



## PARENT/MEMBER HANDBOOK



2019-2020

**Telephone:** (843) 757-2845

**Fax:** (843) 757-2846

**Website:** [www.bgcbluffton.org](http://www.bgcbluffton.org)



BoysandGirlsClubBluffton



bgcbluffton

## MESSAGE TO PARENTS



The Boys & Girls Club of Bluffton provides safe, enriching, quality care for children during the hours when there may be no adult supervision in the home. Activities offered will benefit the social, physical, emotional and educational development of the children who participate. The Boys & Girls Club program includes: Character & Leadership Development, Health and Life Styles, Arts, Sports, Fitness, Recreation, Education & Career Development.

The Boys & Girls Club of Bluffton is led by our Director, Molly O. Hornbeak, who has been with the organization since its inception in 1998. The Club is guided by staff trained to meet the needs of children and provide positive role models. Members ages 6 to 18 years old may participate.

The program is intended to support and supplement the child's home and school experiences. All staff members are required to obtain training including First Aid and CPR certifications. **The Boys & Girls Club is not a babysitting service.** It is a quality program designed to provide youth development programs after school and during the summer

## **SECTION 1**

### **BOYS & GIRLS CLUB OF BLUFFTON MISSION & CODE**

#### **Boys & Girls Club of Bluffton Mission**

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

#### **Boys & Girls Club of Bluffton Code**

*I believe in God and the right to worship according to my own faith and religion.*

*I believe in America  
and the American way of life...  
In the Constitution and the Bill of Rights.*

*I believe in fair play, honesty and sportsmanship.*

*I believe in my Boys & Girls Club which stands for these things.*

**We require ALL members to memorize the Boys & Girls Club of Bluffton Mission and Code within one week of becoming a Club member.**

## SECTION 2

### BOYS & GIRLS CLUB OF BLUFFTON HOURS OF OPERATION

**2:30pm-7:00pm** - Afterschool Program

**7:30am-6:00pm** - Spring Break  
- Summer Camp

***Club closes at 6:00 p.m. on school closedown dates, early dismissal and other selected dates.***

#### CLUB CLOSING DATES

**Please be aware that the Boys & Girls Club of Bluffton will be closed:**

- Two weeks prior to Summer Camp (*June*)
- Two weeks prior to afterschool program (*August*)
- New Years Day (*January*)
- Martin Luther King Jr. Day (*January*)
- Memorial Day (*May*)
- Independence Day (*July*)
- Labor Day (*September*)
- Thanksgiving (*November*)
- Christmas Eve (*December*)
- Christmas Day (*December*)
- New Years Eve (*December*)
- A few days in the Spring (*dates TBD*) for a SC State Professional Association All Staff Training.

**\*Additional closing dates may occur. We ask that you regularly check the “Important Dates” posted in the foyer!**

**Please always defer to the information provided to you by the Boys & Girls Club of Bluffton as our hours may differ from information provided by our local schools.**

**For any questions about our hours of operation, please contact the Boys & Girls Club of Bluffton at (843) 757-2845.**

#### HOLIDAYS

**The Boys & Girls Club will operate on each day that schools are in session unless otherwise noted.** Additionally, the Boys & Girls Club of Bluffton will operate on a full-day basis on certain school holidays and teacher in-service days. On full days members should bring a packed lunch that includes a canned or plastic (*no glass*) bottled non-carbonated beverage. **Because of high volume, microwaveable lunches are not acceptable.**

The Boys & Girls Club of Bluffton will publish our closing dates on our **“Important Dates”**

sheet which is located in the foyer (*also e-blasted*) for parents. We will close in observance of the following holidays: New Years Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Years Eve.

When a scheduled holiday falls during a weekend, the Boys and Girls Club of Bluffton will be closed at the discretion of our corporate office, Friday or Monday of the weekend in observance of that holiday. Notice of closing will be e-blasted and posted prior to weekend in question.

