



21ST Century Community Learning Centers:

Cotton Belt Elementary School
Harold C. Johnson Elementary School
Jefferson Elementary School

2017 – 2018 PARENT HANDBOOK



BOYS & GIRLS CLUBS
OF YORK COUNTY

GREAT FUTURES START [HERE.](#)

IN PARTNERSHIP WITH YORK SCHOOL DISTRICT 1





BOYS & GIRLS CLUBS OF YORK COUNTY

2017-2018 Afterschool Program Registration Packet **21st Century Community Learning Centers – York, SC**

Greetings Parents and Guardians!

Welcome to the Boys & Girls Clubs of York County! We are excited to have your child as a member of our Clubs. This handbook is intended to be a helpful, general information guide for parents and members. Inside you will find information on membership, policies, procedures, and general Club programs and guidelines. It is not possible to cover every policy, procedure, program, activity, or event in the handbook; therefore, contact your local Club for current and specific information. We look forward to working with you and your child(ren) knowing that together we will make our community a place for **GREAT FUTURES TO START HERE!**

Our Mission

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

Vision & Purpose

The vision of the Boys & Girls Clubs of York County is to provide a world-class Club experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle. The Clubs exist to conduct youth oriented programs that promote good character, self-reliance, healthy life choices, academic achievement, respect and good sportsmanship in the youth of our community. The Clubs seek to be inclusive of a representation of our community as a whole while reflecting and encouraging the values that demonstrate the best of our society.

Our Programs

Schedules will differ from site to site depending on activities planned for the day or other special events. All members will be served a snack, and then participate in a variety of activities. Activities will follow national Boys & Girls Club's five core content areas: Character & Leadership, Health & Life Skills, Arts, Sports, Fitness, and Recreation, Education and Career Development (C.H.A.S.E.). Sports leagues, special events, field trips and other exciting activities will be available throughout the year and communicated with you accordingly.

Enrollment & Registration

Clubs are open to youth in Grades K – 4th and must be at least 6 years old to participate in the program. There is NO cost to participate in the program. New students must register by noon on Wednesday to begin the program the following Monday. Memberships are accepted on a first come, first serve basis. A waiting list will be utilized if your child's school's enrollment is currently full. Once your application has been approved, you will be contacted by a representative from the Boys & Girls Clubs of York County to arrange your child(ren)'s start date. Parents can register their child at any time by turning in a completed Membership Application to your child's school office. Forms can be picked up at the school office or you may download the application on our website www.bgcyc.org. A new registration must take place at the beginning of every school year.

Get Involved

Parents are invited to visit any of our Club locations at any time. Parents interested in volunteering and sharing their talents or hobbies with Club members should contact the individual Site Coordinators or the Administrative Offices. In addition, to learn more about ways in which you can give back and get involved in our fundraising and sponsorship opportunities, please contact our Administrative Offices.

Contact Information:

Boys & Girls Clubs of York County Administrative Offices

Physical Location: 228 East Black Street, Rock Hill, SC 29730

Mailing Address: P.O. Box 226, Rock Hill, SC 29731

Phone: 803-324-7920 Fax: 803-324-7960 Email: admin@bgcyc.org Web: www.bgcyc.org

Cotton Belt Boys & Girls Club

Open Monday – Friday from 2-6 PM. Serving Youth in Grades K-4 who are at least 6 years old. Located at the Cotton Belt Elementary School, 1176 Black Hwy, York.

Phone: 803-322-0836 Email: cottonbelt@bgcyc.org

Harold C. Johnson Boys & Girls Club

Open Monday – Friday from 2-6 PM. Serving Youth in Grades K-4 who are at least 6 years old. Located at the Harold C. Johnson Elementary School, 400 E Jefferson Street, York.

Phone: 803-322-1671 Email: hcjohnson@bgcyc.org

Jefferson Boys & Girls Clubs

Open Monday – Friday from 2-6 PM. Serving Youth in Grades K-4 who are at least 6 years old. Located at the Jefferson Elementary School, 1543 Chester Hwy, York.

Phone: 803-412-4588 Email: jefferson@bgcyc.org

For a list of our current board members, administrative staff, and Club management, please visit us online at www.bgcyc.org

Club Calendar for 2017-2018 School Year – York, SC

All Clubs follow the Public Schools calendars during the regular school year.

