



BOYS & GIRLS CLUBS
OF CENTRAL FLORIDA

Parent Handbook

Version 2021

GREAT FUTURES START HERE.

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Please be advised that our Clubs are closed for the following holidays:
New Year's Day – Martin Luther King Day – Memorial Day – Independence Day –
Labor Day – Thanksgiving – Day After Thanksgiving –
Christmas Eve – Christmas Day – Day After Christmas

Clubs will be closed both at the conclusion of the after school program and conclusion of summer program for maintenance and program planning. The Club will communicate exact closure dates in advance so that you can plan accordingly.

Please note that we keep the days we close to a minimum. If the Clubs must close any other days, sufficient notice will be provided when possible.

Boys & Girls Clubs of Central Florida Syd & Marianne Levy Administrative Service Center
407.841.6855 – www.bgccf.org – 101 E. Colonial Drive, Orlando, FL 32801



Introduction

Welcome to Boys & Girls Clubs of Central Florida! We are excited to have your child as a member of our Club. 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 guidelines. It is not the intention to cover every policy, procedure, program, activity, or event in this handbook. Contact your local Club for additional information. We look forward to working with you and your child(ren) knowing that together we will make our community a better place. GREAT FUTURES START HERE!

Mission

To inspire and enable all young people, especially those from disadvantaged circumstances, to realize their full potential as productive, responsible, and caring citizens.

Child & Club Safety

Your child's safety is our top priority. If you see any unsafe or problematic situations in our Clubs, feel free to talk to Club staff about your concerns. We also encourage you to let your child(ren) know that they, too, may share their concerns about any potentially unsafe situations with staff as well.

Additionally, you may report any concerns regarding inappropriate behavior toward a Club member to our safety hotline: **1.866.607.SAFE**. Calls to this number are free and confidential.

Membership Information

Any youth ages 6 – 18 may join a Boys & Girls Club. Some locations do have age restrictions; please check with your Service Director/Site Coordinator for more information.

The annual membership fee is \$30 per child. *Due to our Clubs having different funding sources, some Clubs may not charge a fee or may charge a lesser amount. Please check with your Service Director/Site Coordinator to see if your Club charges an annual membership fee.*

Memberships expire on August 15 each year. Membership enrollment packages for each child in your household must be completed each year and be updated with current information.

Boys & Girls Clubs of Central Florida does not discriminate based on race, religion, culture, gender, economic status, or any other protected group.

Safe Passage Policy

For all children's safety, members are not permitted to come and go from the Club as they wish. Once youth leave for the day, they may not return until the next day. Please review this policy with your child(ren).

- Members must scan in and out of the facility with their Club card each day.

- Members under the age of 12 must be retrieved from the Club by a parent, guardian, or other authorized adult. In the case of a parent with a disability, staff will make accommodations to safely bring the Club member out to the adult picking up the members.
- Members ages 12 or older may leave the Club unescorted with written permission from a parent or guardian and a signed release of liability.
- Members 12 and older may also escort other members of their household from the Club (with written permission).
- No member, regardless of age, will be allowed to return to the Club once they leave the premises for the day. Exceptions may be made in the case of doctor appointments where parent or guardian picks up and returns child(ren) to the Club. The Club's Service Director/Site Coordinator must approve in advance.
- Members who leave unescorted without written permission will face disciplinary actions up to and including suspension and termination of membership.

Reasonable Accommodation For Youth With Disabilities

Administrative staff reserves the right to make all program-related decisions on reasonable accommodations for youth with disabilities. The goal of Boys & Girls Clubs of Central Florida is to be as inclusive as reasonably possible in providing recreational opportunities for all youth, provided that accommodations that may be required to do not pose an undue hardship on the organization or jeopardize the safety of any youth with a disability or of any other members or employees. By enrolling your child in the Club, you acknowledge that your child has the ability to participate, is able to use the restroom facilities without assistance, and is able to eat meals and snacks unassisted. If there are any questions regarding the ability to participate in our program, Boys & Girls Clubs of Central Florida may require an individualized assessment. Please note that we are not able to provide one-on-one supervision of your child.

Summer Program

Our summer program enrollment process differs from our after school program. If you are interested in having your child participate in the summer program, enrollment information will be available at your child's Club before summer registration begins.

Club Cards

Each member is required to carry his/her Club membership card at all times while at the Club. Please speak with your child(ren) about the importance of keeping up with their card and scanning in and out of the Club each day.

