

GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS
OF THE COASTAL BEND**

2020-2021

***Parent Handbook for Traditional Club Site
and School Site Afterschool Care***

The purpose of this information/handbook:

To optimize every child's experience at the Boys & Girls Clubs of the Coastal Bend by engaging parents as partners in positive youth development.

Welcome to the Boys & Girls Clubs of the Coastal Bend!

Dear Parents;

The Boys & Girls Clubs of the Coastal Bend look forward to an exciting and dynamic after-school/summer program by providing quality programs designed to enrich the social and academic development of your child. It is with a spirit of service and enthusiasm that we engage participants in high quality programming.

Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. In addition, we understand that an important component of the service we provide is to create a safe environment that makes parents feel confident and comfortable that their children are well cared for in a fun and nurturing atmosphere.

Our organization seeks to exceed your expectations of our program in every way. Parents are encouraged to learn more about our programs and take time to know the staff members at your child's site. In working together as partners, we will be better able to make a lasting, positive impact on your child.

Sincerely,

Kim Barrientos
CEO, Boys & Girls Clubs of the Coastal Bend

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Welcome

We are excited about your involvement with the Boys & Girls Clubs of the Coastal Bend! We would like to take this opportunity to thank you for choosing our program and the opportunity to work with you and your family. In order for our staff to better serve you and your family, it is important that you understand a few things about our program.

In order for your child to become a member at one of our Boys & Girls Clubs you will need to complete the Member Registration/Parent Information Packet and return the forms to one of our Boys & Girls Club Units with the Membership Application and Fee. Membership dues, in limited cases, may be transferable but not refundable.

The Boys & Girls Clubs of the Coastal Bend's program has adopted standards of care. At a minimum, these standards must include staff ratios, staff trainings, health and safety standards and mechanisms for monitoring and enforcing these standards. To achieve this goal, it is important to note that these may be subject to change at any time. When changes are made, a parent memo will be sent out and parents will be asked to sign and follow the new process, policy, or procedure.

Due to COVID-19 The Boys & Girls Clubs of the Coastal Bend have put a hold on all fieldtrips until such time as social distancing policies have been lifted.

2020 Modified COVID-19 Operations

Following the Coronavirus disease (COVID-19) outbreak, it's important that you know Boys & Girls Clubs of the Coastal Bend (BGCCB) will do everything possible to keep your child and our staff protected from its spread. We will be implementing a 1-10 employee/club member ratio as well as adhering to CDC, state, county, and city guidelines. We are also closely monitoring reports from the Centers for Disease Control and Prevention (CDC) and our local health department for all updated information.

We will begin our daily health screenings as children arrive. Temperature screenings and a general health questionnaire will be conducted prior to any individual entering. Parents will **NOT** be allowed to enter the facility. If any child has been exposed to anyone who has tested positive for COVID-19, they will not be able to participate until after the state mandated quarantine time has passed.

If your child(ren) test positive for COVID-19, please report that information to the Club as soon as possible so measures for safety and quarantine can take place.

All members and staff will be required to wear a face covering throughout the afternoon. It is the responsibility of the family to make sure masks are provided and laundered on a regular basis. If a child shows up at the Club without their mask, they will be given a disposable one for that day.

For safety reasons parents will not be allowed inside the Club and must wait outside for drop off or pick up. If at an afterschool site, a BGCCB staff will be set up outside or at the door and radio in the name of the child(ren) that is being picked up. ID must be shown. If pick up is at the traditional club site, parents can ring the bell and we will send the child(ren) out to the parent. *For the safety of your family we suggest those over the age of 65 or anyone who is at high risk if contracting COVID-19 to refrain from picking up or dropping off child(ren) if possible.*

It is vital for parents and guardians to be responsible for keeping your child at home if they are experiencing any symptoms of illness. If a child is brought and has a temperature of over 100 degrees that child will not be allowed to stay.

Every staff and club member will have their temperature taken throughout the day. **If your child is screened and exhibits any symptoms of illness during the day, your child will be quarantined on site and will need to be picked up immediately after parent is notified.**

****Please note: you will have 1 hour to pick up your child after notification. If you fail to pick up your child within that time frame, you automatically forfeit your child's place in our afterschool program and no refunds will be given****

BGCCB will be practicing a 1-10 employee/club member ratio ensuring that your child is well cared for. We will also be practicing proper hand washing every hour and children will not be sharing any supplies.

