



BOYS & GIRLS CLUB
OF CABARRUS COUNTY

PARENT GUIDE

2018-2019

Boys & Girls Club of Cabarrus County
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SUMMER PROGRAM

TABLE OF CONTENTS

MISSION STATEMENT.....	2
PARENTAL GUIDELINES / CONSENTS.....	3
CODE OF CONDUCT.....	4
REGISTRATION INFO / PROGRAM RATES.....	5
HOURS, DAILY ROUTINE, ACTIVITY ROOMS.....	6
DROP-OFF / PICK-UP PROCEDURES.....	7
CLUB FIELD TRIPS / CAMP SPENCER.....	8
GENERAL POLICIES / SCHOOL CLOSING PROGRAM.....	9
QUICK LINKS / INFO.....	10-11

OUR MISSION

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

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.

CODE OF CONDUCT

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 well-being 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.

REGISTRATION INFORMATION

Registration begins February 22, 2018 and continues until program is filled (550 members).

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

Required Paperwork:

- Club Membership Application and Contact Sheet
- Required deposit or payment in full for summer program
- *Medicaid, NC HealthChoice, or free/reduced lunch documentation is required at time of registration to receive Reduced Rate.
- Child's Birth Certificate is required for all programs.

Registration Guidelines:

- All documentation must be provided at registration.
- Required deposit must be made **IN FULL** to secure child's placement in program.
- Balance **IN FULL** must be received by June 13. Club will be **CLOSED** June 14 & 15.
- Registration hours are 11:00 am-6:30 pm. No registrations will be accepted before 11:00 am.
- 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.
- Actual and **current** Medicaid or NC HealthChoice card must be presented at time of registration 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 (Cabarrus County schools only) for confirmation.
- **NO REFUNDS**

2018 SUMMER PROGRAM RATES

		<u>DEPOSIT REQUIRED</u>	<u>BALANCE DUE BY JUNE 13</u>
Full Rate	\$570	\$300	\$270
*Reduced Rate	\$370	\$200	\$170

Balance IN FULL is due June 13. Child will not be allowed to attend program until balance is paid.

- Program operates weekdays from 7:30 am-6:30 pm.
- Program is for rising 1st graders through rising 9th graders.
- Children must be five years old by August 31, 2017 **AND** have completed Kindergarten.
- No child may turn 16 before August 31, 2018.
- Morning snack, lunch (prepared fresh daily), and afternoon snack are provided for each child and are included in the price of the program.
- All field trips and week-long day trips to Camp Spencer are included in the price of the program.

SUMMER HOURS OF OPERATION

The Club is open Monday-Friday, 7:30 am–6:30 pm. Doors will not open before 7:30 am. Children must be picked up by 6:30 pm. Neglecting these operating hours may result in your child being suspended from the program. The Summer Program begins June 18 and ends on August 15. The Club will be closed July 4. Please refer to the School Closing Program for programs offered before June 18 and after August 15.

THE DAILY ROUTINE

7:30 am-8:30 am Check-in. Children must report to the snack room to indicate if they brought their lunch or if they will order lunch provided by the Club. Children reporting after 8:30 am will not be counted in the lunch order. Therefore, they are responsible for bringing their own lunch. After checking in, children must report to Home Room, or if after 8:30 am, to their group's current location.

8:30 am-6:30 pm Children follow an activity schedule.

9:15 am-10:45 am *Morning snack

12:45 pm-2:15 pm *Lunch

4:30 pm-6:00 pm *Afternoon snack

*Meals are served during one of three 30-minute time frames, determined by the child's group.

ACTIVITY ROOMS

On a schedule of 30-45 minute periods, children must decide which activity room they want to spend time in. Children must stay in that room until that time period is over. At the end of each period children will 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:

LEARNING CENTER

Equipped with books and reference materials. Often used for educational games and programming.

MULTI-PURPOSE ROOM

Used for snacks, arts & crafts and life skills activities.

GAMES ROOM

Equipped with age appropriate table games, such as ping-pong, pool, air hockey, Legos, blocks and a variety of board games.

GYMNASIUMS

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.

DROP-OFF AND PICK UP

MORNING DROP-OFF

Child drop off is permitted in the morning only. Parents who wish 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

The proper procedure for picking up your child is to report to the **Club Central desk on the 2nd floor** and have your child paged over the P.A. system. 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 the Club 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 front 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.

CLUB FIELD TRIPS / CAMP SPENCER

All field trips and week-long day trips to Camp Spencer are included in the Summer Program Fee. Field trips include visits to the movies, roller skating, and more. A list of trips will be available prior to program starting. If a child is present during a day or time his group is on a field trip or at Camp Spencer, the child must accompany the group. Staying at the Club with another group is not an option. If the group has already left the Club, the parent must transport the child to the group's location. Failure to abide by this will result in the child being suspended from the program. Camp Spencer is a Cabarrus County public park, complete with a swimming pool, ball field, and lakes for fishing and canoeing.