First Day of Program: Tuesday, September 5, 2017

Last Day of Program: Wednesday, May 30, 2018

Hours of Operation: Mondays – Fridays, 2:15 PM – 6:00 PM

All Clubs in York will be **CLOSED** on the following dates:

- September 4, 2017
- October 9, 2017
- October 27, 2017
- November 22 – 24, 2017
- December 22 – January 5, 2018
- January 15, 2018
- February 16, 2018
- February 19, 2018
- March 16, 2018
- April 2 – 6, 2018
- May 28, 2018
- May 31, 2018

Pick-up Procedures

When picking up a child, the parent or those listed on the registration form as emergency contacts for pick-up must come into the Club to get them. Members are not permitted to wait outside of the Club for a ride. Safety of our members is a priority. All members must be signed out by the individual taking the student from the Club. Children may be picked up only by parents or those persons 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. It is the parent's responsibility to change or update the files as needed online or in writing. It is important that the information remains current in the event of an emergency. Changes to the pick-up list must be made in writing, and given to the Site Coordinator at least 24 hours in advance.

Late Pick-up

All members must be picked up by their Club's official closing time. Efforts should be made by the parents or guardians to communicate a late pick up. **If a late pick up occurs for the second time, your child's membership may be revoked.** If your child is not picked up 30 minutes after closing, the Police Department may be called.

Inclement Weather

To ensure the safety of both Club staff and members, the clubs will follow the local school district decision to close during weather-related emergencies. **If the threat of severe weather or hazardous situations closes public schools, the Boys & Girls Clubs will also be closed.** Please look for the most up-to-date information on inclement weather and emergency Club closings on our website at www.bgcyc.org.

Club Policies and Procedures

Snack: A healthy snack will be provided daily. Your child is also permitted to bring a snack if he/she chooses. Children will only be allowed to eat snacks brought from home during the designated snack times. Please make sure that any allergies or intolerances to foods are listed in the appropriate section on the enrollment application.

Personal Belongings & Dress Code: The BGCYC is not responsible for lost, stolen or damaged belongings. Students will be expected to dress appropriately while attending the Club and all Club functions. All clothing that displays logos or images that promote drug use, alcohol, violence, profanity, or racism must be turned inside out, replaced, or covered. These standards also include jewelry such as earrings, necklaces and bracelets. Failure to follow these standards will result in the member being sent home. This expectation also applies to parents/guardians or guests who attend BGCYC functions. In addition, appropriate shoes such as tennis shoes for recreational activities must be worn at all times. It is not recommended that your child wear flip flops or sandals to the Club. These shoes are a safety hazard for your child. It is also permissible to send a pair of appropriate shoes with your child to the Club.

Homework: Club members will be offered homework assistance during Power Hour. It is important that parents understand that while given a chance to work on homework, homework may not be completed or corrected within that hour as staff often do not have time to check everyone's homework thoroughly. It is ultimately the parent's responsibility to check with their child on all matters dealing with homework and school projects.

Sick or Injured Children: Sick children may be refused admittance and/or sent home from the Club due to any illness that keeps them from fully participating in the program. If a child has a fever of over 100-degrees, or has a communicable disease (including head lice), he or she will not be permitted to attend the Club that day. A parent or guardian will be notified to immediately pick up child(ren). After notification, parents must pick up the ill child within two (2) hours. In case of an accident or injury, Boys & Girls Clubs staff are trained in basic first aid and CPR. The local rescue squad will be called for serious injuries. A parent will be notified promptly, and the child will be transported to the nearest hospital accompanied by a staff member. In the membership application waiver, parents/guardians authorize the BGCYC to obtain immediate medical care if an emergency occurs when the parent/guardian cannot be located right away.

Medication Policy: Boys & Girls Club staff will administer medication to Club members only if there is a signed Allergy/Medication Authorization Form on file. Staff may not dispense over-the-counter medication and only current medication prescribed by a doctor, in its original container, labeled with the Club member's name, will be administered. Additionally, any serious allergies or conditions that we would need to be aware of or for which we would need to administer treatment (such as an EpiPen for stings or inhaler for asthma) should be indicated on this form as well.

Parental Notification: It is very important that we have up-to-date contact information for parents/guardians and emergency contacts. If your phone number or address changes, you are required to let us know as soon as possible by making all necessary changes under your parent portal login. The phone numbers provided on the application are the only way we have to notify parents in case of an accident or other emergency. Emergency situations, which require BGCYC to close or evacuate the building, make it necessary for staff to contact each parent and/or guardian. Please make sure staff members can do that efficiently by providing updated information.

TRANSPORTATION: Transportation home from the Club is provided by the school district. You must complete a transportation request form authorizing your child to be transported home from the Boys & Girls Club. New students must register by noon on Wednesday to begin the program the following Monday. Please note that a parent/guardian **MUST** be visible at the student's bus drop off address. **Parents/Guardians who are NOT visible when the bus arrives at the drop off location, your child will lose transportation privileges.** In addition, Club members who misbehave on the bus will lose riding privileges. Club members opting for bus transportation are expected to consistently ride the bus home.