As a reminder, BGCCB recommend these preventive actions every family should take to prevent exposure to COVID-19 while at home and in public. Please take note that your actions will directly impact all staff and club members attending our club. Please practice the following:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Stay home when you are sick.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

Children should engage in usual preventive actions to avoid infection, including cleaning hands often using soap and water or alcohol-based hand sanitizer, avoiding people who are sick, staying up to date on vaccinations, and wearing masks while at our club and in public.

Staff Covid-19 Safety Policies and Procedures

Staff Health Screening Policies.

All staff will be required to answer health screening questions and have their temperature checked every day before entering the facility. Before entering all staff must sanitize their hands and wear a mask.

- Any employee who has any of the following new or worsening signs or symptoms will be sent home:
Cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater or equal to 100 degrees, known close contact with a person who is lab confirmed to have COVID-19.
- Employees with new or worsening signs or symptoms listed above may not return to work until:

- In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 14 days have passed *since symptoms first appeared*; or
 - In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
 - If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- Any employee with known close contact to a person who is lab-confirmed to have COVID-19 will not be permitted to return to work until the end of the 14 day self-quarantine period from the last date of exposure. If staff members believe they have had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19.

Social Distance Strategies.

Employees must use preparedness strategies and social distancing strategies:

- Masks will be worn at all times by employees and members with the exception of meal times.
- Employees need to attempt to maintain at least 6 feet of separation from other individuals when at all possible. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Employees will remain in the same room with the same group each day and will be with an assigned group of a maximum of 10 members. Rotating between activities will be at a minimum to limit contact with other groups. Staff assigned to each room will be

responsible for not only that group of children, but also for the daily cleaning, sanitizing, decorating, and making sure all supplies are on hand for your area.

- In order to incorporate as much outside/physical time and activities as possible, playground, pool, outdoor, and gym times will be staggered in order to limit mixing of groups. Each group will be responsible for sanitizing area after use for the next group.
- Outdoor areas, like **playgrounds in schools and parks** generally require **normal routine cleaning**, but **do not require disinfection**.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Minimize time standing in lines, keeping children at safe distances apart from each other by using pre-marked spaces. Six feet of separation between children is preferred. Increase the distance between children during table work.

Healthy Hand Hygiene:

All children, staff, and volunteers should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors or in sand
- After handling garbage

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Supervise children when they use hand sanitizer to prevent ingestion. After assisting children with handwashing, staff should also wash their hands.

Basic Information

Hours of operation at school sites

During school year at Greenwood Club Site: 3pm-6pm M-F

During school year at School Sites: 3pm-6pm M-F

During summer session 7:30am-6pm

*Boys & Girls Clubs of the Coastal Bend will follow the CCISD school holiday calendar for Greenwood and the host school calendar for all school sites.

Meal and Food Services Information:

A lunch (during summer only) or dinner (at Greenwood only) and a snack will be provided daily at no additional charge. The Boys & Girls Clubs of the Coastal Bend are members of the Texas Alliance for the food program and follow the CACFP or SFSP guidelines.

Procedures for Release of Children

At Greenwood traditional club site: Children will be issued a membership card and are able to scan themselves in and out during normal operation procedures.

At all School sites: All children in afterschool programs are students of the host school. Upon dismissal from school day, children are gathered and checked into Boys and Girls Club Program by qualified Boys and Girls Club staff. Under normal procedures, Parents must come into the facility to sign out their child/children at the end of the day ***however during this time of COVID – 19 we will be operating on a modified pick up procedure stated above.*** Children will only be release to those designated authorized pick up by parents. If someone is not on the list, the parent will be called and a photo form of ID must be shown.

Illness and Exclusion Criteria

If a child becomes ill during programing, the parent will be immediately contacted. A child is prohibited from participating if they have an oral temperature of 101 degrees or armpit/ear temp of 100 degrees or higher. They are prohibited if they have signs and symptoms of communicable health issues such as pink eye, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in one afternoon, rash with fever, open sores on skin or mouth.

****Boys & Girls Clubs of the Coastal Bend do not, store, administer or dispense any medication. Parents are responsible for medicating their own children****

In the event of a medical emergency, parent/legal guardian will be notified immediately. In the event that a parent/legal guardian cannot be reached, emergency contacts on file will be called. In the event of a medical emergency Boys & Girls Club staff will call 911.

