



BOYS & GIRLS CLUBS
OF MOULTRIE/COLQUITT COUNTY

Parent Handbook

Introduction

Welcome to the Boys and Girls Club of Moultrie/Colquitt County After-School/Summer Program “Great Futures Start Here!” The following pages contain important information about this program. We look forward to a successful year with you and your child. To provide a fun and safe program, we will need your support and cooperation with the following procedures.

Mission Statement

To inspire and enable all young people, especially those that need us most, to realize their full potential as productive, responsible, and caring citizens.

Philosophy & Purpose

The Boys & Girls Club of Moultrie/Colquitt County believes that children are our most important and valuable natural resource, as well as an integral part of the community and our future. The Club believes that many families are in need of a safe place for their children after school. The children in our program are given the opportunity to meet friends, play, read, study, create and relax all within an environment which promotes positive and creative thinking without the formality of the academic environment. We will:

- facilitate creativity through play
- help children grow as individuals and enhance their self image
- facilitate group dynamics, interpersonal relationships and communication skills
- help children continue to develop self-discipline
- provide life enhancing programs and character development experiences

The Boys & Girls Club of Moultrie/Colquitt County would like for you to understand that we are not a “**Daycare**” service but a “**Youth Development**” agency.

Programs

Every day, the Boys & Girls Club of Moultrie/Colquitt County strives to improve each child's life by implementing self-esteem, courage, and positive values through all of the educational programs. Our youth come to the Boys & Girls Club to receive tutoring, computer training, sports education, homework help, and mentoring.

All programs are geared towards Boys & Girls Clubs of America Great Futures 2020 Vision:

This visions state that we will provide a world-class Club Experience that assures success is within reach of every young who walks through our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle. Whereas the professional staff, board members, and program volunteers embrace and adopt the Formula for Impact, our research – based theory of change, by providing outcome-driven Club Experience – to young people who need us most- by implementing the Five Key Elements for Positive for Youth Development (**a safe, positive environment; fun; supportive relationships; opportunities and expectations; and recognition**), high-yield activities and targeted programs; increasing regular attendance, participation and retention of registered members; and use the Formula for Impact Assessment Tool to assess the Club’s implementation of the Formula for Impact and create an action plan for increasing impact.

Formula for Impact 2020 Outcomes

- Academic Success
- Character Development
- Healthy Life Styles

Youth Development Strategy:

- A Sense of Competence- The feeling that there is something boys and girls can do and do well
- A Sense of Usefulness – The opportunity to do something of value for other people
- A Sense of Belonging – A Setting where an individual knows he or she has a place and where he or she “fits” and is accepted for who they are
- Sense of Power or Influence – A chance to be heard and to influence decisions.

Core Programs are:

- Character and Leadership Development
- Education and Career Development
- Health and Life Skills
- The Arts
- Sports, Fitness, and Recreation

Program Location

The Boys & Girl Club of Moultrie/Colquitt County will operate its all programs at the following address:
Moultrie/Colquitt County Unit – Located at 420 W. Central Avenue Moultrie, Georgia 31776.

Enrollment

Membership ages range from 5 years old up to 18 years old.

Registration

Registration for all Programs can be done at the unit directly, during the hours of operations. Spaces will be filled on a “first come, first serve” basis up to the maximum for the facility. We will begin a waiting list of children once the maximum has been reached. Children that have been involved in prior year program will have the first opportunity to register for the upcoming year.

Alliance

The Boys & Girls Club of Moultrie/Colquitt County, Inc. as a member of the State Alliance has entered into an agreement with the GA Department of Human Resources in an effort to provide additional after school opportunities for our kids. Together, we are working together to provide safe environments that motivate and inspire learning outside of the regular school day while providing fun and interesting activities to club members. The terms of the contract require all clubs in the alliance to gather certain demographic data for reporting and tracking purposes. Your cooperation in completing the necessary forms will ensure that we have all required information to meet the reporting requirements.

Administration

All After-School programs will be provided by the Boys & Girls Club of Moultrie/Colquitt County. The program will be under the guidance and supervision of trained professional staff.

Early Dismissal Days

When school is dismissed early, the After-School programs will open according to the dismissal time and will close according to normal business hours.

Program Fees

All participants of the Boys & Girls Club of Moultrie/Colquitt after school program are required to pay a \$10 membership fee per calendar year. Participants of the After-School Program will pay \$25 *per semester fee*. Semester terms being; August – December and January – May. All participants are required to pay a separate summer program fee which is set on an annual basis.

Fee Structure

The Boys & Girls Clubs of Moultrie/Colquitt County has a set fee structure which does not include pro-rated fees. The semester and summer fees are fixed regardless of how long or how many times a member attends the club. It is the choice of the parent to determine how often the member will attend once fees are paid. There will not be a discount for members who won't attend the entire semester or summer programs. Also, because our fees are fixed, we will not offer reimbursements to members once fees are paid. Sickness, suspensions, leaving the program, etc. will not mean that a reimbursement will be given.

