



**DON MOYER
BOYS & GIRLS CLUB**

**PARENT POLICY & PROCEDURE MANUAL
2016-2017**

**201 EAST PARK STREET
CHAMPAIGN, ILLINOIS 61820**

WWW.DMBGC.ORG

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IMPACT STATEMENT

It is the goal of the Don Moyer Boys & Girls Club to provide A POSITIVE PLACE FOR KIDS! Our wish is to work hand in hand with families to prepare our youth for a successful future. In order to accomplish our goal, it is important that we share the following information with you.

The Staff of the Don Moyer Boys & Girls Club appreciate your interest and cooperation. Together, the possibilities are endless. Our youth deserve the best.

OUR MISSION

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

CORE BELIEFS AND YOUTH DEVELOPMENT STRATEGY

Boys & Girls Clubs Provide: a safe place to learn and grow, ongoing relationships with caring adult professionals, life enhancing programs, character development experiences and hope and opportunity. The philosophy underlying Boys & Girls Club programming is the Youth Development Strategy. This strategy defines how youth development professionals and volunteers interact with young people. All programs and activities are designed to maximize opportunities for young people to acquire four basic "senses" which help them build self-esteem and grow into responsible and caring citizens.

These four senses are:

- A sense of competence: The feeling there is something boys and girls can do and do well.
- A sense of usefulness: The opportunity to do something of value for other people.
- A sense of belonging: The setting where an individual knows he/she has a place and where he/she fits in and is accepted.
- A sense of power and influence: A chance to be heard and to influence decisions.

When this strategy is fully implemented, the self-esteem of boys and girls is enhanced and an environment is created which helps young people achieve their fullest potential.

ENROLLMENT

Children are enrolled for the duration of the school year. Upon notification of admission into the Don Moyer Boys & Girls Club After-School program, the following documents and fees must be given to the Club Director or Membership Coordinator:

1. Completed Don Moyer Boys & Girls Club Membership Form.
2. Signed Parent Handbook Form.
3. Program Fee(s)
3. Signed Parent Right to Know

NOTE: A CHILD MAY NOT BEGIN THE AFTER SCHOOL PROGRAM, SUMMER DAY CAMP PROGRAM UNTIL ALL REQUIRED DOCUMENTATION AND FEES ARE RECEIVED AT THE CLUB.

Special Needs Care: Specialized care admission procedures shall include:

1. A written plan of communicating with the child for the duration of the child's enrollment.
2. A copy of your child's I.E.P. or behavior plan.

3. A trial attendance period for each child not to exceed six (6) weeks to evaluate the appropriateness of the program, adequacy of the physical site, and compatibility of the child with the program.

AGE GROUPS

Our members are ages 6 to 18 years old

Expectations of a Boys & Girls Club Member

- Follow all Club rules and guidelines within the Club.
- Accept help in academic studies through Learning Lab.
- Respect others.
- Follow staff instructions.
- Not interfere in others' right to learn and participate in activities.
- Ask for help.

Expectations of a Boys & Girls Club Parent

- Emphasize the member expectations to your child.
- Respect staff.
- Encourage participation in activities.
- Pick up child on time.
- Send appropriate payment for activities.

The Club Observes the Following Holidays

- New Year's Eve and New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day + 1
- Christmas Eve and Christmas Day

These are days that the Club will be closed for service to members. Any other holidays or Club closings will be posted in advance on the Parent Information Board.

FEES & PAYMENT POLICY

Program Rates: Timely payments will enable us to better serve your child. Therefore, it is necessary that you pay each week's fee no later than Friday of the week before.

After School Care..... \$20.00 per child for the Academic School Year

No School Days..... \$5.00 per child

Summer Day Camp.....\$200.00 per child with \$75 each additional child with a max of \$350

All prices are subject to change

We accept cash, checks, money orders and credit cards. Payment is expected prior to the start of each program/activity. One week written notice is required for scheduled vacations during programs.

PLEASE NOTE: If you register your child on a no school day and choose not to bring him/her to the program, the fee will still apply.

