



BOYS & GIRLS CLUB
OF WAYNESBORO,
STAUNTON & AUGUSTA COUNTY

PARENT/GUARDIAN AND MEMBERSHIP ORIENTATION HANDBOOK

MISSION STATEMENT

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

OFFICE: 302 E. MAIN STREET, WAYNESBORO, VA 22980

540.949.4516

www.bgcwsa.org

The Boys & Girls Club provides services to the youth who need us most through our after-school programs, summer camps, and holiday camps. Our trained, professional, and diverse Youth Development staff provide guidance, supervision, mentorship, and academic support while building caring relationships with every young person who walks through our doors. The Club is affordable and open to all youth between the ages of 6 -18. We positively impact youth by providing a safe environment to learn and grow while building self-esteem and mastering the skills needed to reach their full potential.

All Boys & Girls Club members should experience the following:

- Sense of Belonging
- Sense of Usefulness
- Power of Influence
- Sense of Competence

CORE PROGRAM AREAS:

- The Arts
- Sports, Fitness, and Recreation
- Education and Career Development
- Character and Leadership Development
- Healthy Lifestyles

MEMBERSHIP & PROGRAM FEES

To attend the Club, we require a completed membership application for each member, along with copies of the following documents: recent physical, immunization records, birth certificate, and any court-issued documents.

Membership applications are available online under Waynesboro Membership Application and Staunton Membership Application. A non-refundable registration fee of \$25 is required at the time of registration. DSS Childcare Subsidy often pays the registration fee for qualified families.

Weekly dues are non-refundable and will be assigned when your child is registered for the school year or summer camp program based on your household's gross annual income and size. All dues must be paid promptly for your child to continue participating. Weekly dues accrue whether members are in attendance or not, unless prior arrangements have been made with a Unit Program Director or documented illness keeps the child out of school and our organization for a full week. If an account becomes overdue by two weeks, membership will be suspended until the overdue balance is paid.

Parents/guardians must pay any DSS copayment by the last business day of the month. The participant/s membership/s will be suspended if the fees are not paid. Three suspensions will result in the termination of BGCWSA's services to that family.

Program fees are due before or at the start of each week. Program fees are subject to change based on season/session and vary between sites and age groups. Current membership applications reflect updated program fees.

Cash, checks, credit/debit, and DSS cards are accepted forms of payment. Make checks payable to Boys & Girls Club of Waynesboro, Staunton & Augusta County. If the bank returns a check for nonpayment, we will require a full cash payment plus a \$25.00 service charge.

Field trips may require nominal fees for admission, etc. For non-regular field trips, permission forms will be sent home for parent/guardian signatures. The permission form will indicate dates, times, locations, costs, and other information.

PROGRAM HOURS

General After-school Program Hours: Monday to Friday, 2:30 PM – 7:00 PM*

General Summer Camp Program Hours: Monday to Friday, 7:30 AM – 5:30 PM*

*Hours are site-specific and may vary by location. See your location's Unit Program Director for information.

During the extended holidays (i.e., Christmas), spring break, or teacher workdays, the Club will determine daily rate open hours based on minimum advanced sign-up requirements. Please see the Unit Program Director for details.

In the case of planned early dismissals, as noted on the school calendar, the club will be open. Please refer to your Club calendar.

In the case of early dismissal from school due to inclement weather, the Club will not be open. If inclement weather occurs after-school while your child is attending the Club, please contact staff immediately to arrange early pick up for your child. The Club has a call-to-alert policy in these cases and will request that you arrange immediate pick up for your child.

The Boys & Girls Club will be CLOSED on the following holidays:

- Memorial Day • Juneteenth • July 4 • Labor Day
- Day Before Thanksgiving Day • Thanksgiving Day • Black Friday
- Christmas Eve • Christmas Day
- New Year's Eve • New Year's Day

We may also be closed at other times for staff training or due to inclement weather. We will post a sign in the building one week before any planned closures or schedule changes.

ATTENDANCE AND LEAVING THE FACILITY

The Boys & Girls Club does not require a member to attend the Club; therefore, the Club's staff will not be responsible for confirming the absence of youth EXCEPT AS NOTED BELOW. If you would prefer to notify our staff of your child's absence or if he/she will arrive late, please contact your child's Unit Program Director.

