

**GREAT FUTURES START HERE.**



# Parent & Member Handbook

## Our Mission

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

**<https://www.bgcstc.org>**



## **WELCOME TO EVERYONE!**

All of us at Boys & Girls Clubs of St. Charles County (BGCSTC) would like to thank you for selecting us! Our Club is a place for members to build character through leadership and discover new interests. When you visit BGCSTC, you will find a lively place with trained professional staff and volunteers who are positive adult role models for young people.

Your child's safety is important to us. This is a handbook of policies to ensure your child has a positive and rewarding experience. Please read this handbook carefully as you are expected to follow these guidelines.

You may contact the Front Office any time the Club is open if you have questions, concerns or need additional information.

## **PARENT/STAFF COMMUNICATION**

Good communication is essential to providing the best possible care for each child. It is vital that you inform us of changes in your child's life that may affect his/her behavior. Changes at home may include moving, hospitalization of a family member, alterations in the parents' relationship, or a death in the family. Home issues influence the way in which your child relates to others. Staff can better provide for a child's needs if they are aware of the situation.

Please ensure we have the best contact information for you.

## **PARENT INVOLVEMENT**

The Club believes that parental involvement is necessary for the success of any youth program. As a caregiver, you are welcome to visit the Club anytime you wish. Your cooperation with all policies and procedures is appreciated. Take every opportunity to talk with staff about your child. Ask your child daily about the programs s/he attends and take time to read the available information that goes home.

We encourage you to follow us on Facebook (<https://www.facebook.com/BGC.STC>) and Instagram (<https://www.instagram.com/bgcstc/>) as we post Club updates, photos, and event information on these platforms. Our website is also a great source of information: <https://www.bgcstc.org/>

Welcome again, we look forward to getting to know you and your family!

## **PROGRAMS**

Boys & Girls Clubs of America (BGCA) programs are designed to encourage Club Members to realize a wide variety of positive outcomes. The Boys & Girls Club Movement has focused efforts on helping children and teens achieve in our three [priority outcome areas](#) of: Academic Success, Good Character and Citizenship, and Healthy Lifestyles.

Together, BGCA and Boys & Girls Clubs of St. Charles County follow the [Formula for Impact](#) – our roadmap for ensuring that young people have a positive, impactful Club Experience and, ultimately, achieve the important outcomes that lead to great futures.

<b>ST. CHARLES UNIT</b>	<b>O’FALLON UNIT</b>	<b>WEST ELEMENTARY – WRIGHT CITY UNIT</b>
1211 Lindenwood Avenue St. Charles, MO 63301 636-946-6255	#1 Club Way St. Peters, MO 63376 636-240-9150	100 Wildcat Drive Wright City, MO 63390 636-688-8561
Monday –Thursday 2:30 PM - 7:00 PM	Monday- Thursday 2:30 PM - 7:00 PM	Monday, Tuesday, Thursday 3:30-7:00 PM  Wednesday 2:30-7:00 PM
Friday 2:30 PM - 6:00 PM	Friday 2:30 PM - 6:00 PM	Friday 3:30-6:00 PM

**CLUB LOCATIONS AND HOURS OF OPERATION (SCHOOL YEAR)**

**OUR FACILITIES**

The **St. Charles Unit** is located near Blanchette Park in St. Charles. This unit operates five days a week, year-round. The 28,000 square foot Club houses a games room, arts and crafts room, technology center, learning center, reading success center, gymnasium, cadet room, teen center, multi-purpose community room, kitchen, and administrative spaces. In cooperation with the City of St. Charles Parks and Recreation Department, we utilize the Blanchette Park football and baseball fields and other green space for our outdoor programs and activities.

The St. Charles Unit follows the school calendar and inclement weather policies for the City of St. Charles School District. The unit is open on early release days and many of the no-school days.

The **O’Fallon/St. Peters Unit** opened in 1994 in the Aspen Point Subdivision off Mexico Road. This unit also operates throughout the year, five days a week. The 14,000 square foot Club offers organized sports, fitness and recreation activities, as well as teen and educational programs. The facility includes a

games room, gym, computer lab, learning center, reading success center, art room, small group room, a 5,000 square foot garden, and large recreational field.

The O'Fallon Unit follows the school calendar and inclement weather policies for Fort Zumwalt School District. The unit is open on early release days and many of the no-school days.

The **Wright City Unit** at West Elementary opened in 2022 in partnership with the Wright City School District. This unit operates five days per week during the school year and serves students from East Elementary and West Elementary.

The unit follows the district's inclement weather policies. It is open one our hour early every Wednesday to support early release days.

