



**BOYS & GIRLS CLUB**  
OF CARBONDALE

**THE**  
**CLUB**

PARENT MANUAL  
Spring Edition  
2/1/13

2012-2013

**OUR MISSION**

Our mission is to inspire and enable all young people, especially those who need us the most, to realize their full potential as productive, responsible and caring citizens.

**CORE PROMISES**

Our core promise to America's youth is to provide a safe environment and have a positive impact on their lives.

Our core promise to the nation is to uphold high ethical standards in all areas, especially in overseeing finances, collecting membership and participation data, being good stewards of the donor dollar, and representing ourselves to the public.

**PROGRAM AREAS**

**CHARACTER AND LEADERSHIP DEVELOPMENT**

**EDUCATION AND CAREER DEVELOPMENT**

**HEALTH AND LIFE SKILLS**

**THE ARTS**

**SPORTS, FITNESS AND RECREATION**

**SERVICE LEARNING**

**YOUTH DEVELOPMENT STRATEGY**

***A SENSE OF BELONGING***

***A SENSE OF USEFULNESS***

***A SENSE OF COMPETENCE***

***A SENSE OF POWER AND INFLUENCE***

**COST OF MEMBERSHIP:**

\$6.00 per semester or \$18.00 per year.

**AGE GROUP**

Our members are ages 6 to 18 years old

## Special Hours & Closing Schedule for 2012-2013 School Year

### SPRING SEMESTER

1/7/13	CLUB REOPENS	
1/21/13	MARTIN LUTHER KING DAY	12:00 – 5:00
1/30/13 (WED)	STAFF INSERVICE	CLOSED TO MEMBERS
2/18/13	NO SCHOOL	12:00 – 5:00
2/27/13 (WED)	STAFF INSERVICE	CLOSED TO MEMBERS
3/11 – 3/15	SPRING BREAK	12:00 – 5:00
3/27/13 (WED)	STAFF INSERVICE	CLOSED TO MEMBERS
3/29/13	NO SCHOOL	12:00 – 5:00
4/1/13	NO SCHOOL	12:00 – 5:00
4/19/13	EARLY DISMISSAL	11:30 – 5:00
5/1/13 (WED)	STAFF INSERVICE	CLOSED TO MEMBERS
5/10/13	EARLY DISMISSAL	11:30-5:00
5/17/13	LAST DAY FOR SPRING	
6/3/13	Summer programs begin	

### Administration and Staff

Executive Director: Randy Osborn  
Business Director: Teresa Garrison  
Program Director: Tina Carpenter  
Assistant Program Director: Sean McGahan  
Membership Coordinator: Kurt Ford  
Sports, Fitness and Health Educator: Yovonne Williamson

### STAFF LEADERS

Rebecca Keating:	Kindergarten and 1 <sup>st</sup> Graders	- the Purple Tigers
Will Sutphin:	2 <sup>nd</sup> and 3 <sup>rd</sup> Graders	- The Big Red Dogs
Deron Glenn:	4 <sup>th</sup> and 5 <sup>th</sup> graders	- Yellow Ligers
Sabrina Steels:	6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> Graders	- Young Impacts
Jovan Williamson:	High School	- Purpose

**INTERNS/FIELDWORK**

<b>Name</b>	<b>Department</b>	<b>Assignment</b>
<b>Ilisha Fitzgerald</b>	<b>MSW Intern</b>	<b>Life Skills Training/Mentoring</b>
<b>Jasmine West</b>	<b>BSW Intern</b>	<b>High School/21<sup>st</sup> Century</b>
<b>Jessica Jenkins</b>	<b>BSW Intern</b>	<b>Kg/1<sup>st</sup> grade</b>
<b>Meghan Keating</b>	<b>BSW Intern</b>	<b>Middle School</b>
<b>Matthew Wilson-Leigh</b>	<b>BSW Intern</b>	<b>4<sup>th</sup>/5<sup>th</sup> grade</b>
<b>Alicia Carletto</b>	<b>BSW Intern</b>	<b>Mentoring/asst. Program Dir</b>
<b>Alex Watt</b>	<b>BSW Intern</b>	<b>Membership Coordinator</b>
<b>Valerie Turner</b>	<b>Psychology</b>	<b>Middle School</b>
<b>Jo Anna Piper Cole</b>	<b>Psychology</b>	<b>4<sup>th</sup>/5<sup>th</sup> grade</b>
<b>Bianca Jenkins</b>	<b>Early Childhood</b>	<b>Kg-3<sup>rd</sup> grade</b>
<b>Connor Ingersoll</b>	<b>Recreation</b>	<b>Sports, Fitness and Health</b>
<b>Anthony Whyte</b>	<b>Recreation</b>	<b>Sports, Fitness and Health</b>
<b>Robin Hand</b>	<b>Brehm Options</b>	<b>2<sup>nd</sup>/3<sup>rd</sup> grade</b>

