



**BOYS & GIRLS CLUB
OF WAYNESBORO,
STAUNTON & AUGUSTA COUNTY**

**PARENT/GUARDIAN AND MEMBERSHIP
ORIENTATION HANDBOOK**

MISSION STATEMENT

*To enable ALL young people, especially those who need us most,
to reach their full potential as productive, caring, and
responsible citizens.*

302 E. MAIN STREET WAYNESBORO, VA 22980

540.949.4516

www.openthebluedoor.org

The Boys & Girls Club provides services to the youth who need us most through our after-school programs, summer camps, and holiday camps. We have a trained, professional, and diverse Youth Development staff who provide guidance, supervision, mentorship, academic support, and build caring relationships with every young person who walks through our doors. The Club is affordable and open to all youth between the ages of 6 -18. We make a positive impact on youth by providing a safe environment to learn and grow while building self-esteem and mastering the skills needed to reach their full potential.

All Boys & Girls Club members should experience the following:

- Sense of Belonging
- Sense of Usefulness
- Power of Influence
- Sense of Competence

CORE PROGRAM AREAS:

- The Arts
- Sports, Fitness, and Recreation
- Education and Career Development
- Character and Leadership Development
- Healthy Lifestyles

MEMBERSHIP & PROGRAM FEES

To attend the Club, we require a completed membership application for each member, along with copies of the following documents: recent physical, immunization records, birth certificate, and any court-issued documents.

Membership applications are available online under Waynesboro Membership Application and Staunton Membership Application. A registration fee of \$25 is required at the time of registration. This is Non-refundable.

Program fees are due on Fridays, in advance of the upcoming week. Program fees are subject to change based on season/session and vary between sites and age groups. Current membership applications reflect updated program fees.

Cash, checks, credit/debit, and DSS cards are accepted forms of payment. Make checks payable to Boys & Girls Club of Waynesboro, Staunton & Augusta County. If the bank returns a check to us for nonpayment we will require a full cash payment plus a \$25.00 service charge.

UPDATED 05/2021

ALL FEES MUST BE PAID IN ADVANCE IF A CHILD IS TO START OR CONTINUE WITH ANY BOYS & GIRLS CLUB PROGRAM.

NO REFUNDS WILL BE GIVEN.

Field trips may require nominal fees for admission, etc. For non-regular field trips, permission forms will be sent home for parent/guardian signatures. Dates, times, location, cost (if applicable), and other information will be indicated on the permission form.

AFTER SCHOOL PROGRAM HOURS

General After-school Program Hours: Monday to Friday, 2:30 PM – 6:30 PM*

*Hours are site-specific and may vary by location. See your location's Site Director for information.

During the extended holidays (i.e. Christmas), spring break, or teacher workdays, the Club will determine daily rate open hours based on minimum advanced sign-up requirements. Please see the Site Director for details.

In the case of planned early dismissals, as noted on the school calendar, the club will be open. Please refer to your Club calendar.

In the case of early dismissal from school due to inclement weather, the Club will not be open. If inclement weather occurs after-school, while your child is attending the Club, please contact staff immediately to arrange early pick up for your child. The Club has a call-to-alert policy in these cases and will request that you arrange for immediate pick up for your child.

The Boys & Girls Club will be CLOSED on the following holidays:

▲ New Year's Eve ▲ Day Before Thanksgiving Day ▲ New Year's Day ▲ Thanksgiving Day
▲ Memorial Day ▲ Black Friday ▲ Independence Day ▲ Christmas Eve ▲ Labor Day ▲
Christmas Day

We may also be closed other times for staff training or due to inclement weather. We will post a sign in the building one week before any planned closures or schedule changes.

ATTENDANCE AND LEAVING THE FACILITY

The Boys & Girls Club does not require a member to attend the Club; therefore, the Club's staff will not be responsible for confirming the absence of youth. If you would prefer to notify our staff of your child's absence or if he/she will be arriving late please contact your child's Site Director.

