

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF MARTIN COUNTY

We appreciate the on-going support we receive from:



Club Location	
Accepted By (full name)	Date
Verified By _____ <small>Please Print - Must be a member of Club Leadership</small>	

## 2018 Membership Application

Proof of Age is Required

Member First Name			Middle Initial		Last Name			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth (MM/DD/YY)		Age	School Name		School ID Number	
Current Grade	School Lunch Program <input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> Ineligible		List any Allergies:					
			List Daily Medications:					
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> African-American	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Caucasian	<input type="checkbox"/> Two or More Races	<input type="checkbox"/> Other	
<b>Open Door Policy</b> My child has permission to leave the Club using the Open Door Policy (please refer to the Open Door Policy in the Parent Handbook for more information): <input type="checkbox"/> Yes <input type="checkbox"/> No				<b>Photo/Publicity Release</b> Permission for member to be photographed and/or videotaped for promotional materials: <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>ELC Eligible:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Member Number:</b>

Member First Name			Middle Initial		Last Name			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth (MM/DD/YY)		Age	School Name		School ID Number	
Current Grade	School Lunch Program <input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> Ineligible		List any Allergies:					
			List Daily Medications:					
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> African-American	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Caucasian	<input type="checkbox"/> Two or More Races	<input type="checkbox"/> Other	
<b>Open Door Policy</b> My child has permission to leave the Club using the Open Door Policy (please refer to the Open Door Policy in the Parent Handbook for more information): <input type="checkbox"/> Yes <input type="checkbox"/> No				<b>Photo/Publicity Release</b> Permission for member to be photographed and/or videotaped for promotional materials: <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>ELC Eligible:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Member Number:</b>

Member First Name		Middle Initial		Last Name			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth (MM/DD/YY)		Age	School Name		School ID Number
Current Grade	School Lunch Program <input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> Ineligible		List any Allergies:				
			List Daily Medications:				
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> African-American	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Caucasian	<input type="checkbox"/> Two or More Races	<input type="checkbox"/> Other
<b>Open Door Policy</b> My child has permission to leave the Club using the Open Door Policy (please refer to the Open Door Policy in the Parent Handbook for more information): <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>Photo/Publicity Release</b> Permission for member to photographed and/or videotaped for promotional materials: <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>ELC Eligible:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Member Number:</b>

Member First Name		Middle Initial		Last Name			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth (MM/DD/YY)		Age	School Name		School ID Number
Current Grade	School Lunch Program <input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> Ineligible		List any Allergies:				
			List Daily Medications:				
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> African-American	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Caucasian	<input type="checkbox"/> Two or More Races	<input type="checkbox"/> Other
<b>Open Door Policy</b> My child has permission to leave the Club using the Open Door Policy (please refer to the Open Door Policy in the Parent Handbook for more information): <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>Photo/Publicity Release</b> Permission for member to photographed and/or videotaped for promotional materials: <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>ELC Eligible:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Member Number:</b>

Member First Name		Middle Initial		Last Name			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth (MM/DD/YY)		Age	School Name		School ID Number
Current Grade	School Lunch Program <input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> Ineligible		List any Allergies:				
			List Daily Medications:				
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> African-American	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Caucasian	<input type="checkbox"/> Two or More Races	<input type="checkbox"/> Other
<b>Open Door Policy</b> My child has permission to leave the Club using the Open Door Policy (please refer to the Open Door Policy in the Parent Handbook for more information): <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>Photo/Publicity Release</b> Permission for member to photographed and/or videotaped for promotional materials: <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>ELC Eligible:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Member Number:</b>



**Household Information (This information is required by several of our funders and is required for participation in our program)**

Street Address (Including Apartment Number)		City, State, Zip		
Total Number in Household (adults & children)	Single Parent Household? <input type="checkbox"/> Yes <input type="checkbox"/> No	Veteran or active of the U.S. Military? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what branch?	Child Lives With: <input type="checkbox"/> Single Parent <input type="checkbox"/> Dual Parents <input type="checkbox"/> Other
List Any Accommodations/Assistance Your Child May Need to be Successful in our Program		Annual Gross Household Income: <input type="checkbox"/> \$0-9,999 <input type="checkbox"/> \$20,000-29,999 <input type="checkbox"/> \$40,000-49,999 <input type="checkbox"/> \$10,000-19,999 <input type="checkbox"/> \$30,000-39,999 <input type="checkbox"/> \$50,000 & UP		

**Parent/Guardian Signatures & Waivers****Medical Treatment**

In the event that I cannot be reached in an emergency, I hereby give permission to the physician, and/or Hospital selected by Boys & Girls Club staff to hospitalize, secure proper treatments for, to order injection, anesthesia or surgery for my child as named herein. In the event that my child, as named herein, should require basic first aid and/or minor treatments, as ordered by Boys & Girls Club staff, I give permission for the health care professional to administer such aid or treatment for my child.

**Parent/Guardian Release**

I, the parent/guardian of the minor child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Clubs of Martin County, and Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury or death any claim of damages resulting from use of facilities owned or controlled by the above organizations, or participation in activities of said organizations either at or away from the Club. I understand that the Boys & Girls Club is not responsible for lost or stolen items.

