



**BOYS & GIRLS CLUB
OF ZIONSVILLE**

Parent Handbook
2016-2017

Table of Contents

Introduction	3
<i>Purpose and Goals</i>	3
<i>Program Overview</i>	3
<i>Locations of our Clubs</i>	4
<i>Facilities</i>	4
<i>Equipment</i>	4
Staffing.....	5
<i>Qualifications</i>	5
<i>Snack Shack</i>	5
<i>Belongings from Home and Electronic Devices</i>	5
<i>Clothing</i>	6
Operating Days and Times.....	6
<i>Days of Operation</i>	6
<i>Holidays the Boys & Girls Clubs are Closed</i>	6
<i>Hours of Operation</i>	6
<i>Late Pick-up</i>	7
<i>Snow Days</i>	7
Program Fees	7
<i>Basis for Program Fees</i>	7
<i>Payment of Fees</i>	8
<i>Late Payments</i>	8
Enrollment.....	8
<i>How to Enroll</i>	8
<i>Completing Enrollment</i>	8
<i>Financial Assistance</i>	8
Transportation	8
<i>Transportation Equipment</i>	8
Signing Children In and Out	9
<i>Checking In And Out</i>	9
Other Important Information	9
<i>Assistance with Medication</i>	9
<i>Injuries</i>	10
<i>Illness</i>	10
<i>Head Lice</i>	10
<i>Disaster Plan</i>	11
<i>Club Rules</i>	11
<i>Discipline</i>	12
<i>Club Cash</i>	12
<i>For Your Taxes</i>	12
Phone Numbers and Contacts	13

Introduction

Purpose and Goals

The mission of the Boys & Girls Clubs of Zionsville is to help area youth develop the skills, fitness, and character they need to reach their full potential as productive, caring, and responsible citizens.

As a member of the Boys and Girls Clubs of America movement, our club practices a set of principles, which distinguishes us from other youth development agencies. This is a “tried and true” formula that has made clubs **“The Positive Place for Kids & Teens”** for over 150 years.

BOYS & GIRLS CLUBS

- Are designed to satisfy the age old desire of kids to have a club of their own.
- Have full time professional leadership supplemented by part time and seasonal workers.
- Are affordable. Dues and fees are kept low so all can afford to belong. Scholarships are also available.
- Insure equal access to activities for any child regardless of race, religion, ethnic culture or gender.
- Are building centered. Activities are carried out in a warm, friendly atmosphere.
- Have a varied and diversified program that recognizes and responds to the needs of children with differing abilities and interests.
- Are guidance oriented to assist children in learning to make appropriate and satisfying choices for themselves, and to understand the consequences of choices.

Program Overview

The program activities are arranged in a “pick and choose” style. Club members choose from several program areas, which activities they like. All program areas have a youth development professional for supervision. Program activities are offered in five core areas:

Character and Leadership Development: Empower youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image and good character, participate in the democratic process, and respect their own and others’ cultural identities.

Education and Career Development: Enable members to become proficient in basic educational disciplines, set goals, explore careers, prepare for employment and embrace technology to achieve success in a career.

Health and Life Skills: Develop member's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

The Arts: Enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

Sports, Fitness and Recreation: Develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social and interpersonal skills.

Locations of our Clubs

The Boys & Girls Clubs of Zionsville operates clubs at the following locations:

Boys & Girls Club of Zionsville-East

1575 Mulberry St.
Zionsville, IN 46077

Boys & Girls Club of Zionsville-West

5964 S. 700 E.
Whitestown, IN 46075

Facilities

- All buildings have both heating and air conditioning
- The buildings are available for rent after hours in agreement with Boys & Girls Club personnel for activities outside of Club programs

Equipment

Equipment for the program is provided by a variety of sources:

- Budgeted funds from the Boys & Girls Clubs general fund
- Service clubs or other local organizations
- Boys & Girls Clubs members
- Personal donations

Staffing

Qualifications

- Have passed a criminal record background check
 - Have completed additional Boys & Girls Club training
 - Have experience in working with youth
 - Staff are CPR & First Aid Certified
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Snack Shack

The Boys & Girls Clubs Torch Clubs run our snack concession stand daily. You may put money in your child's snack shack account at the front desk at any time, or your child may bring money in order to buy snacks. Kids are limited to purchasing 2 snacks per day. All snacks cost \$1 each, with the exception of Flavor-Ice popsicles, which can be purchased for 3 club cash bucks. Members are also welcome to bring their own snacks from home.