Late Pick-Up: All children are required to be picked up by the scheduled closing time each day. There will be a **\$5.00 charge per every 15 minute you are late, per child, payable at the time of pickup** for pick-ups after the scheduled closing time. Children will not be admitted back into the Club until payment has been made for any late pick-up. It is each parent's responsibility to continually review and be aware of scheduled closing times. Please check the parent information board each day for this and other time-sensitive information about the program.

OPEN DOOR POLICY

During our After School and Summer programs, several members informed program staff that they have received prior approval from their parent/guardian to leave the facility and are, in effect, free to go as they please to these and other destinations. Program staff does their best to dissuade members from leaving the Club; however, program staff is bound by the following organizational policy:

"Open Door Policy": Although it may not be widely understood, the Boys & Girls Clubs are membership organizations, which observe an "Open Door Policy." This policy simply means that our middle school and high school boys and girls, who are members, may enter and exit the facility at any time such child deems it appropriate for him or her to do so. The exception to this is when a member is attempting to re-enter the facility after 7:00 p.m., Monday through Friday.

Parents are encouraged to visit the Club at any time during operating hours. Please be sure to sign in at the front desk. For the safety of our children, no one may enter the Club during the hours of operation without identifying himself/herself and signing in.

Recommendations:

If your particular instructions have included that your son or daughter remains in the facility at all times, here are a few recommendations:

- Visit the Club, unannounced and unexpected, to determine if your child is remaining in the facility as you have instructed.
- Emphasize the importance of signing in and out.
- Telephone the Club your child attends.

PROCEDURES FOR PARENT COMMUNICATION

Don Moyer Boys & Girls Club is open for parent/guardian visits. The program encourages parents/guardians to become actively involved in the program. To facilitate communication, the following procedures will be followed:

1. Parent Information Board: Located near the entrance. Look here for the daily overall schedule of program activities, snack menu, upcoming events, parent workshops, scheduled Club closings, community resources, etc.
2. A Parent Conference will be conducted between the Club staff and the parent/guardian annually.
3. Less formalized discussions with the Club Director or supervisor in charge are available on a daily basis.
4. Parent Orientation meetings are held twice annually. They are held in September and in June.
5. The Director of Program Services and other staff members will make every reasonable effort to address parent concerns in a timely manner. More serious concerns will be given priority. Your patience and cooperation are appreciated.
6. Parents will be notified immediately in the event of an incident or accident depending on the severity of the situation.
7. Parents/Guardians are expected to provide the Club with recently updated information, especially phone number changes.

MANDATED REPORTING

The Don Moyer Boys & Girls Club is a Mandated Reporting Agency. If there is suspicion of child abuse or neglect, the Illinois Department of Children and Family Services will be contacted.

COMPLAINT PROCEDURES

If you have any issues or concerns, please address them with the Director of Program Services so it can be resolved in private as soon as possible. If we are unaware that there is a problem, we cannot work to resolve it. We want to provide an atmosphere where your child feels safe and has fun while learning.

COMMENTS AND SUGGESTIONS

Your comments and suggestions are welcomed. You may speak to our staff when you are in the Club, leave a comment in the suggestion box or you may call the Club at 217-352-4229 ext. 1.

SMOKE-FREE ENVIRONMENT

The Club is a smoke-free environment. Staff, members, visitors and parents on or near the facility are prohibited from smoking. Smoking is prohibited in the buildings, on the premises, in Club vehicles, or at any program or event conducted off the premises. Employees are not permitted to smoke where Club members are present under any circumstances nor where Club members can view the employee smoking.

SAFETY OF MEMBERS

One of our core promises is to provide a safe environment and have a positive impact on the lives of our members. We want you to know that we do many things to assure the safety of all members.

1. Social Media:

The Boys and Girls Club has a standing policy that no staff or volunteers can friend Club members on social media. If your child has any social media account, please monitor it and remind members that they cannot friend or request to friend any staff or volunteers at the Club.

2. All staff, volunteers and interns have completed background checks prior to working with the youth as well as participated in an orientation and training.

