



**BOYS & GIRLS CLUB**  
OF CABARRUS COUNTY

# **PARENT GUIDE**

## **2018-2019**

**Boys & Girls Club of Cabarrus County**  
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**AFTERSCHOOL PROGRAM**

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## **OUR MISSION**

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



**BOYS & GIRLS CLUB**  
OF CABARRUS COUNTY

# **PARENTAL GUIDELINES AND CONSENTS**

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## **GENERAL POLICIES**

- The Boys & Girls Club of Cabarrus County is not a day care facility. The Club is a youth recreational facility. Staff makes every effort to assure the safety of its members; however, due to the large number of youth and parents who visit the Club, it is not possible to implement a formal policy of signing youth in and out.
- Refund Policy: It is our standard policy not to provide refunds. Under special circumstances, a refund may be requested by completing a refund form. If approved, a \$25.00 refund fee will apply.
- In the event of illness or injury while participating in Club programs, child has permission to receive treatment from Club personnel or volunteers. Parents will be notified of serious injury or illness immediately.
- Child has permission to be transported by Club vehicle to the Club and/or for Afterschool or Club field trips.
- Photos and videos taken on Club property and during Club activities may be released without permission of the parents. Photos / videos will never reveal confidential information about the child. Parents who object to the release of such photos must notify the Club, in writing, within 15 days of registration.

## **DATA COLLECTION AND SHARING**

- Child has permission to participate in online or written surveys, questionnaires, interviews, and focus groups. Any and all information gathered will be kept strictly confidential. Data gathered will be summarized and will exclude all references to individual responses. The results of such analyses may be shared with Club staff, Boys & Girls Clubs of America (BGCA), funders, and other community stakeholders to evidence program effectiveness and/or Club impact on our members.
- The Boys & Girls Club of Cabarrus County may share information about the child with Club staff, BGCA and other community stakeholders for research purposes and/or to evidence program effectiveness. Information that will be disclosed may include information provided on membership application, data provided by the child's school or school district, and other information collected by the Boys & Girls Club of Cabarrus County, including data collected via surveys, questionnaires and/or quarterly report cards. Any and all information gathered will be kept strictly confidential.

## **NYOI SURVEY**

- Our Club takes part in an annual survey that is used to track the wellbeing of members in Boys & Girls Clubs nationally. Our Club is one of many Clubs across the country participating in the survey that asks how members feel about the activities and time they spend at the Club, education plans, and involvement in community service and work.
  - If you do not want your child to participate in the NYOI Survey, you must request an Opt-Out Form from the Club. This form must be completed and returned to the Club, and will be kept in the member's file.

# **CODE OF CONDUCT**

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*Please refer to the Codes of Conduct shown below. The Boys & Girls Club takes these matters very seriously. Regarding your child's behavior, there is no one who can instill discipline in your child more than you. We appreciate your support in this endeavor, however, the Club reserves the authority to administer appropriate forms of discipline for inappropriate behavior that is in the best interest of the individual and the Club.*

## **YOUTH CODE OF CONDUCT**

It is part of the Club's mission to provide a fun, positive, and safe environment for all of its members during all of its programs. Please be advised that misbehavior by the youth members will not be tolerated and will be dealt with by the staff. Each instance of misbehavior will be judged on its own merit. The severity and frequency of the misbehavior will determine the way Club staff will issue consequences.

Among the behaviors that are unacceptable are: chewing gum, running (in areas not designated for physical activity), eating/drinking outside designated areas, "hanging out" in halls and restrooms, name calling/bullying, any form of physical contact, disrespectful attitude, not following staff directions, lewd conduct, using profanity, stealing, fighting, possessing illegal/dangerous items.

Among the consequences that may be issued by staff are: verbal warning; parent conference; time out; suspension from a room, area, or activity; temporary or permanent suspension from the Club. A suspension from the Club will result in the member being suspended from all Club activities during the length of the suspension. The Club's no refund policy also applies to instances when a child is suspended from Club activities.

Please be advised of the following: Youth are strongly discouraged from bringing any personal belongings to the Club. The Club is not responsible for lost or stolen items, nor is it bound to conduct inquiries in order to retrieve such items; however, the Club does reserve the right to search members' belongings when there is reasonable suspicion that he/she possesses something illegally.

