



BOYS & GIRLS CLUBS
OF METRO ATLANTA

a place where **PROMISE** lives



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OF METRO ATLANTA



Parent & Member Orientation Guide

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I. About the Club

1. Mission Statement:

The mission of Boys & Girls Clubs of Metro Atlanta is to provide a quality developmental program which empowers metro Atlanta youth, especially those from disadvantaged circumstances, to become productive adults.

2. What is the Boys & Girls Club?

The Boys & Girls Club:

- Provides year-round programs for youth ages 6-18
- Has full-time professional leadership, supplemented by support staff and volunteers
- Requires no proof of good character
- Makes sure that all girls and boys can afford to belong
- Is for youth of all races, religions, and ethnic cultures
- Is building-centered
- Is non-sectarian
- Has an open door policy
- Has a varied and diversified program
- Is guidance-oriented

3. Statement of Policy

Boys & Girls Clubs of Metro Atlanta makes no discrimination in admissions or determination of enrollment on the basis of race, sex, religion, creed, national origin, sexual preference or any other protected group.

4. Boys & Girls Clubs of America and United Way Affiliations:

Boys & Girls Clubs of Metro Atlanta is a private, non-profit organization affiliated with Boys & Girls Clubs of America and a United Way member agency.

II. Membership/Registration

1. How to Register:

- A parent or guardian must fill out a membership application (16 or older may fill out their own application)
- Pay a \$35 membership fee.* Membership is good for the current school year and summer.
- A parent must attend an orientation before the new member can start attending

*\$35 is for the membership fee only. An additional fee is required for the Summer Program.

2. Who Can Join?
Any youth aged 6-18 may join a Boys & Girls Club; except for Clubs in Schools. (See Club in Schools Site Director for more information). The organization does not discriminate based on race, religion, culture, gender, economic status or any other protected group.
3. Registration:
 - Registration for our after school program begins near the end of the summer and continues until all spaces are filled.
 - Registration for the Summer Program is open to regular members* first (usually near the end of March), and if all spaces are not filled at that time, registration will be open to the general public. Registration will continue until all spaces are filled.
*Regular members are those that are registered by March 1st, and who attend the After School Program at least three days per week.
4. Refund/Transfer Policy:
Membership and summer fees are **non-refundable**.
 - Memberships are not transferable from one Club to another Club. You must pay the membership fee at each Club, even if you have already paid at another Club during the same membership year.
5. Membership Cards & Replacement Cards:
 - Each child will receive a membership card that must be shown to check in his/her Club.
 - If your child loses his/her card, you may purchase a new one for \$1.00.
6. Mandatory Orientations:
 - At least one parent must attend an orientation for the After School Program *and* the Summer Program.
 - *Parents are exempt from **after school orientations** only if they have had members in the program and have attended orientations for two or more consecutive years.*
 - Exempt parents must still sign and turn in the signature pages acknowledging that they understand all policies and procedures.
7. The Boys & Girls Club of Metro Atlanta is an after-school youth development program who supports the educational goals of each school system. Therefore, members of the Boys & Girls Club of Metro Atlanta who have been suspended from school are not allowed to attend the Club until the terms of the suspension have been met.

III. Transportation

Van Service Rules:

1. Van service is first-come, first served and is subject to fill-up. Numbers served are dependent on timing and the number of vans available at each location.
2. A van service permission form must be signed before any member can ride the van from school or for evening drop-off (see attached Van Service Permission Form).
3. The Club's Code of Conduct applies while riding the van.
4. Boys & Girls Clubs of Metro Atlanta reserves the right to remove a member from van service for any of the following reasons:
 - a. Ongoing behavior problems (violations of the Code of Conduct) while riding the van
 - b. Continuous failure to arrive at the designated pick-up location on time
 - c. Member does not use the van service at least 2 times per week (varies by Club)

In the event that a member should be removed from the van service, the parent will be given written notice so that alternate transportation arrangements can be made.