**\*Additional closing dates may occur. We ask that you regularly check the "Important Dates" posted in the foyer!**

## **SECTION 3**

### **ENROLLMENT & FEES POLICY**

#### **ENROLLMENT**

Active membership is limited to 400 children/teens to ensure a safe and well-supervised program. Children may be enrolled at any time during the year **as long as space is available**. A processing list exists for opening opportunities. The annual membership renewal fee of \$5 per member is due in January. Membership applications must be filled out completely and honestly.

#### **Proof of Age Requirement:**

All members must be between the ages of 6 and 18 at the time of registration. A copy of each child's birth certificate may be required at the time of registration as proof of age.

**IN THE SUMMER:** Your child will be placed in an age group based on how old he or she is on the first day of Summer Camp and will remain with that age group for the duration of Summer Camp. **NO EXCEPTIONS.**

#### **ENROLLMENT & MEMBERSHIP FEES**

##### **All Ages**

**Membership Fee** - \$5.00 (January – December) Annually

**Registration Fee** - \$20.00 (One-time only)

#### **AFTER SCHOOL PROGRAM FEES**

##### **Members Ages 6-12**

**\$100 per month.\*** Payment in full is due no later than the first of each month. **Parents must pay for at the beginning of each month to ensure membership. If at any time a parent does not pay \$100 by the first of the month your child's/children's membership, whether or not they are attending the Club, will be cancelled and the open space will be offered to a member on our processing list.**

**\*\*\* NO REFUNDS ON ANY COST \*\*\***

**\*Please be aware that these fees include membership for the ENTIRE YEAR.**

**If at any time a parent does not pay \$100 by the first of the month your child's/children's membership, whether or not they are attending the Club, you will be charged a \$10/day late fee. If you have not paid after five business days your membership will be cancelled and the open space will be offered to a member on our processing list.**

##### **Members Ages 13+**

**\$105** will be paid in January for the spring semester, **\$300** will be paid in May for the summer program and **\$100** will be paid in September for the fall semester.

## **\*\*\* NO REFUNDS ON ANY COST \*\*\***

**\*Please be aware that these fees include membership for the ENTIRE YEAR.**

If at any time a parent does not pay \$100 by the first of the month (January, May and August) your child's/children's membership, whether or not they are attending the Club, you will be charged a \$10/day late fee. If you have not paid after five business days your membership will be cancelled and the open space will be offered to a member on our processing list.

### **Special Programs**

For members interested **ONLY** in limited program membership (*CareerLaunch*, *Explorers: Learning for Life*, etc.), please contact our Teen Director, at (843) 757-2845 for fee information.

## **\*\*\* NO REFUNDS ON ANY COST \*\*\***

### **Summer Only:**

New and returning members ages 6-12 coming on board during the summer will pay \$550.

New and returning ages 13+ coming on board during the summer will pay \$325.

## **\*\*\* NO REFUNDS ON ANY COST \*\*\***

### **Payments**

- **Payment in full is due no later than the first of each month.** After the second or next business day, a **late fee of \$10 per day** will be charged until the full balance due is paid. If the second of the month falls on a weekend or a designated holiday, payment is due on the next business day.
- If payment is not received by the fifth business day of each month (**\$50 late fee max**), **your child's/children's membership will be cancelled** and open space will be offered to a member on our processing list.
- We accept cash, check, credit/debit cards. Automatic draft is also available. Online payments are available through [www.bgcbluffton.org](http://www.bgcbluffton.org) website by following these steps:
  1. Click on the **PARENTS** tab
  2. Click on **PAY FEES ONLINE**
  3. Fill out the form
  4. Submit your payment

**If you experience any issues while attempting to make an online payment please contact the Boys & Girls Club of Bluffton at (843) 757-2845.**

## **\*\*\* NO REFUNDS ON ANY COST \*\*\***

### **RETURNED CHECKS**

Insufficient funds on checks or automatic draft payment must be cleared with cash or money orders immediately. **There is a \$35 service charge for all returns**, after which the Boys & Girls Club of Bluffton will no longer accept checks or automatic drafts.