## **PARENT CODE OF CONDUCT**

Club activities are designed for the fun and wellbeing of youth. All adults, as well as youth under their supervision, are required to conduct themselves in a respectful, sportsmanlike manner at all times. Inappropriate or disrespectful language or conduct directed towards any person in connection with any Club sponsored activity will not be tolerated. Club staff has the right to require any individual who is exhibiting such behavior to leave the premises of the Club sponsored activity temporarily or permanently. Club staff also reserves the right to remove any youth member who may be associated with the individual exhibiting such behavior from its activities temporarily or permanently.

Any issues concerning children should be addressed with a full-time Club staff member. No adult should address an issue with a child other than his/her own concerning misbehavior or discipline.

Please be advised that North Carolina legislation is in place, which states that any fan or player who assaults a sports official, coach, volunteer, or staff member could be fined and sentenced to up to two years in jail.

## **2018-2019 AFTERSCHOOL PROGRAM RATES**

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The following prices are per 10 week period:

|                           |              |                                |
|---------------------------|--------------|--------------------------------|
| <b>Elementary</b>         | <b>\$300</b> | <b>Full Rate</b>               |
|                           | <b>\$160</b> | <b>Reduced Rate</b>            |
| <b>Middle/High School</b> | <b>\$70</b>  | <b>Middle/High School Rate</b> |

The school year is divided into four 10 week periods. Payments are due on or before the beginning of each period. Full payment is due no matter how many days the child attends. Fees are NOT prorated under any conditions. Documentation is required at time of registration to receive reduced rate.

- Program operates weekdays from 2:30 pm-6:30 pm.
- Program is for children in Kindergarten through 8th Grade.
- Children must be in Kindergarten AND be 5 years old as of August 31, 2018.
- Transportation is provided to the Club from local elementary and middle schools. Please see page 7 for a list of schools.
- Snacks/afternoon dinner is provided for each child, or they may bring their own snack.
- School Closing Days are included in the cost of Afterschool Program.
- On early dismissal school days, transportation (but not lunch) is provided to the Club.
- NO REFUNDS

## **SCHOOL CLOSING DAYS PROGRAM RATES**

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The following prices are per school year:

|                           |              |                           |
|---------------------------|--------------|---------------------------|
| <b>Elementary</b>         | <b>\$360</b> | <b>Full Rate</b>          |
|                           | <b>\$280</b> | <b>Reduced Rate</b>       |
| <b>Middle/High School</b> | <b>\$280</b> | <b>Middle School Rate</b> |

The Club is open 7:30 am to 6:30 pm on many days the schools are closed. See page 13 for dates. School Closing Days are included in the cost of the Year-Round Afterschool Program, or are available as a separate program for those not enrolled in the Afterschool Program.

- Program operates on selected school closing days from 7:30 am-6:30 pm.
- See Important Dates on page 12 for school closing day dates.
- Lunch is NOT provided on school closing days, unless otherwise specified.

# REGISTRATION INFORMATION

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**Registration Hours: Monday through Friday 11:00 am-6:30 pm**

## **Required Paperwork:**

- Club Membership Application and Contact Sheet
- Full Payment for session
- Medicaid Card, NC HealthChoice Card or Free/Reduced Lunch Letter, if eligible
- Copy of child's birth certificate

## **Registration Guidelines:**

- Payment must be made in full to guarantee child's placement in programs.
- **Late fees** will be charged to those who register after registration ends (see below).
- All documentation must be provided at registration.
- Actual and **current** Medicaid or NC HealthChoice card must be presented to get reduced rate.
- No Medicaid printouts will be accepted.
- Lunch status can also be determined by filling out a release form allowing the Club to contact the school nutrition office for confirmation.
- We require 2 days to process registrations. For example, if child registers on Monday, that child will be able to begin the program on Wednesday.
- Parent is responsible for notifying the school that child will be picked up by Boys & Girls Club.

