



BOYS & GIRLS CLUBS
OF THE DANVILLE AREA

Parent Handbook
2018-2019 School Year

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123 Foster St. | Danville, VA 24541 | (434) 792-6617

www.bgcdanville.org

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Welcome!

Welcome to The Boys & Girls Clubs of the Danville Area! We are excited to have you attend our Summer Camp. This handbook is intended to be a helpful, general information guide for parents and members. Inside you will find information on membership, policies, procedures, and general Club programs and guidelines. Please read this parent handbook **carefully and thoroughly**, as it includes important information for both you and your child. Most importantly, registration and membership forms must be received **before** your child attends our program.

Please contact the Club with any questions.

Foster St. Unit (434)792-6617 ext. 225

Chatham Unit (434)835-3490

Club Mission

To inspire young people to realize their full potential as productive, caring, responsible citizens.

Program Philosophy

At Boys & Girls Clubs of the Danville Area, we strive to provide a program that promotes opportunities for friendships, skill development, self-discipline, respect for self and others, and of course, FUN! We accomplish these goals through positive role modeling, carefully planned activities, and staff supervision. We believe that children learn and grow most successfully when they are encouraged and supported by positive adult mentors. All children will be served a snack, then participate in a variety of activities. All and any activities will follow national Boys & Girls Clubs five core content areas: Character & Leadership, Healthy Lifestyles, The Arts, and Education & Career Development.

It is the policy of our program that no person be excluded from participation on the grounds of race, creed, color, sex, religion, national origin, or disadvantaged condition. It is also the policy of The Boys & Girls Club to include families who would normally find the cost of quality childcare prohibitive. We assist families through scholarships when available.

Registration Procedures & Forms

Each site has limited enrollment so registration will be on a first-come, first-served basis regardless of enrollment in previous years. A spot will be held for your child when the registration fee(s), form(s), and Parent Handbook Acknowledgement form have been returned to the Club/Unit Director.

Payment Requirements

Payment in full is due at the time of registration. If a check is returned, a \$25 NSF fee will be charged.

Club Site Information

<u>Hours</u>	Foster Street Unit	12:00pm - 6:00pm
	Chatham Unit	12:00pm - 6:00pm
<u>Fees</u>	Foster Street	\$75.00
	Chatham	\$75.00
	Teen Membership	\$25.00
<u>Contact</u>	Mrs. Latasha Austin	Club Director-Foster St.
	Ms. Cindy Martin	Unit Director- Chatham Unit

Open Door Policy

BGCDA is a drop-in facility and has an open door policy stating that members are not required to attend the Club every day. Members are advised to stay on Club premises; however, we cannot legally require a member to stay at the Club. BGCDA is NOT a day care center, NOT a licensed facility and is NOT responsible for the time or manner in which your child may arrive at or leave the Club. The Club is a drop-in program with an open door policy- the members are free to come and go as they please. Please contact your Club Unit Director if you have any questions.

Transportation/Field Trips

Parents should be aware that permission was given on the registration form for all field trips including those involving swimming. Transportation may include club vans, chartered buses, public transit, and walking short distances.

What NOT to bring:

The following items are NOT recommended at the Boys & Girls Clubs of the Danville Area. The Club is not held liable for any lost, stolen, or damages that may occur:

- Trading cards of any kind
 - Valuables, including, but not limited to: personal music players, computers, gaming systems, personal electronics, cell phones, etc.
 - Gum, Sunflower Seeds
 - Stuffed animals, or toys
 - Weapons of any kind
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After Hours Pick Up

The Boys & Girls Club closes promptly at 6:00pm. After 6:05pm a late fee of \$1 per minute will be charged, unless emergency arrangements have been made with the staff. Children left in our care after 7:00pm will be placed in the care of Child Protective Services. All late fees must be paid before returning to the Club or 24-hour notice of suspension from the Club will be given.

Emergency Procedures

Minor Emergencies

- The following procedures will be followed:
- Staff trained in first aid will take the appropriate steps.
- The accident will be recorded on the "ouch" report found at each site.
- When necessary, parent/guardian or emergency contact will be notified.

Major Emergencies

- The following procedures will be followed:
 - Contact 911 if necessary.
 - Administer first aid.
 - Contact parent, guardian, or emergency contact.
 - If 911 operator or parent requires, transport child to medical facility.
 - Notify Club/Unit Director
 - File Accident Report within 24 hours.
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Illness

If a child becomes ill during the day, the parent will be asked to immediately come and pick up the child. You or someone you designate should pick up the child within **one hour**. Children with a fever or being treated with antibiotics for a contagious disease should not return to our program until he/she has been using the medication for 24 to 48 hours.

