Parent Packet

**Summer 2016**



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**Welcome to Boys & Girls Clubs of Utah County!**

**“Great Futures Start Here!”** The Boys & Girls Club Program keeps kids safe, provides a valuable service for single and dual working parents, supports public education initiatives, provides volunteer opportunities for local community members and university students, and offers a **“Positive Place for Kids.”**

**Mission Statement**

The mission of Boys & Girls Clubs of Utah County is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens and leaders.

**Parental Involvement**

At the Club, we believe that we can best meet the needs of our individual members by teaming up as parents and staff. For this reason, we are dedicated to regular and meaningful communication between parents and staff.

Each month you can pick up a calendar. Please refer to this calendar frequently, as it will keep you up to date on the latest happenings at the Club. We also hope that you will talk to your child’s staff member when you pick up your child each day. In addition, we encourage you to contact your child’s staff at any time throughout the program with any concerns you may have regarding your child. If you have any concerns regarding your child’s staff member, we ask that you discuss them with the Directors and they will handle the situation appropriately.

When you enroll your child at Boys & Girls Clubs of Utah County, you are required to complete a registration form containing your contact information. This information is necessary not only in case of an emergency, but also to inform you of events at the Club. If your contact changes at any time, please let us know as soon as possible.

**Club Rules and Policies**

**Boys & Girls Club Rules**

1. Respect Club members, staff, and property.
2. Keep your hands, feet, and body to yourself.
3. Use appropriate language.
4. Follow directions of Club staff.
5. Have fun!

**Dress Code**

Any youth violating the dress code may be sent home.

* No spaghetti straps
* No midriff shirts
* No negative messages on t-shirts
* No gang attire

**Bathroom Accident Policy**

If your child is prone to having bathroom accidents, a set of clean clothes should be brought to the Club to be kept in case of an accident. If a child has an accident and the Club does not have a clean change of clothes for that child, the parent will be contacted and the child must be taken home to change within one hour.

Staff members will not help a child change out of soiled clothing; either the child must change by him/herself, or a sibling may be asked to assist. If the child cannot change by him/herself, a parent will be contacted to assist in cleaning up and changing the child’s clothes.

**Money and Personal Property**

Boys & Girls Clubs of Utah County is not responsible for lost or stolen items. We recommend that youth leave all money, games, cell phones, toys, etc. at home.

**Medication Policy**

We can only administer prescription medicines that are:

1. In an original and properly-labeled prescription bottle
2. Accompanied by a Medication Release form signed by the child’s physician.
3. Brought to the Club by a parent. We cannot legally have a student transport medicines to and from the Club.

\*\*Over-the-counter medicines can only be administered with a note from the doctor and with the medication in the original package.

**Attendance Policy**

Attendance is **not** mandatory. There is no set time within Club hours that a member must be dropped off; however, parents should be aware of the fieldtrip schedule so that no child is dropped off after the field trip departure. As soon as a member arrives, they will be added to the roll. Once a member is checked in, they are not allowed to leave unless someone on the authorized pickup list has checked them out. If a member is authorized for self-checkout, he or she may leave at any time, but must check out with a staff member before leaving.

**Pick-up Policy**

For the safety of your child, you must follow these rules:

1. You must come **into** the Club and show the staff member a picture ID card when you pick up your child **each time**. Once Club staff is well-acquainted with you, they will let you know that you no longer need to show ID. Until staff let you know, you must continue to show ID every time you check out your child.
2. We will only release your child to people who are on the “Authorized Pick up List” you filled out during registration. Please notify us if you would like to add a name to the list. Those people on your list must also show us a picture ID when picking up your children.
3. Please be on time when picking your children up. A late fee will be charged if you are late picking up your child (see fee list below). Students may not return to the program until the late fee has been paid.

Parents must have an emergency pick-up plan (i.e., a neighbor or friend to pick up their children). It is understood that conditions are sometimes beyond one’s control (inclement weather, traffic, etc.), so if these conditions arise, it is imperative that parents notify the staff as soon as possible and put their emergency plan into effect.

Staff will remain with the students until one hour after close. If BGC staff have not been contacted by that time and the parents or the emergency contact cannot be reached by phone, the student may be released to the local police department. Continued late pick-up will result in dismissal from the program.