## **2018-2019 PAYMENT DUE DATES**

|                  |                   |
|------------------|-------------------|
| <b>Payment 1</b> | <b>August 15</b>  |
| <b>Payment 2</b> | <b>October 26</b> |
| <b>Payment 3</b> | <b>January 18</b> |
| <b>Payment 4</b> | <b>March 29</b>   |

If payment is not made on time, **LATE FEES** will be charged on the following scale:

|                            |       |
|----------------------------|-------|
| 1-5 business days late     | \$10  |
| 6-10 business days late    | \$20  |
| 11-15 business days late   | \$30  |
| Over 16 business days late | \$40* |

\*Child will be removed from program until payment is made.

# **BUS TRANSPORTATION**

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Transportation from the following area elementary and middle schools is provided for children registered in the Afterschool Program.

## **Elementary Schools**

A.T. Allen Elementary  
Beverly Hills Elementary  
Charles E Boger Elementary  
Coltrane Webb Elementary  
Irvin Elementary  
Patriots Elementary  
R. Brown McAllister Elementary  
Rocky River Elementary  
Royal Oaks Elementary  
Weddington Hills Elementary  
Winecoff Elementary  
\*Wolf Meadow Elementary (Year-Round)

## **Middle Schools**

CC Griffin Middle School  
Concord Middle School  
J.N. Fries Middle School  
Northwest Cabarrus Middle School  
Winkler Middle School

Transportation is included at no extra cost. The following guidelines apply:

1. Parent must notify the school of the child's intention to ride the Club bus. The child will be permitted to ride the Club bus starting two days after enrollment.
2. On days the parent wishes for his/her child to NOT ride the Boys & Girls Club bus the parent must provide the school with a hand-written note indicating so. This also applies to days when a child may be suspended from attending the Afterschool program and will not be permitted to ride the BGC bus.
3. On those days the Club is closed, such as for the Pancake Day fundraiser (see calendar), it is the parent's responsibility to provide transportation home for his/her child.
4. It is the child's responsibility to get to the bus immediately after dismissal. The Club will not wait for those children running late, nor will the Club go back and pick up any child that has missed the bus.
5. The Club will provide transportation on all Cabarrus County School scheduled Early Dismissal days. However, if Cabarrus County Schools close early because of inclement weather, the Boys & Girls Club will also be closed and will NOT provide transportation.

**Children from all schools are welcome to participate in Club programs, but transportation is only provided from the above schools.**

# **DROP-OFF AND PICK UP PROCEDURES**

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## **MORNING DROP-OFF**

Child drop off is permitted in the morning on School Closing Days. Parents wishing to drop their kids off will keep right and pull through the drop-off area to let their kids out. Kids must exit from the right-hand side of the car and will enter the building unescorted. **CARS ARE NOT ALLOWED TO PARK IN THE DROP-OFF LANE.** Parents wishing to walk their kids inside will keep left and continue to the parking area.

## **CHILD PICK-UP PROCEDURES**

Child pick-up is at the **Club Central desk on the 2nd floor.** Vehicles **MUST** be parked in designated parking spots. We **DO NOT** allow cars to stop or park directly in front of the building. The parent/driver must come inside and report to the **Club Central** desk before his/her child will be paged. For your child's safety, children will not be paged without a parent/driver present. Phone-in requests to have a child paged will not be permitted. **CHILDREN ARE NOT PERMITTED TO WAIT OUTSIDE THE BUILDING AT ANY TIME!** If you arrive during one of the 5 minute switch times, you will be asked to wait outside the second floor door.

## **PICKING UP YOUR CHILD LATE**

Official time will be determined by the clock located at the Club Central desk. After closing time, no child will be permitted to leave the building without the child's adult driver entering the building and signing documentation that he/she was late for pick-up. This is considered a late pick-up warning.

**A one-day suspension from the Club will result for the child upon the following conditions:**

1. The driver refusing to sign the late pick-up documentation.
2. The child being picked up late three times within 20-minutes of closing time within a 90 day period.
3. The child being picked up late two times over 20-minutes after closing time within a 90 day period.
4. The child being picked up late over 30 minutes after closing time on any given day.
5. The child being picked up late any times in addition to reaching the stipulations listed in # 2 and/or #3 within a 90 day period.