Plans for Emergency Evacuation for afterschool sites

In case of an emergency evacuation, all Boys & Girls Club staff will be responsible for gathering the children in their care and assisting them in evacuation process. All children will be counted before evacuation and again after they reach designated evacuation area. Site Director will be responsible for taking binder with children's records and emergency backpack that will be prepared and stay onsite ahead of time. Other Youth Development Professionals (YDPs) on site will assist children in the evacuation process.

Any children who have issues with mobility will be assisted in the following ways:

- If visually impaired, the Youth Development Professional will verbally communicate the nature of the emergency and offer an arm for guidance as well as give verbal instructions to advise about safest routes.
- If deaf or hard of hearing Youth Development Professional will use an alternative warning system, such as a written note or gestures. A visual such as evacuation map may be provided if necessary.
- If a child has mobility issues the Youth Development Professional will assess the extent of the mobility issue and the feasibility of carrying the child. If the child cannot be carried by the Youth Development Professional older children, available adults or larger children may be asked to use a 2 person lock arm carry. If the child cannot be evacuated, an area of refuge in the building will be established and a Youth Development Professional will stay on premises with the child until assistance arrives.

Planned Rendezvous site for each afterschool unit:

Flour Bluff – ECC: Flour Bluff Football Stadium

Flour Bluff-Primary/Elem: 1)St. Paul the Apostle Catholic Church, 2) Intermediate School

Flour Bluff-Intermediate – 1)St. Paul the Apostle Catholic Church, 2)Primary school
Stephen F. Austin Elementary: 1) Bus Barn across the street, 2) Ray Akins Stadium

Plans for Reunited with Family after Evacuation

Site Director will be responsible for removing children's records in the case of Evacuation in case individual contact with parents might be necessary. As Parents arrive to pick up children at a temporary relocation site, a sign out roster will continue to be used if available. If there is no sign in/out roster with Youth Development Professionals at evacuation site, all pickups must be by adults over 18 years of age, must be on authorized pick up list on children's records and an ID will be required.

Continued Care during Evacuation

During an evacuation a count of all children will be conducted by Youth Development Professionals several times during duration of Evacuation. The Site Director will be responsible for having an emergency evacuation bag prepared with some snacks, and water as well as first aid supplies. Youth Development Professionals are to maintain an attitude of calm during emergencies in order to sooth children who may be upset by the evacuation. Games and songs may be used to help get minds away from the emergency if evacuation time is extensive.

Protecting Members from Vaccine-Preventable Diseases

As an After-school and summer program we are not required to keep immunization records of the children in our care. Our host school sites will have that information on file and.

The Boys & Girls Clubs of the Coastal Bend protects the children in our care from vaccine-preventable diseases by encouraging them to view the Recommended Adult Immunization Schedule from the CDC and following up with their doctor for recommended vaccines. Boys & Girls Clubs of the Coastal Bend does not require any vaccines for staff members. Staff will be required to use protective medical equipment when necessary in order to prevent the spread of vaccine-preventable diseases.

Membership Fee(s) & Payments

Club Site School Year-

- Greenwood Unit
 - \$100 per semester per child

School Site School Year –

- Flour Bluff ISD Units
 - \$25 annual membership fee, \$100 per month per child
- Stephen F. Austin Unit
 - \$75 per month per child

- If no payment is received, your child's spot will be forfeited and will be given to the next child on the waiting list if applicable
- Check & money orders must be made payable to the Boys & Girls Clubs of the Coastal Bend

(Please note if your check does not clear our bank you will be charged a \$35 fee.
This fee and all other fees must be paid before your child may return.)

Rules for Accepting Payments

For the convenience of our parents the Boys & Girls Clubs of the Coastal Bend has a variety of options to submit payments.

All these payment options are to be received in person only: Cash, Money Order or In-State Personal Check (Texas Checks ONLY)

Credit card and/or debit card payments may be made at www.bgccb.org. Please make sure you include your child's name in the memo for your online payment.

These options are for parents to make payment(s) with cash, money order, or in-state personal checks. The check or money order must include what the payment is for, include your child(ren) name(s), what site they attend and the purpose of the payment. The initial membership dues must be paid at the time you turn in the completed Membership Application/Information Packet.

