing Day - Club open 7:30am-7:00pmMarch 124End of 3rd Quarter - 4th Quarter Payment DueMarch 27School Closing Day - Club open 7:30am-7:00pmApril 7Closed for Pancake DayMarch 28Early DismissalMay 8School Closing Day - Club open 7:30am-7:00pmApril 7Closed for Easter HolidayApril 7Closed for Easter Holiday	ust 29 tember 5 tember 26 ober 28 rember 7-8 rember 11 rember 23 rember 24-25 ember 23, 26-27 ember 23, 26-27 ember 28-30 Jary 2, 2023 Jary 3 Jary 13, 17-20 Jary 16 Jary 20 Jary 23 ruary 10 ruary 20 ch 15-17 ch 24 ch 27 il 7 il 10-14 il 28 (8 (29 e 2, 5-7 e 7	September 5Closed for Labor DaySeptember 26School Closing Day - Club open 7:30am-7:00pmOctober 28End of 1st Quarter - Early Dismissal - 2nd Quarter PayNovember 7-8School Closing Days - Club open 7:30am-7:00pmNovember 11Closed for Veterans DayNovember 23School Closing Day - Club open 7:30am-7:00pmNovember 24-25Closed for ThanksgivingDecember 21.22School Closing Days - Club open 7:30am-7:00pmDecember 23, 26-27Closed for ChristmasDecember 28-30School Closing Days - Club open 7:30am-7:00pmJanuary 2, 2023Closed for New Year's HolidayJanuary 3School Closing Day - Club open 7:30am-7:00pmJanuary 13, 17-20Early Dismissal - High SchoolJanuary 20End of 2nd Quarter - 3rd Quarter Payment DueJanuary 20End of 2nd Quarter - 3rd Quarter Payment DueJanuary 20School Closing Day - Club open 7:30am-7:00pmFebruary 10Early DismissalFebruary 20School Closing Day - Club open 7:30am-7:00pmMarch 15-17Closed for Pancake DayMarch 24End of 3rd Quarter - 4th Quarter Payment DueMarch 27School Closing Day - Club open 7:30am-7:00pmApril 7Closed for Easter HolidayApril 28Early DismissalMay 8School Closing Day - Club open 7:30am-7:00pmMay 8School Closing Day - Cl	yment Due
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***Additional early release days for Irvin, Rocky River, Royal Oaks, and Winecoff Elementary (12pm) and Concord Middle School (1pm) will be held on 10/11/22, 2/14/23, 3/14/23. BGC will pick up on these days.

Based on the 2022-2023 Cabarrus County Schools Academic Calendar. Subject to change.

CONTACT INFORMATION

NAME	EXTENSION	<u>EMAIL</u>
Club Central	124	<u>clubcentral@bgclubcab.org</u>
Front Desk	104	<u>frontdesk@bgclubcab.org</u>
Joe Habina, Director of Operations	171	j <u>habina@bgclubcab.org</u>

BOYS & GIRLS CLUB OF CABARRUS COUNTY

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