

# Parent Handbook

2016-2017



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WE GOT **NEXT**



**BOYS & GIRLS CLUBS**  
OF GREATER SCOTTSDALE

**HARTLEY & RUTH BARKER  
BRANCH**

2311 N. Miller Rd.  
Scottsdale, AZ 85257  
480.947.6331

**LEHI BRANCH**

1231 E. Oak St.  
Mesa, AZ 85203  
480.850.4453

**MARY ELLEN & ROBERT MCKEE  
BRANCH**

14605 n. Del Cambre Avenue  
Fountain Hills, AZ 85268  
480.344.5400

**PAIUTE BRANCH**

6535 E. Osborn Rd.  
Scottsdale, AZ 85251  
480.344.5595

**PEACH SPRINGS BRANCH**

479 Diamond Creek Road  
PO Box 395  
Peach Springs, AZ 86434  
928.769.1801

**VIRGINIA G. PIPER BRANCH**

10515 E. Lakeview Dr.  
Scottsdale, AZ 85258  
480.860.1601

**RED MOUNTAIN BRANCH**

11889 E. Glenrosa Dr.  
Scottsdale, AZ 85256  
480.947.1798

**THUNDERBIRDS BRANCH**

20199 N. 78th Place  
Scottsdale, AZ 85255  
480.538.9547

**VESTAR BRANCH**

3975 E. Lockwood Dr.  
Phoenix, AZ 85050  
480.585.0170

## OUR MISSION

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

## APPLICATION PROCEDURE

Membership forms, payments, and all supporting documentation must be completed in their entirety before youth/teen may participate in the Boys & Girls Club program. Applications can be found at [www.bgcs.org](http://www.bgcs.org) under the forms tab or you can pick up an application at any one of our nine branches.

## FEES

### Summer Fees:

#### Youth

\$150/week \$135/week second child+

#### 7th & 8th Grade

arriving before 11:00A \$35/week

## HOURS OF OPERATION

### Before School Program (Laguna Elementary Only)

6:30A-8:30A

### After School Program

2:30P-6:30P

### Teen Hours

2:30P-8:30P

### Breaks/Single off School Days/Summer

7:00A-6:30P

## PICK UP PROCEDURE

A Boys & Girls Club issued pick up tag or photo ID is required to pick up your child from the Club. If someone else needs to pick up your child, written permission and a photo ID is required. Members under the age of 12 are not allowed to sign themselves out.



**PAYMENT INFORMATION**

AFTER SCHOOL PROGRAM PAYMENT IS DUE BY THE 20TH OF EACH MONTH, this payment will be credited towards the following month. If payment is not received by the 1st of the month, a **\$15.00** late fee will be added to your account.

**IF A PAYMENT IS NOT RECEIVED BY THE 15TH DAY OF THE MONTH, YOUR CHILD MAY BE REMOVED FROM THE PROGRAM**

If you anticipate an inability to pay on time, please contact the Branch Director immediately to work out a payment plan. It is extremely important for you to communicate your needs in order for us to keep your child enrolled in the program. The payment plan schedule will be strictly adhered to.

**PROGRAM ASSISTANCE**

Program assistance is offered to families who qualify. Program assistance uses a sliding scale. Documentation MUST be provided to complete the application process. Please ask the Membership Office for the program assistance application. Incomplete applications will not be accepted. Completed applications must be turned into the Member billing Specialist. It may take up to 5 business days to review applications. Please note: Program Assistance is not retroactive. Applications must be filled out for every New School Year, Summer, Break and W-2's must be turned in every February to keep receiving assistance.

All deposits and memberships fees are **NON-REFUNDABLE**. After School Program credits and transfers will occur only if you notify the Branch Director prior to the month paid. We do not issue refunds due to illness, suspension, or dismissal from the program.

**CLUB CLOSURE DAYS**

Labor Day	Veteran's Day
Thanksgiving Day & Day after	Christmas Day & the day after or before
New Year's Day	Martin Luther King Day (Piper, Vestar, Red Mountain, Peach Springs, & Paiute)
President's Day (Barker, Thunderbirds, Lehi, & McKee)	Thursday & Friday before the start of Summer
Memorial Day	Independence Day
Last Day of Summer	

\*On occasion the Club may have additional closure days. Parent/Guardian will be notified two weeks prior to closure.



**PROGRAM OUTCOMES**

Boys & Girls Clubs of Greater Scottsdale provides high quality programs that result in positive outcomes for the following four initiatives:

**21ST CENTURY LEADERS**

Our programs are centered around community service, advocacy and activism designed to foster young people's integrity and good character, their ability to make positive life choices, their belief that they can bring about positive change, and the compassion and willingness to serve others.