THE EXCEPTION applies to all children arriving at the Club by school bus rather than in a Club vehicle. Parents of those children must alert Club staff to absence before noon; otherwise, an expected member will be considered missing, and parents/authorities will be alerted.

The Boys & Girls Club is a "drop-in" facility. The Club utilizes a check-in/out system to identify when members are arriving and being picked up (have photo identification ready). If your child is being picked up by someone not on your pick-up list, please call ahead to notify our staff.

The Club staff are responsible for the Club members at sign-in time.

In the event of sudden or possible inclement weather, the Club will follow the public school's schedule, and notifications will be sent out via text to our parents and will also be posted on our Facebook page.

CHILDREN ARRIVING LATE

Children who arrive late due to participation in school activities, a doctor's appointment, or other reasons will be integrated into the daily activities so as not to disrupt ongoing activities. Children will not be dropped off by parents/guardians when the club is not staffed, as when an offsite field trip has already begun.

RIGHTS OF PARENT/GUARDIAN(S)

The Boys & Girls Club of Waynesboro, Staunton & Augusta County reserves the right only to admit the legal custodial parent of the child or children. In such cases, court documentation is required, and the Club shall adhere to all rulings.

LATE PICK-UP OF MEMBERS

Parent/Guardian(s) are expected to pick up Club members on time. A parent/guardian who picks up a child after the Boys & Girls Club closes will be charged the following fees: \$1.00 per minute per child.

If the late fee is \$10 or less, it must be paid within three (3) Club days. If the late fee is \$10 or more, it must be paid within 10 Club days. If fees are not paid within the specified time, then the child or children will not be allowed to return to the Club until all fees are paid. Any member left at the Boys & Girls Club for more than one (1) hour after closing will be referred to the local Department of Social Services.

DAMAGE TO PROPERTY

The parent/guardian will be held financially responsible for any damage to property owned or used by The Boys & Girls Club of Waynesboro, Staunton & Augusta County (with the exception of normal wear and tear of equipment).

EMERGENCY PROCEDURE

If an emergency occurs, the Boys & Girls Club youth will be removed from the affected area and placed in a safe location. In a lockdown or intruder emergency, the staff will follow the procedures outlined in our policies. If a total building evacuation is necessary, youth will be moved to a predetermined site:

Waynesboro site – Constitution Park, 215 McElroy St. Waynesboro, VA 22980

Staunton site - Montgomery Hall Park, 1110 Montgomery Ave. Staunton, VA 24401

Parent/Guardian(s) will be notified of said emergency via telephone.

In natural disasters such as tornadoes, major thunderstorms, etc., youth will be secured in our building, and the proper safety procedures will be followed.

FOOD POLICY

An after-school snack will be served daily.

A meal is also served daily, including USDA-regulated components for whole nutrition and portion size. Menus are available upon request.

Sometimes cake and ice cream or popsicles will be served in addition to snacks and dinner during the month for a celebration. The Club meets or exceeds the nutritional requirements of the USDA.

The Club allows food to be brought from home for celebrations and field trips or medical or religious reasons, but cannot guarantee adequate storage or refrigeration will be available for these items. Please see your Unit Program Director to discuss in advance and check in your food at the front desk to ensure there are no allergy concerns regarding our other club member's health and safety. Eating snacks and meals provided by the Club is never a requirement. Food will never be withheld as punishment.

CLUB ENVIRONMENT & TRANSPORTATION SAFETY

Safety Rules for Youth:

1. Keep hands and feet to yourself.
2. Walk at all times while inside the Club.
3. Use an inside voice.
4. Make good moral choices/decisions.
5. Follow all rules and regulations of designated staff or volunteers.
6. Do not climb on fences or through holes when outdoors.
7. Do not leave any area without permission from a staff person/volunteer.
8. Do not cross the roadway or streets adjacent to outdoor play areas.