Electronic Devices

The Club provides games and plans a variety of daily activities as part of our daily programming. If members bring any belongings from home they must be appropriate and are the sole responsibility of the member. The staff will confiscate any items that disrupt our scheduled program. Phones are allowed for making calls and texting only. Youth are not permitted to use their handheld devices for browsing the Internet, taking or viewing photos/videos, or playing video games. Laptop computers, including tablets, are only allowed to be used in the Media Center and only for school work or program assignments.

The Boys & Girls Clubs are not responsible for any lost, stolen, or damaged personal belongings.

All items left at the Club are placed in our lost and found section and held for 30 days. After 30 days, unclaimed items will be donated to charitable organizations. Please recognize that many youth have the same belongings, backpacks and accessories, and it is virtually impossible to tell them apart without names.

Clothing

Please provide your child with comfortable and age appropriate shoes and clothing, which will not limit their participation in activities. Clothing with obscene language or depiction, drug endorsements, ethnic or sexual slurs, or in poor taste is not permitted.

Operating Days and Times

Days of Operation

Our program operates Monday through Friday throughout the year. We are open on school days and during local school breaks. We close for traditional holidays and professional development days, which are listed on our website at www.bagcoz.org/events.

Holidays the Boys & Girls Clubs are Closed

The Clubs will be closed on the following days: Memorial Day, Independence Day, Professional Development Day (8/7/17), Labor Day, Thanksgiving and the Day After, Christmas Eve, Christmas Day, New Year's Day, and New Year's Eve.

*Additional fees may apply for full day programs.

We will be open during Scheduled School Breaks (Dr. Martin Luther King Jr. Day, President's Day, Spring Break, Summer Break, Fall Break, the Day Before Thanksgiving, Winter Break, Teacher Work Days, and E-Days.)

Hours of Operation

Before School Hours	6:45 a.m. to 9:00 a.m.
After School Hours	2:30 p.m. to 6:00 p.m.
Camps and Full Day Programs	7:00 a.m. - 6:00 p.m. (Additional fees may apply)

*We are open extended hours on E-Days for middle school members.

Late Pick-up

If we must keep a club opened after 6:00 p.m. for your child, we will

1. Add a late pick-up fee of \$1.00 **per family** for each 1 minute increment used after 6:00 p.m.
2. Ask the Zionsville Police Department to watch your child if we haven't heard from you by 7:00 p.m.

Occasionally, activities such as field trips will run past 6:00 p.m. You will be notified of any changes in the regular schedule.

Snow Days and School Cancellations/Delays

In the event that Zionsville Community Schools are cancelled due to inclement weather or unforeseen loss of basic utilities, the Boys & Girls Club will also be closed for the day.

In the event of a school weather related delay, the Club will attempt to open on time and the before school care program will extend its morning hours accordingly.

Program Fees

Basis for Program Fees

The Boys & Girls Clubs are part of a private non-profit organization made up of members who support our mission and goals. A volunteer Board determines those goals and the programs they generate. The Board establishes policies for each program, which include the individual budgets for those programs and allocation of funds to pay program costs.

Payment of Fees

Payment is due in full, prior to or at the time of service. We accept cash, check, and credit card.

- Club Membership = \$50/year/child
 - Before School Care = \$10/day/child
 - After School = Free with Membership
 - Full Day Camp (Early Bird Extended Hours) = \$20/day/child
 - Half Day Camp (Extended Hours) = \$10/day/child
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Enrollment

How to Enroll

You can enroll your child in the program by visiting your child's Club to complete a membership form. You can also register online at www.bagcoz.org.

