

2013



BOYS & GIRLS CLUBS
OF NORTHEAST FLORIDA

Policies & Procedures



Parent Handbook

BOYS & GIRLS CLUBS OF NORTHEAST FLORIDA

Parent Handbook

© Boys & Girls Clubs of Northeast Florida
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Welcome to the Club

Our mission is to inspire and enable young people, especially those from disadvantaged circumstances, to reach their full potential as productive, responsible and caring citizens.

We thank you for choosing the Boys & Girls Clubs of Northeast Florida. Our Clubs strive to introduce our members to a variety of programs and opportunities throughout the school year and summer.

Our staff is trained to offer programs in our five core areas:

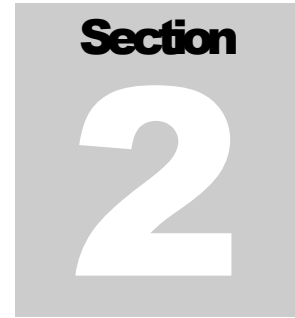
- Character & Leadership Development
- Education & Career Development
- Health & Life Skills
- The Arts
- Sports, Fitness & Recreation

Please use this handbook as a helpful reference for you and your child.

Sincerely,

Club Staff

Boys & Girls Clubs of Northeast Florida



Club Policies

These policies and procedures have been established to ensure that all who encounter the Boys & Girls Clubs of Northeast Florida ("Club") will have a positive and safe experience.

DRESS CODE

Members are expected to maintain appropriate standards of personal cleanliness and dress at all times. It is the policy of the Club that a member's dress and grooming should be, in the Club's opinion, appropriate dress for Club activities and also appropriate for safe programming. The following types of clothing are prohibited:

- Tank tops, tube tops or tight fitting or revealing clothing.
 - Any clothing that expose the midriff.
 - See through or mesh clothing unless worn over other appropriate material.
 - Shoes with cleats, flip flops, or any open back shoes.
 - Bare feet at club or on van.
 - Biking shorts or short-shorts.
 - Garments or accessories which display emblems relating to abusive substances, sexual in nature, and/or obscenities.
-
- Nothing can be worn on head with-in Club-no hats of any nature, wraps or scarves.
 - Pants/shorts are to be worn, and remain, at appropriate waist level at all times.

Members reporting to the Club improperly dressed may be sent home by club staff to change clothing. The Club reserves the right in all situations to decide whether any member is in violation of this policy. Continual violations of this policy may also result in disciplinary action, up to including possible suspension.

PERSONAL PROPERTY

Members personal property (*such as coats, clothing, bags, lunchboxes, etc*) must be cleared from the Club at the end of each day. Any articles left are not the responsibility of the Club.

ANY toys or ANY electronic devices are not necessary for Club activities and programming. These should not be brought to the Club for any reason unless previously approved by Club Unit Director.

INVESTIGATION & SEARCHES

In order to ensure its ability to conduct member safety efficiently and effectively and to protect itself against the unauthorized use and removal of Club property, the Club may conduct internal investigations including inspections, searches and audits on Club premises.

The Club reserves the right to conduct a routine inspection, search or audit at any time for Club property or Club-related information. The Club reserves the right to inspect the following, including but not limited to: personal property brought onto or taken from the premises; any schoolwork, rest or storage areas; all Club vehicles and all desks, lockers, computers, etc., that are within the member's possession or control.

A routine search or inspection may result in the discovery of personal possessions or those of others. Members are discouraged from bringing into the workplace items of personal property they do not want revealed to management. Under certain circumstances, the Club will generally attempt to obtain parent/member consent before conducting a search or inspection, but may not always be able to do so.

If a member becomes aware of any theft, misuse or unauthorized removal of Club property, he or she is directed to notify the Unit Director immediately. The theft, misuse or unauthorized removal of Club property is cause for immediate discipline, up to and including expulsion from Club.

INJURY

The Club wants all locations to be safe and injury free. As a result, all members should always use common sense to avoid accidents and injuries and should pay attention to all safety rules and practices.

If a member is injured, that employee should report the injury immediately to Club staff, no matter how minor the injury may appear. This is important; not only to ensure that the member receives proper and timely medical treatment, but also make certain that any unsafe condition can be remedied.