**GLOBALY COMETITIVE GRADUATES**

Our programs are designed to support academic achievement and facilitate success. We offer homework help, tutoring, educational enrichment, workforce development and college preparation programs.

**INNOVATIVE DREAM-MAKERS**

Our programming uses experiences, knowledge and creativity to find solutions to the challenges of today and tomorrow. We recognize that all youth have unique gifts and abilities, we encourage them to explore positive passions and big ideas. We actively seek opportunities to foster emerging talents and help youth realize their dreams.

**HEALTHY GAME-CHANGERS**

We encourage and promote commitments to healthy lifestyles and nutrition with educational experiences, physical challenges, recreational activities and youth sports. We focus on positive and productive ways to help kids learn to overcome challenges and bounce back from adversity.



### **SNACK**

We provide an afternoon snack during our afterschool program. We DO NOT provide snack during breaks, summer, or single off school days.

### **LUNCH**

Parent/Guardian need to provide a lunch for all early release, single off school days, breaks, and summer.

**Refrigeration and cooking facilities are not available.**

### **ILLNESS**

If a child becomes ill in our care, a parent/guardian will be notified to come and pick up the child. You or someone that you designate should come to pick up the child within **ONE HOUR**. If your child is diagnosed with a communicable disease (including, but not limited to: head lice, pink eye, stomach flu, etc.) please notify the Branch Director or Youth Development Supervisor. Children being treated with antibiotics for a contagious disease should not return to the program until he/she has been using medication for 24 to 48 hours.

### **MEDICATION**

If your child needs to be administered medication while attending our Program a Medical Treatment form must be completed with the Registration Packet. All medication must be kept in the office and staff are not allowed to administer over the counter medication.

### **DRESS CODE**

Please be sure to send your child wearing appropriate clothing for active play. Your child must wear **CLOSED TOED** shoes. Your child must be dressed appropriately for specialized activities such as swimming and teen weight training. Boys & Girls Clubs is a co-ed environment therefore members will not be allowed to wear clothing that is suggestive or deemed inappropriate.

### **WHAT NOT TO BRING**

- Gum
- Stuffed animals or Toys
- Valuables

\*The Boys & Girls Clubs of Greater Scottsdale are not responsible for anything your child brings from home. If it is valuable/sentimental to your child, we suggest leaving it at home.



### **SAFE PASSAGE POLICY**

Youth & Teens must check into the Branch using the membership card. Once checked-in the youth/teen is prohibited from leaving the program/property other than to leave for the day. Youth/Teen must be checked out in accordance to our policy by an approved adult or designee. Members will not be readmitted once they have left the program for the day. Members ages 12 and older may check themselves out for the day with written permission from parents/guardians.

### **DISCIPLINARY ACTION & PHILOSOPHY**

Boys & Girls Clubs of Greater Scottsdale believes in the full potential of every member, however in the case that a member breaks our code of conduct, we reserve the right to discipline members in order to redirect the negative behavior and to reinforce our values. In order to best serve our members, our Staff Members are proponents of using positive guidance & discipline, conflict resolution, and active supervision techniques.

### **ZERO TOLERANCE**

The Boys & Girls Clubs of Greater Scottsdale has a Zero Tolerance Policy for the following offenses:

1. Bringing a weapon to the Club
2. Bringing or being under the influence of drugs or alcohol at the Club
3. Excessive harassment of other members, staff, or volunteers

### **ZERO TOLERANCE DISCIPLINARY ACTION**

1. Immediate suspension of 3 days minimum
2. A meeting with member and Branch Staff must occur before member returns to the Club
3. Incident will be documented.



## MEMBER CODE OF CONDUCT

This Code of Conduct is broken down by our FIVE Core Values: Diversity, Respect, Empowerment, Accountability, and Mission (DREAM), and is utilized by our Staff Members to set behavior guidelines and overall expectations.

### DIVERSITY

- I will show my talent
- I will make new friends
- I will try new things
- I will include members with differences

### RESPECT

- I will keep my hands and feet to myself
- I will say kind words
- I will listen to staff and other members
- I will wait for my turn
- I will respect myself and not engage in anything illegal such as drugs and alcohol
- I will respect my Club, it's property and equipment

### EMPOWERMENT

- I will show pride in my Club and myself
- I will cheer on my teammates and show good sportsmanship to others
- I will be a leader
- I will stand up for myself and others

### ACCOUNTABILITY

- I will tell the truth
- I will do the right thing, even when others are not watching
- I will always clean up after myself
- I will learn from my mistakes
- I will make safe choices while on technology- both personal and the Club's

### MISSION

- I will be a Healthy Game Changer
- I will be an Innovative Dream Maker
- I will be a Globally Competitive Graduate
- I will be a 21<sup>st</sup> Century Leader



## BEHAVIOR POLICY

Club members are expected to conduct themselves in a manner that is consistent with the vision, goals and beliefs of the Boys & Girls Clubs of Greater Scottsdale. Accordingly, members are prohibited from engaging in behavior (1) that obstructs, disrupts, or interferes with any club program or activity, (2) that endangers or threatens the safety of any person, or (3) that inflicts or threatens to inflict damage on property of Club members, Club employees or the Club's facilities & vehicles. Members who fail to abide by this general behavioral expectation will be subject to appropriate discipline.