Financial Assistance

A variety of financial assistance funding is available upon demonstration of need. If you would like assistance, please contact your child's Boys & Girls Club. A *Reduced Fees* application is available online at <http://www.bagcoz.org/forms>.

Transportation

Transportation Equipment

Transportation is provided to and from school (Zionsville Community Schools & Perry Worth Elementary School) during regular arrival and dismissal hours as part of our before and after school programs. We partner with the Zionsville

United Methodist Church's R.O.C.K. program for transportation. Our drivers are licensed, drug tested, and background checked and our vehicles receive regular maintenance and inspection.

Signing Children In and Out

Checking In And Out

Club members must check-in upon entering the building and may do so anytime during program hours. Members must also check-out when exiting the building. Members are required to check in and out with their Club Card once it has been issued to them. We have a separate sign-in/out sheet for members who do not have a card issued yet or have lost/forgotten it. To ensure the safety of our members, we require you to come in when picking up your child(ren), unless alternative arrangements have been made. Members are not allowed to wait outside of the club for a ride. Members may only be picked by parents or those listed for pick-up on the registration form. A photo ID may be required by staff at any time for any individual picking up a child. Staff will not release children to anyone, including parents who appear to be under the influence of drugs or alcohol. A child must have a *Permission to Leave* form on file in order to leave the Club alone.

Other Important Information

Assistance with Medication

If your child needs to take medication while attending the Boys & Girls Clubs please do the following:

- Bring the medication to the Club and give it to a staff member at the front desk. **Do not send medication to the Boys & Girls Clubs with your child**
- Make sure the medication is in the original container, and if a prescription, has the prescription label affixed
- Fill out the Club's necessary *Medication Form*. You can download the form online at www.bagcoz.org/forms or pick one up at the Club. Also include directions for administering the medicine, the time or times it

should be administered, how the medicine should be stored, your permission to administer, and your signature

- Members should be encouraged to remind staff of medication times, and a staff member will assist them in the dispensing of medication

Injuries

Safety is extremely important at the Boys & Girls Clubs. Injuries are usually minor and occur in the course of every day play. If your child is injured we will:

- Administer Band-Aids, ice packs, and comfort in large doses for small hurts (minor cuts, scrapes, and bumps).
- Contact you or your emergency contact if an injury, including bee stings, moderate cuts, and sprains or possible fractures, may require medical attention. You may then decide what course of action should be taken.
- In the event you cannot be reached or the nature of the injury warrants fast action, we will secure medical treatment immediately.

Illness

If your child becomes ill while at the Boys & Girls Clubs we will call you or your emergency contact if you cannot be reached. We cannot allow your child to remain in the program while ill. Please arrange to pick up your child within an hour of notification of illness.

If your child becomes ill while at school, do not request that he or she be sent to the Boys & Girls Clubs.

Head Lice

The children in our program are in close contact with one another during activities, and throughout our program day. This close proximity can result in lice being quickly and easily spread from child to child. In order to ensure that lice are not spread during an outbreak we separate any child who has lice from the rest of the children. Parents are required to pick-up their child within an hour of being notified. The child may not return to the site until all nits and louse have been removed from the hair and head. In addition, the Boys & Girls Clubs will continue to check the child's hair to ensure that the hair is nit and louse free. Please contact the Boys & Girls Clubs immediately if your child contracts lice in order to decrease the chance of spreading. The Boys & Girls Clubs will post a notice at the front desk if more than one case of lice has been identified during a week.

To avoid the spread of lice we ask that children do refrain from sharing, hats, combs or brushes, and clothes.

The Boys & Girls Clubs ensure health and safety regulations are being met at all times. The Boys & Girls Clubs decrease the spread of lice by periodically checking children's heads for lice and cleaning daily, including, vacuuming all carpets and rugs.

