



**BOYS & GIRLS CLUB
OF JEFFERSON CITY**

Respite Program Parent/Member Handbook

OUR MISSION:

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

SIGNING-IN & OUT:

When picking up a child from the Club/program, you **MUST** be on the approved list of people that can pick up the child, **NO EXCEP-TION**. Authorized individuals other than parents **MUST** show a government issued photo identification to the front desk staff. Authorized adults are required to sign out their children each day (per state law). **THERE WILL BE NO EXCEPTION TO THIS PROCEDURE.**

DISCIPLINE POLICY:

Redirect/Positive Discipline

The large majority of discipline problems can be handled using positive discipline. The majority of Club youth will never experience any discipline besides positive discipline techniques. Club staff focuses on positive discipline.

Chill Time/Time Out on the bench

Time outs are used to reinforce previous discipline efforts. It is an effective way to remove the youth from a situation that is causing trouble. Time outs have set time limits of one minute for each developmental year.

INCIDENT REPORT:

Incident reports will be used to document the following:

Serious problems – this includes repeated offenses, fights, drugs, weapons, accidents, and other issues that require investigation. The site coordinator is responsible for all incident reports though she/he may involve the staff in obtaining facts.

Discipline history – This includes small infractions that have not been corrected through positive discipline techniques.

Accidents – Accidents that cause serious harm to a youth or staff member

LOSS OF PRIVILEGES:

Loss of privilege discipline is used to reinforce rules. Loss of privilege is also used as a consequence for unrelated negative behavior. If a youth continually disrespects Club staff or other members, the staff member may choose to take away part of free time privileges. Note: snack and meal privileges are never taken away from youth.

SUSPENSION:

Certain behaviors result in a Club member being suspended up to 2 full days of program operations (ex. if there is a 2 day suspension, the child will miss February & March). Suspension is used to teach members that they are not welcome at the Club/program if they participate in certain behaviors. Suspension will be determined by the executive administrative team. Parents will be in-formed when a Club member is suspended. A member of the executive administrative team and the parent will have a conversation that details why the member is being suspended, all previous discipline efforts (if applicable) the length of the suspension, and expectations when the member returns. All suspended members will be encouraged to come back and they are welcomed back once the suspension is over.

PARENT/GUARDIAN CONFERENCE:

A parent conference may be necessary in severe discipline instances. A member of the executive administrative team, Site Coordinator, parent, and child should all participate in the conference. Parents will be pro-vided with a history of the behavior and parents will be made aware of the consequences if the student repeats the behavior.

EXPECTATIONS FOR PARENTS:

We recognize that an important part of our program's success is the support that we receive from parents.

Through this partnership, parents/guardians are expected to:

- Maintain open communication with the staff, informing us of any problems or accomplishments.
- Respond as quickly as possible when members need to be picked up (upon closing time, as a consequence, or in case of injury or illness).
- Acknowledge and support our discipline and conflict resolution philosophy.
- Approach conflict with staff and/or other parents in a manner that is respectful and is not witnessed by members or other children.

- Refrain from any physical punishment of children or verbal attacks of children on Club property.

PARENTS/GUARDIANS CAN EXPECT FROM CLUB STAFF:

- Open communication regarding members' difficulties and accomplishments.
- Phone call or letter home informing parents/guardians of any incidents that might be of concern.
- Members will be treated with dignity and respect and will be given every opportunity to succeed within the parameters of the Club rules.
- Every effort will be made to ensure that Club members are safe and experience success.
- Up-to-date information regarding field trips, programs and events are provided.

PARENT CONDUCT:

We expect the parents and guardians in our program to model appropriate behavior for the children we serve. Parents who behave in the following manners will be asked to leave the Boys & Girls Club site:

- Use of profanity
- Behavior consistent with alcohol/drug use
- Physically threatening staff, children, self, or other families
- Emotionally harming or intimidating staff, children, or other families
- Attempting to confront and/or discipline a child other than their own

MEALS:

We provide a snack and juice; we also provide a meal.

MEDICAL EMERGENCIES:

If a child receives a minor injury, he/she will be given first aid, the injury will be documented and parent/guardian will be notified. In some instances, it may be necessary for parent/guardian to come pick up the child.

In the event of a more serious accident or medical emergency, staff will take the emergency medical measures necessary for the care and protection of the child. Parents/legal guardians will be notified immediately. It is the responsibility of the parents to provide current emergency contact information to the Club.

We DO NOT administer over-the-counter or prescribed medications of any kind to children. A parent or guardian may come in to administer the medication to their child only. If you need assistance in this area, please contact one of the site coordinators.

ILLNESS:

If your child is ill/sick, he/she will not be able to attend that day. If a child becomes ill while participating in any Club activity, his or her parent/guardian will be notified. Parents/guardians will need to make arrangements to have the child picked up from the program or activity. We will call you to pick up your child if he/she has the following:

- Fever over 100 degrees
- Vomiting
- Undiagnosed rashes
- Impetigo
- Ringworm
- Head Lice
- Diarrhea
- Fainting
- Red, inflamed eyes (pinkeye)
- Chicken pox
- Strep throat (without 24-hour medication)

Do not bring your child if they do not meet these guidelines:

- 1) Members should be fever-free: temperature under 100 degrees without the use of medicine for 24 hours
- 2) If a child has head lice or has been sent home for head lice, they may not return into the program without a release from a physician or the Cole County Health Department stating the child is free from lice.
- 3) If your child is too sick to participate in outside activities, they are too sick to come to the Boys and Girls Club/program.

DRESS CODE:

It is required that ALL youth come to the Club/program with appropriate clothing every day. Clothing displaying inappropriate words, gestures or images will not be allowed and parents will be contacted immediately to provide alternative clothing for that day. Clothing should also be age and size appropriate; skirts and shorts should be conservative in length and shirts should not expose midriffs.

LATE POLICY:

Parents will be required to pay \$5 for every 15 minute increments you are late (1-15 minutes \$5, 16-30 minutes \$10, etc.). Failure to make a payment at time of pick-up will result in a suspension of services until the late fee is paid.

LOST & FOUND:

The Boys & Girls Club of Jefferson City is not responsible for lost, damaged or stolen personal items. Do not send valuable items with your child. Cell phones and other personal electronic devices must be secured by the member and remain off (or on silent/vibrate) during program participation.

HOURS OF OPERATIONS:

5:00p.m.-9:00p.m.

CONTACT INFORMATION:

Listed below are the names of staff you may want to contact in case of questions and/or concerns:

Stephanie Johnson, Executive Director

sjohnson@bgcjc.com

573-634-2582 ext. 301

Shauna Blanche, Program Coordinator

sblanche@bgcjc.com

573-634-2582 ext. 303



BOYS & GIRLS CLUB
OF JEFFERSON CITY

I have received a copy of the Boys & Girls Club of Jefferson City's Respite Program Handbook and have been afforded the opportunity to ask questions regarding its content. I agree to comply with the organizations policies and procedures detailed in this handbook.

(PLEASE BE SURE TO RETURN THIS SIGNED COPY)

Parent/Guardian's Name (Print)

Date

Parent/Guardian's Signature

Date