- Cash may be accepted on site for membership fees and afterschool fees
- Check & money orders must be made payable to the Boys & Girls Clubs of the Coastal Bend. **(Please note if your check does not clear our bank, you will be charged a \$35 insufficient funds fee. This fee and all others must be paid before your child may return.)**
- If payment is not received, your child's spot will be canceled, and we will be filled with the next child on our waiting list
- Our staff gives receipts for all payment transactions
- The Units keep track of payments made, but do not give a payment summary with our tax id number. We ask that you keep up with your receipts for your personal records
- **We do not accept Out of State or Temporary Checks.** If you do not have In State Checks or Permanent Checks, you must submit a money order
- All payments must include the child(ren) first & last name in the memo section and be made payable to the
Boys & Girls Clubs of the Coastal Bend

Please note **ALL FIELD TRIP PAYMENTS** must be made in **CASH ONLY** at the specific Unit your child(ren) attends by the deadline included in the membership packet and/or listed on the Field Trip Permission Slip.
any field trip.

Late Pick-up/Early Drop-off Policy

We understand that problems arise from time to time that could prevent you from picking up your child(ren) on time. In that event, please call the Club as soon as you know you may be late and identify who will be picking up your child(ren). If the program staff has not heard from you by closing time, the person(s) listed on your authorized pick-up list will be contacted to pick up your child(ren) immediately. In the event that we are unable to contact you or your late pick-up by closing time, the police or Family Protective Services may be contacted. Please discuss any questions about the late pick-up policy with the Area Director.

Spring and fall after-school programs close at 7:00 p.m. Greenwood, and 6:00 p.m. at school sites. Those parents whose child(ren) remain after the Club closes will be charged a fee of \$30 six minutes after the regular scheduled time of closure and a \$1.00 for each minute afterwards. If my child is not picked up 30 minutes after closing, local authorities may be notified. All fees are expected to be paid prior to your child(ren) returning to the Club.

We are not responsible for children before or after Club hours; however, as concerned citizens, we will consider any child left alone on our property to be under neglectful supervision and the authorities will be notified. One verbal warning will be provided to parents; fees will be assessed for any late pick-ups after that point. It is critical that parents ensure we have a good contact number, address and emergency contact information updated and on file.

Our Mission Statement

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

3 Priority Areas of Development

- 1) Academic Success**
- 2) Good Character & Citizenship**
- 3) Healthy Lifestyles**

The following Program Areas are our main focus under our Program Areas of Development listed above -

Character & Leadership Development

These attributes empowers a positive self-image, while developing, supporting, and influencing their Club and Community.

Education & Career Development

Enables youth to become proficient in basic educational principles and apply learning to everyday situations while embracing technology to achieve success in a career.

The Arts

Develop creativity and cultural awareness through experience, knowledge through an appreciation of visual arts, crafts, performing arts, and creative writing.

Health & Life Skills

Develops young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals, and live successfully as self-sufficient adults

Sports, Fitness, & Recreation

These activities develop fitness education, positive use of leisure time, and skills for stress management, appreciation for the environment, and social skill

5 Key Elements to Success

The Boys & Girls Clubs of the Coastal Bend provides over 6,100 youth with;

- A safe, positive environment
- Fun
- Supportive relationships with caring adult professionals
- Opportunities & expectations
- Recognition for Club members

Staffing for Success

The Boys & Girls Clubs of the Coastal Bend has been providing programs for youth in our area since 1957. The most critical component of our program success is founded on providing educated, well trained staff who is dedicated to our mission.

All staff members must successfully complete the following requirements:

- 25 hours of service training annually
- Pre-employment/annual criminal background check, driver's record check and drug screening
- CPR and First Aid Certification for all staff

Our sites are monitored by regular internal monitoring and site visits from qualified professionals. Staff members are evaluated annually to ensure that they meet quality standards. It is our expectation that staff members represent the Boys & Girls Clubs of the Coastal Bend in a positive and professional manner at all times. We are confident in our staff members and their ability to serve as role models and implement excellent programs for youth.

Who We Are

The Boys & Girls Clubs of the Coastal Bend is part of the Boys & Girls Clubs of America national charter. We are the largest and most effective youth development organization in the world with more than 6,000 Clubs and four million members. As an organization, we strive to provide our members with the following Youth Development Outcomes: Positive Self Identity, Competencies (educational, employment, social, emotional, & cultural), Community & Civic Involvement and Health & Well Being.

Our Youth Development Strategy

All of our programs have been created with a goal of providing young people with the skills they need to succeed. We not only develop youth, but develop their “senses” for success; this is called our Youth Development Strategy:

A Sense of Competence

Young people feel proud and confident when they acquire new skills and know they can do something and do it well. This happens naturally through participation in programs, but it can be enhanced through a conscious effort to help girls and boys develop skills and to recognize them formally and informally for their achievements.