**Off Site Programming Release**

I, the parent/guardian of the minor child listed on this application, grant permission for my child to attend Boys & Girls Clubs of Martin County sponsored field trips as part of the normal day to day program and activity schedule. I understand that these trips may require vehicle transportation and include trips to one of our other Boys & Girls Clubs.

**Information Release**

I, the parent/guardian of the minor child listed on this application, do hereby give my child permission to attend and participate in activities sponsored by the Boys & Girls Clubs of Martin County. I agree that the information provided here may be used by the funders, partners or affiliates of this program (e.g. Children's Services Council, Boys & Girls Clubs of America (BGCA) etc.) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to the funders, partners or affiliates of this program may include information provided on this membership application form, information provided by the minor child's school or school district, and other information collected by Boys & Girls Clubs of Martin County, including data collected via surveys or questionnaires. All information provided to the funders, partners or affiliates of this program will be kept confidential.

**National Youth Outcomes Initiative (NYOI):**

Our Club is one of a group of Clubs across the country participating in this 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, please request an Opt Out Form.

I have read, understand, and will abide by all of the above. All information provided in this form is true and complete. I agree that any false or misleading representation or material omission may disqualify my child/ward (member) from participating in the Boys & Girls Clubs of Martin County programs.

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Relationship to Member

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# GREAT FUTURES START HERE.



## Student Assessment Results Request and Consent to Release Student Records

**Student Information:** (please print)

Last Name of Member (please use the name that would be listed with the School District)		First Name		Middle Name	
Street Address		City		State	Zip
Date of Birth	Current School	Current Grade	Student ID Number	Current Teacher	

I request and give consent to the School District of Martin County and the Boys & Girls Clubs of Martin County to release and obtain the following student records:

### Information to be Released:

- Student Assessment Results for Reading/Language Arts  
**Kindergarten – 2nd Grade Members:** i-Ready Student Profile Reports; Pre, Mid and End of year  
**3rd – 5th Grade Members:** i-Ready Student Profile Reports - Pre, Mid and End of year, Florida State Assessment (FSA)  
**Middle School Members:** Florida State Assessment (FSA) and End Of Course Assessment (EOC).
- Academic Programming information regarding tutoring, academic enrichment programs, etc.
- Martin County School District Teachers are able to speak with Boys & Girls Clubs of Martin County Personnel including administration, staff and tutors on students' academic areas.

**Reason for Release:** This information will be used to assess and evaluate your child's progress in all academic programming at the Boys & Girls Clubs of Martin County as well as provide the Martin County School District with information on students receiving extra support and enrichment.

### Release Records to:

- Boys & Girls Clubs of Martin County
- Academic Program Teachers contracted with the Boys & Girls Clubs of Martin County
- Martin County School District

By my signature below, I consent to releasing information protected by the Family Educational Rights and Privacy Act of 1974 (FERPA, as amended in 1988) and for BGCMC to retain those records for assessment purposes.

\_\_\_\_\_  
Parent/Guardian of Minor Student PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Parent/Guardian of Minor Student SIGNATURE

\_\_\_\_\_  
DATE

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF MARTIN COUNTY

## Special Authorization for Access to Student Education Records

As an effort to better serve your child's needs in improving their academic performance and behavior, we are requesting that you grant permission for our organization to analyze their school records.

Instead of waiting for every Progress or Quarterly Report, by providing their Student ID number, we will be able to immediately serve their needs. This information will be kept strictly confidential among the Boys & Girls Clubs of Martin County and their individual student data will not be released publicly.

By my signature below, I consent to releasing information protected by the Family Educational Rights and Privacy Act of 1974 (FERPA, as amended in 1988).

I give authorization to The Boys & Girls Club of Martin County to obtain the following information concerning:

- Report cards and interim progress reports
- Number of days absent from school
- Behavior issues at school

Yes, I grant the Boys & Girls Clubs of Martin County permission to access my child's school records.

This authorization is for the exclusive use of the Boys & Girls Clubs of Martin County's, Education & Career Development Programs and at no time will your child's name or personal information be shared.

\_\_\_\_\_  
Print Parents/Legal Guardian Name

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

Should you have any questions with regards to this authorization form, program, or any other matter, please feel free to contact our administrative office at 772-545-1255. Thank you for your cooperation and support.

# Thank you for your cooperation and support!

## ***Member/Parent OPT-OUT Form (OPTIONAL)***

Sign **ONLY** if you wish to opt-out of the survey described below.  
The Boys & Girls Clubs of Martin County assumes that you have granted permission for your child to participate.

Member's name: \_\_\_\_\_ Age: \_\_\_\_\_

[  ] | **DO NOT** grant permission for my child to participate in the National Youth Outcomes Initiative Survey

Parent's signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Our Club is taking part in an annual Survey that will be used to track the wellbeing of members in Boys & Girls Clubs nationally. Our Club is one of a group of Clubs across the country participating in this 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.

Additionally, the survey asks about the attitudes and health behaviors of Club members, including questions about nutrition and physical activity. Teen members aged 13 and older are asked additional questions around, tobacco, alcohol and other drug use, fighting, arrests, and whether teens are sexually active.