Child Guidance

Club members will be briefed of our Club rules at the Boys & Girls Clubs of York County. These rules are for the safety and wellbeing of all Club members.

- ❖ Inappropriate language is prohibited
- ❖ Respect for all staff, volunteers, Club members and equipment is required
- ❖ Fighting is prohibited
- ❖ Hats and head rags are not to be worn in the; however, hats and head coverings may be worn outside to protect your child from the sun.
- ❖ Personal items should not be brought to the Club
- ❖ Positive music and age-appropriate videos/DVDs are permitted to be heard and/or watched at the Club using Club audio/visual equipment
- ❖ Club members must have signed permission forms from parents/legal guardian for all field trips/outings
- ❖ Boys & Girls Clubs of York County is not responsible for lost or damaged personal items
- ❖ Club members may use the Club phone for emergencies ONLY. This is a business phone and must be treated accordingly
- ❖ Bullying will not be tolerated

All Club members, parents, and staff will be required to review, understand, and sign the Boys & Girls Clubs of York County Child Guidance and Discipline Policy.

Club Membership Expectations

1. Check in for attendance after school is dismissed
2. Follow Directions
3. Walk to activities
4. Look after your belongings
5. Participate in Programs
6. Use Common Courtesy
7. Treat all People, Places, and Property with Respect

Attendance Requirements

Boys & Girls Clubs of York County operates an after-school enrichment program from the time school ends until 6:00 PM every day in which school is in session. It is the intention of these programs that all member participants attend regularly, at least three days or more per week. **If there is a trend where your child is unable to fulfill the requirements of the program they may be dropped from the program.**

All of our Club programs in York are 21st CCLC sites and they are evaluated by the state and funded by the state based on daily attendance for the full program and other factors, excessive absences or excessive requests for late arrival and early release may result in a Club member being dropped from the program.

2017-2018 AFTERSCHOOL PROGRAM CALENDAR



**BOYS & GIRLS CLUBS
OF YORK COUNTY**



4: Club Closed / No School
*Labor Day Holiday

5: First Day of Afterschool Program

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

COTTON BELT BOYS & GIRLS CLUB
Located at the Cotton Belt Elementary School
1176 Black Hwy, York, SC 29745
Phone: 803.322.0836
Email: cottonbelt@bgcyc.org

HAROLD C. JOHNSON BOYS & GIRLS CLUB
Located at the Harold C. Johnson Elementary School
400 E. Jefferson Street, York, SC 29745
Phone: 803.322.1671
Email: hcjohnson@bgcyc.org

JEFFERSON BOYS & GIRLS CLUB
Located at the Jefferson Elementary School
1543 Chester Hwy, York, SC 29745
Phone: 803.412.4588
Email: jefferson@bgcyc.org

= First/Last Day of After School Program
= Club Closed

9: Club Closed / No School

27: Club Closed / No School

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '18						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

16: Club Closed / No School

19: Club Closed / No School
*Presidents' Day

22: Club Closed / No School

23: Club Closed / No School

24: Club Closed / No School

*Club closed due to Thanksgiving Holiday

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16: Club Closed / No School

22: Club Closed / Half Day

25: Club Closed / No School

26: Club Closed / No School

27: Club Closed / No School

28: Club Closed / No School

29: Club Closed / No School

*Club closed due to Winter Holidays

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2: Club Closed / No School

3: Club Closed / No School

4: Club Closed / No School

5: Club Closed / No School

6: Club Closed / No School

1: Club Closed / No School

2: Club Closed / No School

3: Club Closed / No School

4: Club Closed / No School

5: Club Closed / No School

*Club closed due to Winter Holidays

JANUARY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28: Club Closed / No School
*Memorial Day Holiday

30: Last Day of Afterschool Program

31: Club Closed / Half Day

15: Club Closed / No School
*MLK Jr. Day

Boys & Girls Clubs of York County Child Guidance and Discipline Policy

It is our goal to create a physically and emotionally safe environment for all Club members. To ensure this is accomplished, we expect that our members treat the Club property and each other with respect and demonstrate proper behavior at all times. Each member is responsible for him/herself and his/her actions. Therefore, when incidents do occur, we use logical consequences to correct the behavior and help each child understand and learn from the incident. Examples of consequences applied by staff include giving choices, verbal warnings, time-outs, removal of privileges, verbal discussion of incident & Club rules, phone calls to parents, parent conferences, team conferences made up of school administrators or counselors, written discussion of the incident and rules in the "Behavior Log," work detail and, in some cases, suspension. **Under no circumstance will staff utilize corporal punishment as a consequence in disciplining a child.**