Emergency Hours

You may use the remind text, check our website bgcdanville.org or BGCD A's Facebook page for information on closings.

Behavior Management Policy

Please read and discuss the following rules and consequences with your child.

Philosophy:

The Boys & Girls Club Staff recognizes and respects children as people with unique feelings, values, and needs. We believe that positive reinforcement and behavior modification through consequences are effective methods of interactions, particularly when dealing with behavior problems.

Rules:

At the Boys & Girls Club, we follow the Four Levels of "Respect":

Respect the staff—listen and follow directions.

Respect the Club—take care of Club equipment and property.

Respect Club members—be friendly, listen and share with other members; keep your hands and feet to yourself.

Respect yourself—take care of yourself and your belongings.

Behavior Management Procedures:

Positive verbal recognition and rewards will be used consistently to reinforce good behavior. Rewards can be as simple as individual attention from an adult or a special activity. The following steps will be taken in the event of behavioral problems:

- 1. Reasoning:** Communication between the child and staff member to identify the problem and determine a possible solution. At this point, children are given a chance to explain what happened and to make a choice about what they should do next.
 - 2. Removal/loss of privilege:** Removal from the activity for a short period of time. This allows the child to gain control of a difficult situation. Time outs can include activities, which might lead the child to consider alternate behaviors. The staff might ask that they make a short list of alternate ways to handle the situation, write or draw a letter of apology, or perform a short community service project.
 - 3. 'Behavior Corrections':** In a case where reasoning and time outs have failed, or when a child has had 3 consecutive time outs, the child will complete a 'think and write'. 'Think and writes' allow the child to document what rule they have broken, what consequence they received, and what they will do next time to avoid breaking the rules. Parents will be notified when they pick up their child. All 'think and writes' will be filed and kept confidential. Refusal to complete the 'think and write' or the accumulation of three 'think and writes' in one month may result in short term suspension (up to one week).
 - 4. Parent Conference:** An informal parent conference will occur when repeated behavior problems occur and/or when a behavior is particularly dangerous to the child, staff, or other children. Parents, the child, Camp Director, and Program Director will discuss the behavior and possible solutions. Future consequences for continued behavior and future rewards for improved behavior will be agreed upon and documented at this time.
 - 5. Suspension/Dismissal:** If the agreement is not upheld, another meeting will be held with the child, staff and parents. At this time, a short term (up to 1 week) or long term suspension will be required and a discussion as to whether this is the right program for your child will occur. If the suspension is not effective, the child will be dismissed from the program. Refunds will not be given for suspensions or dismissals.
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Parents should always be aware that if your child behaves in a way that puts him/herself, staff, or other children in danger (violent behavior, threats towards or striking staff, running away from the Club or site), you will be called and asked to pick up your child immediately regardless of previous behavior. A suspension will

immediately be effective for any such behavior. If you or someone you designate cannot pick up your child immediately in such situations, we will not be able to have your child in the program. In the event a child is endangering him/herself, another child, or a staff member and a parent or guardian cannot be reached, we may need to call the police. Boys & Girls Club staff are not allowed to restrain children so this is our only option in an unsafe situation. Parents of the child will be required to pay all fees/damages incurred. After an incident, the Director will then meet to determine if the child can return to the Club.






Please let us know at the time of registration if your child has any special needs. The more we know, the more prepared we will be to help your child.

If you have any questions regarding these policies, please feel free to contact the Director at 1-434-792-6617 (Foster Street) or 1-434-432-8185 ext. 3406 (Chatham)



2018-2019 School Year

PARENT ACKNOWLEDGEMENT

-  I have read and understand that my child(ren) will not be enrolled or become an official member of the Club until the registration fee(s), form(s), and Parent Handbook Acknowledgement form have been returned to the Club Director.
-  I have read and understand that payment in full is due at the time of registration.
-  I have read and understand that the BGCD A has an open-door policy, stating that members are not required to attend the Club every day, and Club staff cannot legally require a member to stay at the Club.
-  I have read and understand that the Club is not held liable for any lost, stolen, or damaged personal belongings, as bringing personal items is advised against.
-  I have read and understand the After Hours Pickup Policy. I understand and agree that there will be a late fee, and that fees must be paid before returning the Club. I also understand that any child left at the Club after 7pm will be placed in the care of Child Protective Services.

By signing this document I am acknowledging to have received and read a copy of the Parent Handbook and understand and agree to comply with the policies and procedures outlined within. I have reviewed these policies and procedures with my child.

Parent (Print Name): _____

Parent Signature: _____

Child's Name: _____

Date: _____