



BOYS & GIRLS CLUBS

Palacios Club

Parent & Member Orientation Manual

Membership Packet

PACKET INCLUDES:

- WELCOME LETTER (Page 3)
- MEMBER & PARENT ORIENTATION MANUAL (pages 4-11)
- PERMISSION AND ACKNOWLEDGEMENT FORM (page 12-13)

Boys & Girls Club of Palacios
PO Box 843
901 Second St
Palacios, TX 77465
Phone: 361-972-2642
www.palacioskids.org

To: Boys & Girls Club Parents/Guardians
From: Chief Executive Officer & BGCP Staff
Re: Member/Parent Orientation Manual
Date: June 17, 2019

Dear Parents/Guardians,

Welcome to the Boys & Girls Club family! The Board of the Boys & Girls Club and staff are excited your child/children are member(s). Our mission is to enable all young people; especially those who need us most to reach their full potential as productive, caring, and responsible citizens. Thank you for allowing us to provide programs and opportunities for your child at the Boys & Girls Club.

The Club runs Boys & Girls Club of America's Programs. The program areas are: Education & Career Development, The Arts, Character & Leadership Development, and Sports, Fitness and Recreation. Helping youth become successful academically, develop resiliency, leadership, and social skills is a team effort. The Club is here to support you as parents as well as the schools. The Club relies on parents support as well as a mutual and reciprocal dedication to providing a safe and positive environment, dedicated homework areas, infusing high yield learning activities throughout the program areas for every member.

We are very excited to have the opportunity to work with your child this year! To insure we are all operating with the same understanding, please review and sign the back page of this handbook indicating your comprehension of all rules and policies of the Boys & Girls Club of Palacios. Thank you again for your support and involvement in the Club's programs. Please do not hesitate to ask questions, voice concerns, and GET INVOLVED with your Boys & Girls Club.

Sincerely,
Jill S Hearne
Chief Executive Officer

Membership:

Membership is available to any boy or girl between the ages of 6 and 18 that we have the capacity to serve.

Annual Membership Application Fees

Each youth shall pay a yearly fee of **\$20.00**.

Memberships are good from January 1st of each year until December 31st.

Membership fees are non-refundable in full or in part.

Additional fees are assessed for each semester registration.

Membership Applications must be completely filled out each new School Year.

Semester Membership Fees

Semester fees are due before the semester begins. A flyer be posted when the fees are dues. **Fees are not prorated. Annual Membership Dues are not refunded. Membership and Program fees must be paid in full to register and be on roster. The Club only asks the parents to pay 10% of the actual cost for childcare. Our cost of \$325 annually would be over \$3,000 at a local child care facility.**

- Annual Membership Dues \$20.00. (nonrefundable)
- Spring After School Fee \$100.00
- Fall After School Fee \$100.00
- Summer Fee \$105.00 (T-Shirt Included)
- Sport League Membership Fee \$74.95
 - Online Processing Fee \$4.95 (nonrefundable)

Partial Payment: Do not accept *partial* payments unless promissory notes are signed by parent/guardian and approved and signed by CEO. These are approved on a case by case basis.

If a parent/guardian requests a partial payment, he/she must pay all of the program year's membership fee and at least half of the program fee to be registered. The complete program fee must be paid at the end of the program's first month or the youth's registration will be forfeited. Membership dues are nonrefundable.

Membership Card:

All members are required to have membership cards; these cards are used for member tracking purposes only. **Replacement cards are available for \$1.00.**

Member Pick-up:

In order to better insure the safety of our members, only those authorized on your child's Membership Application can pick him or her up. To update the pick-up list:

- **Notify the Administration Office in writing with signature and date.**

NOTE: When picking up a member, the appropriate designated person must go to the front office and request him/her. Please do not call and ask for staff to send your child to the door.

The designated person must come inside to the front office. The Club reserves the right to check ID for the safety of all.