The Boys & Girls Club is a "drop-in" facility. The Club utilizes a check-in/out system to identify

when members are arriving and being picked up (have photo identification ready). If your child is being picked up by someone not on your pick-up list, please call ahead to notify our staff.

The Club staff are responsible for the Club members at the time of sign-in.

In the event of sudden or possible inclement weather, the Club will follow the public school's schedule and notifications will be sent out via text to our parents and will also be posted on our Facebook page and our website.

CHILDREN ARRIVING LATE

Children who arrive late due to participation in school activities, a doctor's appointment, or for other reasons will be integrated into the daily activities in such a way as to not disrupt ongoing activities.

RIGHTS OF PARENT/GUARDIAN(S)

The Boys & Girls Club of Waynesboro, Staunton & Augusta County reserves the right to only admit the custodial parent of the child or children. In such cases, court documentation is required and the Club shall adhere to all rulings.

LATE PICK-UP OF MEMBERS

Parent/Guardian(s) are expected to pick up Club members on time. A parent/guardian who picks up a child after the Boys & Girls Club closes will be charged the following fees:

\$1.00 per minute, per child

If the late fee is \$10 or less it must be paid within three (3) Club days. If the late fee is \$10 or more it must be paid within 10 Club days. If fees are not paid within the specified time then the child or children will not be allowed to return to the Club until all fees are paid.

Any member left at the Boys & Girls Club for more than one (1) hour after closing will be referred to the local Department of Social Services.

DAMAGE TO PROPERTY

The parent/guardian will be held financially responsible for any damage to property owned or used by The Boys & Girls Club of Waynesboro, Staunton, and Augusta County (with exception to normal wear and tear of equipment).

EMERGENCY PROCEDURE

If an emergency occurs, the Boys & Girls Club youth will be removed from the affected area and placed in a safe location. In the event of a lockdown or intruder emergency, the staff will follow the procedures as outlined in our policies. If a total building evacuation is necessary, youth will be moved to a predetermined site:

Waynesboro site – Constitution Park, 215 McElroy St. Waynesboro, VA 22980)

Staunton site - Montgomery Hall Park, 1110 Montgomery Ave. Staunton, VA 24401)

Parent/Guardian(s) will be notified of said emergency via telephone.

In the event of natural disasters such as tornadoes, major thunderstorms, etc., youth will be secured in our building and the proper safety procedures will be followed.

FOOD POLICY

An after-school snack will be served daily.

Additionally, a meal is served daily, which includes USDA-regulated components for whole nutrition and portion size. Menus are available upon request.

Sometimes cake and ice cream or popsicles will be served in addition to snacks and dinner during the month for a celebration. The Club meets or exceeds the nutritional requirements of the USDA.

The Club allows food to be brought from home for celebrations and field trips, or medical or religious reasons, but cannot guarantee adequate storage or refrigeration will be available for these items. Please see your Site Director to discuss in advance and check-in your food at the front desk to ensure there are no allergy concerns regarding our other club member's health and safety. Eating snacks and meals provided by the Club is never a requirement. Food will never be withheld as punishment.

CLUB ENVIRONMENT & TRANSPORTATION SAFETY

Safety Rules for Youth:

1. Keep hands and feet to yourself.
2. Walk at all times while inside the Club.
3. Use an inside voice.
4. Make good moral choices/decisions.
5. Follow all rules and regulations of designated staff or volunteers.
6. Do not climb on fences or through holes when outdoors.
7. Do not leave any area without permission from a staff person/volunteer.

8. Do not cross the roadway or streets adjacent to outdoor play areas.

When traveling by van/bus:

1. Children must remain seated and wearing seatbelts where applicable (exception- school bus transportation) at all times while the vehicle is in motion.
2. Arms, hands, feet, etc. must be kept inside the vehicle at all times, and not hanging out of the windows.
3. Indoor voices must be used at all times in the vehicle and behavior must be courteous so that the driver can concentrate on driving.
4. One Staff person/volunteer will lead youth while entering and exiting the bus and another Staff person/volunteer will be at the end of each group.