Members who participate in, or are aware of, activities that create a danger to themselves, other members or others in the Club will be subject to disciplinary action, up to and including immediate expulsion. Remember, safety is everybody's responsibility.

DISTRIBUTION OF MEDICATION

Staff of the Club ARE NOT ALLOWED at any time to dispense any type of medication or prescription, to a member attending the Club. The member must be able to self-administer their own medication. Medication must be in the original prescription bottle, with the member's name clearly marked on the medication. Medical Authorization form must be on file with the Club. Club staff will not be responsible for reminding the member when to take medication.

SMOKING

Smoking is prohibited in all Club facilities, vehicles, and areas where program activities are conducted.

MEALS

Members will not have access to any Club kitchen appliances, such as microwave, range, or refrigerator, at any times. Any food or meals are to "ready to eat".

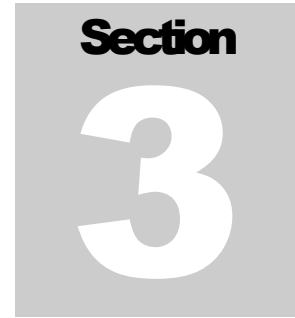
IRS/TAX STATEMENTS

The Club does not provide an itemized statement for Tax Purposes. We suggest that all parents keep their records of payment, as well as keep the Club receipt issued by Club staff at time of payment.

USE OF CLUB ELECTRONIC COMMUNICATIONS

Members of the Club should recognize and understand that the Club's Electronic Communication Systems are to be used for conducting the Club's programming only. The member should understand that:

- The E-mail and Internet systems and all information transmitted by, received from, or stored in those systems are the property of the Club.
- The member has no expectation of privacy in connection with the use of those systems or with the transmission, receipt, or storage of information in those systems.
- Member is aware that the Club reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the Club's computer, E-mail, EDT and Internet systems at any time, with or without notice to member, and that such access may occur during, before or after working hours. Member is also aware that the Club may purge files at any time, without notice.
- Member agrees not to use a code, access a file, or retrieve stored communications unless authorized.
- Member is aware that personal use of the Electronic Communication Systems, including e-mail and the Internet, is subject to the same review, audit, interception, access, and disclosure provisions described above.
- Member will presume that when online that every statement made and every website or Internet location visited will be attributable to the Club.
- Member is aware that there are potential copyright violations for downloading and printing from the Internet and will not violate the law by unauthorized use of such materials.
- Member is aware that the use of the Electronic Communications Systems for the procurement or distribution of materials and information that are pornographic, threatening, harassing, obscene, defamatory, illegal or unethical could result in immediate expulsion.

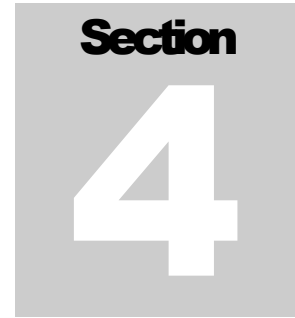


Late Pick- Up Policy

Any member(s) that is picked up after the posted Club closing time will be considered a late pick up. The clock located at the main Club office will be used to determine the time. The parent/legal guardian is responsible for any late pick-ups by any other individual picking up any members.

1st Late Pick Up	Written warning issued by the Unit Director, signed by parent/legal guardian.
2nd & 3rd Late Pick Up	\$5.00 for being 1-10 minutes late and \$1.00 for each additional minute. This payment will be due to the Unit Director within two (2) days. Failure to make payment will result in member suspension until full payment has been made.
4th Late Pick Up	\$5.00 for being 1-10 minutes late and \$1.00 for each additional minute and immediate member Suspension for two (2) days. The member cannot return until both the two (2) day suspension is served and full payment has been made.
5th Late Pick Up	\$5.00 for being 1-10 minutes late and \$1.00 for each additional minute and immediate member suspension for one (1) month. The member cannot return until both the one (1) month suspension is served and full payment has been made.

Note:
The Organization reserves the right to contact The Jacksonville Sheriff's Office for any assistance necessary.



Bus/Van Policy

Failure to comply with the following regulations may result in a member being denied the privilege of riding the bus/van, at the discretion of Club staff, for a minimum of one day to a maximum of indefinitely. Some offenses on the bus/van may also result in suspension from the Club.