**Members cannot return to the Boys & Girls Club of Bluffton until the account is settled, including NSF fees. If account is not settled within five business days, your child's/children's membership will be cancelled and open space will be offered to a member on our processing list.**

### **LATE PICKUP**

The Boys & Girls Club of Bluffton hours of operations are posted on the **IMPORTANT DATES** section of the **PARENT HANDBOOK**. If you arrive late, a **\$2.00 late fee per child for every minute late will be charged and must be paid before member can return** (e.g. if you are 10 minutes late and have two children enrolled, the late fee would be \$40). **Failure to comply with the closing time on three occasions may jeopardize your membership. After 30 minutes late it is considered abandonment and authorities will be notified.**

## **\*\*\* NO REFUNDS ON ANY COST \*\*\***



## **SECTION 4**

### **DROP-OFF/PICK-UP POLICY**

#### **Members**

Membership cards are located in a box at the front desk. Upon arrival members must scan their cards through our KidsTrax system. They are then **PERSONALLY** checked out by parents or authorized adults who will sign and note the time of pick-up on the sign-out sheet while members scan out. **Members will not be allowed to meet parents outside the building or in the parking lot.**

#### **Parents**

The person checking out your child/children must be at least sixteen years old and be listed on the child's registration form as authorized to pick-up. A photo ID is required if the person checking out your child/children differs from the person who regularly picks them up. A form needs to be completed listing who can pick up your child (*Please see pick-up permission slip*).

**TO ENSURE THE SAFETY OF ALL MEMBERS Parents of members are not permitted to pass the foyer unless advised by front desk staff.**

**NO CELL PHONES** allowed in the front desk area. If you are on your cell phone when you arrive to pick up your child/children, you will not be helped until you put your phone away. This helps keep all members safe and ensures you do not miss important information.

**CHECK FOR HIGHLIGHTED NAMES at the front desk.** If your child's name is highlighted there is an important message for you at the front desk.

During the afterschool program, **members who attend Bluffton Elementary, ECC or McCracken Middle are escorted by staff to the Club.** High school & McCracken Middle School members are given until 4:05pm to walk and arrive at the club. All other schools are bused in by the Beaufort County School District (*a fee might be required*). Members are **required** to have signed permission to remain afterschool for any reason before being allowed enter at the club. Parents will be notified of late arrivals.

#### **LATE PICK-UP**

The Boys & Girls Club of Bluffton hours of operations are posted on the **IMPORTANT DATES** section of the **PARENT HANDBOOK**. If you arrive late, a **\$2.00 late fee per child for every minute late will be charged and must be paid before member can return** (e.g. if you are 10 minutes late and have two children enrolled, the late fee would be \$40). **Failure to comply with the closing time on three occasions may jeopardize your membership.**

**After 30 minutes late it is considered abandonment and authorities will be notified.**

## **SECTION 5**

### **HEALTH & MEDICAL POLICY**

For the protection of all club members we ask that you do not send your child/children to the Boys & Girls Club of Bluffton if they exhibit any of the following:

- Ringworm or unknown rash
- Pink eye
- Chicken pox
- Head lice
- Diarrhea (within a 24 hour time frame)
- High fever of 100 degrees and above
- Vomiting
- All contagious illness

If any of these symptoms should occur during the time they are in our care we will contact you in order to arrange immediate pickup of your child. We understand that there are circumstances when you cannot make it immediately, but you must have back-up plans. **We expect you to be here to pick up your child within 30 minutes when a call is made**, or have someone come in your place (*standard ID & Password\* pickup rules apply*).

*\*Passwords are established for the safety of your child.*

#### **ILLNESS & MEDICATION**

**The Boys & Girls Club of Bluffton cannot provide medication for sick children.** Please make alternate arrangements for your child if he or she is ill. Because we are concerned about the health and welfare of each child, we must ask that members who are sick be picked up as soon as possible.