## **FOOD PROGRAM**

We provide a meal or snack each day for members at no additional cost to families.

During the After-School Program the Club provides a healthy snack and or/dinner for all Members, daily. Meals and snacks are provided between 3:30-5:00pm depending on the unit. To ensure your children receive their meal or snack, please plan to pick them up after 5:00pm.

During the Summer Program the Club provides breakfast, lunch and/or snack for all Members, daily. Members are welcome to bring in a sack lunch, provided nothing is prepared with peanuts or tree nuts of any kind.

These meals are provided in partnership with the Missouri Department of Health and Senior Services. All Members are encouraged to eat these nutritionally balanced meals.

- Food allergies: please submit the food allergy form signed by a doctor (included on the Membership form)
- We cannot accommodate all special dietary requirements or religious-based diets. Members are welcome to bring in a sack lunch or snack, provided nothing is prepared with peanuts or tree nuts of any kind.
- No meals from fast food restaurants are allowed. This includes parents bringing fast food meals to their child. On occasion, the Club may provide pizza parties or other special treats for the members to celebrate successes.

## **PROGRAM FEES**

Most programs are included with annual Membership. Programs with additional one-time or reoccurring fees shown below. Prices and times are subject to change without notice.

All Sports Programs fees are in addition to the annual \$25 Membership Fee. Sports programs can change—please see website for details.

## **MEMBERSHIP**

All youth participating in any program offered by Boys & Girls Clubs of St. Charles County must have a current Membership. The annual Membership fee is \$25 per child. All Membership fees are non-refundable.

We accept cash, credit card, or money order for payment of any Club fee. Check with your medical provider to see if it will cover the cost of your child's Membership. Please contact your health care representative to get a voucher. Must be presented at time of registration.

## **ENROLLMENT REQUIREMENTS**

All BGCSTC Members must have the following:

1. Completed Membership form.
2. Member Handbook acknowledgement form signed (see page 17).
3. Copy of child's birth certificate.
4. Copy of child's current report card.
5. Copy of child's Asthma Action Plan, 504, IEP or BIP, as applicable. Allergy form completed and signed by a doctor (if needed).
6. Balance paid in full before enrolling if applicable.
7. Additional signed permission slips for specific programs.
8. Technology Acceptable Use Policy

**Applications cannot be processed without these documents.**

## **MEMBERSHIP CARDS**

Membership cards are required to check in and out daily.

- Each Member will receive one Membership card at the time of enrollment (no charge).
- Replacement cards must be purchased within 24 hours (fee of \$2.00/lost card).

## CHECK-IN & CHECK-OUT PROCEDURES

- Upon arrival and departure, each Club Member is required to scan his/her Membership card.
- Club Members may wear a mask or face covering.
- Club Members arriving and leaving the Club without a Membership card will be processed separately.
- Parent, Legal Guardian, or any name provided on the Membership form must park and come in to pick up children.
- Parent, Legal Guardian, or any name provided on the Membership form must present a picture identification to the front desk before members can be released.
- Members walking or bicycling home: Members ages 11 and older may walk or ride their bicycles home. Written permission must be provided on the Membership form.

## TRANSPORTATION

After School Transportation is provided to a select number of schools at each unit using Club vehicles. A minimum of three students is required before Club transportation can be provided. Transportation must be paid in advance using AutoPay and safety procedures are enforced.

Club-provided transportation fees:

- \$25 for the first member each week
- \$10 for each sibling each week
- \$10 late fee, if applicable

**St. Charles Unit** currently provides Club transportation from these schools:

- Discovery Elementary (Orchard Farm SD)
- Orchard Farm Elementary
- Orchard Farm Middle
- Null Elementary (City of St. Charles SD)
- Lincoln Elementary
- Monroe Elementary

District provided transportation to the St. Charles Unit is provided to members at Blackhurst, Coverdell, Jefferson, and Hardin (up to 20 students per school) at no additional cost. Check with the St. Charles Unit front desk regarding availability.

**O'Fallon Unit** currently provides Club transportation from these schools:

- Dardenne Elementary
- JL Mudd Elementary

- North Middle

District provided transportation to the O'Fallon Unit is provided to members at Progress South Elementary, South Middle School, and South High at no additional cost. Check with the O'Fallon Unit front desk regarding availability.

Wright City provides transportation from East Elementary to West Elementary for the After School Program.