Late Pick up Fees: Late fees in the amount of **\$1** per child will be in effect after the first minute and \$1.00 every minute thereafter per child. **If your child is not picked up by 7pm during the school year and 5:45pm during the summer, and we have not received a call from you, we must notify the proper authorities. (Note: The Club must have two staff present to supervise your child after the closing hour. We are mandated by law to pay them for the additional time spent waiting for you to arrive).**

- Children will not be allowed to wait outside, or near the Club before or after Club operational hours.
- Payment is due upon pick-up. If payment is not made arrangements must be agreed upon for payment or child/children will not be allowed to return until all fees are settled.

Transportation

BGCP does NOT provide transportation to or from school.

Club Opening & Closure:

The Club follows closely the PISD (Palacios Club) School Calendar. The Club will notify parents/guardians if closed on a school day.

Administrative Office Hours:	2:00am – 6:00pm
School Year Program	2:30p.m –6:00p.m. (Mon-Fri) Early Release 1p.m.–5:15p.m. (Mon-Fri)
2020 Summer	7:30 a.m. to 3 p.m. (Mon-Thurs)
Holiday Closures:	Clubs are closed when ISD is closed for Holidays
Summer Schedule:	We are Open 8 weeks. Closed Independence Day. Dates TBA

Inclement Weather

If the school district closes, the Club will be **CLOSED** as well.

Communication:

Please note, BGCP distributes notifications on club issues, status, changes, emergencies and all other pertinent information to our parents via flyers and memos. We also post notices on the front door, webpage, and Facebook page. We ask that you review the information when picking up your child.

All club/program related issues or concerns must be directed to the Club Directors.

Volunteer Opportunity:

There are a number of ways to get involved as a volunteer. If you have an interest that you would like to share or if you would like to teach a class please come to the club and speak to the unit director. All volunteers must pass a federal and state background check.

- Volunteer Applications can be picked up at the Boys & Girls Club

- Volunteer background checks cost \$15

Electronic Devices:

The Club will not be held liable for devices. Members are asked to keep cell phones & electronic devices off while on Club property or attended Club activities. The use of electronic devices capturing images is strictly prohibited. Cell phones will be taken from members noncompliant. It is best not to bring them to Club. Parents can call children on our land line 979-543-8320.

Drugs & Alcohol:

This policy applies to any person who is on Club property. It shall be a violation of this policy for any person to possess or attempt to possess, sell, or purchase or attempt to sell or purchase or attempt to distribute an alcoholic beverage or illegal drug. Violating this policy will result in immediate expulsion from the Club. This policy also applies to parents, guardians and/or siblings of members. **Any drug or alcohol related activity on Club property will result in the member's expulsion. All incidents are to be reported immediately to the Administrative Office of the Club.**

Medication:

The Club will NOT administer and dispense medication to members or allow members to administer their own medicine. If a member is found to have medication on him/her, expulsion from the Club may result. Parents/Guardians may administer medication while their child is at the Club as long as a medication form is filled out in advance and approved by management.

Tobacco Products:

This policy applies to any person who is on Club property. No one will not be allowed to use any tobacco products on Club property; this includes, but is not limited to, cigarettes, cigars, e-cig, dips, or chews. **Smoking on Club property is prohibited and will result in immediate expulsion from the Club. Youth caught smoking may face permanent expulsion from the Club.**

Communicable Diseases:

Members should not come to the Club if they are sick. Follow BGCEC Rules and Regulations for COVID19 procedures. Members who have or are suspected of having an infectious or communicable disease (TB, lice, hepatices, ringworm, etc.) are not allowed to attend the Club and will be asked to leave the Club property immediately when discovered. There needs to be a period of 24 hrs after treatment before they are allowed to return to the club so the condition will not spread. In the event that all attempts are exhausted and the child is not picked up within 30 minutes, the Club reserves the right to remove child/children from future participation in the program.