**21<sup>st</sup> CENTURY**

**Site Director: Tina Carpenter**

**Site Instructors: Sean McGahan and Derrick Glenn**

**HOURS:**

**MONDAY – THURSDAY – 3:00 PM– 7:00 PM**

**FRIDAY 3:00 PM – 5:30 PM**

**Teen Over Time – High School– Monday and Wednesday 7 PM – 9PM**

**Middle School Madness – middle school – Tuesdays 7:00 PM – 8:30 PM**

**SNACKS**

**We sell snacks for .25 and .50 daily. If members do not have money for snacks we try to have snacks available for members without money. We ask parents or community members to assist with having free snacks available for members.**

## **COLORS OF CHARACTER**

<b>JANUARY:</b>	<b><u>RESPECT/COURTESY</u></b>	<b>PURPLE</b> Influential People: Denzel Washington/Margaret Nesbitt
<b>FEBRUARY:</b>	<b><u>SELF-CONTROL/SELF-DISCIPLINE</u></b>	<b>RED/PINK</b> Influential People: Ghandi/MLK, Jr.
<b>MARCH:</b>	<b><u>HONESY/TRUTHFULNESS</u></b>	<b>BLUE</b> Influential People: Maya Angelou/Malcolm X
<b>April:</b>	<b><u>GENEROSITY/COMPASSION</u></b>	<b>GREEN</b> Influential People: Oprah/Bill and Melinda Gates
<b>May:</b>	<b><u>COURAGE/INITIATIVE</u></b>	<b>YELLOW</b> Influential People: Nelson Mandela/Obama/Whoopi

**Every Wednesday is Character color day – please encourage members to wear the character color on Wednesdays.**

## **DAILY HUDDLE SCHEDULE**

<b>MONDAY</b>	<b>-</b>	<b>MINDFUL MONDAY</b>	<b>MS. SABRINA</b>
<b>TUESDAY</b>	<b>-</b>	<b>FIT CHALLENGE</b>	<b>MS. YOYO</b>
<b>WEDNESDAY</b>	<b>-</b>	<b>FROM THE SOUL CHARACTER DAY</b>	<b>MR. SEAN</b>
<b>THURSDAY</b>	<b>-</b>	<b>TERRIFIC THURSDAY</b>	<b>MS. TINA</b>
<b>FRIDAY</b>	<b>-</b>	<b>CHALLENGE PREP</b>	<b>ALL</b>

# **POWER Blast**

**Monday – Thursday 3:45 – 4:45**

## **POWER (Learning Center)**

**Homework Help/Tutoring**

**Ms. Rebecca**

**Ms. Ilisha**

**Ms. Yovonne**

**Ms. Sabrina (Middle School)**

**Ms. Jo Anna (Computer Lab)**

**Mr. Jovan (high school)**

**Ms. Jasmine (high school)**

## **BLAST (Gym)**

**Educational Games**

**(for members that do not have homework or finish early with homework)**

**Kg-3: Will/Jessica**

**4/5: Deron/Matt**

**Middle School: Meghan/Valerie**

## **Daily BLAST Themes:**

**Math Mondays**

**Tall Tale Tuesdays**

**Word Wednesdays**

**Triple Play Thursdays**

## **STUDY ISLAND SCHEDULE**

<b>Monday:</b>	<b>5:00 – 5:45 – Kg/1<sup>st</sup> grade</b>
	<b>5:45 – 6:30 - High School</b>
<b>Tuesday:</b>	<b>5:00 – 5:45 – Middle School</b>
	<b>5:45 – 6:30 – 2<sup>nd</sup>/3<sup>rd</sup> grade</b>
<b>Wednesday:</b>	<b>5:00 – 5:45 – 4<sup>th</sup>/5<sup>th</sup> grade</b>
	<b>5:45 – 6:30 – 2<sup>nd</sup>/3<sup>rd</sup> grade</b>
<b>Thursday:</b>	<b>5:00 – 5:45 – 4<sup>th</sup>/5<sup>th</sup> grade</b>
	<b>5:45 – 6:30 - Middle School</b>