Should a card be lost, replacement cards can be purchased for a nominal fee.

General Club Expectations

- Respect yourself and fellow Club members
- Respect Club staff and volunteers
- Respect Club property and equipment

- Be safe at all times
- Have FUN!

Discipline

Members are expected to maintain reasonable behavior while at the Club as a condition of membership. Discipline is designed to promote the development of self-direction, self-control, and socially accepted behavior. This is accomplished through consistency, firmness, fairness, and follow-through. Boys & Girls Clubs of Central Florida believes that youth need clear and consistent guidelines, which serve to maintain safety and respect for self and others.

Minor Offenses:

- 1st Offense: Verbal warning
- 2nd Offense: Examples of consequences for a second offense include, but are not limited to:
 - Removal from program area
 - Clean-up duty
 - Think Sheets or other writing assignments
 - Exclusion from field trips or other special activities
- 3rd Offense: Write-up

Parents will be informed of behavioral issues.

Major Offenses:

- All major offenses can constitute an automatic suspension without warning.
- Parents will be notified if their child commits a major offense.
- Examples of major offenses are:
 - Fighting
 - Disrespecting staff
 - Inappropriate language (e.g., cursing or other offensive or explicit language)
 - Stealing
 - Vandalism/destruction of property
 - Inappropriate touching/inappropriate sexual behavior
 - Gang activity
 - Bullying
 - Illegal activity (e.g., drug or alcohol usage, possession of weapons, etc.)

Should a member damage equipment, his or her parent may be required to pay for any and all necessary repairs or total replacement costs.

Please note that this is only a guideline. Actual consequences are determined on a case-by-case basis and are at the discretion of the Club's Service Director/Site Coordinator.

Personal Property

Boys & Girls Clubs of Central Florida is not responsible for the loss or damage to members' personal property. We do not recommend that members bring personal possessions of value to the Club, including but not limited to game systems, tablets, toys, jewelry, cell phones, portable electronics, large amounts of money, etc.

If you wish for your child to have a cell phone on them, please explain to them that they are to only use it for emergencies or when permitted by Service Director/Site Coordinator.

Dress Code

All members are encouraged to dress in a manner that allows full participation in our programs (*Open-toed shoes and sandals are strongly discouraged*).

The following types of clothing are prohibited:

- Clothing or jewelry that displays logos or images that promote drug use, alcohol, violence, racism, etc.
- Clothing that demeans women, men, or any other group.
- Gang symbolism and attire.
- Hats inside the Club.
- Clothing that exposes the midriff.
- Sagging pants that exposes underwear.

The above items are general guidelines. Please contact your Club's Service Director/Site Coordinator for any further restrictions.

Health Information / Medication

In order to maintain a healthy environment, sick children will not be permitted in the Club. If a child becomes ill during programming, a parent, guardian or authorized person will be called to pick the child up. In case of a communicable illness (e.g., ringworm, pink eye, lice, chicken pox), the member will not be able to return until an administrator has received a release note from the doctor. If your child has allergies, asthma, or any other medical need, please provide an emergency plan for staff to follow in order to better assist your child.

It is the policy of Boys & Girls Clubs of Central Florida that we do not administer any form of medication.

Emergency Medication

Policy prohibits Boys & Girls Clubs of Central Florida to administer prescription or over-the-counter medications of any kind. This includes skin cream, sunscreen, and insect repellent. If your child requires emergency medication, such as an inhaler or EpiPen, you are required to provide the medicine in its original packaging and a letter from your child's doctor. All emergency medications will be locked up at your child's Club. **(Medicines that are out-of-date or not in the clearly labeled original container will not be permitted.)** Should a situation arise where your child needs their emergency medication, Club staff will allow your child access to their it and allow him or her to administer the medication themselves. **Club staff**

will not administer medication to a child unless your child is unable to physically administer the medication, i.e., a severe asthma attack or anaphylactic shock. Parents will be notified immediately when a child needs access to their emergency medication.

Payments

There are no refunds issued for the membership fees, weekly/session program fees, transportation fees or field trip fees.

Payments are due weekly.

If an account falls one week behind, the parent will be notified to make arrangements to bring the account up to date.

If an account falls two weeks behind, the parent will be notified that their child's spot may be forfeited.

If participating in a 21st Century Community Learning Center, weekly/session, transportation, and field trip fees are waived.

Late Fees

Where applicable, a late fee of \$1 per every minute will be charged for any member picked up after their program ends.