Dress Code:

The following attire (clothing/accessories) is **NOT PERMITTED** at the Club:

- **BOYS**
- Hats and Caps are not allowed to be worn in the Club
- NO Sagging pant, we will have rope and safety pins if this is a problem
- Gang related or clothing otherwise viewed as Gang related

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- Inappropriate advertising on clothing (tobacco, alcohol, etc.)
- Bare feet or flip flops (health and safety factors)
- **GIRLS**
- Hats and Caps are not allowed to be worn in the Club
- Halter tops, spaghetti straps, midriff exposed
- Tight fitting/revealing clothes, such as short shorts or skirts and oversized clothing
- Gang related or clothing otherwise viewed as Gang related
- Inappropriate advertising on clothing (tobacco, alcohol, wrestling, etc.)
- Bare feet or flip flops (health and safety factors)

Field Trip Attire:

- **All members must wear their Boys & Girls Club shirt** or designated color.

Search: Search and Interrogation

The Boys & Girls Clubs of Palacios respects the rights of member's privacy and security against arbitrary invasion of their person or property. However, the nature of the Club's business makes it necessary to reserve the right for staff to search for weapons, contraband, and other harmful things when adequate suspicion is brought to our attention. We will make every effort to contact a parent/guardian to inform you of the situation and prior to interrogation by law enforcement authorities should we need their assistance.

Mandatory Reporters

The Club staff and volunteers are mandatory reporters. We are governed by Texas laws for reporting of child abuse and neglect: Chapter 261 of the Texas Family Code.

- A report of child abuse is not an accusation or a proven fact. It does not require a reporter to be certain of abuse or neglect.
- Texas law says anyone who thinks a child, or person 65 years or older, or an adult with disabilities is being abused, neglected, or exploited must report it to DFPS.
- The Club is mandated by the State of Texas to err on the side of safety for youth.

Member Expectations

- **Treat others the way you would want to be treated.**
- **Respect the Club, Yourself, and Others.**
 - Raise your hand before you talk.
 - Keep your hands, feet and items to yourself. Do not hit.
 - Use your words politely to work out issues.
 - Do not borrow or ask for money.
 - Respect other's items. Do not take from others.
 - Run only in the gym or courtyard.
 - Stay in Line.
 - Stay in your seat during programs.
 - Listen and follow staff's instructions.
 - Always tell the truth.
- **Be Positive**

- Do not talk about others.
- Have a positive attitude.
- **Kindness**
 - Speak well to and about others.
 - No coarse teasing or roasting.
 - No use of profanity, vulgar, or obscene language or gestures
- **Listen**
 - **Give attention to who has the floor.**
- **Bathroom/Water Fountain**
 - One at a time. Ask before leaving an area. Sign out.
- **Good behaviors is required to participate in outings.**
- **No Gum.**
- **Talk to staff if you are having problems. We cannot help if we do not know.**
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Boys & Girls Club of America's Programs:

Project Learn: HYLE – High Yield Learning Activities (Fun with a Purpose)

Summer Brain Gains - Helps to stop summer learning loss by providing activities in reading, art, math, and science.

SMART Moves - Drug, alcohol and risky behavior resistance program.

Triple Play: Body, Mind and Soul - Health and fitness program that has daily challenges and team work opportunities.

SMART Girls - Girls learn tools to develop and adopt a healthy lifestyle with a positive self-image.

NetSMARTZ - Safe internet practices, reporting abuse, and education of harmful effects of cyberbullying.

Passport to Manhood - To increase adolescent males understanding of the passage from boyhood to manhood.

Junior Staff - Learning responsibility and job training skills.

Be A Star – Learning to master their emotions.

DISCIPLINE POLICY

NOTE: Club staff will contact the proper authorities if any member inflicts injury upon a staff member, volunteer and/or another member OR if a member is in the possession of a weapon. Any time a law is broken in or around the Boys & Girls Club, or it is suspected that a Club member or guest has broken the law and fled to the Club to avoid the authorities, the police will be notified immediately. The Boys & Girls Club is NOT a haven or refuge for those committing illegal acts or fleeing the authorities.