## **ACADEMIC THEMES**

### **January**

**1/7-1/11: Mind: Critical Thinking**  
**1/14-1/18: Body: Heart**  
**1/21-1/25: Soul: Stress & Relaxation**  
**1/28-2/1: Math: Geometry**

### **February**

**2/4-2/8: Mind: Memory and Attention**  
**2/11-1/15: Body: Genetics/Genealogy**  
**1/21-1/25: Soul: African Cultures**  
**1/28-2/1: Math: Fractions**

### **March**

**3/4 -3/8: Reading: Dr. Seuss**  
**3/11-3/15: Spring Break: Mardi Gras**  
**3/18-3/22: Brain Awareness Week**  
**3/25-3/29: Soul: Women in History**

### **April**

**4/1-4/5: Soul: Holocaust Remembrance Week**  
**4/8-4/12: Body: The Senses**  
**4/15-4/19: Mind: Alcohol and Drug Awareness**  
**4/22-4/26: Science: Chemistry**

### **May**

**4/29-5/3: Body: Dance/Movement**  
**5/6-5/10: Mind: Career Week**  
**5/13-5/17: Soul: BGCC Spirit Week**

# BGCC Gym Schedule

## Monday

3:00 – 3:45: All Systems Go! (2<sup>nd</sup> & 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup>, K & 1<sup>st</sup>, M.S., H.S.)

5:00 – 5:45: 4<sup>th</sup> & 5<sup>th</sup>

5:45 - 6:30: M.S.

6:30 – 7:30: High school basketball practice

All other members will be in the game room or computer lab and helping with cleaning

## Tuesday

3:00 – 3:45: All Systems Go! (2<sup>nd</sup> & 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup>, K & 1<sup>st</sup>, M.S., H.S.)

5:00 – 5:45: K – 1<sup>st</sup>

5:45 – 6:30: 4<sup>th</sup> & 5<sup>th</sup>

6:30 – 7:30: High school basketball practice

All other members will be in the game room or computer lab and helping with cleaning

## Wednesday

3:00 – 3:45: All Systems Go! (2<sup>nd</sup> & 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup>, K & 1<sup>st</sup>, M.S., H.S.)

5:00 – 5:45: 2<sup>nd</sup> & 3<sup>rd</sup>

5:45-6:30: M.S.

6:30 – 7:30: High school basketball practice

All other members will be in the game room or computer lab and helping with cleaning

## Thursday

3:00 – 3:45: All Systems Go! (2<sup>nd</sup> & 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup>, K & 1<sup>st</sup>, M.S., H.S.)

5:00 – 5:30: K & 1<sup>st</sup>

5:30-6: 2<sup>nd</sup> & 3<sup>rd</sup>

6 – 7: High school basketball practice

All other members will be in the game room or computer lab and helping with cleaning

## Friday

3:00 – 3:45: All Systems Go! (2<sup>nd</sup> & 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup>, K & 1<sup>st</sup>, M.S., H.S.)

4:00 – 5:00: Fun Friday Activities

5:00 – 5:30 Club Care and free time



# **BGCC DAILY SCHEDULE**

## **School Year Schedule Monday thru Thursday**

<b>3:00 – 3:15</b>	<b>All Systems Go!</b>
<b>3:15 – 3:45</b>	<b>Snack</b>
<b>3:45 – 4:45</b>	<b>Power Blast</b>
<b>4:45 – 5:00</b>	<b>Daily Huddle</b>
<b>5:00 – 5:45</b>	<b>Activity 1</b>
<b>5:45 – 6:30</b>	<b>Activity 2</b>
<b>6:30 – 7:00</b>	<b>Clean Up, Community Service and Free Time</b>