Emergency Club Closures

It may be necessary to close the Club on short notice due to circumstances that compromise the safety of our members and employees (e.g., severe weather conditions). Boys & Girls Clubs of Central Florida will follow the Boys & Girls Clubs of Central Florida Crisis Management Plan. Please feel free to call the Club for additional information.

Field Trips

Field trips are a privilege, not a right. A Club member's behavior plays an important role in determining whether or not they will be invited to attend a field trip.

Before any Club member participates in a field trip, he or she must have a signed permission slip that gives parent/guardian consent.

In order to leave on a field trip, all Club members must wear their Club shirt. If your child does not have a Club shirt, one may be purchased.

While on the field trip, all Club members must behave positively both on the bus and at the trip destination. Should your child(ren) display negative behavior while on the trip, he or she may be restricted from attending trips in the future.

Technology Guidelines

Club members are responsible for appropriate behavior on the Club's computer network. Communications on the network are often public in nature. General Club rules for behavior and communications apply. It is expected that users will comply with Club standards and the specific guidelines set forth below. Club members are advised never to access, keep, or send anything that they would not want their parents or Club staff to see.

- Do not use a computer to harm other people or their work.
- Do not damage the computer or network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass in another person's folders, work, or files.
- Do not insert any flash drives, jump drives, or other media devices without prior staff review and approval.
- Notify a staff or volunteer immediately if, by accident, you encounter materials that violate appropriate use.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if appropriate use rules are violated.

The use of the network is a privilege, not a right, and may be revoked if abused.

Bring Your Own Device (BYOD)

Personal mobile devices, such as smart phones, tablets, and laptops, may only be used during Club-sanctioned programs that require such devices to be used.

1. In order to use the Boys & Girls Club BYOD services, members and parents must review and sign the BYOD Acceptable Use Policy. This is considered a legally binding agreement.
2. Members will take full responsibility for their device and keep them with them at all times. Members may not lend their device to any other Club member or staff. The Club is not responsible for the security of the device or loss/damage/theft of a personally owned device.
3. Members are responsible for the proper care of their personal device, including any costs of repair, replacement, or any modifications needed to use the device at the Club.
4. Members should only use their device to access services, networks or files relevant to Club-sanctioned programs. Members should only use the features of their device, including, but not limited to, taking or transmitting pictures, videos, location information or others, in accordance with program offerings.
5. Members may not use their device to access, share, display, or record materials that are obscene, offensive, inappropriate or contain foul language.

6. Members may not use the device to record, transmit or post pictures, videos, or other information of or about a person or persons at the Club. Nor can any images, videos, or other information recorded at the Club be transmitted or posted at any time without the express permission of Club staff.
7. The Club reserves the right to inspect a member's personal device. Parents/Guardians will be notified should any such inspection take place. If suspect material is found on member's personal device, said device will be stored securely by Club management until parent/guardian comes to the Club to retrieve it.
8. Members must comply with staff requests to shut down or turn off the device when asked. Failure to do so may result in the member being barred from bringing personal devices in the future.
9. Violations of any Club policies, administrative procedures or Club rules may result in the loss of use of the device at the Club or disciplinary action.

Any violation of the policy or guidelines may result in revocation of technology privileges and possible further disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership, or, if applicable, referral to law enforcement or the Department of Children and Families.

21st Century Community Learning Center Locations

Parent Involvement and Volunteerism

Parents/guardians are strongly encouraged to play an active part at the Clubs. Parents/guardians are asked to volunteer in areas of planning programs, chaperoning, attending special events, assisting with enrichment activities and assisting Club staff. This process is on a case-by-case basis as assigned by the Service Director. ***(Note: Parents/guardians who want to volunteer must complete the volunteer clearance process. Information regarding how to begin this process can be obtained from the Service Director.)***

Parents must attend at least 5 parental involvement activities that are offered at their child's 21st CCLC program for the current school year in order for the child to continue participating in the program.

Advisory Board

In order to help plan the direction of the 21st Century Community Learning Center program, an advisory board has been established. If you are a parent and are interested in serving on our advisory board, please contact your Service Director.

Attendance

We highly encourage our members to participate in the program daily in order to receive a greater impact from our programs. Attendance is one of the tools we use to measure your child's improvements. However, because of our extensive waiting list and our desire to meet the needs of the community we are asking that Club members be in attendance at least a minimum of 3 days a week. Additionally, **3 early pickups are equal to 1 missed**

day. This occurs when the child is picked up prior to the conclusion of the program. Please consult with your Service Director in regards to the times of the 21st Century Community Learning Center program. Lack of attendance could result in your child being removed from the current program and placed back on the waiting list.