Since not all misbehavior can be measured objectively, nor can it be attributed to the same motives in each instance, it is at the sole discretion of the staff and/or Site Coordinator that these consequences be applied. Any and all parent concerns regarding the discipline policy should be addressed directly to the Site Coordinator. If a child is warned about their behavior and all ordinary means of curbing the behavior have been unsuccessful, the staff member involved will complete a Behavior Incident Report. These reports are used to enable staff, parents, and members to work together to resolve problems. The completed report will be shown to, discussed with, and then signed by the parent or guardian upon pick-up. The incident report will be kept in the child's file. Upon the **third offense** for the same misbehavior, a parent conference with the Site Coordinator will be required and the child **may** be suspended from the Club for an appropriate length of time determined by the Site Coordinator, with the approval of the Director of Club Services.

In order to promote our mission and the five core program areas of CHASE (Character & Leadership Development; Health & Life Skills; The Arts; Sports, Fitness & Recreation and Education & Career Development) ALL staff, parents/caregivers, guests and all adults will also be responsible for appropriate, civil behavior to model respect for property and others. Therefore, inappropriate behavior by adults will result in the suspension of the adult and/or their child from the Club. Inappropriate behavior includes any intentional physical harm to another person, cursing or yelling. The suspension will not be lifted until a conference has been held with the adult, the Site Coordinator and the Director of Club Services of the Boys & Girls Clubs of York County.

I have read and understood the **Boys & Girls Clubs of York County Child Guidance and Discipline Policy**, as well as the consequences of violation of this policy. I have been provided a copy of this policy for my review.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian PRINTED NAME: _____

WITNESSED BY Staff Signature: _____ Date: _____

Staff PRINTED NAME: _____

**Boys & Girls Clubs of York County
Membership Waiver**

PLEASE READ CAREFULLY:

Parental Release Form

I, the parent/ guardian of the minor child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Club of York County, and Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury or death any claim of damages resulting from use of facilities owned or controlled by the above organizations, or participation in activities of said organizations either at or away from the Club. I understand that the Boys & Girls Club is not responsible for lost or stolen items.

Medical Treatment

If in the event that I cannot be reached in an emergency, I hereby give permission to staff to hospitalize, secure proper treatments for, to order injection, anesthesia or surgery for my child as named herein. In the event that my child, as named herein, should require basic first aid and/or minor treatments, as ordered by staff, I give permission for the health care professional to administer such aid or treatment for my child.

School Information

I also grant permission for Boys & Girls Club personnel to access my child's school records and speak to school personnel for the purpose of planning for and tracking behavioral and scholastic advancement.

SMART Moves Program

In addition, I give my permission for the above-named child to participate in the Skills Mastery And Resistance Training Program (SMART MOVES) designed to address problems such as drug and alcohol abuse and premature sexual activity in three age-appropriate modules. I understand that all of the curriculum manuals are available for my review upon request at the Boys & Girls Club.

Surveys & Questionnaires

Boys & Girls Club frequently ask for members to complete surveys/evaluations. I give consent for my child to participate in any and all surveys/evaluations conducted by Boys & Girls Club staff.

Technology

I understand that Boys and Girls Club of York County will take all necessary and reasonable precautions to ensure that my child will not have access to inappropriate materials on the internet. I further understand that not only will Boys & Girls Club of York County discuss internet safety with my child but that I, as the parent/ guardian, must discuss this with my child as well.

General Travel Permission Form

I allow my child to participate in offsite field trips. I understand that by signing below I give BGCYC permission to transport my child to these trips via Club van or bus. I also understand that I will be notified in advance of such trips.

Photo Release

I hereby agree that all photographs, negatives, prints, paintings, drawings, sketches, reproductions, and likeness of any kind made of the child are and shall remain the property of the Boys & Girls Clubs of York County. I give my permission that said works may be published, displayed, reproduced, and circulated in any form by the Boys & Girls Clubs of York County, Inc. with or without the child's name for commercial purposes or otherwise, including advertisement in any media, and with or without any testimonial copy or other form of advertising or display.

Photo Release: **YES** **NO (Please Check One)**

I have read the completed application and this form, understand the policies/expectations of the Boys & Girls Club and request that my child be admitted into membership. I certify that the above information I have supplied is true and correct and that I have provided the Boys & Girls Clubs of York County all necessary information related to the care and safety of my child. I have received a copy of the Membership Handbook and will read/review the handbook with my child.

Date _____ / _____ / _____

Parent/Guardian Signature _____