**Late pick-up Fees**

* 0-5 minutes late: no cost
* 5-10 minutes late: $5.00
* 11-15 minutes late: $10.00
* 16-20 minutes late: $15.00
* 21-30 minutes late: $20.00
* Every ten minutes after that adds $20.00

**Discipline Policies**

At Boys & Girls Clubs of Utah County, we believe that praise does more to change a child’s behavior than punishment ever can. If a child becomes disruptive, our first action is to inform the child how he or she is breaking the rule and we explain why the rule is in place and who is hurt when we do not abide by it. In most cases, this is enough to change the child’s behavior since children are usually unaware that their behavior is causing a problem. If a child becomes continually disruptive, we will follow the procedures outlined below, as well as follow the protocols in our Guidance Matrix.

1. Should inappropriate behavior occur, the concern will be discussed with the child, and a written warning will be given.
2. Should inappropriate behavior continue, a second warning will be given and the parents will be notified.
3. Should inappropriate behavior still continue, a third warning will be given and the child will be suspended.
4. Continued behavioral problems may result in permanent dismissal.

***Please note:***

*\*Refunds will not be given for suspensions.*

*\*Parents may set up an appointment with the program director to discuss individual needs and concerns.*

**Health and Safety**

***What should I do if my child is sick?***

A student may not attend any BGC program with any type of communicable disease, including any of the following symptoms:

* Fever over 100
* Severe cold
* Discolored nasal discharge
* Diarrhea
* Sore throat
* Inflamed or watery eyes
* Undiagnosed rash
* Vomiting

Parents and/or emergency contacts will be called to pick up their children if children come with, or develop, any of these symptoms during the day.

**Head Lice Policy**

If a member is found to have nits, or lice, the member will be sent home and will not be allowed to return to the Club until the child has been treated and one week has passed since treatment.

**Emergency Care**

When the staff deems that emergency medical attention is needed, they will call 911 and then make every effort to contact the parent or the emergency contact. After 911 has been called, it is up to the paramedics to decide on the appropriate action and medical care facility. The parent will be responsible for all medical costs.

**Field Trips**

Field Trips are available to all members who are enrolled in the Club programs. Field trips are not mandatory and a child may stay back at the Clubhouse if he/she wishes. We also encourage parents to come on any of our field trip days with us (if your schedule permits). The field trips will be a lot of fun!

**Parent/Student Grievance Policy**

In the event that you or your child feels that any of these policies have been administered incorrectly or unfairly or that one of you has a problem with the program or staff in any way, either of you may make a formal complaint as part of our grievance policy. We ask that you talk with the child’s immediate staff member first. If the issue remains unresolved or if that staff member is unavailable, you may then discuss the issue with the Site Director, and the Executive Director, respectively.

**Pricing**

Summer programming costs $100 for the summer. The first half of payment is due upon registration. The second half of payment is due by June 30. A child may not attend programming unless the registration fee has been paid. The Club accepts cash, check, and credit cards. Childcare subsidy is also accepted, but it takes a few days to process, so make sure to tell the Site Director that you would like to pay through subsidy at least a few days before the payment due date.

**Additional Details**

* Summer programming is from June 6 to August 15, 2016.
* Breakfast is served from 8:30am–9:15am
* Lunch is served from 12pm–1pm
* Snack is served from 3pm–3:30pm
* Refunds are not available to children who are absent from their scheduled time.
* State assistance is accepted for program fees. Contact Site Supervisor for more details.
* All fees must be paid prior to service. Payment plans may be arranged in advance.
* There will be no Boys & Girls Club on July 4th or July 22nd.

**Frequently Asked Questions**

**How can I pay?**

You can pay by check, cash, credit card, or though state assistance (if you qualify). Payment can be made at the Clubhouse.

**When is payment due?**

The first half of summer payment is due at registration. The second half ($50) is due by June 30th.

**Can I just pay for the days my child comes?**

No. If you register for the summer, you register for the whole summer.

**What if I can’t pick up my child on any given day?**

When filling out the registration form, there is a place for you to list authorized pick-ups. Please include as many people as you can on that list so that if you can’t pick up your child, someone else on the list can. We cannot release a child to anyone that is not on that pick-up list.

**What does my child need to bring to the Club?**

On the days that we’re doing outside field trips, we ask that your child bring a water bottle and sunscreen, but these are not required. We ask that they **don’t** bring any electronic devices, including cell phones, since they are distracting and are easily stolen.