3. We have an open door policy and if you as a parent or a member has any concerns or issues with staff, interns or volunteers we welcome you to talk with Charles Burton, Director of Operations; or Sam Banks, Executive Director. There will be no repercussions to your children if you voice a concern and confidentiality is maintained.

CELL PHONES

Members are encouraged to have their cell phones at the Club, but turned off or in their book bags during programming. Staff are conscious of mobile technology, but want to provide the safest environment for all Club members. Staff will provide scheduled times for cell phone use throughout programming.

EMERGENCY CLOSINGS

We will make every attempt to stay open during inclement weather, but when needed, closings will be announced on WCIA-TV.

RELEASE OF CHILDREN

Your child will only be released to people that have been identified on the membership application and who have appropriate picture identification. It is your responsibility to notify the Club of any additions or other changes to the list of those who have your permission to take your child(ren). Please understand that for the safety of the young people we serve, Don Moyer Boys & Girls Club will strictly adhere to this policy. Anyone approved to pick up your child should be listed on your Authorized Pickup Form. The Club needs to be notified when someone else will be picking up your child. Even if it is an emergency, the Club needs your permission to release your child to someone other than you. Written documentation naming the person(s) authorized by the parent/guardian for the release of the child(ren) is required for dismissals. An adult 18 or older must sign the member out.

Club staff members will assume that both parents have the right to pick up their child(ren,) unless a court order stating otherwise is on file. Without a court order, the Club staff members cannot refuse a parent. If the Club has a court order and a non-custodial parent tries to pick up the child, the Club will call the custodial parent. If the non-custodial parent leaves with the child, the Club will immediately call the police and report the situation. The Club will not place the other children at risk in a confrontation with the non-custodial parent.

It is very important to Don Moyer Boys and Girls Clubs that your child arrives home safely. Therefore, if the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your

child home safely the Site Director will call the other parent or the emergency contact. If the parent refuses to agree not to transport the Club staff will call the police and report the parent as intoxicated.

In case of illness or discipline problems a parent/guardian is required to come IMMEDIATELY to pick up the child. If the child is not picked up he/she will not be permitted to attend the program on the following day.

TERMINATION POLICY

If you decide to withdraw your child from the Club or any program, we require written notice of termination in advance.

REPORT CARDS

Due to State Requirements for certain programs Don Moyer Boys & Girls Club required us to keep track of Club members' academic status. On the membership form there is a place for parents to sign giving Club staff access to your child's report card; it is important that this be signed if at all possible. Also, Club staff can encourage Club members to participate more readily in the Power Hour program if they are informed of each member's academic strengths and weaknesses. Strict confidentiality is followed in all cases.

PERSONAL BELONGINGS

The Club or Club staff ARE NOT responsible for any lost or stolen personal items. We strongly encourage members to guard personal items closely and not leave personal items unattended. It is a good practice not to bring valuable items to the Club.

INCLUSION POLICY

Don Moyer Boys and Girls Club embraces an inclusion approach that provides opportunities for all children to actively participate in all aspects of the program. Parents are encouraged to share a copy of their child's I.E. P with us so that we can better serve her/him. This information will be kept confidential but will help the staff in determining the most effective way of working with your child. Please make an appointment with the Director of Program Services and discuss how we can incorporate it in her/his activities.

The program will make reasonable accommodations in order to implement a child's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP). Staff will have knowledge and training in inclusion best practices. The goal is to create a learning environment in which all children are valued and respected.

DAILY ACTIVITIES FOR CHILDREN

We guarantee our trained and experienced staff provides a loving, warm, nurturing environment. Quality learning experiences for children are enhanced by a well-planned curriculum. Daily schedules and lesson plans are used to provide activities, projects and themes that are appropriate for the age and development of the children in their care. Activities are designed to promote social development, literacy, physical fitness, intellectual ability, creative expression and FUN!