In order to preserve the safety and welfare of our members, it is imperative that members obey the rules of the bus driver and the Club staff, because the bus/van is considered an extension of the Club grounds. Parents and members must understand that Club bus/van transportation is a privilege of the members and NOT a right.

The following behaviors will be considered violations of this policy. These violations will result in immediate discipline and will need to be corrected immediately:

Unnecessary loud noise	Safety Violations
Eating, drinking, littering	Failure to remain seated
Vandalism	Hitting/Kicking the seat of others
Unacceptable language	Disorderly when loading/unloading
Fighting or provoking a fight	Not keeping hand to self
Refusing to follow driver's instructions	Purposely diverting driver's attention
Throwing object(s) around or out of van	Refusing to wear seatbelt

Any behavior Club Staff or driver deems inappropriate

The Club procedures for violations of Club Bus/Van Policy is as followed:

- 1st Offense:** Conference with the member
- 2nd Offense:** Parent conference
- 3rd Offense:** Suspension from bus/van privileges
- 4th Offense:** Loss of bus/van privileges

The safety of our members is our primary concern. We are asking for the cooperation and assistance of parents and members in an effort to prevent violations and ensure member safety.



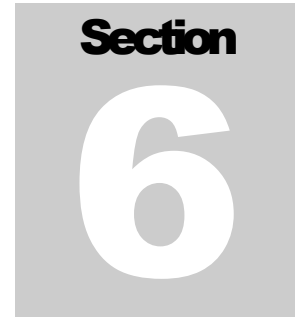
Code of Conduct

Staff will fill out an incident report for each of the following incidents. Members will be redirected to a more positive activity or program, placed in time out, be restricted from activities, or be suspended depending on the severity and frequency of the following incidents:

- Swearing
- Bullying
- Mistreatment of Club equipment
- Eating/Drinking in undesignated areas
- Not following instructions
- Being disrespectful towards staff, members and visitors
- Disrupting Club programming
- Inappropriate behavior

The following may result in immediate suspension:

- Fighting
- Excessive bullying
- Threatening staff, members or guest
- Vandalism
- Endangering self, staff, members and/or guest
- Bringing a weapon to the Club
- Extreme inappropriate behavior



Discipline Procedures

These policies and procedures have been established to ensure that all who encounter the Boys & Girls Clubs of Northeast Florida will have a positive and safe experience.

When having to discipline members, we believe that **prevention** is the most helpful. If staff notice that a member is starting to lose control, they will stop them before an incident occurs. These helpful hints will be referred to as assistance in preventing incidents from happening. Usually discipline procedures should occur in this order:

- Positive discussion with member in order to **redirect** youth to an activity or program that is of interest to that youth
- If appropriate and needed, use consequences such as “time out”, writing sentences or essays, or activity restrictions. Try to make the consequence fit the behavior and be meaningful
- Meeting with the parents and member. Unit Director must be involved at this point, and an incident report must be completed.
- Suspension from the Club after all positive redirection efforts have been exhausted. Only the Unit Director can make this decision.
- Expulsion from the Club. Only the Area Executive Director can make this decision after a thorough investigation.

Staff will fill out an incident report for each of the following incidents. Members will be redirected to a more positive activity or program, placed in time out, be restricted from activities, write sentences or essays, serve community service or be suspended depending on the severity of each of the following incidents:

- Swearing
- Bullying
- Mistreatment of Club equipment
- Eating/Drinking in undesignated areas
- Not following instructions
- Being disrespectful towards staff, members and visitors
- Disrupting Club programming
- Inappropriate behavior

The following may result in immediate suspension:

- Fighting
- Excessive bullying
- Threatening staff, members or guest
- Vandalism
- Endangering self, staff, members and/or guest
- Bringing a weapon to the Club
- Extreme inappropriate behavior

The following are guidelines when administering discipline:

REDIRECTION

- After speaking to youth about inappropriate behavior, staff will redirect the child to an activity or program that is of interest to the youth.

TIME OUT/WRITE ACADEMIC SENTENCES OR PAPER

- Staff will designate an area for time out where they are able to supervise the member.
- Members will serve a minimum of 1 minute per year of members age (i.e. 8 years old = 8 min. in time out) OR will be required to write sentences or essay papers.