Disaster Plan

The Boys & Girls Clubs practice a variety of emergency procedures. In the event of a major emergency, such as a fire, tornado, or active shooter, the following procedures apply:

- Tornado – Upon hearing tornado warning sirens, we gather all of the members and bring them to the restrooms. Members must sit on the floor until given the all clear.
- Fire – Upon hearing the Club's smoke alarm, Staff lead the children from their program areas out the nearest exit and we meet in the grass behind St. Francis Episcopal Church. In the event of an actual fire, parents will be notified to pick up their children at St. Francis Episcopal Church in front of the Boys & Girls Club.
- Active Shooter – The Club Staff participate in ALICE training with the local police department. ALICE (Alert, Lockdown, Inform, Counter, Evacuate) For more information about ALICE training, visit www.alicetraining.com.

Club Rules

1. Please check in and out each day when you attend the Club.
2. Be Respectful
3. Be Honest
4. Be Caring
5. Be Responsible
6. Only play in rooms that have a Staff member in them
7. Food and drink is allowed in the cafeteria only
8. Follow the Club's electronic use policy
9. Pay attention to each room's specific rules
10. Take pride in your Club
11. There is no running (outside of the gym), pushing, shoving or fighting allowed in the Club.
12. Personal belongings should be properly marked and stored. Any articles missing, lost or stolen are not the responsibility of the Club. Take home all personal belongings each day.

13. There is a **strict** “No Smoking” policy at all Clubs and surrounding property. This refers to members, staff and visitors.
14. The Club opens and closes promptly as posted. Please make sure you child is picked up by 6:00 p.m.
15. Any behavior that is dangerous, disruptive, disrespectful or destructive is never acceptable.

Discipline

The Boys & Girls Clubs board, staff, volunteers, and members are all committed to basic shared values including good health, citizenship, character, and leadership. We believe that these values are essential to the guidance of your child’s behavior. From the first day of the program, Staff works with the members to set rules.

We don't believe that punishment is the best way to help children learn good behavior in a group setting. Instead, we use the following graduated approach when a child's behavior is outside the group's rules or otherwise inappropriate:

1. Reason with the member in a teachable moment.
2. Ask the member to sit a small distance away from the group and take time to calm down, and then talk about their behavior choices with a staff member. These time-outs last for a maximum of fifteen minutes (five minutes is typical).
3. Take away room use permission
4. Have the Club director talk with the member and agree on a positive behavior modification plan often involving community service.
5. Include the parents, member, and Club director in a conference to identify additional strategies to correct problem behavior and clarify consequences of continued misbehaviors.
6. In extreme or recurring cases, the Club director will determine an appropriate resolution, which usually involves temporary or permanent removal from the club. Members who demonstrate that they are a threat to themselves or others at a Club must be temporarily removed from the program, even if steps 1 – 5 haven’t yet been implemented, until we determine the threat no longer exists.

Club Cash

Club Cash is a form of positive reinforcement used by Staff during programming. Club Cash is saved by Club members and is used to purchase prizes in our monthly Club Cash Store or daily for a Fla-Vor-Ice popsicle during Snack Shack. Club members can earn Club Cash in a variety of ways such as; participating in activities, winning games, challenges, and tournaments, setting a good example

for others, helping out around the Club, finishing their homework, following directions given to them by staff and much more! It is the child's responsibility to keep track of their Club Cash.

For Your Taxes

When you file your Federal and State Income Taxes, you are required to provide the Taxpayer I.D. Number of the childcare provider to get the childcare credit. Our **Taxpayer I.D. Number is 35-1750659**. The legal name of our Club is the Boys & Girls Club of Zionsville.

Please maintain your own records of amounts paid to the Boys & Girls Club by keeping receipts.

Phone Numbers and Contacts

Club	Phone Number	Fax Number/Email
Club East	317-873-6670	317-873-9176
Tim Fretz, Executive Director	317-873-6670	tfretz@bagcoz.org
Glenn Sanford, Unit Director	317-873-6670	gsanford@bagcoz.org
Laura Cronenwett, Finance	317-873-6670	lcronenwett@bagcoz.org
Club West	317-769-2222	
Sarah Webler, Unit Director	317-769-2222	swebler@bagcoz.org
Ken Kibbe, Athletic Director	317-769-7312	kkibbe@bagcoz.org