When traveling by van/bus:

1. Children must remain seated and wear seatbelts where applicable (exception-school bus transportation) while the vehicle is in motion.
2. Arms, hands, feet, etc. must always be kept inside the vehicle and not hanging out of the windows.
3. Indoor voices must be used at all times in the vehicle, and behavior must be courteous so that the driver can concentrate on driving.
4. One Staff person/volunteer will lead youth while entering and exiting the bus and another Staff person/volunteer will be at the end of each group.

All youth will be under Staff supervision while participating in Club sponsored programs, activities, field trips, etc. Each Staff member will be responsible for counting the number of participants before a program begins and ends.

HEALTH & EMERGENCIES

1. A medical section that is part of the application must be completed and signed by the parents before enrollment can occur (please be sure all insurance information is correct and up to date).
2. Youth with contagious ailments, fevers, or communicable diseases must remain at home for 24 hours. Please notify us if symptoms of illness occur so that we can do our part to prevent the spread to the rest of our members and Staff.
3. Parents will be contacted when a child has a temperature of 100 degrees or more, experiences vomiting or diarrhea, or exhibits symptoms of a contagious disease (colds, head lice, etc.), or may need medical treatment.
4. Parent/Guardian(s) are expected to pick up an ill child immediately.
5. If the parent/guardian(s) cannot be contacted in an emergency, the Club will notify emergency contacts listed (please be sure all information is current).
6. If your child needs emergency medical attention and neither you nor any contacts listed can be reached, the Club staff are authorized to obtain necessary emergency care.
7. If a child becomes missing, staff will notify the Executive director immediately, then parent/guardian(s), proper authorities, and emergency personnel.

BEHAVIORAL EXPECTATIONS

We strive to provide a safe environment and high-quality programs for your child. We appreciate your assistance in ensuring that your child behaves respectfully and follows our discipline guidelines while under our care. Please review BGC's Code of Conduct and Discipline Policies/Procedures (below) with your child. If your child has an issue or concern with another member or program, the youth should talk with the program Staff or Unit Program Director. The Assistant Director or Executive Director may be contacted if further assistance is needed. (See the organizational chart provided.)

CODE OF CONDUCT

AS BOYS & GIRLS CLUB MEMBERS, WE ARE EXPECTED TO:

- TREAT OTHERS LIKE WE WANT TO BE TREATED.
- BE RESPONSIBLE FOR OUR ACTIONS.
- SOLVE DISAGREEMENTS WITHOUT FIGHTING AND ARGUING.
- TAKE CARE OF THE CLUB AND ITS EQUIPMENT.
- PLAY FAIR AND BE HONEST.
- USE APPROPRIATE LANGUAGE.
- LISTEN TO AND FOLLOW INSTRUCTIONS.
- STAY WITH OUR AGE GROUP AND STAFF AT ALL TIMES.
- ASK QUESTIONS IF WE DO NOT UNDERSTAND.
- TAKE OFF HATS OR HEADGEAR BEFORE COMING INSIDE
- EAT AND DRINK ONLY IN DESIGNATED AREAS.
- RESPECT THE CLUB'S STAFF, FELLOW MEMBERS, PARENTS, AND VISITORS.
- HAVE FUN, MAKE FRIENDS, AND LEARN!!

DISCIPLINE POLICY

1. The Boys & Girls Club Staff will always be as fair as possible when dealing with any discipline problems.
2. It is the right of the Executive Director, Operations Director, Unit Program Director, or Unit Director to suspend a child (temporarily or permanently) from the Boys and Girls Club. A parent/guardian will be notified in person or by phone within 24 hours of the incident if the parent cannot speak in person.
3. We will not verbally or physically assault any member.
4. The Boys and Girls Club policy uses an isolation method known as "TIME OUT" or sentence writing when dealing with discipline problems while the child is at the Club.
5. We will discuss all problems with all members involved to be able to come to a sound conclusion of the problem.
6. Conferences will be held with the parent/guardian when the Executive Director, Operations Director, Unit Program Director, or Unit Program Director feels it is necessary.
7. Suspension can be given to members due to any type of discipline problem, and

program fees will not be refunded.

8. The Boys and Girls Club staff's decision WILL BE FINAL.

9. We ask that all parents support our efforts to teach their child/ren good behavior and develop their social and emotional skills.

10. If our Discipline policies and procedures do not work when dealing with your child, we will ask you to remove him or her from the club and any programs or activities offered by the Club.