IV. Open Door Policy

Boys & Girls Clubs of Metro Atlanta is a drop-in facility and has an open door policy that states:

- Members are not required to attend their Club everyday.
- Members are advised to stay on Club premises; however we cannot legally require a member to stay at their Club.
- **Teens** are the only exception to this policy, in that they are allowed to leave the Club without adult supervision, with a preexisting signed parental consent form. The agreement on leaving the Club must exist between the parent, member, and the Club (see attached form). The form must be submitted to the Club before any teen will be allowed to leave the premises.
- The Club is not responsible for the welfare and/or behavior of any member leaving the property with or without parental consent.
- As of August, 2006, members will be required to scan out each time they leave the Club.

V. Pick-up Policy

Parent Pick-up:

A parent or guardian must come into the building to pick up their member(s). **If a member is not picked up by 1 hour after closing time, either DFACS or the local Police Department may be notified.**

Late-Pick up:

During School Holidays, Early Release and the Summer Program*, members must be picked up no later than 6:00 p.m. During the After School Program, members must

be picked up no later than 8:00 p.m. If not picked up on time, the following consequences will apply:

FIRST LATE PICK-UP

3-DAY SUSPENSION

SECOND LATE PICK-UP

5-DAY SUSPENSION

REPEATED LATE PICK-UPS

POSSIBLE EXPULSION (at the discretion of the Executive Director)

*There may be other occasions when the Club will have to close early. Parents will be notified in advance if such occasions occur.

VI. Inclement Weather Policy

Clubs will open as usual unless the local schools are closed.

VII. Medical/Injury

1. With written permission (see attached Authorization to Dispense Basic First Aid/Medication form), the Club will administer basic first aid (ie: band aids, ice, etc.).
2. If your member is on medication that you would like staff to administer, you must fill out a Medicine Form (request form from Club; Authorization to Dispense Basic First Aid/Medication form). No member should have medication in their possession at the Club. For safety purposes, all medication will be held by the Executive Director*.
3. No child will be allowed to remain at the Club if they are ill, have been ill and not fully recovered, or if there is a reasonable assumption that they are ill. Parents should use the utmost discretion when considering whether or not to send their child to the Club.
4. Please fill out attached Medical Release form authorizing the Club to seek treatment for your child in case of serious injury or illness.

VIII. Code of Conduct

1. Play fairly and be honest.
2. Bring membership card every day.
3. Be respectful to Club staff.
4. Remove hats before entering the building.
5. Resolve disagreements in a positive way.
6. Say only good things about other people.
7. Be respectful to other Club members and their property.
8. Avoid use of improper language.
9. Walk indoors.
10. Applaud the efforts of other members.
11. Listen during assemblies and special events.
12. Show respect to the facility and equipment.

13. Participate only in program areas open to your age group.
14. Dress appropriately at all times.
15. Smoking, drugs, alcohol and weapons are prohibited.

There may be other rules for special events, but on a day-to-day basis, this is the code that we abide by. All Boys & Girls Clubs of Metro Atlanta staff and members are expected to uphold it, both in and out of the Club.

Discipline Policy

Minor Offenses:

- | | |
|---------------------------|---|
| 1 st Offense*: | Verbal Warning |
| 2 nd Offense*: | Time Out (Can be in or out of program area depending on how disruptive the behavior is) |
| 3 rd Offense*: | Write-up, sent to director |

*Within one program period or one day.

- Parents will be notified of all write-ups.
- 3 write-ups of minor offenses will result in either in-club or out-of-club suspension.
- Examples of consequences for minor offenses include, but are not limited to:
 - Clean-up duty
 - Exclusion from a particular program area
 - Exclusion from field trips or other special activities
 - Essays or other writing assignments
 - In-Club suspension (exclusion from all program areas and activities)
 - Out-of-Club suspension

Major Offenses:

- All major offenses can constitute an automatic suspension without warning.
- Major offenses are:
 - Fighting
 - Disrespecting Staff
 - Inappropriate Language (i.e.: cursing, name-calling or other offensive or explicit language)
 - Stealing
 - Vandalism/Destruction of Property
 - Inappropriate Touching/Inappropriate Sexual Behavior
 - Gang Activity
 - Bullying

Notes:

- This is only a guideline. Actual consequences are determined on a case-by-case basis and are at the discretion of the Executive Director.
- If a pattern of ongoing behavior (i.e.: continuous verbal warnings or time-outs for the same offense) is noticed, consequences may be given with or without a write-up, and regardless of the severity of the offense.