The Boys & Girls Club strives to keep the consequences for unacceptable behavior clear, appropriate and timely. The safety of all members is of utmost importance to us. Our standards, along with the expectation that all members use good common sense, exist to ensure that your child and every other child at the Club can safely enjoy the Club's activities. Any member who disrupts Club activities or creates a

dangerous situation will be disciplined appropriately. Members who do not follow rules can expect to lose privileges and face consequences.

The Boys & Girls Club of Palacios observes a ZERO TOLERANCE policy on the specific inappropriate behaviors. Listed below are infractions which are possible grounds for IMMEDIATE SUSPENSION or PERMANENT EXPULSION based upon the discretion of the Unit Director or Executive Director.

Aggressive Behavior of Any Kind

- Assault (Physical or Verbal)
- Property Damage
- Theft
- Communication of a Threat
- Bullying
- Obscene / Profane Language or Gestures
- Direct Defiance of an Authority Figure
- Possession of a Weapon, Tobacco Products, Alcohol, Narcotics or Other Intoxicants
- Sexually explicit touching, language, content, or photos
- Gang related gestures or symbols

First-time offenses are never excused as such and will be handled based on their severity. Parents will be called to immediately remove any member who is behaving in an aggressive or violent manor that creates a dangerous situation for themselves, fellow members, staff or visitors as well as any member who continues to be disruptive and inhibits the Club's ability to provide activities and programs for fellow Club members. Should it become necessary to correct and resolve any rule breaking or dangerous/disruptive behavior, the following procedures will be followed:

- FIRST OFFENSE*: Verbal Warning (Communication between member and staff when behavior is unacceptable)
 - SECOND OFFENSE*: Time Out (Removal from specific activity for a short period of time – usually 5-10 minutes)
 - THIRD OFFENSE*: Incident Report completed, consequence given, parent notified
- *Within one program period or one day.

Examples of consequences include, but are not limited to:

- Clean-up duty
- Exclusion from a particular program area
- Exclusion from field trips or other special activities
- Essays or other writing assignments
- Suspension
- Expulsion

In the event that a member's behavior warrants a written Incident Report, the following procedures will be followed:

- **FIRST INCIDENT:** Parent Conference
- **SECOND INCIDENT:** Suspension (If unacceptable behavior continues a 1-3 day suspension will occur)
- **THIRD INCIDENT:** Suspension/Expulsion (Up to 5 days suspension and possible expulsion from the Club)
- **Any incident after the third incident may result in expulsion.**

Members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and fully expected, by policy, to maintain full control of any situation that occurs in their activity area and will NOT tolerate anything that threatens that control, in appearance and/or manner. In rare instances when a child is out of control, physical force may be used to protect the member from injuring himself and/or other members.

Also, please understand that sometimes the story that gets home is not always complete or accurate. Children sometimes tend to explain an incident in a manner that will not implicate them or direct responsibility on them. In addition, staff members, though well trained and experienced, are human, so please call the Club if you have any questions at all concerning disciplinary measures or any other Club activity. Your support and involvement as the parent/guardian is vital to our success as youth development professionals. The Club also makes available to parents a formal complaint form. This form is provided with the membership application and upon request at the front desk.

**Parents are held to the same code of ethics as the members. Any misconduct may result in revoking their child's membership.

Funding

The Club is a nonprofit organization that offers services at a reduced rate of 13%. The Boys & Girls Club Board and staff work diligent to ensure these services through partnerships with Foundations, Matagorda County United Way, Federal and State Grants, Individuals, and Local Businesses. Our community is invested in your child's future. Our goal is to have every member who walks through our doors walk out with tools to graduate from high school with a plan for their future (college, trade school, military, or employment), to be an active member in their community, and live a life devoted to fitness while making healthy life choices.