DISCIPLINE PROCEDURES

PHYSICAL VIOLENCE: ZERO TOLERANCE: (hitting, kicking, fighting, biting, pushing, throwing objects at another Member or Staff, threatening to cause harm with a real or not-real weapon) Resets one time per year at the end of the school year.

1st Offense: 3 Day Suspension from Club; upon return to Club, 3 Days of Onsite Suspension.

2nd Offense: 5 Day Suspension from Club; upon return to Club, 3 days of On-Site suspension.

3rd Offense: 10 Day Suspension from Club; upon return to Club, 5 days of Onsite Suspension and a mandatory Parent Meeting with the Unit Program Director and Operations Director or Executive Director. Membership may be suspended until the parent meeting is arranged.

DESTRUCTION OF CLUB PROPERTY: (Including but not limited to abuse of Club property, pushing a chair over, writing on tables, etc.) Resets 2 times per year: at Christmas break and the end of the school year. Parents/Guardians are responsible for reimbursement of any damaged property.

1st Offense: Time-Out and Onsite Suspension for the rest of the day.

2nd Offense: Time-Out and Onsite Suspension for 3 days.

3rd Offense: 1 Day Suspension; upon return to Club, 3 days of Onsite Suspension.

4th Offense: 3 Days Suspension; upon return to Club, 5 days of Onsite Suspension and a mandatory Parent Meeting with the Unit Program Director and Operations Director or Executive Director.

BULLYING/HARASSMENT: (spitting, cursing, inappropriate gestures, bullying members or staff - further detail below) Resets once per semester.

1st Offense: Time-Out and Onsite Suspension for the rest of the day.

2nd Offense: 2 Day Suspension and Onsite Suspension for 3 days.

3rd Offense: 3 Day Suspension and Onsite Suspension for 5 days.

4th Offense: Membership is suspended until a Parent Meeting with the Operations Director or Executive Director is arranged.

DISRUPTIVE BEHAVIOR: (disrespectful behavior, compromising member safety, repeatedly not following directions while attending the Club during 1 day) Resets once per month.

1st Offense: Time-Out and Onsite Suspension for 1 rest of the day.

2nd Offense: Time-Out and Onsite Suspension for 3 days.

3rd Offense: 1-day suspension and Onsite Suspension for 5 days.

4th Offense: Membership is suspended until a mandatory Parent Meeting with Program Director, Operations Director, or Executive Director is arranged.

DISCIPLINE DETAIL:

The parent/guardian will be notified in person of any disciplinary actions involving their child when the member is picked up. If the parent/guardian does not remain on-site to be notified of the behavior incident at pick-up, the parent waives the option for an in-person notification.

If in-person notification is not possible because the Unit Program Director is temporarily unavailable, or in the case that the parent needs to leave immediately, the parent/guardian will be notified first by phone call/text and last by email within 24 hours. (This means it could take up to one day for parent/guardian to be notified.)

Onsite Suspension will require the member to remain inside the Club in the assigned Suspension Area. During Onsite Suspension, the Staff will continue to follow all policies outlined by the Department of Social Services Licensure. (This includes, but is not limited to, providing bathroom breaks, snacks/meals, and physical activity.)

Social-Emotional Learning (SEL) practices, activities, and programs will be implemented during the Onsite Suspension. Specifically, the Club member will have acute access to small-group and/or one-on-one mentoring by the Unit Program Director and/or a Program Leader.

If, during the Onsite Suspension, the youth member threatens another member's or Staff member's physical safety, the youth member's parent/guardian will be notified immediately, and the child will receive an immediate 2-Day Suspension from the Club. Upon returning to the Club, the youth will still receive the necessary Onsite Suspension that is either equal to or greater than 3 days of Onsite Suspension.

Any incident occurring after the third offense within one month is subject to the discretion of the Administrative Staff. After the parent meeting occurs, parent support for their youth's improvement is evaluated. The administration reserves the right to make any decision regarding membership in the Club after the parent meeting.

The Club's practice and mission is to offer every available means of support and mentorship to maintain a positive, safe, and encouraging environment for ALL Club members.