**The type of programs that occur between 5:00 and 6:30 are: Smart Girls, Passport to Manhood, Career Launch, Media Makers, Study Island, Academic theme activities,**

# **BGCC DAILY SCHEDULE**

## **School Year Schedule**

### **FUN FRIDAYS**

<b>3:00 – 3:15</b>	<b>All Systems Go!</b>
<b>3:15 – 3:45</b>	<b>Snack</b>
<b>3:45 – 4:00</b>	<b>Daily Huddle</b>
<b>4:00 – 4:45</b>	<b>Friday Competitions</b>
<b>4:45 – 5:30</b>	<b>Clean Up, Community Service and Free Time</b>

# **THE CLUB**

## **Teen Programs**

**Teen Technology Club**

**Teen Overtime (TOT) –**

**Mondays - Wednesdays 7:00 pm - 9:00 pm**

**Basketball**

**Keystone Club**

**Career Launch**

**Sound Studio**

**Volunteering**

**The Quest Book Club**

**Job Shadowing**

**Media Makers**

**Youth of the Year competition**

## **MIDDLE SCHOOL MADNESS NIGHTS**

**TUESDAY NIGHTS 7:00 – 8:30 PM**

**Teen Technology Club**

**The Quest Book Club**

**Torch Club**

**Career Launch**

**Job Shadowing**

**Media Makers**

**Sound Studio**

**Volunteering**



Youth of the Year is BGCA's premier youth recognition program for Club members. All members can benefit from participation in this program, which promotes and celebrates service to Club, community and family; academic performance; moral character; life goals; and poise and public speaking ability. The Youth of the Year program is most effective when used as a year-round tool for fostering young people's character, personal growth and leadership qualities. Local Clubs recognize members ages 14-18 and select a Youth of the Year, who then participates in state competition. State winners, who each receive \$1,000 scholarships, participate in regional competitions. Five regional winners each receive an engraved plaque and a \$10,000 scholarship and compete on the national level. The National Youth of the Year receives an additional \$50,000 scholarship and is installed by the President of the United States.

BGCA is proud to announce a new partnership with Marquette University. Youth of the Year winners on the unit, organizational, state, regional and national level are now eligible to apply for a full-tuition scholarship to Marquette University.



Torch Clubs are charter small-group leadership and service clubs for boys and girls ages 11-13. A Torch Club is a powerful vehicle through which Club staff can help meet the special character development needs of younger adolescents at a critical stage in their development. Torch Club members learn to elect officers and work together to implement activities in four areas: service to Club and community, education, health and fitness and social recreation. The **Staples National Torch Club Awards** are presented annually to Torch Clubs with outstanding program and activities in the four areas. Each year, Torch Club members from all over the country take part in a service-learning experience through the **National Torch Club Project**. Staples Foundation sponsors the Torch Club program.



Keystoning is the Boys & Girls Club Movement's most dynamic teen program. It affords teens an opportunity to gain valuable leadership and service experience. They conduct activities in three areas: academic success, career exploration and community service. The Taco Bell Foundation for Teens sponsors the Keystone Club program as part of a multi-year teen initiative; a strategic partnership between the Foundation and BGCA provides Clubs with the tools and resources to create a positive place for teens as well as for kids.

## **CLUB RULES**

### **“TOP 10 RULES”**

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

### **GYM RULES**

1. **STAFF ONLY** are allowed in the cage. **NO MEMBERS IN THE CAGE**.
2. Cage will be **LOCKED** during activity times.
3. **SHIRTS** and **SHOES** must be worn at all times.
4. No **HORSEPLAY** (**NO PLAY FIGHTING, PUSHING, TACKLING**)
5. No playing **ON, UNDER OR CLIMBING** the bleachers
6. **ALL** GYM EQUIPMENT IS TO REMAIN IN THE GYM.
7. **FOOD** or **DRINK** in the snack room.
8. Arts and crafts, markers, crayons, etc. should stay **DOWNSTAIRS**, unless planned by staff
9. **NO HANGING** out in the foyer.
10. **NO PLAYING** behind the blue mats.