A Sense of Usefulness

Young people know the satisfaction of doing something of value for others. It is important to seek out opportunities for young people of all ages to do something useful for others, whether it is helping at the Club or participating in community service.

A Sense of Belonging

Young people know they are welcome and feel that they fit in and are accepted. This occurs naturally in the Boys & Girls Clubs. It is enhanced through warm greetings from staff members when young people arrive at the Club, the use of small group programs, recognition programs and anything else that helps to make young people feel safe, comfortable and accepted.

A Sense of Power and Influence

Young people know their opinions are heard and valued and that they can influence decisions. This can be enhanced through participation in youth councils, discussion groups, interest surveys and other opportunities to contribute to the development of Club programs and Rules.

Membership Requirements

The Club is open to all children between 4-18 years of age at school sites and 6-18 years of age at our traditional club site. Membership applications can be completed by a parent or guardian at any of our locations. Parents are asked to complete the application and pay the annual membership fee of \$25 before membership can begin. Refer to the membership fee section of this handbook.

Discipline Policies

“Please note that we view each child as a unique individual, and therefore treat each situation as a unique case. Disciplinary action may vary based on the judgment of the Directors in each unique situation.”

~ The Directors

If your child has been disciplined and you would like to discuss the issue, please speak with the Program Director or Site Director. Please do not seek out an individual staff member.

General Disrespect: Includes, but not limited to, talking/interrupting, not following directions, tone of voice or actions towards members/staff, etc. This is a progression of behavior correction indicated on a behavior report.

1. Verbal Warning
2. Area Discipline
3. Conference with Area Staff
4. Write up and Conference with Director
5. Suspension

In Bathroom or Leaving Area without Permission/Hall pass:

Includes misuse of the hall pass in hallway or bathroom.

*This depends on each situation.

*If it is a younger child or newer member or one that is not used to the Club, it may just be a verbal warning. If it is a member or group of members that are doing it on purpose to sneak away or bully, it may be up to a 3 day suspension. It is up to the discretion of the Directors.

Abuse/Destruction of Property: Includes property of the Boys & Girls Clubs or its Membership

1. Write up and Conference with Director – if minor offense. (Item(s) will be replaced at Member's expense)
2. Suspension from Club - # of days dependent on severity of infraction. (Item(s) will be replaced at Member's expense)

General Horseplay: Includes, but is not limited to, Fake/Play Fighting such as hitting, slapping, or kicking.

1. Area Discipline, (cleaning duty, time out within the area, written apology)
2. Write up and Conference with Director/call parent
3. Suspension (length of time to be determined on situation)

Profanity: Includes inappropriate conversation material or discriminatory remarks.

*This depends on the age of the child and how the incident occurred. **There are to be no swear jars or physical punishment for swearing.**

***Racist remarks will not be tolerated and will result in a conference with the Director and parents as well as a one day suspension.**

Discipline for profanity can range from:

1. Verbal Warning
2. Cleaning duty/apology letter explaining why profanity should not be used in the Club
3. Write note home explaining to parents why they will not swear at the Club in the future. Bring back signed.
4. Conference with Director
5. Write up and sent home for the day

Theft: Members will be responsible for returning or replacing stolen items.

1. Write up and Conference with Director/call home
2. Suspension of at least 3 days – Law Enforcement may be contacted if necessary.

Threats: Threats will be taken seriously at all times. Local Law Enforcement may be contacted if necessary.

1. Write up and Sent home for the day/call parents
2. Parent/Director Conference – member may not return until after this conference
3. Suspension dependent on the situation

Cell Phones: Cell phones are brought to the Club **AT THE MEMBERS OWN RISK.** Members will only be allowed to get them out with permission to contact parents etc. Older members may be given specific time to use phones in the Teen Centers ONLY. If there is a perceived problem with **bullying or sexual harassment** via the phone, the Club Directors may confiscate the phone to find offending materials upon contacting the parents and member will receive discipline found in the bullying, sexual harassment sections of this document. If **inappropriate pictures** are found on the phone, or the member has been found to be **visiting inappropriate web sites**, the phone will be taken and a parent must come in for a conference with the Director and a suspension will take place of at least 3 days.

