



Parent/Youth Handbook

Introduction:

Welcome to the Boys & Girls Club of Lee County, Florida. The following pages contain important information about our programs. We look forward to a successful year with you and your child. To provide a fun and safe program, we will need your support and cooperation with the following procedures.

Philosophy & Purpose:

The Boys & Girls Club of Lee County believes that children are our most important natural resource as well as an integral part of the community and our future. The Club believes that many families are in need of a safe place for their children after school. The children in our program are given the opportunity to meet friends, play, read, study, create and relax all within an environment which promotes positive and creative thinking without the formality of the academic environment. We will:

- facilitate creativity through play
- help children grow as individuals and enhance their self image
- facilitate group dynamics, interpersonal relationships and communication skills
- help children continue to develop self-discipline
- provide life enhancing programs and character development experiences

Program Locations:

The Boys & Girls Club of Lee County will be operating programs in at:

1. Barrett Park Unit
2. Palmetto Court Extension
3. Pueblo Bonito
4. Sabal Palm Extension
5. Shady Oaks Unit
6. STARS Complex (In partnership with the City of Fort Myers, programming activities only)
7. Suncoast Unit

Enrollment:

Registration/membership for the Boys & Girls Clubs of Lee County program can be taken at each club unit or our administrative office. Our membership period is from September 1st to August 31st. Spaces will be filled on a "first come, first serve" basis up to the maximum for each program. We will begin a waiting list of children once the maximum has been reached at the respective club unit. Youth that have been involved in the prior year's program will have the first opportunity to register for the upcoming year.

Administration:

All programs will be provided by the Boys & Girls Club of Lee County. The program will be under the guidance and supervision of trained professional staff.

Early Dismissal Days:

When school is dismissed early, all programs will open according to the dismissal time and will close according to normal business hours.

Boys & Girls Clubs of Lee County Annual Membership Fee:

There is an annual \$10 membership fee. (Per youth, per year)

NO CASH ACCEPTED – MONEY ORDERS ONLY

Each Youth Membership(s) expired August 31st of every year.

Late Policy:

We ask that parents be aware of the operating hours of all facilities. Our late pick up policy is:

- 1st Offense - Verbal Notification
- 2nd Offense - Written Notification
- 3rd Offense - Suspension of youth from Boys & Girls Clubs program

Security:

All of our children's records will be kept confidential and must be fully completed before a child can be accepted into the Boys & Girls Clubs program. Records will include the membership application and any other information that would be pertinent to the child's progress. Please keep the home, work and emergency phone numbers up to date.

Disciplinary Action:

The personnel at the Boys & Girls Clubs are here to provide a safe, enjoyable place for fun. Our purpose in discipline is not to hurt, but to help members and protect the rights of others. Parents are encouraged to visit the facility at any time and observe what we do. Violation of facility policies, rules and regulations will result in the following consequences:

1. Suspension from certain activities or programs.
2. Restriction of movement throughout the facility.
3. Suspension from the Boys & Girls Clubs program/facility.

As a note, if and when your youth(s) are not adhering to the rules of the Boys & Girls Clubs, they are disrespecting other club members and staff. So, please as we do, encourage positive "teamwork" within the Boys & Girls Clubs rules and code of conduct for all involved at all times.

Club Rules:

1. Members must check in upon arrival and check-out upon departure each day.
2. All youth must adhere to the Boys & Girls Clubs "Code of Conduct" at all times.
3. No abuse or mistreatment (verbal and/or physical) of club equipment, facilities, staff, other member(s), visitors and volunteers.
4. Members must wear shirts shoes and/or sneakers.
5. No hats will be worn indoors.
6. No open toe/open back shoes, sandals or flip-flops.
7. No tobacco products allowed. Smoking, exchanging of tobacco or drugs are not permitted on property/facilities.
8. No alcohol products or consuming of alcohol products allowed on property/facilities
9. All rights of others must be respected.
10. Children must be picked up promptly according to designated closing times.
11. No running, wrestling or horseplay inside/outside of facilities.
12. Eating and drinking is allowed only in designated areas.
13. Members will not be allowed to leave the facility after checking in unless signed out by a parent or guardian or has written permission to walk home or to certain destination.

14. No disruptive conduct on bus and/or van.
15. No Inappropriate behavior or excessive arguing.
16. No chewing of gum or eating of sunflowers seeds in facilities.
17. No fighting, stealing in club unit, around club unit area or on field trips, special events, etc.
18. The staff has the right to rule on any area not specifically covered above.

Programs:

Every day, the Boys & Girls Club of Lee County strives to improve each child's life by implementing self-esteem, courage, and positive values through all of the core program areas. Our youth come to the Boys & Girls Club to receive guidance and have fun in the five core areas: Character and Leadership Development; Career & Education Development; Health & Life Skills; the Arts; Sports, Fitness and Recreation. Through these programs we promote the development of young people by instilling a sense of competence, a sense of usefulness, a sense of belonging and sense of power or influence. When this strategy is fully implemented, self-esteem is enhanced and an environment is created which helps boys and girls achieve their full potential.

Illnesses Affecting Attendance

The staff asks that you not send a child to the program who is ill. Should your child attend the Boys & Girls Clubs program and then develop any illness, you will be asked to come and pick him/her up immediately. No medication will be administered at any Boys & Girls Clubs programs/activities.

Statement of Good Health

I understand that my child is in good health and has no restriction placed upon him/her while participating in the program activities.

B&GC'S Unit Hours of Operations

Please contact each perspective club unit for club operating hours or/and visit our website: www.bgclc.net

Concerns or Questions:

If at anytime, you have any questions or concerns for your Boys & Girls Clubs, please contact the Unit Director/Program Coordinator of the club that your youth is a member of they will be glad to assistance you with your needs/concerns pertaining to any Boys & Girls Club matter.

We thank you for supporting **your** Boys & Girls Clubs, the **"Positive Place for Kids & Teens"**

Local Website: www.bgclc.net
National website: www.bgca.org

For any further assistance please contact:

**Boys & Girls of Lee County
Administrative Offices
7275 Concourse Drive. – Suite 200
Fort Myers, Florida 33908
239.334.1886**

Parent/Youth(s) and Staff Agreement:

I: _____

As the parent(s) / guardian(s) of: _____

We agree to comply with all rules, regulations, policies and procedures at all times as a member of the Boys & Girls Clubs of Lee County, Florida.

Failure to do so, could lead to reference of rules as stated in this Parent Handbook.

Parent(s) / Guardian(s) signature: _____

Youth Signature: _____

Date: ___ / ___ / ___