Members will be asked to fill out one survey in 2016 during regular Club hours. The survey takes about 45 minutes to complete, and will be administered either online or via paper & pencil scannable sheets. Participating in this survey will cause no risk to your child. The only potential risk is that some teen members might find certain questions to be sensitive. The survey has been designed to protect your child's privacy. Members will not put their names on the survey, and no Club or member will ever be mentioned by name in a report of the results. All information from the survey is being used to assess the wellbeing of Boys & Girls Clubs members and will be kept completely confidential. Only the Boys & Girls Clubs of America national organization that is conducting the survey will have access to the data. Others will see only reports of the information combined for groups of youth in the study or all youth at a Club. No reports will be shared that show your child's answers on the survey.

Your child will get no benefit right away from taking part in the survey. The results of this survey will help your child and other members of Boys & Girls Clubs in the future by assisting all national Boys & Girls Clubs to develop programming that best meets members' needs. We would like all members at our Club to take part in the survey, but the survey is voluntary. No action will be taken against the Club, you, or your child if he/she does not take part. Additionally, survey participants can skip any questions they do not wish to answer and may stop participating in the survey at any point without penalty. If you would like to see the survey, a copy is available at your Club's front desk. You may review the survey at the Club during regular Club hours between 1pm and 6pm.

Please complete this form **only if you do NOT want** your child to take part in the survey. If you do not want your child to participate check the box above, fill in the above information, and sign this form. If you do not complete his form, the Boys & Girls Clubs of Martin County assumes that you have granted permission for your child to participate.

If you have any questions about the survey, please call Sarah Torres at 772-545-1255. You can also contact Cristin Rollins, BGCA @ 404-487-5811 or crollins@bgca.org. Thank you!

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF MARTIN COUNTY

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

List Your Child's Name

---

Print Parent/Guardian Name

---

Print Parent/Guardian Signature

---

Date

---



**GREAT FUTURES START HERE.**



**BOYS & GIRLS CLUBS**  
OF MARTIN COUNTY

## PARENT & MEMBER HANDBOOK

We appreciate the ongoing support we receive from:



# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF MARTIN COUNTY

Dear Parent(s) and/or Guardian(s),

Thank you for choosing Boys & Girls Clubs of Martin County (BGCMC) as your youth development program provider. As a member of BGCMC, your child will participate in programs led by trained, dedicated and caring Youth Development Professionals that will guide your child through our core focus areas: Academic Success, Character & Leadership Development and Healthy Lifestyles. We do this so that all of Martin County's youth have an opportunity for a GREAT FUTURE.

### **OUR MISSION STATEMENT**

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

### **OUR VISION STATEMENT**

*Provide a world-class Club Experience that assures success is within reach of every young person who walks through our doors, with all Members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship and living a healthy lifestyle.*

BGCMC operates with generous support from individuals, businesses, foundations, Children's Services Council of Martin County, Hobe Sound Community Chest, United Way, and government sources. Because of this support, we can offer school-year membership for just \$35 per child (no child will ever be turned away, however, due to lack of ability to pay that fee). We are grateful to our many supporters; it's because of them that we can keep our membership fees affordable for you.

To be a member of your Boys & Girls Club, you must complete a membership application. The application allows us the opportunity to document emergency contact information, as well as collect information critical to keeping in compliance with many of our funders. Please note that your child will not be able to attend his or her Club until the membership application is completed in its entirety and all necessary support documentation is provided. *All information is held in confidence and will only be used for statistical data on the overall program.*

We look forward to having your child as a member of Boys & Girls Clubs of Martin County. Please know that your child isn't just joining a program, but a movement!

Sincerely,

Joanne Towner  
Chief Executive Officer

## **Safety: Our Number One Goal**

At the Boys & Girls Clubs of Martin County (BGC MC), Child Safety is our number one priority. Our dedicated and professional staff, use daily procedures to ensure the safety of every child that walks through our Club doors.

The following safety measures are in place to help us keep the Clubs and your children safe:

- Our Clubs are **NO BULLYING ZONES**. Any child who bullies another member will be disciplined accordingly and suspended from the program if necessary. ***We define bullying as any threatening or physical behavior, or a repeated action that places one person in power over another.***
- A staff member will accompany our bus drivers each day to pick members up from school.
- All members are required to sign in when they arrive at the Club.
- Parents are required to enter the Club and sign their child(ren) out at the end of each day. Members who walk home will be signed out by staff.
- All visitors must sign-in and will receive a visitors pass, this includes parents who are attending meetings with staff.
- All parents and visitors must sign-in when attending special events.
- Staff is required to wear a staff shirt and their ID badges.
- Volunteers must sign-in and they are also required to wear their ID Badge.
- All rooms not in use are locked, and no child or group of children are left alone.
- Staff is trained in CPR and First Aid.

## **Our Values:**

**FUN:** energetic, positive, silly, goofy, rolling on the ground high-five attitudes, excited, and creative

**RESPECT:** tolerance for others, understanding, and consideration, politeness and kindness

**INTEGRITY:** honesty, fairness, dependable, self-worth shown through positive character, good moral character, principles or habits with respect to right or wrong, caring, responsibility, respect, citizenship and trustworthiness

**PASSION:** excitement and enthusiasm for the organization's mission and the children we serve. A drive and commitment that impacts the lives of youth we serve. SPARK!