BULLYING/HARASSMENT POLICY

The Boys & Girls Club of Waynesboro, Staunton & Augusta County is committed to providing all members with a safe and civil environment and will not tolerate any form of bullying at any Club activity on or off Club property.

Bullying shall mean any written, electronic, verbal, physical, or social activities that willfully harm another. Aggravated bullying shall mean willful harm motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental disability, physical disability, appearance, or socioeconomic status.

Staff and volunteers who observe an act of bullying are expected to take immediate, appropriate steps to intervene. If the staff member or volunteer believes his/her intervention has not resolved the matter, they shall report it to his/her supervisor and document the incident in writing. The Club Director or appropriate staff member will inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying if the issue has not been appropriately resolved. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior.

PERSONAL BELONGINGS AND WEAPONS POLICY

The Boys & Girls Club is not responsible for any personal belongings that are lost, left behind, or stolen while attending the Club. Parents and Club members are strongly encouraged to leave any items of value (including electronic devices such as laptops, cell phones, personal video games, MP3 players, etc.) at home.

To ensure the safety of all club members and staff, Boys & Girls Club staff reserve the right to search personal belongings, including backpacks and lockers/cubbies, when there is reasonable cause.

NOTE: If a club member claims to have an item identified as a “weapon” in his possession, makes any type of verbal threat to use a weapon, or uses an object/item as a weapon toward another staff or Club member, the parent will be called immediately, and the club member will be suspended. The length of the suspension will be at the discretion of the Executive Director. If a club member HAS an item identified as a “weapon,” the police will be called, the parents will also be called, and the club member will be permanently suspended from attending the Boys & Girls Club.

These policies are important to the success of operating a quality youth organization. We enforce these policies to make the Club a better and safer place for your child.

LICENSING INFORMATION

The Boys & Girls Club of Waynesboro, Staunton, & Augusta County is a state-licensed program. Parent/guardian(s) or any individual may register a complaint about the program by contacting the Piedmont Regional Office of the Department of Social Services at 210 1st St. SW Suite 200, Roanoke VA 24011, or Phone (540) 580-3482.

Being a State-Licensed program assures parents of a quality program that meets or exceeds the minimum standards the Department of Social Services set forth. We are proud to strive for excellence in serving our young people. Please let us know how we can improve our programs and services.

THE BOYS & GIRLS CLUB STAFF ARE LEGALLY REQUIRED TO REPORT SUSPECTED CASES OF NEGLECT AND ABUSE

The Club is concerned about the health and well-being of our young people. Employees of the Club are trained to recognize signs of abuse and/or neglect. Staff is required by Virginia Law to report suspected cases of child abuse and/or neglect to their Unit Program Director, who will then report the concern to the Administration and then report the concern to the Department of Social Services for investigation.

SITE CONTACT INFORMATION

Waynesboro: 540-910-1501
302 E. Main St. Waynesboro, VA 22980

Booker T Kids Club: 540-471-3139
1114 W. Johnson St. Staunton, VA 24401

ORGANIZATIONAL CHART

Debra Freeman-Belle, CEO/Executive Director: director@bgcwsa.org
Megan Huddleston, Director of Administration/Operations: admin@bgcwsa.org
Alexis Dearmon, Staunton Program Unit Director: staunton@bgcwsa.org
Emily Himles, Waynesboro Program Unit Director: waynesboro@bgcwsa.org

GREAT FUTURES START HERE.

Receipt and Acceptance of Parent/Guardian Membership Orientation Handbook - Please return the completed form to your Unit Program Director.

This day, I received a copy of The Boy & Girls Club of Waynesboro, Staunton & Augusta County's Parent/Guardian & Member Orientation Handbook. I understand that I am responsible for reading the policies and practices described within it as part of my orientation.

I agree to abide by the policies and procedures contained herein. I understand the policies and benefits contained in this handbook may be added to, deleted, or changed by the club at any time.

If I have any questions regarding the content or interpretation of this Handbook, I will bring them to the attention of the Assistant Director or Executive Director.

ACKNOWLEDGEMENT OF RECEIPT AND ACCEPTANCE:

Name/s of Member/s: (please print)

Signature of Parent/Guardian:

Date: _____