#### **ALLERGIES & MEDICAL CONDITIONS**

All pre-existing medical conditions and allergies must be disclosed upon enrollment to help us better serve your child/children.

## **SECTION 6**

### **BEHAVIOR & DISCIPLINE POLICY**

All Boys & Girls Club of Bluffton members are expected to follow the rules established by the organization. As you know, guidelines must be set to maintain the safety, learning, social interactions and positive climate for all program participants.

The staff is committed to positive reinforcement of appropriate behavior. If behavior problems occur, the Director will contact the parents. A Guidance and Discipline Policy will be provided to all parents and members.

Please stress the importance of good behavior with your child. We want our programs to be enjoyable for all members.

#### **BEHAVIOR EXPECTATIONS**

1. TREAT ONE ANOTHER AND OUR PROPERTY WITH DIGNITY AND RESPECT.
2. ENTER AND EXIT THE BUILDING THROUGH DESIGNATED DOORS ONLY.
3. MEMBERS SCAN THEIR MEMBERSHIP CARDS UPON ENTERING AND EXITING THE CLUB EVERY DAY.
4. MEMBERS ARE EXPECTED TO PARTICIPATE IN ACTIVITIES AND PROGRAMS, WHICH ARE SCHEDULED BY AGE APPROPRIATE GROUPS.
5. MEMBERS MUST WALK AT ALL TIMES UNLESS PARTICIPATING IN A RUNNING ACTIVITY IN THE GYM HORSEPLAY, FIGHTING AND PROFANITY ARE NOT ALLOWED.
7. HATS, BANDANAS, SCARVES AND SKULLIES ARE NOT WORN INSIDE.
8. DRESS CODE MUST BE FOLLOWED AT ALL TIMES.
7. EATING AND DRINKING IS ALLOWED IN DESIGNATED AREAS ONLY.
8. GUM CHEWING AND THE USE OF TOBACCO PRODUCTS IS NOT ALLOWED.
9. CELL PHONES, BEEPERS, & OTHER ELECTRONIC EQUIPMENT ARE NOT ALLOWED.  
THE CLUB IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

#### **GUIDANCE & DISCIPLINE POLICIES**

The staff of the Boys & Girls Clubs of the Lowcountry has developed the following guidelines and consequences for behavior within the facility, during programs, and on club property. Inappropriate behaviors and consequences are divided into three major categories and listed below (*consequences listed separately*).

## LESSER OFFENSES

- Not abiding by the Boys & Girls Club of Bluffton **BEHAVIOR EXPECTATIONS.**
- Refusal to cooperate (talking back, horseplay, play-fighting, etc.)
- Being disruptive during programming or not participating in programming.
- Running in the building or program areas
- Eating outside of designated areas/times.
- Playing in bathrooms
- Bringing electronic devices/Pokemon cards to the club (cell phones, pagers, portable CD players, Gameboys, etc.)

**A staff member will record these lesser offenses writing assignments. After THREE offenses arise, a parent/guardian conference will be required after which, a suspension may follow.**

## IMMEDIATE SUSPENSION

- Inappropriate sexual behavior
- Inappropriate language (profanity, racial name calling, yelling), gender jokes or use of middle finger
- Disrespecting staff
- Smoking
- Stealing, lying or cheating
- Gambling
- Abusing equipment or facilities (slamming doors)
- Leaving designated areas without permission
- Fighting or other physical aggression (kicking, hitting, slapping, biting, or pushing)

**These behaviors will result in an immediate short-term suspension, usually ranging in length from one day to four days, depending on the seriousness, of the offense and the number of prior offenses.**

You will immediately be notified and your child will be pulled from programming to await pick-up. **Your child must be picked up within 30 minutes after we contact you. If you have not picked up your child after the first 30 minutes, a fine of \$2 per minute will be charged until your child is picked up. The fine must be paid and a conference held before your child can return to the Club. NO EXCEPTIONS.** The Boys & Girls Club of Bluffton reserves the right to call the police or DSS if your child is not picked up or if your child is dropped off without the required parents' conference.