The member will not be allowed to bring a phone back into the Club. Phones can be a distraction from our programming. There will be consequences for members getting their phones out at times that are not designated or without permission:

1. Verbal Warning
2. Turn in to Director the remainder of the day
3. Turn in to Director, note home explaining that member cannot bring the phone for 7 Club days
4. Turn in to Director, phone may not be brought back

Leaving the Club without Permission: all school site members must be signed out by an authorized adult. Once a member leaves the Club, they are not allowed to return that same day. If a club member is found to have left without supervision and being signed out:

1. 3 day suspension, call to parents, conference with Director and parents
2. One week suspension, conference with Director and parents

Repeated offenses will lead to permanent expulsion

Fighting: Any member who is considered to have participated in an

offensive manner during a fight will have consequences consistent with this policy, regardless of who started the fight. Also includes hitting/slapping/kicking that goes beyond general horseplay. *This also includes verbal altercations.*

First Offense:

- 3 day suspension, call to parents

Second Offense:

- 7 day suspension
- Parent/Director conference

Repeated Offenses may lead to permanent expulsion

Sexual Harassment: Sexual Harassment is defined as: *(Noun) the persistent unwelcome directing of sexual remarks and looks, and/or unnecessary physical contact of a person. This may also occur via technology.* More subtle forms of behavior, within both physical and virtual work environments, such as offensive posters, e-mails, display of sexually oriented reading material or pictures, inappropriate texts, pictures or videos on mobile phones or PDAs, cartoons, caricatures, comments, pranks and jokes of a sexual or inappropriate nature, may also constitute sexual harassment when they contribute to a hostile club environment

First Offense:

- 3 day suspension, call to parents

Second Offense:

- 10 day suspension
- Parent/Director conference

Repeated Offenses may lead to permanent expulsion

Weapon/Illegal Substance: Anything the Directors/Staff of the Boys & Girls Clubs deem dangerous or is considered to be an illegal substance such as drugs or alcohol.

First Offense:

- Object will be taken away and will not be returned/parents notified
- 5 Day Suspension
- Guardians/Police Department will be contacted

Second Offense:

- Long-term suspension or possible expulsion

- Guardians/Police Department will be contacted

Repeated offenses will lead to permanent expulsion and Local Law Enforcement will be contacted for each case.

Bullying: Boys & Girls Clubs of The Coastal Bend have a “**No Tolerance**” Policy on Bullying. Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This can include cyber bullying.

First Offense:

- Sent home for the day/call home

Second Offense:

- 3 day suspension and Local Law Enforcement may be contacted/call home
- Parent/Director conference

Repeated offenses will lead to permanent expulsion and Local Law Enforcement will be contacted for each case.

It is the responsibility of the parent/guardian to assure their child is physically, mentally, and emotionally capable of properly functioning in the Clubs’ interactive environment prior to enrolling in membership and during daily attendance. Therefore; the Club may act as a referral service to other - more appropriate - agencies and services if such action is deemed necessary.

OFFENSE	CONSEQUENCES
General Disrespect	Verbal warning->Area Discipline Conference w/Area staff-> Behavior Referral & Conference w/ Director Suspension
Bathroom Believ	Verbal Warning-> due to sneaking away or bullying could be up to 3 day s suspension
Abuse/ Destruction of Property	Write up &-> conference w/ Director-if minor offense; item(s) will be replaced at Member's expense->Suspension from Club-# of days depend on severity of infraction; item(s) will be replaced at Member's expense
General Horseplay	Area Discipline->Write up & conference w/ Director Suspension(length of time to be determined by situation)
Profanity	Verbal Warning Cleaning duty/apology letter explaining why profanity should not be used in the Club Write note home explaining to parents why they will not swear at the Club in the future. Bring back signed. Conference with Director Write up and Sent home for the day
Theft	Write up and Sent home for the day/call parents Parent/Director Conference – member may not return until after this conference Suspension dependent on the situation
Threats	Write up and Sent home for the day/call parents Parent/Director Conference – member may not return until after this conference Suspension dependent on the situation
Cell Phone	Verbal Warning Turn in to Director the remainder of the day Turn in to Director, note home explaining that member cannot bring the phone for 7 Club days Turn in to Director, phone may not be brought back
Leaving the Club without Permission	3 day suspension, call to parents, conference with Director and parents One week suspension, conference with Director and parents Repeated offenses will lead to permanent expulsion
Fighting	3 day suspension, call to parents 7 day suspension, Parent/Director conference Repeated Offenses may lead to permanent expulsion
Sexual Harassment	3 day suspension, call to parents 10 day suspension & Parent/Director conference
Weapon/Illegal Substance	Object will be taken away and will not be returned/parents notified,5 Day Suspension, Guardians/Police Department will be contacted Long-term suspension or possible expulsion, Guardians/Police Department will be contacted Repeated offenses will lead to permanent expulsion and Local Law Enforcement will be contacted for each case.
Bullying	Sent home for the day/call home 3 day suspension and Local Law Enforcement may be contacted/call home Parent/Director conference Repeated offenses will lead to permanent expulsion and Local Law Enforcement will be contacted for each case.