**PROFESSIONALISM:** delivering what we promise, being customer-service oriented, strong work ethic, demonstrate leadership, timely follow-through and having a positive attitude.

**TEAM SPIRIT:** ideas and information shared to foster teamwork. Staff members care about the success of each other and provide support when needed. Healthy competition that encourages success.

## **Our Priority Outcomes**

**Academic Success:** Our Members will graduate from high school ready for college, trade school, military or employment.

**Good Character & Citizenship:** Our Members will become engaged citizens involved in the community, they will register to vote and model strong character.

**Healthy Lifestyles:** Our Members will adopt a healthy diet, practice healthy lifestyle choices and make a lifelong commitment to fitness.

## **5 Core Program Areas**

The Boys & Girls Clubs of Martin County nurtures young people's self-esteem by instilling in them a sense of belonging, usefulness, influence and competence. Clubs do this daily by providing members with one-on-one relations with caring adult professionals and fun, age-appropriate, well-rounded programming.

- **Character & Leadership Development:** Empowers youth to support and influence their club and community, sustain meaningful relationships with others, develop a positive self-image, and respect their own and others' cultural identities
- **Education and Career Development:** Enable youth to become proficient in basic educational discipline, to instill good study habits, apply learning to everyday situations and embrace technology to optimize employability.
- **Health and Life Skills:** Develop young people's capacity to make positive choices and engage in healthy behaviors that nurture their own wellbeing, set personal goals and develop the competencies to live successfully as self-sufficient adults.
- **The Arts:** Enables youth to develop their creativity and cultural awareness through knowledge and appreciation of visual and tactile arts and crafts, performing arts and creative writing.
- **Sports, Fitness and Recreation:** Develop fitness, positive use of leisure time, healthy social skills, and positive interaction while promoting good sportsmanship, group camaraderie, and teamwork.

## **Membership**

Membership is open to ALL boys and girls who are between the ages of 6 and 18 (proof of age is required to determine eligibility). BGCMC does not discriminate against any person on the grounds of race, color, gender, disability, national origin, ancestry, age, religion, marital status, sexual orientation, veteran's status, familial status, gender identity or expression, or political belief in any of its activities or operations.

Our membership year runs from January 1<sup>st</sup> through December 31<sup>st</sup>. A membership application must be completed upon initial enrollment and annually in December of each year in preparation of the new membership year in January. It is vital that we have current and correct addresses and phone numbers so that someone can be contacted at all times, therefore as this information may change between enrollment periods, please inform your Club staff. When all application requirements have been met, members will receive a Club Membership Card. This Club Card **must** be carried at all times while at the Club! Members will need to sign in by showing their Club Cards each day as they enter the Club. If a Card is lost, a replacement card must be purchased immediately at the cost of \$1.00.

## **Parent/Guardian Meetings & Orientations**

Throughout the year we will host several parent meetings and mandatory parent orientations. The parent meetings are important because it gives us the opportunity to talk about what is happening at the Club, alert you to upcoming events and most importantly it gives the parents an opportunity to provide us with feedback that can be used to improve the services we provide.

Mandatory orientations are vital because it provides staff the opportunity to discuss program expectations, Club policies, procedures and any changes that may affect your child and or family. Mandatory orientations take place a minimum of twice a year; prior to the start of our summer program and prior to the start of the afterschool program. Additional mandatory orientations are scheduled monthly for new members. Please see the Branch Director for a schedule of orientations.

## **MEMBERS CODE OF CONDUCT**

The Boys & Girls Club of Martin County has clear standards of behavior that requires all members to respect each other, staff and volunteers. Every member is expected to adhere to our behavior policies and rules. The right to membership depends on the members respect for the Club, its property, equipment and staff.

The Club's primary goal is to educate, not to punish; however, when the behavior of an individual member comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the Club as a whole. Corrective actions can include sending the member home early, suspension from the Club, recommendation to a mental health professional for clearance to return to the Club and expulsion.

The Code of Conduct is effective during the following times and in the following places:

- At Club facilities or on Club property at any time;
- Off-site at any Club activity, function or event and while traveling to and from such events;
- On Club vehicles provided for members transportation by the Clubs;

### **Please discuss this Code of Conduct with your child periodically**

- Be respectful to staff and other Club members
- Play fairly and be honest
- Applaud the efforts of other members
- Resolve disagreements in a positive manner
- Take care of Club equipment
- Do not use improper language or gestures
- Dress appropriately at all times
- Listen during Club meetings and while instructions are being given
- Run in designated areas only (outside and in the gym)
- The Club is not responsible for personal items brought from home

## **DISCIPLINE**

**The following disciplinary actions may be imposed for any violation of this Code of Conduct:**

- Warning and/or Counseling with a Branch Director/or Counselor from Tykes & Teens
- Loss of Privileges
- Age Appropriate Time Out
- Temporary Removal from Program Area or Activity
- Notification of Parents
- Parent Conference
- Referral to Tykes & Teens
- Possible Suspension

## **CHILD ABUSE/NEGLECT REPORTING**

Boys & Girls Club employees are required by state law to report any suspected physical abuse or neglect of a child to proper public authorities.