## INDEFINITE SUSPENSION

- Verbal or written threats of bodily harm
- Possession of a weapon (law enforcement will be contacted)
- Hitting a staff member
- Vandalism of equipment or property
- Distribution and/or use of drugs or alcohol (law enforcement will be contacted)

**These behaviors will result in an immediate suspension and possible indefinite**

**suspension at the discretion of the Unit Director and/or the Executive Director.**

As in an immediate suspension, your child will be pulled from programming, and you will be called to pick up your child immediately. If a child loses membership from the Boys & Girls Club of Bluffton, a notice will be given to all Boys & Girls Clubs of the Lowcountry.

***Note: Written documentation of every occurrence will be submitted to the Unit Director for his/her signature and placed in the member's permanent file.***

You have agreed that these disciplinary guidelines were developed to ensure the safety, well- being, and ability of your child to enjoy his/her time at the Boys & Girls Club of Bluffton.

## **SECTION 7**

### **DRESS CODE POLICY**

- Member's dress and grooming will be neat and clean.
- **Closed toe shoes must be worn.** Sandals, Flip-flops, slippers or any similar footwear is not permitted.
- No bare midriff shirts or blouses will be permitted.
- No spaghetti strap halters or tops with shoulder straps less than 1 inch or vests without shirts will be permitted.
- No plain white sleeveless undershirts.
- No see through or mesh garments may be worn.
- Hats will not be worn by males inside the building.
- Sunglasses, hair curlers, combs or other head wear, including scarves, headbands skullies may not be worn.
- No clothing or jewelry will be permitted which displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements or other inappropriate phrases or symbols.
- Shorts may be worn; however, they must be properly fitted and in good taste and may not be shorter than mid-thigh.
- Biker shorts or spandex shorts of any kind are not permitted.
- Skirts should fit and be in good taste and not be shorter than mid-thigh.
- The wearing of clothes that expose inappropriate body parts or underclothing is prohibited.
- Trouser/slacks/shorts will be worn at waist level.
- Because of safety reasons, no trousers are prohibited
- Hair braiding is not allowed in the Club.

All clothing must be hemmed and may not drag on the floor.

- Extraneous articles hanging from clothing, such as chains or other articles are considered inappropriate, and will not be permitted.

- Clothing and accessories identified as gang-related are not allowed.
- Excessive body piercing is a safety issue. Judgments on body piercing will be individually determined to protect student health and safety.

If your child violates the Dress Code you will immediately be notified and your child will be pulled from programming to await pick-up. **Your child must be picked up within 30 minutes after we contact you. If you have not picked up your child after the first 30 minutes, a fine of \$2 per minute will be charged until your child is picked up. The fine must be paid and a conference held before your child can return to the Club. NO EXCEPTIONS.**

## **SECTION 8**

### **FIELD TRIP POLICY**

- All members must have on a current club shirt for easy identification
- All members must have signed permission slips before they can be transported in the Boys & Girls Club vehicles.
- All members should pay for and sign-up for field trips at designated times with cash payment only
- A master roster for each field trip will be left at the Club and another one taken in the vans/bus by the trip supervisor.
- All passengers are loaded from back to front of the bus and unloaded from front to back to assure safety.
- Whenever it is feasible, a staff/member ratio of 1 to 10 should be maintained.
- Van/bus drivers will count the number of kids in the van/bus before leaving from the Club or field trip destination. Names will be checked before leaving the Club..
- All staff on field trips needs to have a staff telephone directory in their possession or in the van/ bus.
- **Your child/children must be dropped off and picked up at the Boys & Girls Club of Bluffton, not the field trip location. NO EXCEPTIONS.**
- **Field trips are prohibited if member has disciplinary write-ups or behavior concerns.**

**\*\*\* NO REFUNDS FOR FIELD TRIPS AT ANY COST \*\*\***

**If your child is suspended and prohibited from attending a field trip after you have already paid, the payment is non-refundable.**



## **SECTION 9**

### **SAFETY & SECURITY POLICY**

**Safety is the Boys & Girls Club of America's number one priority.** We ask that all parents/Guardians follow these safety rules:

- **Parents of members are not permitted to pass the foyer unless advised by front desk staff.**

If interested in becoming a club volunteer we welcome you to complete all paperwork including background checks.