- The length of a suspension (in or out-of-club) is determined by the severity of the offense and the number of previous offenses. In general suspensions are 1-5 days.
- Repeated offenses can result in an indefinite expulsion from the Club.
- Only full-time staff can suspend a member.

Dress Code:

The following types of clothing are prohibited:

- 1) See-through or mesh clothing, unless worn over other apparel
- 2) Garments that expose the midriff
- 3) Halter tops and tank tops
- 4) Biking or short shorts for youth above the age of 10
- 5) Bare feet in the Club or on the van
- 6) Garments or accessories that display emblems relating to abusive substances, sex and/or obscenities.
- 7) Any type of hats or other head gear (do-rags, wave caps, bandanas, etc.)
- 8) Any gang-related colors or symbols.

Executive Directors reserve the right to determine if certain other items of clothing are inappropriate for wear at the Club and/or during Club field trips or other special events.

IX. Field Trip Policy

Before any Club member participates in a field trip, he/she must have a signed permission slip (see attached Travel Permit form) that gives parental consent.

X. Personal Items

- Members are responsible for all of their personal items. Please label all belongings to increase the potential of lost items being returned.
- NO cell phones, Electronic Devices, Toys, Radios, Trading Cards, Etc. The Club is not responsible for these items and will not provide any reimbursement.

XI. Club Member Insurance Policy

BGCMA provides insurance for uninsured members in the event that they are injured at the Club or during a Club event. This coverage is provided by an outside agency and serves as primary insurance for the uninsured and secondary insurance for insured members. Parents must fill out the insurance claim form with the Executive Director and submit any incurred bills. Claims for medical injuries will not be submitted until the parent has filled out the necessary paperwork in its entirety.

XII. Technology Guidelines

Boys & Girls Club is pleased to offer club members access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all club members must obtain parental permission verified by signatures on the attached

form. Should a parent prefer that a student not have e-mail and Internet access, use of computers is still possible for more traditional purposes such as word processing.

Club Members

Club members are responsible for appropriate behavior on the Club's computer network just as they are in other client facilities. Communications on the network are often public in nature. General Club rules for behavior and communications apply. It is expected that users will comply with Club standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The Club members are advised never to access, keep, or send anything that they would not want their parents or staff to see.

What are the rules?

Privacy – Network storage areas may be treated like school lockers. The Technology Center Directors may review communications to maintain system integrity and will ensure that Club members are using the system responsibly.

Storage Capacity – Users are expected to remain within allocated disk space and delete e-mail or other material, which take up excessive storage space.

Illegal Copying – Club members should never download or install commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Technology Center Director. Club members should neither copy others' work nor intrude their files.

Inappropriate Materials of Language – Profane, abusive, or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of Club behavior. A good rule to follow is **never** to view, send, or access materials that you would not want your Club staff or your parents to see. Should members encounter such material by accident, they should report it to the Technology Center Director immediately.

Guidelines

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another's folders, work, or files.
9. Notify any adult immediately if, by accident, you encounter materials that violate the Rules of Appropriate Use
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Internet Safety Rules

1. I will not give out personal information such as my address, telephone

number, parents' work address/telephone number, or the name and location of my school.

2. I will tell the Tech Center Instructor right away if I come across any information that makes me feel uncomfortable or is inappropriate

3. I will never agree to get together with someone I met online.

4. I will never send a person my picture or anything else.

5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell the Tech Center Instructor right away so that they can contact the service provider.

6. I will not give out my Internet password to anyone (even my best friends) other than my parents

7. I will be a good online citizen and not do anything that hurts other people or is against the law.