CLUB RULES
"TOP 10 RULES"

- 1. Treat all people with RESPECT.**
- 2. LISTEN to staff and volunteers. Always follow directions.**
- 3. HORSEPLAY, FIGHTING & BULLYING are not tolerated.**
- 4. FOUL LANGUAGE and obscene gestures are not tolerated.**
- 5. Play SAFE, play FAIR.**
- 6. DO NOT RUN in any areas of the Club, except the gym.**
- 7. Be RESPONSIBLE for Club games, equipment and furnishings.**
- 8. Help keep the Club CLEAN.**
- 9. DRINK AND EAT snacks only in the SNACK ROOM.**
- 10. Follow COMPUTER LAB, GAMEROOM and GYM Rules.**

HEALTH EXCLUSION

If your child has symptoms of any illness specified below, he/ she may not be admitted or allowed to remain in the Club. Written documentation from a licensed physician stating that your child does not pose serious health risk to other children will be required. The symptoms of illness for possible exclusion shall include, but are not limited to the following:

- Unspecified Illness
- Scabies Uncontrolled
- Cough
- Diarrhea
- Head lice
- Excessive Runny Nose Vomiting
- Infestation
- Mouth Sores
- Impetigo
- Persistent Crying
- Unexplained Rash
- Strep throat
- Lethargy
- Pink Eye
- Chicken Pox
- Fever of 100 or Higher

If your child develops any of these symptoms during the day, you will be notified as soon as possible to come get your child. If you cannot be reached at work, we will call your home and cell phones, and then the phone number for the emergency contact on your child's emergency card.

COMMUNICABLE DISEASES

A written documentation from the child's licensed physician stating that the child has been evaluated and presents no risk to the child or others must be received by the Club before any child with communicable disease is allowed to attend the Club.

CHRONIC HEALTH CONDITIONS:

The Director of Program Services will inform all staff of the health needs of individual children and make certain the staff respects the confidentiality of the children's health needs. Training will be provided to insure the staff is knowledgeable in special health needs.

Children afflicted with asthma/allergies shall have necessary medication (inhalers, prescription tablets, etc.) on site during program hours. Medication will only be administered to a child by supervisory staff. All prescription medications must be in its original container, properly labeled with the name of the child, name of the medication, dosage information, medication strength and directions for administering each medication.

The Director of Program Services shall keep a record of the administration of medication to children which includes medication as well as any adverse effect that is observed. While a child is receiving medication the staff will note in the records of the child and advise the parent/guardian of the occurrence of any health problems such as nosebleeds, skin rash, nausea, diarrhea, high fever or labored breathing.

EMERGENCIES

Most of the Club staff is First Aid and CPR certified. The staff will report injuries on a minor injury report form which will be given to parent/guardian at the end of the day. All head and eye injuries no matter how minor will be reported immediately to the parent/guardian. Any injury that causes bleeding or swelling will also be reported as soon as possible. In the event of a more serious injury or illness, the staff will make every attempt to reach that parent/guardian and the child will be transported to the local hospital. Please be sure to list all allergies and health problems on your child/s membership application as well as making staff verbally aware.

CLOTHING

Children should come dressed for action. We recommend washable, comfortable play clothes, which the child can manage as much as possible. Sneakers or other soft-soled shoes are the safest. Clogs, sandals, jellies or hard-heeled boots are not allowed. Considering that we do go outdoors daily (weather permitting) we ask that you please dress your child appropriately for the weather. Clothes with inappropriate graphics or writing may not be worn. We ask if all female members wear a one piece bathing suit and all male members wear swim trunks.

HOMEWORK POLICY

We strongly believe it is a shared responsibility between the Don Moyer Boys & Girls Club, the members and their parent to help assist in completing the homework. We will do our best to encourage each member to work diligently during the homework help time and provide as much assistance as possible. Although it our greatest desire that all members will respond favorably to this opportunity, we cannot

force a member to make the choice to complete his/her homework. We believe the Parent is the greatest teacher and their support at home will afford their child an even greater chance for success. We look forward to serving with you to help foster your child's academic achievement. We cannot assure that each member will complete all of their homework during the allotted time. We will provide learning materials and access to the computer to assist in the completion of homework as part of our commitment.