Members are expected to adhere to the Boys & Girls Clubs Code of Conduct. There are consequences for unwarranted behavior. There will be incidents that are sever enough that suspension or expulsion will be the only choice without a first or second offense

Member Expectations

1. Have fun!
2. Participate in programs and activities.
3. Follow the directions of all staff.
4. Be courteous and respectful in your words and actions
5. Keep your hands, feet, and objects to yourself.
6. Be kind and call other members by their name.
7. Take care of the equipment and Club building.
8. Stay in supervised areas of the Club.
9. Walk please, running only in the gym.
10. Dress appropriately at all times.

Dress Code

Members should dress appropriately for active play. Athletic shoes are required; open-toed shoes or cleats are not permitted. In order to participate in the gym, the Club member must be wearing tennis shoes. Members are asked to dress in a way that demonstrates respect for self and others. Skirts and shorts must be at finger-tip length. Undergarments must be covered at all times. Sagging is inappropriate and will not be allowed. Staff will enforce the dress code and will let parents know of dress code concerns. Head attire is allowed outside only and/or with Area Director Approval. Other head attire is not allowed inside the facility.

Medication

Boys & Girls Club staff members may not store or administer any medication at any time. If your child takes any prescription or non-prescription medications, it is the parent's responsibility to make sure that child takes their medicine. Please see Area Director with any concerns. Parents and/or emergency contact must be available and will be expected to immediately pick up their child if there is a medical concern.

Inclement Weather

In the event of inclement weather, we will observe the same closure days as the FBISD. Clubs will close at 6pm when weather conditions are a concern. Be sure to check in with your Club on inclement weather days. When there is a heat advisory, we reserve the right to cancel field trips.

Parent Expectations

Just as our members must observe specific rules in the Club, so too must all adults who enter our facilities. Profanity and/or inappropriate language will not be tolerated. As role models, we expect that all adults entering our Clubs respect our rules. We ask parent complaints are handled in writing and directly with the Area Director.

Parent Involvement & Visitation

We encourage parents to get involved in all aspects of their children's lives. Parents are welcome to visit the Club at any time, but to enter into our programs to observe or participate they must fill out a volunteer application. If you also wish to interact with your child during program hours, you will be asked to complete a volunteer application. Both of the statements above will require a background check. All adults who interact with any child during program hours must observe this policy. This is designed to protect all children.

Parent Concerns or Suggestion:

We strive to exceed every parent's expectation of our program by providing quality and structure in a safe and caring environment for your child (ren). If you have a concern or suggestion to improve our programs, please speak with the director and/or ask for the parent suggestion form at your particular site. If you feel your concerns were not appropriately addressed, please submit the Parent suggestion Form to the CEO at the Administrative Office – 3902 Greenwood Dr., Corpus Christi, TX 78416.

Boys & Girls Clubs of the Coastal Bend school site programs are governed by the Texas Health and Human Services Commission. Parents have the right to review recent copies of licensing inspection reports at request. For minimum standards requirements go to www.tdfps.state.tx.us. Central office in Austin can be reached at (512) 438-4800. Our local office is located at 5155 Flynn Pkwy, Corpus Christi, TX 78411. (361) 878-3451.

If you suspect any incidents of child abuse or neglect you must make a report to the Texas Department of Family & Protective Services within 48 hours. You can reach TDFPS at 1(800) 252-5400 or www.txabusehotline.org

Member Expectations for Program Participation

The Boys & Girls Clubs positively impacts its members by offering a set schedule of fun & educational programming for all members. Participation is varied daily programming is expected by all members. Submission of this application allows your child to participate in our Daily Core Programs and suggested specialized programs. Additional release forms may be provided for specialized programs: (please ask the staff for further explanation of any of our programs and scheduled dates)

Personal Belongings

Personal toys, video games, jewelry, ipods, cameras and any other personal belongings are not allowed in the Club. We are not responsible for lost or stolen items.