CAMP T.N. SPENCER PARK

The Park is open to the public during the operating hours of the Club's program. However, with the exception of the swimming pool, areas of the park that are being used by the Club's program are off limits to the public during operating hours. Campers should bring a bathing suit, towel, sun screen, and clothes that a little dirt won't hurt. Any small child who needs help applying sun screen should ask staff. Kids should wear swimsuits to camp and must have dry clothes to wear for the bus ride back to the Club. The park requires clothing designed for swimming; t-shirts and shorts are not permitted. The Park's swimming pool will be OPEN to the public at all times. For more questions regarding the park, call the Park Office at 704-792-4492.

CAMP SPENCER ACTIVITIES

Throughout the day, children will have the opportunity to participate in the following activities:

Canoeing: Children are not permitted to be on a boat without a life preserver and oars. A certified lifeguard is on duty at all times at the canoe lake.

Ball field: Activities include kickball, wiffle ball, soccer, Frisbee toss, volleyball, and others.

Arts/Crafts: Age and gender appropriate crafts.

Swimming Pool: Children attend two free-swim sessions per day. Pool is staffed with certified lifeguards. Children are permitted to swim in areas that are age and size appropriate. Children who cannot swim are allowed to bring small flotation devices from home.

Fishing: Rising 4th graders and older are permitted to fish while other activities are taking place. Campers must bring their own fishing gear and are responsible for its upkeep. We encourage each camper to bring his/her gear on Monday of each week and leave it at camp until the end of the week.

Game Time: Playing board games, cards, puzzles in the shade of Camp Spencer.

Special Events: May include educational programs presented by professionals in their fields. Programs may be related to environmental, health/safety, and fitness themes.

GENERAL POLICIES

GROUP ASSIGNMENTS

Children are divided into groups based on grade and then rotate around the facility with their group throughout the day. Groups may be assigned a week prior to the start of the program. Please call the Club for your child's assigned group. We must keep groups even in the number of children assigned. Therefore, if there is a disproportionate number of middle schoolers, children will be selected for the middle school group based on grade and familiarity with the program. Children in a specific grade are not assigned to their own exclusive group. It is possible for children in the same age grade to be assigned to different groups. Children are not automatically placed in a higher age group from one year to the next.

MEALS

The Club provides a morning snack and lunch, free of charge, through the USDA Summer Food Service Program. An afternoon snack is also provided through the Second Harvest Food Bank. Children are permitted to bring lunch or snacks from home if they prefer. Weekly menus will be available and posted on the Club website. **Deadline to be included in the lunch count is 8:30 am.** A child must be present to be counted for lunch. Phone-in requests will not be accepted. If the child is not present to be counted for lunch, he/she must bring lunch from home. Club does not provide substitute foods to offset allergies. If your child has food allergies or if you have a concern about certain food ingredients, please have child bring lunch from home.

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.

PERSONAL BELONGINGS

The Club cannot and 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. 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.

THE SCHOOL CLOSING PROGRAM

For children registered for the 2018-2019 Afterschool Program, the Club will be open for School Closing Days on August 20-24. No child will be allowed to attend on these days without being properly registered. Lunch is provided or child may bring lunch from home. Registration for the 2018-2019 program begins on July 26. **The Club will be closed June 14 & 15 and August 16 & 17.** Please see Afterschool Parent Guide for more information on School Closing Days.



**BOYS & GIRLS CLUB
OF CABARRUS COUNTY**

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

www.bgclubcab.org/resources

Boys & Girls Club of Cabarrus County

247 Spring Street NW

Concord, NC 28025

704-721-2582 bgclubcab.org

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Updated January 28, 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 SUMMER PROGRAM QUICK INFO

2018 SUMMER RATES		DEPOSIT REQUIRED	BALANCE DUE BY JUNE 13
Full Rate	\$570	\$300	\$270
*Reduced Rate	\$370	\$200	\$170

IMPORTANT DATES TO REMEMBER	
June 8	Elementary, Middle, High School early dismissal Last day of school (Cabarrus County)
June 11,12,13	School Closing Days
June 13	Last day to pay for Summer Program (Must be paid in full or child can not start Summer program)
June 14, 15	Club Closed
June 18	First Day of Summer Program Hours: 7:30 am-6:30 pm No registrations before 11:00 am
July 4	Club Closed
July 26	Afterschool Registration Begins
August 15	Last Day of Summer Program
August 16-17	Club Closed
August 20-24	School Closing Days (Must be registered for 2018-2019 Afterschool Program to attend)
August 27	First day of school (Cabarrus County)

CONTACT INFORMATION		PHONE 704-721 CLUB (2582)
NAME	PHONE / EXTENSION	EMAIL
Club Central	Ext. 124	
Front Desk	Ext. 104	frontdesk@bgclubcab.org
Joe Habina, Director of Operations	Ext. 171	jhabina@bgclubcab.org
Mark Tracy, Unit Director	Ext. 106	mtracy@bgclubcab.org