**The Club may remove a child from the program due to excessive late pick-ups. Making a phone call to the Club to tell staff you will be late is appreciated, but it will NOT exempt you from the stipulations listed above.**



# **GENERAL POLICIES**

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## **AGE GROUPS**

Members are divided into three units. Members may be subdivided into groups based on school and grade. Each unit operates differently as follows:

### **Junior Unit (Kindergarten through 2nd grade)**

Juniors follow an activity schedule under the supervision of Club Staff.

### **Senior Unit (Grades 3-5)**

Seniors have an open choice of activity rooms.

### **Middle School / Teen Unit**

Teens have designated activity rooms and may also participate in Senior Unit Activities.

## **INCLEMENT WEATHER**

The Club generally follows the decisions of Cabarrus County Schools when deciding whether or not to close on days of inclement weather. However, on days when we feel the road conditions are suitable for travel, we may open as a "School Closing Day" (7:30 am-6:30 pm) or open with a delay. We will make a decision as early as possible and will leave a message on our voicemail at **704-721-CLUB, ext.2**. You may also check our Facebook page at [facebook.com/bgclubcab](https://www.facebook.com/bgclubcab) or Club website at [bgclubcab.org](http://bgclubcab.org). If schools should close in the middle of day, the Club will **CLOSE** for all programs.

## **PERSONAL BELONGINGS**

The Club will not take responsibility for lost or stolen items. Children should not bring any belongings beyond what is needed for a day. Valuables such as cell phones, audio devices, trading cards, handheld games, etc. are prohibited. Cubbies are assigned to each child. Although we would like for the children to feel safe in putting their belongings in the cubbies, they are not closely guarded at all times. Children are encouraged to mark all belongings with their name.

## **SNACKS / DINNER**

Each child has an assigned snack / dinner time according to his or her school. Snacks / dinner are provided free of charge each day through the Second Harvest Food Bank Kids' Café Program and the federally funded NCDHHS Child & Adult Care Food Program (CACFP). Children are also welcome to bring their own snacks from home instead.

## **MEDICATION**

The Club does not have medical personnel on staff. Club staff will dispense medication (at lunch time only) to a child only with the written consent of the parent, which is part of the registration form. It is the child's responsibility to remember when he/she is to take the medication. The Club's staff will do its best to notify the children of the time for their medication, but will not take responsibility if it is not dispensed in the manner in which it is prescribed.

## ACTIVITY ROOMS

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Activity Schedules are posted weekly and activities are scheduled in 30 minute periods. Juniors follow an activity schedule under the supervision of Club staff. Seniors have an open choice of activity rooms. Teens have designated activity rooms and may also participate in Senior activities. Children must stay in selected room until the time period is over. At the end of each period, switch time is called and children have five minutes to use the hallways to pass between rooms.

Activity Rooms are divided into Junior (grades K-2) and Senior (grades 3-5) wings. Each wing includes the following activity rooms:

|                           |   |
|---------------------------|---|
| <b>LEARNING CENTER</b>    | Equipped with books and reference materials. Often used for educational games and programming.                              |
| <b>MULTI-PURPOSE ROOM</b> | Used for snacks, arts & crafts and life skills activities.  |
| <b>GAMES ROOM</b>         | Equipped with age appropriate table games, such as ping-pong, pool, air hockey, Legos, blocks and a variety of board games. |
| <b>GYMNASIUMS</b>         | Used for daily structured activities, including soccer, kickball, basketball, and other physical fitness activities.        |

All children have access to the **TECHNOLOGY CENTER**, which is equipped with computers for learning activities, research and games.

Middle School students have a designated **MIDDLE SCHOOL ROOM**, outfitted with computers, television, video games, books and board games.

## SPECIAL PROGRAMS

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**POWER HOUR HOMEWORK CLUB\*** Students will be rewarded for attending and completing homework assigned in school or for completing enrichment activities provided by the Club. Reward systems are in place to encourage children to participate. Club staff will retain copies of members' report cards for grant reporting purposes.

**PROJECT LEARN** reinforces and enhances the skills and knowledge young people learn at school during the hours they spend at the Club. Through Project Learn, Club staff use all the areas and programs in the Club to create opportunities for these high-yield learning activities, which include leisure reading, writing activities, discussions with knowledgeable adults, helping others, homework help, and tutoring and games that develop young people's cognitive skills.