POSITIVE BEHAVIOR MANAGEMENT

Staff shall use only positive age-appropriate methods of discipline and guidance of children which encourage self-control, self-discipline, self-esteem and cooperation. When a discipline issue presents itself, we initiate the following: redirection, verbal warning, time out and disciplinary write-ups. When time out and write-ups are used, the reason that the member is in trouble will be discussed. During this process the child is encouraged to understand that his/her behavior is important for a successful, safe and fun program. When these tactics are not successful, a staff person will discuss the issue with the child's legal guardian/parent to help create a solution. Inappropriate behaviors such as hitting, fighting, stealing, vandalism, disrespect to staff or other members, not following directions or leaving the facility without permission will not be tolerated and may result in automatic suspension. When a child's behavior risks safety to themselves or others, a parent/guardian will be called and asked to pick up their child immediately. This behavior can automatically result in removal from the program and will be handled on a case-by-case basis.

- If a child is written up, he/she may lose fieldtrip privileges.
- 3 times-outs in one week may result in a 1 day suspension
- If a child is suspended a second time, it may result in a 3 day suspension
- If a child is suspended a third time, it may result in a 5 day suspension
- If a child's behavior deems a fourth suspension it may result in removal from the program.

***At no time will the staff members use corporal punishment as a means of discipline.**

Staff members will model positive behavior management techniques and respectful communication.

MEMBER RECOGNITION

WEEKLY AWARDS

Members of the Week (1 for each group)
Fun Friday Awards
Birthdays
Homework Heroes

MONTHLY AWARDS

Champion of Character
Special Acknowledgement
“CommUnity” Service Award (Teens)
Praise Reward
Parent of the Month
Top Attendance Awards
Academic Excellence Awards
Club Service Awards
Volunteer of the Month
Staff of the Month

MANMADE & NATURAL DISASTER PLAN POWER FAILURE/NATURAL DISASTERS (Earthquake, tornado, hurricane, blizzard)

Children will remain in the building whenever possible. If the Executive Director or Director of Operations determine that the building must be evacuated, parents/guardians or emergency contacts will be contacted to pick up children. The Program Leadership Team will stay with the children until a parent/guardian or emergency contact arrives at the site. If it is not possible to remain at the site a note will be posted on the front door explaining the whereabouts of the children and staff.

FIRE EVACUATION

Fire drills will be administered bi-monthly. As in all fire drills children will not be permitted to collect coats, toys, or any other personal items. As part of their orientation to the Club the children will be taught to stop anything they are doing when they hear the fire alarm and meet their teacher immediately at a designated place. Exits, hallways and other evacuation routes will be clear at all times to permit a prompt and safe exit from the building.

Regardless of the apparent size of the fire or the amount of smoke, the staff will promptly lead the children out of the building using the closest and safest exit. Staff and children will not stop to take clothing, toys, etc.

The Supervisory Director will be the last person to leave the building, after checking the bathrooms, hallways, etc.

After the staff and children are assembled at the designated meeting area, the Supervisory Director will check attendance records and account for all children.

When and if the Fire Department determines it is safe to re-enter the building, staff will lead the children back into the building.

WEAPONS

Children possessing a dangerous weapon will not be permitted in the center. A dangerous weapon is a gun, knife, razor, karate stick, metal knuckle, or any other object that by the manner it is used or intended to be used is capable of inflicting bodily harm. In cases that clearly involve a gun or which involve any other weapon used in a threatening manner the police will be called and the child will be subjected to immediate disciplinary procedures including suspension or expulsion from the Club.



**DON MOYER
BOYS & GIRLS CLUB**

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POLICY AND PROCEDURE COMMITMENT**

I have read the entire Don Moyer Boys & Girls Club Parent Policy and Procedure Manual and understand my commitment to Don Moyer Boys & Girls Club. My child/children has read or I have read the Manual to him/her and he/she understands the policies and procedures. We both understand that failure to follow the procedures and policies will result in termination of enrollment. We have agreed to accept the policies detailed on the preceding pages.

(Parent/Guardian Signature)

(Date)

I have received Don Moyer Boys and Girls Club Policy and Procedure Manual along with other required registration forms. I understand that I must read the handbook then sign and return the last page with the other completed forms in order to have my child registered for care.

(Parent/Guardian Signature)

(Date)