- Snacks are served daily. If your child has any allergies please inform us verbally and on their membership paperwork.
- All medications must be checked into the front desk with medical form filled out
- **NO CELL PHONES allowed in the front desk area.** If you are on your cell phone when you arrive to pick up your child/children, you will not be helped until you put your phone away. This helps keep all members safe and ensures you do not miss important information.

## **SECTION 10**

### **PARKING POLICY**

**THERE IS NO PARKING in fire lanes, especially in front of the Club.**

The Fire Marshall prohibits The Boys and Girls Clubs of Bluffton to block/park in the circle or any designated fire lanes in front of the facility. Parking in front of the circle puts our Club members in danger by not allowing emergency personnel to get to our building, and it causes congestion in the parking lot.

**A fine of \$500 per vehicle parked in the fire lane will be issued to the vehicle's driver/owner.**

Please respect all **NO PARKING** signs. **Beaufort County School District will stop transporting members from the schools if their buses are blocked.**

## **SECTION 11**

### **CELL PHONE POLICY**

**NO CELL PHONES** allowed in the front desk area.

**If you are on your cell phone when you arrive to pick up your child/children, you will not be helped until you put your phone away.** This helps keep all members safe and ensures you do not miss important information.

## **SECTION 12**

### **TABLETS POLICY**

**Please note that the tablets that Club members have received from the schools are NOT the responsibility of the Boys & Girls Club of Bluffton.**

The Club will allow MEMBERS to utilize their tablets at their own discretion during “POWER HOUR” only with the understanding that it is completely their responsibility to take care of the tablets. **Tablets will not be used for games, taking pictures or watching videos.**

**The Boys & Girls Club of Bluffton will NOT be liable for anything that may happen to these tablets** *(broken, damaged, stolen or misplacement of iPad pieces such as cases/chargers or cords).*

Also, if the iPad needs to be charged, it is the member’s responsibility to inform a staff to charge it and upcharge but the member must keep track of the items.

## **SECTION 13**

### **RECOGNITION & BIRTHDAY CELEBRATION POLICY**

#### **BIRTHDAYS**

Club members' birthdays are celebrated together on the last Friday of each month during a general assembly in the gymnasium of our Club.

Members receive a small gift which they choose from our prize closet and all Club members sing "Happy Birthday"

After the celebration members are promoted to their new age group **(not before)**. Please be advised that members must be present in order to receive gifts.

**Personal Birthday parties are prohibited.**

#### **WALL OF FAME**

The Wall of Fame, located across from the canteen, displays members who accomplished the following (*monthly*):

- Academic Success
- Sportsmanship
- Junior Volunteer of the month
- Senior Volunteer of the month
- Junior Youth of the Month
- Senior Youth of the Month
- Staff of the Month

Wall of Fame recipients are selected monthly by Club staff.

## **SECTION 14**

### **INCLEMENT WEATHER POLICY**

In the event of inclement weather and/or if the Boys and Girls Club loses power or experiences road floods, we will remain closed until power is restored and or traveling is safe. The Boys and Girls Club of Bluffton follows the Beaufort County School Districts closing due to severe weather and will post, e-blast and Facebook our closings.

## **SECTION 15**

### **SERVING YOUTH WITH SPECIAL NEEDS POLICY**

All diagnoses of special needs must be documented, and evaluated, at time of registration.

Special needs children will be evaluated by the Director. Prior to enrollment, the director will assess if the child's special needs can be met in our traditional program setting. Upon request, the child may be required to see a medical professional for an evaluation. If your child indicates any special needs, after enrollment, the Director may request an evaluation from the child's physician, and attendance may be suspended until evaluation is completed.