**SMART MOVES\*** This Boys & Girls Clubs of America curriculum is geared towards teaching social and life skills. It has several components, including SMART Kids (ages 6-9), Start SMART (ages 10-12), Stay SMART (ages 13-15) and Street Smart (grades 5-8). The Street Smart program is specific to teaching youth about gang awareness and prevention.

\*Program members are required to attend Power Hour and SMART Moves sessions. Our Club receives grant money that has stipulations requiring Club members to attend these programs. These grant dollars help us maintain a low fee structure for our members.



**BOYS & GIRLS CLUB  
OF CABARRUS COUNTY**

**Parent Guides are now online and include  
interactive links to additional resources**

**[www.bgclubcab.org/resources](http://www.bgclubcab.org/resources)**

**Boys & Girls Club of Cabarrus County**

**247 Spring Street NW**

**Concord, NC 28025**

**704-721-2582 [bgclubcab.org](http://bgclubcab.org)**

**Mailing address: PO Box 1405 Concord, NC 28026**

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Updated July 20, 2018. Information is subject to change. Please call the Club or check the website and Facebook pages throughout the year for updated information. Programs have their own registration dates, forms, and fees. Enrollment in one program does not secure enrollment in another program.

# 2018-2019 AFTERSCHOOL PROGRAM QUICK INFO

| AFTERSCHOOL PROGRAM RATES<br>(PER QUARTER) |       |
|--|-------|
| Full Rate                                  | \$300 |
| *Reduced Rate                              | \$160 |

| SCHOOL CLOSING DAYS RATES<br>(PER YEAR) |       |
|---|-------|
| Full Rate                               | \$360 |
| *Reduced Rate                           | \$280 |

| IMPORTANT DATES TO REMEMBER |                         |
|-----------------------------|-------------------------|
| August 15                   | Quarter 1 Payment Due   |
| August 16, 17               | Club Closed             |
| August 20-24                | School Closing Days     |
| August 27                   | First Day of School     |
| September 3                 | Closed for Labor Day    |
| September 28                | School Closing Day      |
| October 26                  | Quarter 2 Payment Due   |
| October 29                  | School Closing Day      |
| November 6                  | School Closing Day      |
| November 12                 | Closed for Veterans Day |
| November 21                 | School Closing Day      |
| November 22,23              | Closed for Thanksgiving |
| December 19, 20, 21         | School Closing Days     |
| December 24, 25, 26         | Closed for Christmas    |
| December 27-28, 31          | School Closing Days     |

| IMPORTANT DATES TO REMEMBER (continued) |  |
|---|--|
| January 1, 2019                         | Closed for New Year's Holiday                  |
| January 2                               | School Closing Day                             |
| January 18                              | Quarter 3 Payment Due                          |
| January 21                              | Closed for MLK Day                             |
| January 22                              | School Closing Day                             |
| February 18                             | School Closing Day                             |
| March 12                                | School Closing Day                             |
| March 20, 21, 22                        | Closed for Pancake Day                         |
| March 29                                | Quarter 4 Payment Due                          |
| April 19                                | Closed for Easter Holiday                      |
| April 22-26                             | School Closing Days                            |
| May 27                                  | Closed for Memorial Day                        |
| June 13                                 | Early Dismissal<br>Last day of School Cabarrus |
| June 14                                 | TBD  |
| TBD                                     | First Day of Summer Program                    |

| CONTACT INFORMATION                |                   | MAIN PHONE 704-721 CLUB (2582)                                       |
|------------------------------------|-------------------|--|
| NAME                               | PHONE / EXTENSION | EMAIL  |
| Club Central                       | Ext. 124          |  |
| Front Desk                         | Ext. 104          | <a href="mailto:frontdesk@bgclubcab.org">frontdesk@bgclubcab.org</a> |
| Joe Habina, Director of Operations | Ext. 171          | <a href="mailto:jhabina@bgclubcab.org">jhabina@bgclubcab.org</a>     |
| Mark Tracy, Senior Unit Director   | Ext. 106          | <a href="mailto:mtracy@bgclubcab.org">mtracy@bgclubcab.org</a>       |