Locations

Brevard County

Cocoa Branch

814 Dixon Boulevard, Cocoa
Phone: (321) 301-4484

Temple Terrace Branch

1824 Temple Terrace, Melbourne
Phone: (321) 242-0041

Titusville Branch

126 Grannis Ave S. Titusville, FL

Lake County

NE Lake Branch

Lifepointe Church
3551 E. Orange Ave, Eustis
Phone: (352) 602-4861

South Lake Branch

Clermont Arts & Recreation Building
3700 S. HWY 27, Clermont
Phone: (352) 771-5204

Spring Creek Club

Spring Creek Charter School
44440 Spring Creek Road, Paisley
Phone: (352) 771-5204

Leesburg Branch

2116 Griffin Rd, Leesburg
Phone: (352) 787-0053

Osceola County

Tupperware Brands Branch

2411 Dyer Boulevard, Kissimmee
Phone: (407) 847-2833

Buenaventura Lakes Branch

Robert Guevara Community Center
501 Florida Parkway
Kissimmee, FL, 34743
Phone: (321) 682-5910

Seminole County

East Altamonte Branch

Lillie H. Green Community Center
325 Station St, Altamonte Springs
Phone: (407) 332-8668

Oviedo Branch

55 Mrs. Adeline B Tinsley Way, Oviedo
Phone: (407) 542-5607

Seminole County

West Sanford Branch

Westside Community Center
919 S Persimmon Ave., Sanford
Phone: (407) 330-2456

Orange County

Apopka Branch

John Bridges Center
445 West 13th Street, Apopka
Phone: (407) 254-9416

Bradley-Otis Family Branch

700 S. Lakeland Ave, Orlando
Phone: (407) 398-1707

Hughes Levy Branch

712 W. Amelia St, Orlando
Phone: (407) 250-6225

Joe R. Lee Branch (Eatonville)

400-B Ruffel Street, Eatonville
Phone: (407) 599-3771

Taft Branch

1001 4th Street, Orlando
Phone: (407) 858-4783, ext. 224

Universal Orlando Foundation Branch

5055 West Raleigh St., Orlando
Phone: (407) 298-0680

Walt Disney World Clubhouse

5211 Hernandez Drive
Orlando, Florida 32808
Phone: (407) 295-1100

West Orange Branch

West Orange Recreation Center
309 SW Crown Point Road, Winter Garden

Orange County After School Zone

Phone: (407) 841-6855

Apopka MS	Meadowbrook MS
Corner Lake MS	Ocoee MS
Freedom MS	Piedmont Lakes MS
Horizon West	Robinswood MS
Hunter's Creek MS	South Creek MS
Lakeview MS	SunRidge MS
Lockhart MS	Wolf Lake MS
Meadow Woods MS	

Parental Acknowledgement Form

I have received and read the Boys & Girls Clubs of Central Florida Parent/Member Program Handbook. I acknowledge the information contained within has been explained to me and my child. I understand that the receipt of this handbook acknowledges that my child and I will adhere to all policies and procedures. I further understand that failure to follow any of the outlined policies and procedures could result in my child's removal from the program.

I request my child be admitted to the membership in Boys & Girls Clubs of Central Florida. It is expressly understood and agreed by the undersigned that Boys & Girls Clubs of Central Florida is not liable for the loss of property or injury. I release all rights to all photographic material that Boys & Girls Clubs of Central Florida might use for promotional activities without obligation to me or my child. I also grant Boys & Girls Clubs of Central Florida permission to authorize and obtain emergency medical care in case of illness or injury when neither parent/guardian is available to grant permission.

I fully understand and agree to all of the conditions stated in this Parent Handbook and on this form. I have counseled my child to conform to the rules and the authority of the employees of Boys & Girls Clubs of Central Florida. I understand that my child's membership in Boys & Girls Clubs of Central Florida may be suspended or canceled at any time. Actual consequences are determined on a case-by-case basis and are at the discretion of the Club's Service Director/Site Coordinator.

Child Information/Parent Signature

Child/Children's Name(s): _____

Parent/Guardian Name: _____
(Print Name)

Parent/Guardian Signature: _____

Date: _____