Sport Leagues: Parent/Player Code of Conduct

Any parent or spectator guilty of improper conduct at any game or practice will be asked to leave the facility and be suspended from the following game. Repeat violations may cause a multiple game suspension, or the season forfeiture of the privilege of attending all games.

Character-building and ethics:

☺ Trustworthiness,

☺ Respect,

☺ Responsibility,

☺ Fairness,

☺ Caring, and

☺ Good Citizenship.

The highest potential of sports is achieved when competition reflects these "six pillars of character."

Please adhere to the following:

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1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well-being of the participants ahead of any personal desire I may have for my child to win.

15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game gym, and will take time to speak with coaches and league administrators at an agreed upon time and place away from participant.
16. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
17. I will do my best to follow the Golden Rule of sports by treating all of my teammates, coaches, opposing players, and fans as I want to be treated myself: **WITH RESPECT**
18. Referees will show a yellow card to anyone exhibiting inappropriate behaviors. Inappropriate behavior includes: cussing, yelling, verbal threats, physical aggressiveness and any other unsportsmanlike behavior.
19. Referees will show a red card to anyone who did not heed the yellow card or to excessive negative behaviors as to their discretions. **IF YOU RECEIVE A RED CARD, LEAVE THE PREMISES IMMEDIATELY.**

Parent Permission

After-School Year agreement - I give my permission for BGCP Mentors to have access to my child's school teacher and my child's grades in the event that she/he is in need of additional academic assistance throughout the school year. I further agree to allow my child to share his or her report cards and progress reports with BGCP in order for the Club to effectively track and help my child throughout the school year.

I hereby grant permission for my child to participate in programs such as SMART Moves, SMART Girls, SMART Kids, Passport to Manhood, Triple Play, Grants Fundamentals, Goals for Graduation and Project Learn. I understand that some of these activities involve sports and field trips and may take place away from the Club facility and individual permission slips will be requested per field trip. (Curriculum may be viewed upon request)

By signing this form, I consent to and authorize the use and reproduction by or as authorized by, the Club of any and all photographs, videos, blogs, testimonials, or written documents which the Club may take of or from my children, for any legal purpose whatsoever without any compensation to me or my child. All negatives and images together with all prints involving such photographs and any videos shall be constituted the sole and exclusive property of the Club.

By signing this form I acknowledge that I have received the Rules and Regulations of the Club as well as the Disciplinary Procedures followed when the rules are broken. I have reviewed the information and shared it with my child and we understand the procedures and expectations as presented.

I further understand that by signing this form that I am responsible for making the appropriate membership payments on behalf of my child in a timely manner I acknowledge and agree that I must pay the following:

- I owe my child's Club Membership of \$20.00 annually.
- Semester Membership Fees

In executing this form I also agree in the event of an **emergency** illness or accident that a licensed medical doctor shall be authorized to administer medical or surgical treatment deemed necessary for the health or well-being of my child. I understand that I will be financially responsible for such care given to my child, and that all reasonable efforts will be made to contact me or one of the emergency contacts listed on the application prior to administering medical treatment. **Parents are responsible for informing Club authorized personnel about health problems and/or concerns.**

I further hereby release the Club, its members, employees, staff and Board of Directors from any and all claims and causes of action whether in law or in equity which may at any time exist as a result of my child's membership in the Club and his or her participation in the Club activities.

I further understand that at the Club, member(s) are held accountable for the decisions that they make and that disruptive & disrespectful behaviors may require disciplinary action as well as a personal consultation with me as their parent/guardian. I further understand that the Club has at their sole discretion the right to revoke membership in the Club. Membership is a privilege, not a right.

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As the Parent or Legal Guardian, I have read and understand the above Permission and Acknowledgement Agreement and BGCP Parent-Member Handbook.

Parent's Name (print)

Parent's Signature

Date

Member's Name (print)

Member's Signature

Date