Field Trips

Field Trips participation is only for registered members and will be on a first come first serve basis. All field trips will have a maximum number of participants that will be allowed to participate. Participation slots will not be reserved until both a completed travel permit has been signed and turned in, as well as the appropriate fees has been paid by the designated deadline. Hand written notes or phone calls will not be accepted. All members must wear a club t-shirt to attend the field trip. If a child is withheld from participating on a fieldtrip for disciplinary reasons after the payment deadline, there will not be a refund.

Fieldtrip participation is contingent upon member's behavior

Late Policy

We ask that parents be aware of the operating hours of all facilities. Our late pick up policy is:

- 1st Offense - Verbal Warning
- 2nd Offense – Written warning
- 3rd Offense - Suspension of child
- 4th Offense - Loss of slot

Security

All of our children's records will be kept confidential and must be fully completed before a child can be accepted into the Program. Records will include the membership application and any other information that would be pertinent to the child's progress. Please keep the home, work and emergency phone numbers up to date.

Absences

Please call the Club office during the day to report absences from the program.

Sign Out Policy

Children participating in the program are required to sign in and out each day. Attendance will be taken during the first 15 minutes of the program. Parents are urged to call when children are absent. When picking children up, parents and or guardians must come into the facility and sign them out and/or provide written instructions if someone other than the parent/guardian is authorized to pick up their child/children.

Disciplinary Action

The personnel at the Boys & Girls Club are here to provide a safe, enjoyable place for fun. Our purpose in discipline is not to hurt, but to help members and protect the rights of others. Parents are encouraged to visit the facility at any time and observe what we do. If parents have a complaint or concern, they are encouraged to speak with the staff.

Violation of facility policies, rules and regulations will not be tolerated. The following methods of discipline will be used:

DISCIPLINE

It is the goal of the Boys & Girls Club to improve the moral and character development of its members. Our programs are designed to help youth develop the skills to make necessary and responsible decisions and to accept the consequences of their actions. However, the Boys & Girls Club must operate in a safe manner to ensure the well being of all participants. The following are discipline procedures implemented by the Club in the event of a violation of our codes of conduct. These procedures **may not** be applicable to severe infractions. In the case of a severe infraction the Club reserves the right to discipline appropriately; this may mean immediately suspension without going through the warning procedures.

1st Offense

Verbal warning – Should a boy/girl commit a minor infraction such as running a verbal warning is provided. A staff member will explain to the child the rule that has been **broken and the importance** of following the rules. Depending on the severity of the infraction, the member suspended from certain activities or programs

2nd Offense

Age appropriate time out – Should a child commit the same infraction or similar infraction after receiving a verbal warning he/she will be required to sit in **Time Out**. The length of time is determined by the age of the child and should not exceed 15 minutes at one given time.

3rd Offense

Parent Conference - If the child continues to misbehave, the parent and child will be required to meet with the Program Director or designated staff to discuss appropriate discipline. Continued misconduct may result in suspension.

4th Offense

Suspension – If the child commits the same infraction for a fifth time the child may be suspended up to five days (or longer) depending on the severity of the infraction. A parent or guardian may be contacted and asked to pick the child up immediately.

Club Rules

1. Members must check in upon arrival each day.
2. No abuse or mistreatment of club equipment, facilities or staff will be tolerated.
3. Members must wear shoes and shirts. Hats will not be worn indoors.
4. No tobacco or profanity of any form will be permitted.
5. All rights of other members must be respected.
6. Children must be picked up promptly according to designated closing times.
7. No running, wrestling or horseplay inside the building.
8. Eating and drinking is allowed only in designated areas.
9. Members will not be allowed to leave the facility after checking in unless signed out by a parent or guardian.
10. Cell phone or electronics are not allowed; however, if members have cell phones at school when they arrive at the club these items should not be taken out of their book bags. The following applies for this rule. First offense take cell phone speak with parent or guardian and return cell phone to parent, second offense speak with parent keep cell phone for three days, third offense speak with parent keep cell phone for month, fourth offense phone will be kept for the remainder of program period and then return to parent of guardian.(This does not apply for teens)
11. The staff has the right to rule on any area not specifically covered above (i.e. fighting, theft, etc.)

Illnesses Affecting Attendance

The staff asks that you not send a child to the program who is ill. Should your child attend the program and then develop any illness, you will be asked to come and pick him/her up immediately. No medication will be administered at the Program. If a member must receive medication during their time at the Boys & Girls Club prior arrangements must be made and the member's medication type and dispensing schedule must be written in the medication log. All medication must be turned into the membership clerk or program director.

Statement of Good Health

I understand that my child is in good health and has no restriction placed upon him/her while participating in Program activities.

Hours of Operations

After school Program Hours Monday – Friday 2:30 pm – 6:30 pm

Breaks, Holiday and Summer Hours – Monday – Friday 7:30 am – 5:30 pm

****Summer Program Hours...9:30am – 4:30pm****

We look forward to a successful year!!!