## **DRESS CODE**

- Members are required to wear close-toed shoes
- Club t-shirts must be worn on all field trips and special events
- Spaghetti strap shirts are not allowed (tank tops may be worn but the straps must be at least three fingers in width)
- Bare midriffs are not allowed - if skin is exposed when arms are overhead, then the shirt is too short
- Backless or strapless tops are prohibited
- Short skirts or shorts are prohibited
- Shorts must be worn under skirts and dresses
- All pants are to be securely fastened at the waist
- Clothes and/or accessories which display emblems relating to gangs, abusive substances, sex or obscenities are also not allowed

The Club Director reserves the right to determine if certain other items of clothing are deemed too casual, revealing or distracting to be considered appropriate Club dress.

## **BUS/VAN SAFETY**

Members are not allowed to conduct themselves in any manner that jeopardizes the safety of passengers or others. Members are expected to enter the bus/van, remain seated, and exit the bus/van in an orderly manner as directed by staff members and drivers. Repeated or serious infractions may result in suspension of field trips and bus/van privileges and could lead to suspension/expulsion from the Club.

## **BUS/VAN RULES**

1. Load the bus/van in an organized fashion
2. Stay seated while the bus/van is in motion
3. Keep the aisle and doorways clear of all obstacles
4. Keep hand and arms inside the bus/van
5. Eating or drinking is not allowed
6. Remain quiet when dome lights are on (RR crossings & Emergencies)
7. Respect the driver and staff members
8. Use inside voices and quiet conversation while on the bus/van

## **Electronic Devices**

The use of cellular telephones and other portable communication devices (PSP, IPOD, GAMEBOY, MP3, CD PLAYERS, Etc.) is prohibited for members ages six to twelve while at the Club. Members for a legitimate purpose (which must be approved by Club Directors) may possess a cellular telephone as long as it is turned off and out of sight. Members who violate this shall be deemed to have created a disruption to the club environment and are subject to appropriate disciplinary action. Please refer to the Teen Electronic Device Policy in order to give your teenage child permission to bring their own device to the Club.

## **LOST AND FOUND**

Lost and found items are placed in the lost and found bins for members to claim. Lost and found items that are not claimed by the end of each week will be donated to a local charity. Please mark all articles of clothing so that they may be returned to the owner when found.

## **TELEPHONE**

The telephone is a business phone and should only be used to transact Club business. Please limit phone messages to emergency situations only.

# **Boys & Girls Clubs of Martin County Positive Behavior Support Plan**

## **What is PBS?**

PBS stands for positive behavioral supports. It is a Club wide design for discipline which includes all club members and all staff in all setting of the club.

## **The main components of PBS:**

- Teaching appropriate behavior in Club settings.
- Positive encouragement and praise
- Recognizing club members when behavior expectations are met.
- Providing interventions when behavior expectations are not met.

## **What makes PBS different?**

- It is based on understanding the PURPOSE the problem behavior serves the member
- The program is focused on acknowledging club members for consistent positive behavior.
- Adults are also acknowledged for noticing positive member behavior.
- Routines and language with respect to appropriate club behavior are consistent throughout the club
- All club members are rewarded with club celebrations.
- Specific procedures for teaching and celebrating the expectations will occur throughout the year.

## **B&G Clubs Core Values: Youth Guidance Guidelines**

<b>Respect the Club</b>	<b>Respect the Staff</b>	<b>Respect Each Other</b>
Care for the equipment Keep the Club clean/ pick up after each other This is OUR CLUB!	Follow Directions If asked to help, do it	Help each other Don't Gossip or Bully Keep hands and feet to yourselves

## **Club Wide Positive Reinforcement**

This will be achieved through the use of Club Bucks:

- Club Bucks will be designed and used as a method to reinforce positive behavior during all activities in the club
- All Club Members will be working together to achieve Club Goals a year.
- Each Club will be determining their Club Goals based on what the club members voted to be their Goals.

## **Club Members Expectations and Responsibilities**

- Follow adult direction the first time.
- Treat every Club and staff member with respect.
- Keep hands, feet, and objects to yourself.
- Use materials and equipment properly.
- Use appropriate language.

## Matrix of Behaviors

### Consistent Consequences:

It is the goal of every staff member that, through an appropriate and consistently applied behavior management program, all club members will Respect the Club, the Staff and Each Other!

**Minor Behaviors:** Misbehaviors that are corrected on the spot by Program Specialists

Minor Behaviors	Positive Consequences
<ul style="list-style-type: none"> <li>• inappropriate physical contact</li> <li>• brief failure to respond to adult requests</li> <li>• low intensity disruption</li> <li>• one time inappropriate language</li> <li>• minor property misuse</li> </ul>	<ul style="list-style-type: none"> <li>• Quick redirection of behaviors</li> <li>• Time to reflect on behavior</li> <li>• Speak with Club Member</li> <li>• Loss of privilege for an activity</li> </ul>

**Chronic Behaviors:** Misbehaviors that are continuous and are becoming more elevated. These behaviors need some redirection from the Program Specialists and support from Directors or another staff member

