



BOYS & GIRLS CLUBS
OF MIDDLE TENNESSEE

Parent Handbook



INTRODUCTION

Since its founding in 1903, the Boys & Girls Clubs of Middle Tennessee have provided quality services to enable youth to complete high school; prepare and motivate youth to contribute responsibly to their community, school and family; develop skills to make healthy life choices; and encourage youth to believe in their inherent potential. Our organization offers young people what they need and want most – adults who respect and listen to them, safe environments where they can have fun and be themselves, as well as interesting activities that channel their energies into constructive pursuits.

MISSION STATEMENT

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

We achieve our mission by promoting five core programs:

- Education & Career Development – enables Club Members to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to achieve success in school and careers. Club Members participate in a variety of learning activities to promote the development of critical thinking skills, reading and writing.
- Character & Leadership Development – empowers youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and others' cultural identities.
- The Arts – enables youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing. Club Members participate in a variety of culturally enriching field trips to the theater, ballet, museums and concerts.
- Health & Life Skills – develops young people's capacity to engage in positive behaviors that nurture their own well-being and to set personal goals and live successfully as self-sufficient adults. Participants are exposed to comprehensive prevention programs to help them make appropriate choices regarding the use of drugs and tobacco, premature sexual activity, gang involvement, violent behaviors and selling drugs.
- Sports, Fitness & Recreation – develops fitness, positive use of leisure time, skills for stress management, social skills, and appreciation for the environment. Club Members are able to participate in organized activities such as basketball, baseball, softball, football, cheerleading and soccer.

APPLYING FOR ADMISSION

- Parents are asked to make a pre-application visit to the Club to review Club policies, tour the facilities and evaluate the environment and staff.
- A parent/guardian must complete the application for membership.
- A parent/guardian and child must attend a new member orientation.
- A parent/guardian must complete the application, health forms, parent agreement

form and parent handbook prior to admission.

- Incomplete applications will not be accepted.
- Enrollment is open to all children ages 6 to 18. Boys & Girls Clubs do not discriminate regardless of race, creed, religion or national origin.

SCHOOL YEAR/SUMMER PROGRAM FEES

Please see addendum for fee amounts and schedule.

There is an annual membership fee to enroll your child. This membership fee is due every 12 months. This fee, as well as one week's payment is due at the time of enrollment. Parents must pay weekly fees on a weekly basis.

- Cash or Money Order only.
- There will be a late fee of one dollar per minute beginning at 15 minutes past the scheduled closing time.
- Your child may be able to attend free! Ask the Club Director for information regarding the Capitol Kids Club program.
- A limited amount of scholarships may be available. Please contact the Club Director for information.
- All fees are nonrefundable.

Boys & Girls Clubs of Middle Tennessee is a 501 c (3) non-profit corporation. Our mission is to help kids meet their full potential. Funding is provided through individual, corporate and foundation donations; special events; the State of Tennessee; and fees from parents/guardians.

All parents are required to pay the stated fees regardless of absence unless the Club Director or designee is notified in advance. When parents are unable to pay for services rendered, the Boys & Girls Clubs may provide a scholarship dependent on the recommendation of the Club Director and the availability of scholarship funds.

Additional fees may be required for special programs including, but not limited to, seasonal camps, basketball, cheerleading, football and field trips. These fees will be posted.

Your membership application fee(s) may or may not reserve a space for your child(ren). When you reserve a spot, we may be required to turn away another youth. Therefore, there are no refunds on any fees paid for any reason. All fees are non-transferable.

CLUB HOURS OF OPERATION

Please see addendum for hours of operation.

The Boys & Girls Clubs of Middle Tennessee cannot accept responsibility for children dropped off early or picked up late. In the event of an emergency, please contact the Club by phone.

TELEPHONE POLICY

The Club's telephones are for business and emergency use ONLY. If a call to a parent/guardian is necessary, the member must receive permission from the appropriate staff to make such a call.

GUEST POLICY

Club Members may bring guests. Each guest may visit one time during the year and must sign our visitor's sheet. Once a child has been a guest, he/she may become a member on the next visit to a Club. Guests may not attend Club sponsored field trips.

BASIC RULES OF PARTICIPATION

All children who attend the Boys & Girls Clubs must follow these rules of participation at all times:

- Follow first request of staff.
- Keep hands, feet and objects to yourself. No fighting or other destructive behavior.
- Walk; do not run, in hallways and in activity rooms.
- Use quiet voices in hallways and in activity rooms.
- Use proper language and gestures. No cursing or other inappropriate language.
- Treat others like you want to be treated.
- Staff will be referred to as Mr., Mrs., or Miss.
- Always get permission from Club staff prior to leaving.
- No gang insignia or signs will be allowed.
- No sagging pants allowed. Proper attire should be worn at all times.