All youth will be under Staff supervision while participating in Club sponsored programs, activities, field trips, etc. Each Staff member will be responsible for counting the number of participants before a program begins and ends.

HEALTH & EMERGENCIES

1. A medical section that is part of the application must be completed and signed by the parents before enrollment can occur (please be sure all insurance information is correct and up to date).
2. Youth with contagious ailments, fevers, or communicable diseases are to remain at home for 24 hours. Please notify us if symptoms of illness occur so that we can do our part to prevent the spread to the rest of our members and Staff.
3. Parents will be contacted when a child has a temperature of 100 degrees or more, experiences vomiting or diarrhea, or exhibits symptoms of a contagious disease (colds, head-lice, etc.), or may need medical treatment.
4. Parent/Guardian(s) are expected to pick up an ill child as soon as possible.
5. In case the parent/guardian(s) cannot be contacted in an emergency, the Club will notify emergency contacts listed (please be sure all information is up to date).
6. If your child needs emergency medical attention and neither you nor any contacts listed can be reached, the Club staff are then authorized to obtain necessary emergency care.
7. If a child becomes missing, staff will notify the Executive director immediately, then parent/guardian(s), proper authorities, and emergency personnel.

BEHAVIOR EXPECTATIONS

We strive to provide a safe environment and high-quality programs for your child. We appreciate your assistance in ensuring that your child behaves respectfully and follows our discipline

guidelines while under our care. Please take time to review BGC's Code of Conduct and Discipline Policies/Procedures with your child. If your child has an issue or concern with another member or with a program, the youth should talk with the program Staff or Site Director. If further assistance is needed, the Assistant Director or Executive Director may be contacted. (See organizational chart provided.)

CODE OF CONDUCT

AS BOYS & GIRLS CLUB MEMBERS WE ARE EXPECTED TO:

- TREAT OTHERS LIKE WE WANT TO BE TREATED.
- BE RESPONSIBLE FOR OUR ACTIONS.
- SOLVE DISAGREEMENTS WITHOUT FIGHTING AND ARGUING.
- TAKE CARE OF THE CLUB AND ITS EQUIPMENT.
- PLAY FAIR AND BE HONEST.
- USE APPROPRIATE LANGUAGE.
- LISTEN TO AND FOLLOW INSTRUCTIONS.
- STAY WITH OUR AGE GROUP AND STAFF AT ALL TIMES.
- ASK QUESTIONS IF WE DO NOT UNDERSTAND.
- TAKE OFF HATS OR HEADGEAR BEFORE COMING INSIDE
- EAT AND DRINK ONLY IN DESIGNATED AREAS.
- RESPECT THE CLUB'S STAFF, FELLOW MEMBERS, PARENTS, AND VISITORS.
- HAVE FUN, MAKE FRIENDS, AND LEARN!!

DISCIPLINE POLICY

1. The Boys & Girls Club Staff will always be as fair as possible when dealing with any discipline problems.
2. It is the right of the Executive Director, Operations Director, Program Director, or Unit Director to suspend a child (temporarily or permanently) from the Boys and Girls Club. A parent/guardian will be notified in-person or by phone, within 24 hours of the incident if the parent is unable to speak in person.
3. We will not verbally or physically assault any member.
4. The Boys and Girls Club policy use an isolation method known as "TIME OUT" or sentence writing when dealing with discipline problems while the child is at the Club.

5. We will discuss all problems with all members involved to be able to come to a sound conclusion of the problem.
6. Conferences will be held with the parent/guardian when the Executive Director, Operations Director, Program Director, or Site Director feels it is necessary.
7. Suspension can be given to members as a result of any type of discipline problems, and program fees will not be refunded.
8. The Boys and Girls Club staff's decision WILL BE FINAL.
9. We ask that all parents support our efforts to teach your child good behavior and develop their social and emotional skills.
10. If our Discipline policies and procedures do not work when dealing with your child, we will ask you to remove him or her from the club and any programs or activities offered by the Club.