The Boys & Girls Club of Bluffton wants to ensure we are doing all we can to best serve your child/children.

## **SECTION 16**

### **PARENT COMMITMENT POLICY**

#### **Parent Orientation**

**Parent Orientation is MANDATORY, whether you are a new or returning member.**

Parent Orientations will be held in January, June and September each year. Multiple sessions will be available. **YOU MUST ATTEND at least one Parent Orientation session in January, June AND September.** This helps us ensure that you are up-to-date on Boys & Girls Club of Bluffton policies and practices.

**If you do not attend one Parent Orientation session in January, June AND September, your child's/children's membership will be cancelled and open space will be offered to a prospective member on our processing list. NO EXCEPTIONS.**

#### **Program Commitment**

The Boys & Girls Club of Bluffton offers several quality programs focusing on Character & Leadership Development, Education & Career Development, Health & Life Skills, the Arts and Sports/Fitness & Recreation.

**In order for your child to get the greatest impact from our programs, we ask that you allow you child to stay for the duration of any and all programs in which he or she is registered. No early pick-ups.**

#### **Parent Association – I.M.P.A.C.T.**

The mission of the Parent Association, I.M.P.A.C.T. (Involved Motivated Parent Association of Children and Teens) is to assist the Boys & Girls Club of Bluffton staff with support and participation in providing hands-on involvement services and expanding on the needs and desires of this rapidly growing organization. As parents, you have an opportunity to become an integral part of such an outstanding program. Becoming uniform in standards lessens the labor involved in achieving the annual goals and objectives set forth by the Boys & Girls Club of Bluffton.

As parents, you must a/ways be ready to assist the staff with providing quality program, emphasizing on social, recreational, cultural, health and physical development.

**If your child is a member of the Boys & Girls Club of Bluffton you are a member of the Parent Association, I.M.P.A.C.T.**

We appreciate your cooperation and investing in your child's afterschool and summer care.



## **BOYS & GIRLS CLUB OF BLUFFTON PARENT/MEMBER AGREEMENT FORM**

Thank you for taking the time to read the 2019-2020 Boys & Girls Club of Bluffton Parent/Member Handbook. Please complete this form and return to the front desk at the Boys & Girls Club of Bluffton.

Please INITIAL each of the following:

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Bluffton Parent/Member Handbook**.

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Bluffton Mission & Code**, and understand that my child/children must be able to recite the Mission & Code within one week of becoming a member (*SECTION 1*).

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Bluffton Hours of Operation** (*SECTION 2*).

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Bluffton Enrollment & Fees Policy** (*SECTION 3*).

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Bluffton Drop Off/Pick-Up Policy** (*SECTION 4*).

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Bluffton Health & Medical Policy** (*SECTION 5*).

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Bluffton Behavior & Discipline Policy** (*SECTION 6*).

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Bluffton Dress Code Policy** (*SECTION 7*).

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Bluffton Field Trip Policy** (*SECTION 8*).

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Bluffton Safety & Security Policy** (*SECTION 9*).

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Bluffton Parking Policy** (*SECTION 10*).

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Bluffton Cell Phone Policy** (*SECTION 11*).

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Bluffton Tablets Policy** (*SECTION 12*).

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Bluffton Recognition & Birthday Celebration Policy** (*SECTION 13*).

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Bluffton Inclement Weather Policy** (*SECTION 14*).

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Bluffton Special Needs Policy** (*SECTION 15*).

\_\_\_\_\_ I have read and understand the **Boys & Girls Club of Parent/Guardian Commitment Policy** (*SECTION 16*).

\_\_\_\_\_ I have read the **Boys & Girls Club of Bluffton Parent/Member Handbook** in its entirety and agree to abide by all Boys & Girls Club of Bluffton policies and procedures.

**Child/Children's Name(s):**

---

---

---

---

\_\_\_\_\_  
**Parent Name** (*please print*)

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

**Please complete form and return to the front desk at the Boys & Girls Club of Bluffton.**