WEAPONS AND VIOLENT BEHAVIOR

Members or guests possessing a dangerous weapon shall not be permitted in the Club. A dangerous weapon is a gun, knife, razor or any other object intended to inflict bodily harm. In cases that clearly involve a gun, or that involve any other weapon used in a threatening manner, the police will be called and the individual will be subject to immediate disciplinary procedures including expulsion from the Club.

DISCIPLINARY ACTION

Should your child break any of the aforementioned rules, the following corrective actions will be taken:

- First Offense: Informal guidance by a staff member with child (discussion of inappropriate behavior).
- Second Offense: Phone call to parent.
- Third Offense: Parent conference with staff.
- Fourth Offense: Club suspension.

Certain behavior including fighting, cursing, destructive behavior, being in an off-limits area and leaving the Club without permission may result in a next day suspension. Every effort will be made to keep parents informed of inappropriate behavior before suspensions are given. Members are not allowed to leave the Club without prior written permission by the parent/guardian at any time.

VACATION

All full-time Club Members may take two weeks of vacation during the school year and the summer. These weeks may be taken one week at a time or two weeks at a time. Parents do not have to pay for vacation time taken if the Club Director is informed one week in advance.

ARRIVAL AND DEPARTURE

ARRIVAL: Please accompany your child into the Club and deliver the child directly to a staff person and sign in. Please contact the Club if your child is going to be absent. In case of absences, full payment will be charged, unless prior approval was given by the Club Director.

DEPARTURE: When picking your child up from the Club, please make sure that you notify a staff member that the child is leaving the Club and sign out.

RELEASE PROCEDURE

If another person other than the parent or authorized person listed in your child's file is picking up your child, you are required to notify the Club by a written note or a phone call. When communicating this information over the phone, or in a note witnessed by a staff person, please give your name, social security number and the name of the person picking up your child. We ask you to inform this person that for security issues we will request some form of identification. Your child will not be released to any person(s) exhibiting risky behavior (drunk or intoxicated by any substance).

WITHDRAWAL PROCEDURE

It is requested that one-week notice be given to the Director prior to withdrawal from the Club. Full tuition fees for the week will be charged if the child attends for any part of the week.

SNOW DAYS

In the event of hazardous weather conditions, please watch early morning newscasts between 5:00 a.m. and 6:00 a.m., or you may call the Club after 10:30 a.m. to inquire as to the operations of the Club.

CONTAGIOUS DISEASE

If the child has a confirmed case of a contagious disease he/she must be kept at home and the fact of this condition must be reported to the Club so that notice can be posted within the Club. Strep throat, pinworms, viral infections, infected ears, eyes and/or sinuses, measles, mumps, chicken pox, scarlet fever, diarrhea and impetigo are among those conditions categorized as highly contagious. Any member who is suspected of being ill will be removed from their group and taken to the Club Director's office until he/she is picked up. Please have a doctor's note for your child if the child is absent more than three days in a row.

MEDICINE POLICY

State law requires that any medicine be in its original container with the child's name on it. Please complete a medication release form available at the Club. Medicine will not be

administered by Club staff unless specifically authorized by the parent in writing. A parent/guardian must complete this form with the following information:

- Child's name
- Type of medication
- Amount to be administered
- Time of administration
- Number of days medication is to be given
- Whether medication is to be refrigerated
- Signature of parent/guardian

ACCIDENT/MEDICAL POLICY

The health and safety of your child is our top priority, yet young people may occasionally suffer a minor injury during the day. If this should happen, an accident report will be completed by a staff member and given to you at the end of the day. A copy of the accident report is also placed in your child's folder.

In the event of a medical emergency or an accident requiring medical treatment we will:

- Contact you immediately regardless of the severity of the injury.
- Contact the emergency person(s) listed if we are not able to reach you.
- Your child will be transported to the hospital if emergency treatment is needed.

FOOD PROGRAMS

During the school year, your child will be given a snack at the Club. These programs are funded through the Department of Agriculture and are subject to meal and snack guidelines for nutritional content. For the summer program, your child will receive breakfast, lunch and a snack. There are no additional charges for these snacks and meals.



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PAYMENT AGREEMENT FORM

I agree to pay the program fees no later than the Friday in advance of each week my child(ren) will be in the Club – INCLUDING days absent. I will give one (1) week notice of vacation time from the program and will not be charged for my child's absence due to pre-approved vacation. I also understand that if I have not paid my fees by 6:00 p.m. on Fridays, a \$5.00 late fee will be charged.

Please initial: _____

I understand that the Club membership registration fee of \$_____ is due annually on my child's renewal due date. Your renewal date is _____. I further understand that the payment amount listed below is accurate and due on Friday of each week to pay for the following week. I will also inform the Club Director of any changes in my income or family situation.

Child Name

Amount

_____	_____
_____	_____
_____	_____
_____	_____

Weekly Total Amount Due: _____

Club Staff Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Income Verification:	<input type="checkbox"/> Check Stub	<input type="checkbox"/> Tax Returns	<input type="checkbox"/> Other
	<input type="checkbox"/> Copy forwarded to Admin Office		