DISCIPLINE PROCEDURES

PHYSICAL VIOLENCE: ZERO TOLERANCE: (hitting, kicking, fighting, biting, throwing objects at another Member or Staff, threaten to cause harm with a real or not-real weapon) Resets 1 time per year at the end of the school year.

1st Offense: 3 Day Suspension from Club, upon return to Club, 3 Days of On-Site Suspension

2nd Offense: 5 Day Suspension from Club, upon return to Club, 3 days of On-Site suspension

3rd Offense: 10 Day Suspension from Club, upon return to Club, 5 days of On-Site suspension, and a mandatory Parent Meeting with the Program Director and Operations Director or Executive Director. Membership may be suspended until the parent meeting is arranged.

DESTRUCTION OF CLUB PROPERTY: (Including but not limited to abuse of Club property, pushing a chair over, writing on tables, etc.) Resets 2 times per year: at Christmas break and the end of the school year. Parents/Guardians are responsible for reimbursement of any damaged property.

1st Offense: Time-Out and On-Site suspension for the rest of the day.

2nd Offense: Time-Out and On-Site suspension for 3 days.

3rd Offense: 1 Day Suspension, upon return to Club, 3 days of On-Site suspension

4th Offense: 3 Days Suspension, upon return to Club, 5 days of On-Site suspension and a mandatory Parent Meeting with Program Director and Operations Director or Executive Director

BULLYING/HARASSMENT: (spitting, cursing, inappropriate gestures, bullying members or

staff) Resets once per semester.

1st Offense: Time-Out and On-Site suspension for the rest of the day.

2nd Offense: 2 Day Suspension and On-Site suspension for 3 days.

3rd Offense: 3 Day Suspension and On-Site suspension for 5 days.

4th Offense: Membership is suspended until a Parent Meeting with the Operations Director or Executive Director is arranged.

DISRUPTIVE BEHAVIOR: (disrespectful behavior, compromising member safety, repeatedly not following directions while attending the Club during 1 day) Resets once per month.

1st Offense: Time-Out and On-Site suspension for 1 rest of the day.

2nd Offense: Time-Out and On-Site suspension for 3 days.

3rd Offense: 1-day suspension and On-Site suspension for 5 days.

4th Offense: Membership is suspended until a mandatory Parent Meeting with Program Director and Operations Director or Executive Director is arranged.

DISCIPLINE DETAIL:

The parent/guardian will be notified in person of any disciplinary actions involving their child when the member is picked up. If the parent/guardian does not remain on-site to be notified of the behavior incident at pick up, the parent waives the option for an in-person notification. If in-person notification is not possible because the Site Director is temporarily unavailable, or in the case that the parent needs to leave immediately, the parent/guardian will be notified first by phone call/text and last by email within 24 hours. (This means it could take up to one day for parent/guardian to be notified.)

On-Site Suspension will require the member to remain inside the Club in the assigned Suspension Area. During On-Site suspension, the Staff will continue to follow all policies outlined by the Department of Social Services Licensure (This includes, but is not limited to, providing bathroom breaks, snacks/meals, and physical activity.) Social-Emotional Learning (SEL) practices, activities, and programs will be implemented during the On-Site Suspension. Specifically, the Club member will have acute access to small-group and/or one-on-one mentoring by the Site Director and/or a Program Leader.

If during the On-Site Suspension the youth member threatens the physical safety of another member or Staff member, the youth member's parent/guardian will be notified immediately and the child will receive an immediate 2 Day Suspension from the Club. Upon returning to the Club, the youth will still receive the necessary On-Site suspension that is either equal to or greater than 3 days of On-Site suspension.

Any incident occurring after the third offense within one month is subject to the discretion of the Administrative Staff. After the parent meeting occurs, parent support for their youth's improvement is evaluated. The administration reserves the right to make any decision regarding membership in the Club after the parent meeting.

It is the Club's practice and mission to offer every available means of support and mentorship to maintain a positive, safe, and encouraging environment for ALL Club members.

BULLYING/HARASSMENT POLICY

The Boys & Girls Club of Waynesboro, Staunton & Augusta County is committed to providing all members with a safe and civil environment, and will not tolerate any form of bullying at any Club activity on or off Club property.