## GAMEROOM RULES

1. Only **25 MEMBERS** in the game room with **3 STAFF OR VOLUNTEERS.**
2. Sitting in chairs only, stay off tables.
3. **NO HORSEPLAY** (No play fighting, pushing or tackling).
4. No playing **ON, UNDER** or **CLIMBING** on the tables.
5. **ALL** game room equipment is to remain in the game room.
6. **FOOD OR DRINK IN THE SNACK ROOM ONLY.**
7. One poolstick per table.
8. **NO RUNNING** in the game room
9. **PING-PONG:** only 2 paddles per table
  - a. You can purchase a Ping-Pong ball for 25 cents, if you return the ball undamaged we return your 25 cents.

## COMPUTER LAB RULES

1. Computer lab is **only open** when staff or volunteers are available.
2. **Only 10 members allowed** in Computer Lab with **1 staff** or 16 members with 2 staff
3. **No food, drink or gum** in Computer Lab.
4. Take care of the computer lab equipment – **HELP MAKE THEM LAST.**
5. Do not personalize the computer in any manner, for example.
  - a. Installing screen savers and/or wallpaper.
  - b. Adding, changing or moving desktop icons.
  - c. No downloading
6. **No abusive language** or engaging in behavior that disturbs others.
7. **No deleting, manipulating or damaging programs** or files stored on any lab computer.
8. **NO Facebook, MySpace, chat rooms, YouTube,** adult sites or other sites that are inappropriate and offensive.
10. YouTube is **only** allowed as part of programming with staff supervision.
11. Games with **blood, nudity, foul language, mutilation or extreme violence are not allowed.**
12. **Log off** assigned computer and **sign-out** in log book when leaving the computer lab.

**Violators of the above rules will have the following consequences:**

- \*1<sup>st</sup> violation: NO computer lab use for 2 days**
- \*2<sup>nd</sup> violation: NO computer lab use for 4 days**
- \*3<sup>rd</sup> violation: NO computer lab use for 1 week**
- \*4<sup>th</sup> violation: Parent Conference**

# BEHAVIOR/DISCIPLINE PROCEDURES

## NEW LEAF REPORT



Member Name: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date/Time: \_\_\_\_\_

**Behaviors:**

- |                                                                 |                                                |                                |
|-----------------------------------------------------------------|------------------------------------------------|--------------------------------|
| <input type="radio"/> Disrespect                                | <input type="radio"/> Not Following Directions | <input type="radio"/> Fighting |
| <input type="radio"/> Horseplay                                 | <input type="radio"/> Bullying                 | <input type="radio"/> Running  |
| <input type="radio"/> Theft                                     | <input type="radio"/> Destruction of Property  | <input type="radio"/> Other    |
| <input type="radio"/> Foul Language _____ <input type="radio"/> | <input type="radio"/> Inappropriate touch      | _____                          |

Additional Comments:

**Actions:**

- |                                                                |                                               |
|----------------------------------------------------------------|-----------------------------------------------|
| <input type="radio"/> Discussion                               | <input type="radio"/> Time Out _____ Minutes  |
| <input type="radio"/> Calming Technique                        | <input type="radio"/> Community Service _____ |
| <input type="radio"/> Parent Conference: Date Scheduled: _____ |                                               |
| <input type="radio"/> Parent Call: _____                       | Staff who made call: _____                    |
| <input type="radio"/> Skills Training: _____                   | # of Days: _____ Date: _____                  |

Additional Comments:

## NEW LEAF REPORT PARENT COPY



Member Name: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date/Time: \_\_\_\_\_

**Behaviors:**

- |                                                                 |                                                |                                |
|-----------------------------------------------------------------|------------------------------------------------|--------------------------------|
| <input type="radio"/> Disrespect                                | <input type="radio"/> Not Following Directions | <input type="radio"/> Fighting |
| <input type="radio"/> Horseplay                                 | <input type="radio"/> Bullying                 | <input type="radio"/> Running  |
| <input type="radio"/> Theft                                     | <input type="radio"/> Destruction of Property  | <input type="radio"/> Other    |
| <input type="radio"/> Foul Language _____ <input type="radio"/> | <input type="radio"/> Inappropriate touch      | _____                          |

Additional Comments:

**Actions:**

- |                                                                |                                               |
|----------------------------------------------------------------|-----------------------------------------------|
| <input type="radio"/> Discussion                               | <input type="radio"/> Time Out _____ Minutes  |
| <input type="radio"/> Calming Technique                        | <input type="radio"/> Community Service _____ |
| <input type="radio"/> Parent Conference: Date Scheduled: _____ |                                               |
| <input type="radio"/> Parent Call: _____                       | Staff who made call: _____                    |
| <input type="radio"/> Skills Training: _____                   | # of Days: _____ Date: _____                  |

Additional Comments:

# Boys and Girls Club of Carbondale



Date: \_\_\_\_\_

GROUP: \_\_\_\_\_

To the parents/guardians of \_\_\_\_\_, I would like to recognize  
\_\_\_\_\_ for:

- |                         |                       |                       |
|-------------------------|-----------------------|-----------------------|
| ◇ Following Directions  | ◇ Being Courteous     | ◇ Listening           |
| ◇ Staying on Task       | ◇ Resolving Conflicts | ◇ Being a Team Player |
| ◇ Making Good Decisions | ◇ Being Respectful    | ◇ Trying your Best    |

Other Comments: \_\_\_\_\_

Staff Leader: \_\_\_\_\_

## DISCIPLINE POLICIES AND PROCEDURES:

**Our goal is to inspire and enable all young people, especially those who need us the most. We are here to help members become better people through character and leadership development. We are NOT here to punish. Rather, we are here to assist members to learn to behave in a more positive manner. When behaviors occur the New Leaf Report is completed with the members. It is not used as a threat to change behavior. Many different actions can be taken in order to assist members with changing behaviors:**

**Time outs**

**Verbal discussions**

**Calming Techniques**

**Community Service**

**Parent Call**

**Life Skills Training Center time**

**Parent Conference**

**\*\*\*Suspension**

**\*\*\*Expulsion**

**\*\*\*suspension and expulsion will be used if they are seriously endangering themselves or others or have committed criminal acts.**

**Members are expected to be respectful of themselves, other members, staff, interns, volunteers and visitors.**

**\*\*Members are supervised at all times.**

**\*\*\*Members are not allowed to inappropriately touch another member, staff, volunteer or intern.**

**Sexually inappropriate behavior by members will likely lead to expulsion and possible legal action.**



## **MEMBER RECOGNITION**

### **WEEKLY AWARDS**

Members of the Week (1 for each group)  
Fit Challenge (group)  
Fun Friday awards  
Birthdays –  
Volunteer of the Week  
Intern of the Week  
Staff  
Homework Heroes  
Character Color  
Wordsmith of the Week

### **MONTHLY AWARDS**

Pillar of Character Awards  
Special Award  
Teen Service Award  
New Leaf Award  
Praise Reward  
Parent of the month  
Zookeeper of the Month  
Stars of the Month  
Top Ten Attendance Awards  
Academic Excellence Awards – Study Island  
Club Service Awards

## Mentoring Program M & M's CONNECT

With parent permission we will assign a member a mentor. This person meets weekly with their mentee and discusses issues/concerns and sets goals based on the concerns a parent/guardian, teacher or staff may raise. For example, if a member has difficulty in school and needs support to get his/her homework done or extra tutoring, or organization skills, etc. their mentor can work with them to help with this and many other issues (i.e., social support, social and life skill development, anger management, etc). If you are interested in signing up your child/children for the mentoring program you will need to complete a one page application and parent survey. See Tina Carpenter for this program.

### PARENT INVOLVEMENT

We need parents to help the Boys and Girls Club in several ways. What is your pleasure?

- Donate snacks
- Monetary donations
- Volunteer for special events or activities
- Share your skills and talents with the members
- Sponsor another Club member for a semester membership or summer camp week
- Become a part of the BGCC Advisory Board
- Help with monthly Family Vacation Nights
- Take part in one of the Club Care Days
- Please like our Facebook pages:
  - Boys and Girls Club of Carbondale
  - <http://www.facebook.com/boysandgirlsclubcarbondale>

### SAFETY OF MEMBERS

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

#### 1. Facebook

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

2. We have a policy in place that staff, volunteers and interns are not to establish outside personal relationships with members and their families. This means that they cannot become babysitters or carry out additional activities with Club members outside of Club time. If this occurs we need you to contact us.
3. All staff, volunteers and interns have completed background checks prior to working with the youth as well as participated in an orientation and training.
4. We have an open door policy and if you as a parent or a member has any concerns or issues with staff, interns or volunteers we welcome you to talk with Tina Carpenter, Program Director; Randy Osborn, Executive Director or Teresa Garrison, Business Director. There will be no repercussions to your children if you voice a concern and confidentiality is maintained.