Outside Contact/Conflict of Interest

The Boys & Girls Clubs of the Coastal Bend strongly discourages staff members from forming any relationships with parents or families outside of our program. It is our policy that staff members do not baby-sit, provide transportation or have any contact with youth or parents outside of the Boys & Girls Club program times. Please respect the professional boundaries of staff.

Electronics

All members are responsible for personal belongings. Any toys, MP3 players, game systems, and valuables should be left at home. Any such items will be held by the staff and returned to the parent upon leaving the Club. It is your responsibility to check the Lost & Found for any missing items. The Lost & Found is emptied monthly and items left behind will be donated to charity.

Cellular Phones

We require that cell phones be turned off and put away. If a child's cell phone interrupts programming, the phone will be retained by staff and returned to the child's parent upon pick-up. We are not responsible for lost, stolen or damaged cell phones or other personal belongings. Disciplinary actions including suspension, will apply for frequent violations of this policy. Exceptions can be made at Area Directors discretion.

Movie Policy

It is our policy that Boys & Girls Clubs members watch movies that are only “G” or “PG” rated. For “PG13” rated movies the Area Director must approve and release forms will be required.

Transpiration and Fieldtrip Policy

****During COVID-19 modified procedures no fieldtrips will be planned.***

During summer, field trips may be planned for school sites. In the event of a fieldtrip, a transportation and permission form will be sent home to the parents. The forms must be received prior to participation. No member will be allowed to participate without written permission forms from parents. Transportation will only be for fieldtrips. Boys & Girls Clubs of the Coastal Bend will not provide transportation from home to the Club or from club to home. In the event of a fieldtrip transportation will be provided with club owned minibus or a hired full sized school bus. Appropriate restraining systems will be used at all times.

Water Activities/ Pool Policy

During summer, field trips may be scheduled to a swimming pool/water facility. All parents will be notified and will be required to complete and turn in a permission slip for their child to participate. All Boys and Girls Club Staff will be First Aid and CPR certified. Boys and Girls Club will be responsible for hiring professionally trained lifeguards for swimming activities.

****Boys and Girls Club staff will not provide nor apply sunscreen or insect repellent to children. Parents must provide sun screen and/or insect repellent and inform their child they must self-apply or parents are responsible for applying on their child/children.****

Emergency Preparedness Plan

As an afterschool/summer care program, Boys and Girls Club will follow the host school sites evacuation and sheltering procedures. Boys & Girls Clubs at school sites will conduct fire drills once a month, conduct sever weather sheltering drills once every quarter, and live threat lock down drills once a month.

Other Important Expectations to Remember Regarding Our Program:

- Your child's enjoyment of our programs and opportunities will result from his/her full participation in activities and his/her commitment to follow our Code of Conduct/Club Rules. If they choose not to participate or comply with the Code of Conduct/Club Rules, they may be suspended from the Club or from activities that are planned for them.
- The Boys & Girls Club hours vary between summer and fall. Members are to be picked up no later than 6:00 p.m. during the summer for all locations and 7:00pm during the fall and spring. **Parents who are not able to pick up their child until after the times listed above on a regular basis may need to consider other options.**
- Our goal is to maintain proper, open communication with our members' families. If at any time you have a question about your child's behavior or any other Club-related concerns, please contact the Area Director to set up a meeting. We must be able to reach you or a person you designate on your approved pick up list at all times regarding your child. Any issues regarding your child's safety or major behavioral issues need to be communicated within 24 hours.
- The Boys & Girls Clubs of the Coastal Bend has a **NO TOLERANCE** policy on violence, threats or dangerous behavior. You will receive a phone call as soon as any such behavior is exhibited. If we can NOT reach you, we reserve the right to contact the authorities to assist us with the problem. We know that "kids will be kids," but our number one priority is to establish a fun and safe place in which all members can learn and grow.
- Our Programs conduct background checks using information that is obtained from the Department of Public Safety for all program employees and volunteers who work with children.

It is our goal to impact your child in a positive manner by truly being "*A Positive Place for Kids.*" Many exciting opportunities await them as they grow to become positive, effective leaders in the home, school, and community.

Sincerely,

Boys & Girls Clubs of the Coastal Bend