**Additional Club Transportation information:**

- Fees are due by closing time on the Friday BEFORE the week of services.
- A Late fee of \$10.00 for payments made the following Monday morning.
- After Two (2) missed payments, the Club removes the Member from transportation, as there is a waiting list.
- The Club does not pro-rate transportation fees or refund in the event of illness, holidays, no school days, or vacations.
- Notify the Club in advance if Members are not riding the vehicle.
- After TWO (2) "no-calls" this will result in the cancellation of Club transportation for the rest of the school year.
- Payment is required to keep a member's spot on the vehicle in the event of Club absence. This includes Member suspension from the Club and family vacations.

**EARLY ARRIVAL - LATE PICK-UP CHARGES AND POLICIES**

Boys & Girls Clubs of St. Charles County does not permit and is not responsible for children left on the Club grounds and/or parking lot outside of Club hours. All Members must be picked up in accordance with Club hours. This includes early release and school closings.

If the parent/guardian cannot be reached after one hour past the Club's closing time, the police will be called.

Fees must be paid by Friday the same week the late pick-up occurred. Members cannot return to the Club until the late fee is paid.

The fees are as follows:

- 5-15 minutes after closing, \$10.00
- 16-30 minutes, \$15.00 per family
- 31-45 minutes, \$20.00 per family
- 46-60 minutes, \$25.00 per family
- After three or more times, the fee is charged per Member.

## **SUMMER CAMP FEES**

We are proud to offer a 9-week Summer Camp option to members at the O'Fallon Club Site and St. Charles Club Site. Summer Blast typically runs from June-August each year. Registered Club members can attend either Club site.

All members participating in Summer Camp must have a valid membership.

Summer Camp weekly rate is \$125 for the first member and \$110 for each sibling each week. Fees must be paid in full on the Thursday before to ensure placement.

Summer Camp fees include:

- Breakfast, lunch, and a snack each day
- Field Trips
- Pool days
- Guest speakers
- Special activities
- BGCSTC t-shirt

The Summer Blast daily rate is \$35 per member, per day. Half day options may be available for those attending summer school. Contact each unit directly for more information. Field trips are NOT included for daily rate and half day participation.

We offer a FREE drop-in period at both units from 12:00pm-3:00pm as part of the annual membership. Lunch is included.

**Note, prices and times are subject to change.**

## **CHILD AND CLUB SAFETY**

Boys & Girls Clubs of St. Charles County, as an affiliate of Boys & Girls Clubs of America, is committed to providing a safe and secure experience for youth. Our safety policies and procedures adhere to the highest standards. Additionally, all adult staff and volunteers are mandatory reporters in the state of Missouri.

### **BGCSTC Safety Practices:**

Criminal background checks are required for every staff and volunteer who has direct contact with children. We collaborate with First Advantage, the world's largest data company, to provide the most comprehensive screenings available.



Boys & Girls Clubs of St. Charles County conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors.

Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

- Verify the person's identity and legal aliases through verification of a social security number.
- Provide a national Sex Offender Registry search.
- Provide a comprehensive criminal search that includes a national search.
- Provide a comprehensive local criminal search that includes either a statewide or county level criminal search, depending on jurisdiction (current list of jurisdictions can be found at [www.bgca.net/childsafety](http://www.bgca.net/childsafety)).
- Include any additional background check criteria required by organizational policies, funding or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry or credit checks.

Such checks will be conducted prior to employment or volunteering and at regular intervals not to exceed twelve months. Through our partnership with Spillet University BGCA provides a 24-hour toll-free Child Safety Hotline to allow Club managers, staff, volunteers, and Club Members to confidentially report suspicions or concerns.

Ongoing training and supervision of staff is critical. We participate in a wide variety of child safety training conducted through seminars, conferences, and webinars. This includes mandated reporting, trauma-informed practices, and specific program modules. Staff Members are trained to advise all Members that in some instances they may be required to reveal secrets, especially if the secret carries potential harm to the minor child or others. In such cases, BGCSTC staff contacts the proper authorities.

Each Unit always has at least one staff member on duty that is certified in First Aid and CPR. Each standalone unit has an AED onsite.

Our facilities and vehicles are required to comply with federal, state, and local safety laws.

We do not tolerate violence, harassment, discrimination, or bullying in our Club units. This includes members, staff, parents, and volunteers.

Visitors, including parents/guardians, are required to check in at our front desk before being admitted to Club program areas.

#### BGCSTC POLICIES

- Members must always have their Membership card while at the Club.
- No personal toys, games or sporting equipment are permitted at the Club.
- BGCSTC is not responsible for lost personal items.