## DRESS CODE

Although we do not expect the youth to dress up for attendance to the Boys and Girls Club we do have a few rules:

1. Females should be modestly dressed: no short-shorts or extremely short skirts, no extremely low-cut tops;
2. Males are expected to wear a belt/pants are NOT to be sagging below their hips;
3. We would prefer that youth not wear flip flops due to safety hazards;

If youth are inappropriately dressed they may be sent home or requested to wear something that we have here to increase the appropriateness.

If males present with sagging pants we will use a zip tie to assure that pants are kept at the hip line.

## PICK UP/DROP OFF/WALK HOME

### PICK UP

- Individuals who are allowed to pick up members should be indicated on their membership form. This information is then inputted into BGCC computer system. See the Membership Coordinator if you need to add to that list.
- You must always, physically sign your child out.
- Park in an identified parking spot
- High school students can sign themselves out.

### LATE FEES

- Please pick up your children by closing times:
  - Monday – Thursday - 7:00 pm
  - Friday – 5:30
  - Middle School Madness for middle school students only can be picked by 8:30 pm.
  - Closing times may change for special occasions and we will notify you ahead of time.
- After 15 minutes late the parent/guardian will be charged \$5.00 for every 15 minutes late.
- We will wait no longer than an hour. After all possible attempts to reach the parent/guardian without success, we will call the police after one hour as this could be considered abandonment.

*Note: If you know you are running behind, please call and let us know so we can ease your child*

### WALKING HOME

- 13 and older can sign themselves out and walk home, but with parent permission only.
- High School students can sign themselves out, unless parents indicate otherwise.
- Once a member leaves the building they are not allowed to re-enter, unless they are leaving with a parent for an appointment and are returned by a parent.

### CELL PHONES:

Members are encouraged to leave cell phones at home or turned off and in their book bags. They are not allowed to be using cell phones at the Club, unless a Youth Development staff has given permission to go upstairs to the cell phone area (couch) to call a parent.

### CONTACT INFORMATION

Please keep phone number changes, address changes and changes of those allowed to pick up your children up to date.

## Contact School for Bus Changes

- On days that we close you must inform the school of an alternative drop off location

## WEATHER CLOSURES

- We will follow Carbondale School District #95 for closures due to bad weather. So, if school is cancelled due to bad weather for District #95...The Boys and Girls Club will be closed.
- If school is closed for several days and we may decide to open for members, please watch the following television stations or radio stations:
  - WSIL 3
  - 95.1 radio
  - WSIU radio
  - 105.1 radio
  - We will generally open from 12-4 on days that we do open.

## MISCELLANEOUS

- **CELL PHONES:** Members are encouraged to leave cell phones at home or turned off and in their book bags. They are not allowed to be using cell phones at the Club, unless a Youth Development staff has given permission to go upstairs to the cell phone area (couch) to call a parent.
- Please keep phone number changes, address changes and changes in those allowed to pick up your children up to date.
- **\*\*\*ALL STAFF, VOLUNTEERS, AND INTERNS HAVE COMPLETED BACKGROUND CHECKS PRIOR TO WORKING WITH THE YOUTH AS WELL AS PARTICIPATED IN ORIENTATION AND TRAINING.**
- **WE HAVE AN OPEN DOOR POLICY AND IF YOU AS A PARENT OR A MEMBER HAS ANY CONCERNS OR ISSUES WITH STAFF, INTERNS OR VOLUNTEERS YOU MAY TALK WITH TINA CARPENTER, PROGRAM DIRECTOR; RANDY OSBORN, EXECUTIVE DIRECTOR OR TERESA GARRISON, BUSINESS DIRECTOR. THERE WILL BE NO REPRECUSIONS TO YOUR CHILDREN IF YOU VOICE A CONCERN AND CONFIDENTIALITY IS MAINTAINED.**