## VEHICLE POLICY

Club members are expected to abide by the Behavior Policy when being transported in a vehicle owned and operated by the Boys & Girls Club or vehicles owned and operated by the school district or other entity. The following specific rules must be adhered to:

1. Follow the Driver's Instructions
2. Remain seated with a seatbelt fastened
3. Keep all body parts inside the vehicle
4. Talk quietly using respectful language
5. Be courteous at all times
6. Do not throw anything inside the vehicle or from the vehicle
7. Do not eat or drink while on the vehicle

**Members who fail to abide by this general behavioral policy or vehicle policy will be subject to appropriate discipline.**

1. The member will receive a warning about the unwanted behavior
2. The member may be isolated from other members.
3. The member may lose privileges, i.e. not permitted to attend a field trip or other off-site activity.
4. The member may be required to assist staff members, i.e. club maintenance.
5. Parents may be contacted.
6. The member will make restitution, if necessary
7. The member may be suspended from club premises and activities.
8. The member may lose transportation privileges
8. For repeated or serious violations, the member may have membership revoked.



**INTERNET POLICY**

**Acceptable Uses**

1. Club devices are set up in order to allow Internet access for educational purposes. This includes activities, peer review of assigned work, and the exchange of project-related ideas, opinions, message boards, and other means.
2. Members must respect resource limits and will only be able to save files to the computers with staff permission. Large files that may take up excessive amounts of storage space might not be allowed to save.
3. Member use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.
4. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, members should expect that emails, material placed on personal Web pages, and other work that is created on the network may be viewed by a third party.
5. Personal devices may access the Club's Wi-Fi. Please Note: The Club's Wi-Fi can only access educational websites approved by the Club. If members access additional websites it is through their own data plan. Acceptable Use policies still apply.

**Unacceptable Uses**

1. Club Devices may not be used to download, copy, or store any software, shareware, or freeware.
2. Club Devices may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission.
3. Use of Club or personal devices for advertising or political lobbying is prohibited while on Club property.
4. Club or personal devices may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
5. Members may not use Club or personal devices to engage in personal attacks, harass another person, post private information about another person, or use vulgar, derogatory, or obscene language.
6. Members may not use Club or personal devices to log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Members may not use Club or personal devices to access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a staff member.
8. Members may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters.
9. Members may not engage in any type of messaging/chatting with other players while playing games or any other activity while on Club devices. Messaging/chatting will be turned off.



**PARENT/GUARDIAN AGREEMENT**

I HAVE READ AND AGREED TO THE BOYS & GIRLS CLUBS OF GREATER SCOTTSDALE PARENT/GURADIAN HANDBOOK AND POLICIES. I UNDERSTAND WHAT IS EXPECTED OF MY CHILD AND MYSELF WHILE HE/ SHE ATTENDS THE CLUB. I AGREE TO EXPLAIN THESE EXPECTATIONS WITH MY CHILD. Please initial the boxes below:

- Technology Policy (I have read and agree)
- Behavior Policy (I have read and agree)
- The Boys & Girls Clubs of Greater Scottsdale has my authorization to use photographs, reproduction, and any sound recording of my child. Such use may include advertising and publicity purposes. (I attest that my child's identity is not under protection furthermore, he/she is not under court order or protective custody.)
- I approve the administration of pre/post surveys as well as online evaluation tools to my child while he/she is participating in the Boys & Girls Clubs of Greater Scottsdale program. I understand these results are helpful n evaluating the effectiveness of the program, which the information is strictly confidential, and that copies of the surveys/tools are available to me upon request.
- I acknowledge that as I am the parent/guardian signing the membership form, I am ultimately responsible for any/all monies due to the club on behalf of said member. I am aware that any information requested by a third party must be obtained by myself and passed on or requested in writing from the Branch Director and signed by the parent requesting the records.
- (Lehi and Red Mountain Branches only) I understand that in the event consultation is needed regarding any issues such as anger management, bereavement, family issues, etc., the Lehi and Red Mountain branches will refer members and families to agencies in the Salt River Pima Maricopa Indian Community or other agencies to receive the services needed.

\_\_\_\_\_  
PARENT/GUARDIAN PINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
CHILD'S NAME

**PLEASE RETURN SIGNED AGREEMENT WTH PAPERWORK**