Chronic Behaviors	Positive Consequences	Support Provided
<ul style="list-style-type: none"> <li>• Continued physical aggression without Injury</li> <li>• Abusive and inappropriate language</li> <li>• Non-compliance, defiance and insubordination</li> <li>• Teasing and taunting of club members</li> <li>• Disruption of club activities</li> <li>• Dishonesty, forgery and lying</li> </ul>	<ul style="list-style-type: none"> <li>• Time in Directors office</li> <li>• Parent contact</li> <li>• Conference with club member by Director or Administration</li> <li>• Loss of privileges for a few activities</li> </ul>	Referral to behavioral specialist Tykes and Teens Check In Check Out Behavior Support Plan

**Major Behaviors:** Misbehaviors that are serious in nature and require Major support from the Directors and Club Administration

Major Behaviors	Consequences	Support Provided
<ul style="list-style-type: none"> <li>• Physical aggression with injury</li> <li>• Threat/harassment (physical, emotional, racial or sexual), property damage/vandalism, theft, illegal</li> <li>• Substance (tobacco, alcohol, and drugs)</li> <li>• Weapon or item used as a weapon</li> <li>• Leaving Club grounds without permission.</li> </ul>	<ul style="list-style-type: none"> <li>• Parent meeting</li> <li>• Community service</li> <li>• Talk with a police officer</li> <li>• Suspension</li> <li>• Specific behavior plans developed</li> <li>• Create a safety plan</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving with the Staff Member, Director and Administration</li> <li>• Mentor</li> <li>• Implement a student behavior Plan</li> <li>• Check In Check Out Behavior Support Plan</li> <li>• Parent conference</li> </ul>



### **GOOD NEIGHBORS**

Our Clubs are located in the heart of the communities we serve. We kindly ask that you help us be a good neighbor and respect all local speed limits and traffic laws, keep the community clean and report any potentially unsafe situations to Club staff. Thank you!

### **VISITORS/VOLUNTEERS**

All visitors must sign our visitor's log and wear a visitor's pass while visiting the Club. All volunteers and staff members will be issued a badge to wear while at facilities.

### **DROP OFF/ PICK UP PROCEDURE**

Unless you have granted permission for open door policy, someone on the Eligible Pick Up List is required to come inside to sign their children out daily; this would require them to log their child/children name and departure time. Those on the Eligible Pick Up List may be asked to show identification when picking up their child/children. Parents/Eligible Pick Ups may not call to ask for their child/children to meet them outside. If parents wish to enter program areas, they must be accompanied by a staff member.

### **OPEN DOOR POLICY**

Boys & Girls Clubs of Martin County offers an open door policy option, which means that members can come and go at will. Boys & Girls Clubs of Martin County will not be held liable for any member leaving the facility. We have created this permission slip to help us know which children are expected to stay at the Club, and which ones have permission to come and go at will. By selecting YES on the Parent Signature and Waiver portion of the Membership Application, you are stating that your child has permission to come or go at will. You are also stating that you understand your child is not being supervised during their time away. Your child will only be allowed to come and go one time during a program day, however (e.g. to go out to lunch). By selecting NO on the Parent Signature and Waiver portion of the Membership Application, you are stating that you do not want your child to leave the Club until you pick them up. You are stating that your child will stay at the Club because you say so, not because we do. You are also stating that if your child tries to leave that you understand that we will encourage your child to stay, but we cannot force him/her to stay. You also understand that we cannot be held liable if your child does leave without your permission. We will attempt to notify you if your child leaves without your permission.

### **RELEASE OF CHILDREN**

Children will only be allowed to leave the Club with persons named in the "eligible to pick up" section on the Member Enrollment Registration Form. A picture ID will be required for those persons authorized to pick up the child(ren).

### **LATE PICK UP POLICY**

#### **Program Hours of Operation:**

Regular School day - 2:00pm-6:30pm

Early Release day - 11:30am-6:30pm

Non-School day - 7:30am-5:30pm

On occasion parents may be late in picking up their child or children from the Club. We understand this and will work with you where possible. If you will be late, you are required to call the Club in advance and notify them of your location and expected arrival time.

Please be advised that if you are late two (2) or more times, you may be subject to paying late fees. Late fees can be charged to anyone who is at least 10 minutes late two (2) or more times. Late fees are charged at a rate of \$1 for every minute late per child.

If your child or children have not been picked up after one hour of the closing of the Club, staff will make every attempt to contact you and those who you have listed as emergency contacts/pickups. If we are unsuccessful in contacting someone, we will have to notify the proper authorities and your child may be turned over to the Sheriff's Department and/or the Department of Children and Families (DCF).

## **DISTRIBUTION OF MEDICATIONS**

Staff of the Boys & Girls Clubs of Martin County are **NOT ALLOWED AT ANY TIME** to dispense any medication (prescription or otherwise) to a child attending the program.

## **HEALTH & SAFETY**

### **Medical Conditions:**

If your child has a known medical condition, please be sure the Club Director knows what to do if a problem should occur during program hours.

### **Unexpected Illness:**

If a child has any of the following conditions, the parent will be notified to pick up their child immediately: Contagious disease, fever over 100 degrees, vomiting or diarrhea, head lice or accident requiring medical attention.