- Members are not allowed to use the telephone until one hour before closing, unless in the event of an emergency.
- Any Member attending a field trip or participating in a transportation program must have a permission slip signed by a Parent or Legal Guardian. Verbal or phone permission is not allowed.
- All Members attending a field trip or participating in a transportation program are required to follow Club rules in addition to all rules of the establishment being visited.
- Members are not allowed to loiter on the premises before or after Club hours.
- Parents or Legal Guardians must inform BGCSTC staff upon registration if their child is on any medication or under a doctor's care.
- Staff cannot administer any medication to any Member.
- Boys & Girls Clubs of St. Charles County reserves the right to suspend or revoke Membership (without refunds) for disciplinary reasons or violation of Club policies.

## **DISCIPLINE**

Members are expected to always follow the general rules of the Club. Our expectations are as follows:

- Members are to treat other Members with dignity and respect.
- Members are to treat staff and volunteers with dignity and respect.
- Members are to treat the facility (including equipment and supplies) with dignity and respect.

When negative behaviors occur:

- Club staff will redirect the behavior.
- If the child's behavior continues to be disruptive, s/he will be given an age-appropriate time out or be encouraged to engage in physical activities or write sentences.
- If the disruptive behavior continues beyond the age-appropriate time out or the motivation, the child's parent/guardian will be contacted to discuss the situation.
- If repeated disciplinary behavior and engagement with parent/guardian occurs, the Member will be suspended for a minimum of one-day and beyond.
- Acts of disrespect towards staff, other members, or property may result in immediate suspension.
- The child's Membership can be revoked if all appropriate attempts to redirect the child's behavior fail. All incidents are documented on a Member Incident Report and kept in each member file.
- Incidents of aggression, fighting, bullying, and violence will result in immediate suspension for three days up to one week. Members will be suspended for up to one year from the Clubs upon the third suspension.

## **ANTI-BULLYING POLICY**

Bullying behavior or threats are taken seriously. Bullying includes deliberate and repeated: pushing, hitting, spitting, name-calling, picking on, making fun of, laughing at, excluding someone, or cyber-

bullying. Bullying is seen as a discipline issue and will be dealt with through the normal discipline procedures.

All staff and volunteers are expected to be vigilant and alert to cases of bullying. Reports can be made by staff, volunteers, caregivers, and members. Suspected cases of bullying should be reported immediately to area staff on duty. Reports will be immediately investigated using the Club discipline guidelines. Incidents will be recorded and monitored and may result in member suspension and/or termination.

### **REPORTING POLICY**

BGCSTC is required by law to immediately report suspicion of child abuse or neglect to the Child Protective Services unit of the Department of Social Services. Any volunteer, parent, or staff who suspects that abuse or neglect has occurred must notify BGCSTC immediately so the process of notifying the state and coordinating support for the family may begin. Please contact Karen Englert, Chief Executive Officer, with any concerns.

### **OFF CAMPUS CONTACT (BGCSTC STAFF)**

The following are prohibited unless approved in writing in advance by BGCSTC Chief Executive Officer:

- Socializing with members off campus.
- Transporting members in personal vehicles.
- Performing any service for the family of a Club Member.
- Sharing any activity that is not Club-sponsored with the family of a Club Member.
- Entertaining members in own home.
- Entering the home of a member.

### **DESTRUCTION OF CLUB PROPERTY**

Documented intentional destruction of Club property by a Club Member will result in an immediate three-day suspension at the minimum. For destruction of property, a financial obligation can also be levied with terms of repayment as discussed with parent/guardian.

### **TECHNOLOGY USE**

Boys & Girls Clubs of St. Charles County is committed to providing a safe use of technology and online safety for members, staff, and volunteers. The acceptable use policy provides the framework for those safety practices, and procedures.

### **CLUB MEMBER USAGE**

Before a member will be allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club.

Under the Technology Acceptable Use policy, the following relevant principles shall apply: Club devices shall include all Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices shall include all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club purposes shall include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

**Authorized use:** Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

**Appropriate use:** Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

**Monitoring and inspection:** Boys & Girls Clubs of St. Charles County reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

**Loss and damage:** Members are responsible for always keeping devices with them. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club. Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online.

Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language or images typed, posted or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a member is told to stop sending communications, that member must cease the activity immediately.

#### **Cyberbullying:**

Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs;

engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

**Monitoring and inspection:** Boys & Girls Clubs of St. Charles County reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, BGCSTC reserves

the right to inspect and/or review personally owned devices that are brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections, but the member may be barred from bringing personally owned devices to the Club in the future.

**Internet access:** Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Clubs of St. Charles County reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club's internet service.

**Parental notification and responsibility:** While the Boys & Girls Clubs of St. Charles County's Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the values of members and/or their families. Because of this, it is not considered practical for BGCSTC to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

**Digital citizenship:** Club members shall conduct themselves online in a manner that is aligned with the BGCSTC Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

**Club-owned-and-operated technology:** Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Members have access to the Club's computer labs each day. The use of Club computers and access to the internet is a privilege that requires responsibility. We strictly monitor internet access and teach Members the importance of online safety.