Bullying shall mean any written, electronic, verbal, physical, or social activities that willfully harm another. Aggravated bullying shall mean willful harm motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental disability, physical disability, appearance, or socioeconomic status.

Staff and volunteers who observe an act of bullying are expected to take immediate, appropriate steps to intervene. If the staff member or volunteer believes his/her intervention has not resolved the matter, they shall report it to his/her supervisor and document the incident in writing. The Club Director or appropriate staff member will inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying if the issue has not been appropriately resolved. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior.

PERSONAL BELONGINGS AND WEAPONS POLICY

The Boys & Girls Club is not responsible for any personal belongings that are lost, left behind, or stolen while attending the Club. Parents and Club members are strongly encouraged to leave any items of value (including electronic devices such as laptops, cell phones, personal video games, MP3 players, etc.) at home.

To ensure the personal safety of all club members and staff, Boys & Girls Club staff reserve the right to search personal belongings, including backpacks and lockers/cubbies, when there is reasonable cause to do so.

NOTE: If a club member claims to have an item identified as a "weapon" in his possession, makes any type of verbal threat to use a weapon, or to use an object/item as a weapon toward another staff or Club member, the parent will be called immediately, and the club member will be suspended. The length of the suspension will be at the discretion of the Executive Director. If a club member HAS an item identified as a "weapon" the police will be called, the parents will also be called, and the club member will be permanently suspended from attending the Boys &

Girls Club.

These policies are important to the success of operating a quality youth organization. We will enforce these policies to make the Club a better and safer place for your child.

LICENSING INFORMATION

The Boys & Girls Club of Waynesboro, Staunton, & Augusta County is a state-licensed program. Parent/guardian(s) or any individual may register a complaint about the program by contacting our regional office of the Department of Social Services at court-issued Licensing Office 57 Beam Lane, Suite 303 Fishersville, VA 22939 Phone- (540)332-9172

Being a State-Licensed program assures parents of a quality program that meets or exceeds the minimum standards set forth by the Department of Social Services. We are proud to strive for excellence in serving our young people. Please let us know how we can improve our programs and services.

THE BOYS & GIRLS CLUB STAFF ARE REQUIRED TO REPORT SUSPECTED CASES OF NEGLECT AND ABUSE

The Club is concerned about the health and wellbeing of our young people. Employees of the Club are trained to recognize signs of abuse and/or neglect. Staff is required by Virginia Law to report suspected cases of child abuse and/or neglect to their Site Director who will then report the concern to the Administration and then report the concern to the Department of Social Services for investigation.

SITE CONTACT INFORMATION

Waynesboro Teen Zone: 540-471-5774

Kids Club (K-5th) : 540-910-1501

302 E. Main St. Waynesboro, VA 22980

Booker T Kids Club (K-5th): 540-471-3139

1114 W. Johnson St. Staunton, VA 24401

ORGANIZATIONAL CHART

Annie Sachs, Executive Director: asachs@bgcwsa.org
Scott Morris, Operations Director: smorris@bgcwsa.org

GREAT FUTURES START HERE.

Receipt and Acceptance of Parent/Guardian Membership Orientation Handbook

I have this day received a copy of The Boy & Girls Club of Waynesboro, Staunton & Augusta County's Parent/Guardian & Member Orientation Handbook, and understand that I am responsible for reading the policies and practices described within it as part of my orientation.

I AGREE TO ABIDE BY THE POLICIES AND PROCEDURES CONTAINED HEREIN. I UNDERSTAND THAT THE POLICIES AND BENEFITS CONTAINED IN THIS HANDBOOK MAY BE ADDED TO, DELETED, OR CHANGED BY THE CLUB AT ANY TIME.

If I have any questions regarding the content or interpretation of this Handbook, I will bring them to the attention of the Assistant Director or Executive Director.

Name of Member: (please print) _____

Signature of Parent/Guardian: _____

Date: _____

PLEASE RETURN THIS FORM ALONG WITH YOUR CHILD'S APPLICATION.