## **FEES & PAYMENT POLICY**

Annual membership fees are \$35 per year for children ages 6 – 12. All memberships expire on December 31st of each year. Parent will be required to renew their child's membership by January 15th of each year.

Transportation from select schools is available. The fee is \$15 a month and must be paid no later than 5 days before the start of the new month. Additional fees are charged for participation in our summer program as designated at each Club. All fees collected are non-refundable.

Teens (children ages 13 – 18 are not charged any program fees) as they are asked to provide service back to the Club and community therefore we scholarship their fees.

We are an Early Learning Coalition (ELC) provider therefore children ages 6 – 12 may be eligible to have their Club fees reduced or waived depending on meeting their eligibility requirements. Please see your Club Director for more details.

We also have other scholarship opportunities available for those who may not be eligible for ELC as no child is ever turned away due to lack of ability to pay. A scholarship application is available and will be granted at the discretion of the Club Director.

We also offer several field trips throughout the school year and summer programs. Some are at an additional fee to cover Club costs. Field trips are a privilege and are on a first-come, first-served basis with limited spaces available. All members going on field trips must have a signed universal permission slip from the parent or guardian. Members are expected to follow all Club rules and etiquette. Field trips are contracted and are non-refundable, this includes if your child misbehaves before leaving for a trip and/or if your child does not attend the Club that day.

Parents will be charged a \$20.00 charge per check returned for non-sufficient funds. Parents will be notified by the Club Director upon receipt of the NSF check and shall have two program days in which to pay the charge and membership fee. **Two NSF checks will require membership fees be paid by money order.**

## **IRS STATEMENTS:**

Our tax payer identification number is 65-0253002. The Boys & Girls Clubs of Martin County does not provide itemized statements for tax purposes. We suggest you keep a record of your payments as an accurate account of your child care expenses.

## **EXPECTATIONS:**

### **Parents may expect:**

1. Their children are cared for in a safe supportive environment.
2. To visit with the Branch Director about concerns related to their child or the program.
3. To be informed about their child's behavior on a regular basis
4. To be regularly informed about program activities and upcoming events.

**The program expects that parents will:**

1. Keep child's records up to date
2. Pick up children on time
3. Follow health policy
4. Contact the Branch Director regarding issues or concerns relating to their child
5. Pay attention to any communication from the Branch Director regarding child's behavior and cooperate in efforts to bring about improvements.
6. Respect and treat staff with courtesy at all times
7. Attend parent meetings and orientations

**Children may expect:**

1. A safe, structured and supportive environment.
2. To use all program equipment, materials, and facilities on an equal basis.
3. To receive respectful treatment
4. To have discipline that is fair
5. To receive nurturing care from staff members who are actively involved with them.

**Grievance Policy**

Our grievance policy has been established to provide an opportunity for parents/guardians of Club members to bring to the attention of Club management any complaints, grievances, or situations that the parent/guardian feels needs to be addressed. A grievance is defined as an alleged violation of a specific provision of the parent handbook. It is the intent and desire of the Boys & Girls Clubs of Martin County to resolve complaints and/or grievances informally and the Branch Directors are expected to make every effort to resolve issues as they arise. However, if a parent/guardian has concerns, they are instructed to handle them in the following manner:

**Step One:** an aggrieved parent/guardian shall present the complaint to the Club Director at the site where the member is attending within 48 hours from the time of the occurring issue. The Branch Director shall attempt to resolve the issue at the Club level.

**Step Two:** if the parent/guardian feels the answer received is not satisfactory he/she can submit a written complaint to the Chief Operating Officer within five-days from the date of discussion with the Club Director. The Chief Operating Officer will investigate the areas of concern and notify the parent/guardian of his/her decision in writing within five working days of receiving the grievance.

**Step Three:** if the grievance is not resolved by the Chief Operating Officer, the parent/guardian may submit the grievance in writing to the Chief Executive Officer, who will then consider the grievance, weighing all pertinent information and notify all parties involved of his/her decision within ten business days. The decision of the Chief Executive Officer shall be final and binding and the parent/guardian shall have no further right of appeal.

**Severe Weather**

In the event of severe weather including tropical storms, hurricanes, tornados and any other severe weather system, the Boys & Girls Clubs of Martin County will exercise extreme caution to ensure the safety of all children, staff, volunteers and visitors.