Members who violate the technology use policy by using it inappropriately will have their privileges revoked, may be suspended, or have their membership terminated.

The following are not allowed:

- Any material that is sexually explicit, provocative, inappropriate, unwholesome, or unprofessional on any computer in the Club.
- Communications from staff and volunteers with Members by email and instant message except via their Club email address.

- Communications from staff and volunteers with Members by text message.
- Sharing home or personal email, instant message, or social media addresses with Members.
- Communication with Members through social media platforms except via the Club's social media pages (ex. Facebook, Instagram, Twitter, etc.).

## **CELL PHONES**

Members are not permitted to have and/or use cell phones at the Club during activities, programs, fieldtrips, or summer camp. Use of cell phones will result in confiscation. The phone will be returned to a parent/guardian at the end of the day from the front desk.

## **PERSONAL PROPERTY AND STORAGE**

Boys & Girls Clubs of St. Charles County respects the privacy of its members, staff, and visitors. The Club accepts no responsibility or accepts liability of personal items (i.e., book bags, coats, musical instruments & sports equipment, etc.)

## **THEFT**

- All documented thefts will be handled in accordance with the severity of the crime.
- Parent/guardian will be notified of the infraction to resolve the theft.
- Club Membership can be revoked.

## **FIELD TRIPS**

All Members attending a field trip program are required to follow Club rules in addition to all rules of the establishment being visited. Members are provided a Club t-shirt to wear on field trips.

### **POOL EXPECTATIONS:**

- All Members must dress in swimwear.
- Swimsuit must be one piece (no bikinis) and swim trunks must have net-lining on the inside (no exceptions).
- Members must bring a towel and sandals/water shoes.
- Members who cannot swim must be provided with a life vest or floaties by parents/guardian to participate in swim activities (no exceptions).
- Tubes, arm wings and other toys are not acceptable.

## **AFTER SCHOOL TRANSPORTATION POLICIES AND PROCEDURES**

- Members are required to wear seatbelts correctly (with the strap across their chest) from pick up to drop off. The vehicle must make a complete stop before removing seat belts.
- Members may not eat or drink on the vehicle.

- In the event a member misbehaves, s/he will receive a write-up and a letter sent home. Cancellation of transportation occurs after Two (2) incidents on a Club vehicle. Parents/guardians will be responsible for other transportation arrangements.
- No transportation is provided in our summer programs.

#### **PARENTAL NOTIFICATION**

It is vital that BGCSTC has up-to-date contact information for parent/guardian and emergency contacts. **Immediate notification is required for all parent/guardian phone number or address changes.**

#### **MEDICAL ILLNESS OR EMERGENCY**

In the event a member becomes ill while at the Club:

- A parent /guardian will be notified to pick up the member as soon as possible.
- Parents are expected to arrange for pick up as soon as possible.
- BGCSTC staff will take the appropriate emergency measures to ensure the necessary care and protection for accidents or medical emergencies which may include emergency assistance.

#### **MEDICATION**

BGCSTC Policy prohibits staff from administering medications of any kind.

If your child requires emergency medication, such as an inhaler or EpiPen, you are required to provide the medicine in its original container and labeled with the child's name, instructions for administration, including the times and amounts for dosages and the physician's name. This must be stated on the Membership form.

If your child is asthmatic, you must provide an inhaler to the Club along with a valid asthma action plan. This must be stated on the Membership form.

Members are not allowed to keep or carry their own medication while at the Club.

- All emergency medications and plans will be locked in a storage cabinet at the Club.
- Medicines that are out of date or not in the clearly labeled original container are not permitted and will not be accepted by BGCSTC staff.

Please sign next page and return: ACKNOWLEDGMENT AND SIGNATURE

**Policies, procedures, and fees for BGCSTC programs are subject to change as warranted by the needs of the organization. It is the intention of the BGCSTC to offer exceptional service to our members.**



## GREAT FUTURES START HERE.



### ACKNOWLEDGMENT AND SIGNATURE

I have received the Boys & Girls Clubs of St. Charles County Parent & Member Handbook and have been given the opportunity to ask questions regarding its content. I understand and take full responsibility for following all policies and procedures outlined in this handbook.

Please complete and return this page with your child's Membership form, signed permission forms, birth certificate, and report card.

#	Member's Printed Name	Member's Signature
1		
2		
3		
4		

\_\_\_\_\_  
*Parent/Guardian Printed Name*

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

\_\_\_\_\_  
Date