COMMUNITY SERVICE

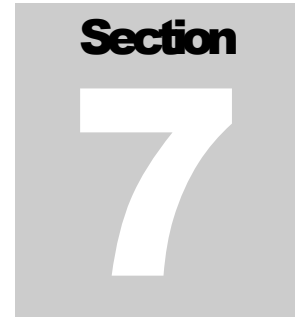
- Members are not to clean with any chemicals (i.e. bleach, glass cleaner, etc.)
- Members will serve a maximum of 1 hr. of community service on the day of the incident.

SUSPENSION

- Under no circumstances are members to be sent home without a completed incident report, and contact with a parent or legal guardian.
- Unit Directors must make the decision. The length of the suspension will vary depending on the severity of the member's incident.
- Automatic three days suspension after three incident reports has been written throughout the membership year.
- All members will begin each year with "0" incidents (Fresh Start policy).
- Suspensions are only to be issued after all positive redirections have been exhausted.

EXPULSION

- Unit Director must notify Area Executive Director and submit an incident report before an expulsion occurs. Area Executive Directors will determine if expulsion is necessary after completing a full and thorough investigation.



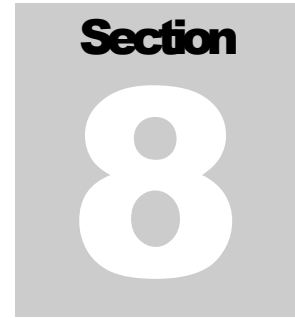
Helpful Tips

FOR PARENTS

- Bring an I.D. with you when you come to pick up your child(ren)
- For safety always make sure your child(ren) has his or her Club shirt on Field trip days – Club shirts help identify kids during trips.
- Send children to Club with appropriate clothing & footwear.
- Always update your file with BGCNF. It is essential that we have current phone numbers, emergency contacts and addresses.
- Fundraisers and events are run throughout the year. Your participation is greatly needed and appreciated whenever possible.

FOR MEMBERS

- If members choose to bring electronic devices or personal items to the Club, the Club is not responsible if these items are lost, stolen, or damaged.
- Please be sure to take all personal items home at the end of the day. The Club will not be responsible for items left in the building.



Contact Information

General Service Center

1300 Riverplace Boulevard, Suite 310
Jacksonville, FL 32207
Phone: (904)396-4435

Beaches Club

820 Seagate Avenue (Beaches Area)
Jacksonville Beach, FL 32250
Phone: (904) 249-3588

Roberts Learning & Achievement Center

1175 Lime Street
Fernandina Beach, FL 32034
Phone: (904) 491-9102

Laurence F. Lee Club

313 East 10th Street (Springfield)
Jacksonville, FL 32206
Phone: (904) 355-1796

Miller Club

942259 Old Nassauville Rd.
Fernandina Beach, FL 32034
(904) 261-1075

NFL Youth Education Town (NFL-YET Club)

555 West 25th Street
Jacksonville, FL 32209
Phone: (904) 632-8327

THE PLAYERS Championship Club

555 West King Street
St. Augustine, FL 32084
Phone: (904) 825-1975

Victory Pointe Club

6750 Ramona Blvd. (Westside Area)
Jacksonville, FL 32205
Phone: (904) 693-1810

Woodland Acres Club

191 Pecan Street (Arlington Area)
Jacksonville, FL 32211
Phone: (904) 721-1023

TEAM UP SITES

Annie R. Morgan TEAM UP

964 St. Claire Street
Jacksonville, FL 32254
Phone: (904) 381-3970

John Love TEAM UP

1531 Winthrop Street
Jacksonville, FL 32206
Phone: (904) 630-6790

**BOYS & GIRLS CLUBS OF NORTHEAST FLORIDA
PARENT HANDBOOK**

West Jacksonville TEAM UP

2115 Commonwealth Avenue
Jacksonville, FL 32209
Phone: (904) 630-6592

Southside Middle TEAM UP

2948 Knights Lane East
Jacksonville, FL 32216
Phone: (904) 739-5238

The B.O.L.D. Afterschool Project *which encompasses*
S.P. Livingston Elementary School & Eugene Butler Middle School
1128 Barber Street 900 Acorn Street
Jacksonville, FL 32209 Jacksonville, FL 32209
(904) 630-6900 ext. 121

For more information on the Boys & Girls Clubs of Northeast Florida, please visit www.bgcnf.org