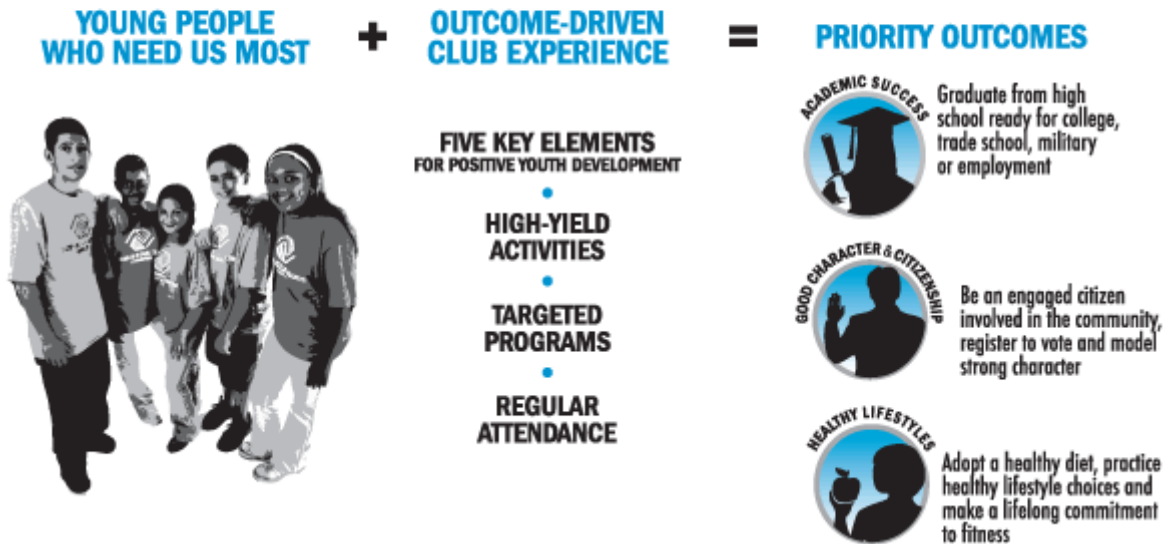
Please note that the Boys & Girls Clubs of Martin County will follow the Martin County School System when it comes to closing our Clubs and suspending our transportation. In the event of any weather system that results in winds of 35 MPH or more, The Boys & Girls Club will suspend all transportation and our vehicles will be prohibited from leaving the grounds.

In the event that a severe weather system is approaching, and we need to close our Clubs, we will use multiple methods to contact parents to inform them of the closing, including phone calls, emails, posting on our Facebook and web site pages, Twitter, text messages, community television, radio and TV announcements. Despite the use of these outlets, we may not be able to reach every parent to inform them of our closing. During severe weather, or before a severe storm approaches, you can find out our opening and closing schedule by:

- Calling our administrative office at 772-545-1255
- Visiting our website at [www.bgcmartin.org](http://www.bgcmartin.org)
- Visit us on Facebook at [www.facebook.com/bgcmcf](http://www.facebook.com/bgcmcf)
- Following us on Twitter at <http://twitter.com/bgcmartincounty>

In the event that we do close for inclement weather, you can use the above methods to find out when we will re-open.

# GREAT FUTURES START HERE FORMULA FOR IMPACT



We have adopted **Formula for Impact**, a research-based theory of change that describes how individual Clubs and the Movement as a whole will increase our impact – *exponentially* – on the young people we serve. Our Formula begins with the young people in our Clubs. It calls for us to consistently provide the most powerful Club Experience possible – by implementing the Five Key Elements for Positive Youth Development, offering high-yield activities, providing targeted programs and encouraging regular attendance – all of which we know help youth achieve priority outcomes. Then, because attending the Club more frequently and over a greater length of time makes young people even more likely to achieve positive outcomes, we must also pursue strategies to increase attendance, program participation and member retention.

## Five Key Elements for Positive Youth Development

1. **A safe, positive environment:** The Club is a safe haven where members feel physically and emotionally secure at all times.
2. **Fun:** The Club facility, staff and program offerings create a welcoming, positive environment that allows members to engage in play, enjoy their play time and be happy and eager to come to the Club.
3. **Supportive relationships:** The Club ensures that every young person feels connected to one or more adults and has friendships with peers.
4. **Opportunities and expectations:** Club staff and programs consistently communicate the expectation that every child has the potential to excel, be productive and succeed at the Club and in life.
5. **Recognition:** The Club takes every opportunity to recognize and validate Club members' achievements and accomplishments.

# The Boys & Girls Clubs of Martin County is listed as a Provider with



**Early Learning Coalition**  
OF INDIAN RIVER, MARTIN & OKEECHOBEE COUNTIES, Inc.

## Save \$Money\$ on Membership and Program Fees! (If you qualify)

### Overview

ELC offers qualified parents financial assistance for child care services. The age ranges eligible for services are from 0 to 12. Services that are usually offered are full day and extended day.

### Pre-Qualification Criteria

Working families whose income does not exceed 150% of the Federal Poverty Level (200% in Martin County) may be eligible for financial assistance. Verification of 6 weeks of employment income, residency, and birth are required. Below is a table showing income levels based on family size.

### Documentation needed prior to scheduling an appointment

You will need to bring the following documentation for your intake or re-determination appointment:

- **Birth Certificates for ALL CHILDREN IN THE HOME** (State issued)
- **Photo ID or Passport** – Driver's license or other government issued photo ID
- **Proof of Residency within Indian River, Martin or Okeechobee Counties** – Must show your current address (Utility bill, rental/lease agreement, Government issued document with current address such as driver's license, photo ID card or property tax showing homestead exemption.) The address on the document cannot be a Post Office box.
- **6 consecutive current weeks of income** (pay stubs, printout from current employer of gross wages on company letterhead, printout from DCF showing TANF/Relative caregiver payments, *proof of child support income or if child support hasn't been paid then a printout from the Clerk of Courts stating child support hasn't been paid must be provided*, unemployment, Social Security and/or veteran's benefits, or other current documentation proving income).
- **Depending on your circumstances, additional documentation may be required.**

**Please see a Club Staff Member for More Details!**