

Program Locations [learn more at bgccitrus.org](http://bgccitrus.org)

Neighborhood Clubhouses

Central Ridge Club
901 W. Roosevelt Blvd.
Beverly Hills, FL 34465
(352) 270-8841

Evelyn Waters Club
401 N. Apopka Ave.
Inverness, FL 34450
(352) 341-2507

Robert Halleen Club
8535 W. Goodman Lane
Homosassa, FL 34448
(352) 795-8624

Administrative Office

(352) 621-9225 - Phone
(352) 621-4679 - Fax
Physical Address:
2021 S. Suncoast Blvd.
Homosassa, FL 34448

MAILING ADDRESS

P O Box 907
Lecanto, FL 34460-0907

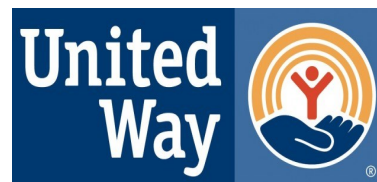
BOYS & GIRLS CLUBS OF Citrus County

Parent Handbook

GREAT FUTURES START HERE.



BOYS & GIRLS CLUBS
OF CITRUS COUNTY



Our mission is to inspire and enable all young people, ages 6-18 , especially those who need us most, to realize their full potential as productive, responsible & caring citizens.

W elcome!

Boys & Girls Clubs of Citrus County, Inc. is pleased to provide youth development programming to the families of Citrus County. We offer diverse activities that meet the interests of all youth based on physical, emotional, cultural and social needs as well as the interests of girls and boys, while recognizing developmental principles. We offer program activities in five Core Areas (see page 1).

Boys & Girls Clubs of Citrus County

Executive Board

Chad Halleen, President
 Melissa Olbek V.P. Resource Development
 Ed Lattin, V.P. Facility Development
 Anne Pope, Secretary

Administrative Office

Travis Anderson - CEO
 PO Box 907
 Lecanto, FL 34460-0907
 (352) 621-9225 – Phone
 (352) 621-4679 – Fax

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 2021 S. Suncoast Blvd.
 Homosassa, FL 34448

Visit us at: bgccitrus.org

Like us on Facebook

Disclosure Language

The parent/guardian hereby acknowledges and fully recognizes that this document does not constitute a contract and that the sole and exclusive remedy is withdrawal of the student from the program. The parent/guardian voluntarily and knowingly releases and agrees to save Boys & Girls Clubs of Citrus County Inc. harmless from all liability, in contract tort or otherwise, for any and all injuries arising out of actions by other students, other individuals, or employees of Boys & Girls Clubs except for certain tortious acts of the Boys & Girls Clubs agents, officers, and employees to the extent and limit provided by Section 768.28, Florida Statutes, the State of Florida's partial waiver of sovereign immunity. This provision is not to be construed as a waiver of any right of defense that the Board may possess.



An Equal Opportunity Agency

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Core Program Areas

CHARACTER & LEADERSHIP DEVELOPMENT

Empower youth to support and influence their club and community, sustain meaningful relationships, develop a positive self-image, participate in the democratic process and respect cultural identities.

HEALTH & LIFE SKILLS

Develop young people's capacity to engage in positive behaviors that nurture their own well being, personal goals and develop the competencies to live successfully as self-sufficient adults.



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EDUCATION & CAREER DEVELOPMENT

Enable youth to become proficient in basic educational discipline, to instill good study habits, apply learning to everyday situations and embrace technology to optimize employability.

THE ARTS

Enable youth to develop their creativity and cultural awareness through knowledge and appreciation of visual and tactile arts and crafts, performing arts and creative writing.

SPORTS, FITNESS, & RECREATION

Develop fitness, positive use of leisure time, healthy social skills, and positive interaction while promoting good sportsmanship, group camaraderie, and teamwork.

Guiding principles

These guiding principles make Boys & Girls Clubs unique:

- * Boys & Girls Clubs of Citrus County are open to both boys & girls ages 6 –18 (see eligibility below).
- * The Clubs have full time professional leadership, supplemented by part-time workers and volunteers who undergo a series of screenings prior to employment.
- * The Clubs guide girls and boys who may be in danger of acquiring unacceptable habits and attitudes, as well as those of good character.



- * The Clubs make sure that all girls and boys can afford to belong and even the least interested will not be deterred from joining.
- * The Clubs are for girls and boys of all races, religions and cultures.
- * The Clubs are guidance-oriented. Clubs emphasize values inherent in the relationships between young people, their peers and adult leaders. They help boys and girls make appropriate and satisfying choices.

Eligibility: Youth Development programming is available to all Citrus County children 6 years (enrolled in Kindergarten) - 18 years of age.

E xpectations-Parental

Parents may expect:

1. Their children cared for in a safe, supportive environment.
2. To discuss with the Club Director any concerns related to their child or the program.
3. To be informed, on a regular basis, about their child's behavior.
4. To be informed promptly if their child does not arrive at the program according to his/her enrollment information.
5. To be regularly informed by Club Director about program activities.

The Program expects that parents will:

1. Keep child's records up to date.
2. Pick up children on time.
4. Follow health policy.
5. **CONTACT** the Club Director if their child is **not attending** a scheduled day.
6. Pay attention to any communications from the Club Director regarding their child's behavior and cooperate in efforts to bring about improvement.
7. Treat staff with respect and courtesy at all times.
8. Submit Report Cards at the end of each 9 weeks.
9. Attend the Club daily and stay the majority of the day.
10. Attend Parent Meetings/ Events.

E

xpectations-

Attending Youth

Youth may expect:

1. A safe, structured and supportive environment.
2. To use all program equipment, material, and facilities on an equal basis.
3. To receive respectful treatment.
4. To have fair discipline.
5. To receive nurturing care from those staff members who are actively involved with them.



Parent Notes

The Program expects that the youth will:

1. Be responsible for their actions.
2. Respect Club rules that guide them during the

B

Boys & Girls Club Rules

MEMBERS AGREE TO:

- * Stay in assigned area.
- * Respect staff and other Club members at all times.
- * Keep hands and feet to self.
- * Walk inside of building.

CONSEQUENCES FOR ACTIONS

- * 1st Referral.....Warning
- * 2nd Referral.....Warning
- * 3rd Referral.....One Day Suspension & Conference
- * 4th Referral.....Two Day Suspension & Conference
- * 5th Referral.....Withdrawal From Program

MEMBERS AGREE THEY WILL NOT:

- * Fight or intentionally inflict physical harm on other club members or staff.
- * Vandalize or steal property from the club or its members.
- * Use inappropriate language or obscene gestures.
- *

CONSEQUENCES FOR ACTIONS

- * 1st Offense.....One Day Suspension & Conference
- * 2nd Offense.....Two Day Suspension & Conference
- * 3rd Offense.....Withdrawal from program

(Severity of offense and member's behavior to be determined by the Club Director and administrative office.)

- day and while at the program.
- 3. Remain with the group and staff members at all times.
- 4. Take care of materials and equipment properly and return them to their place when done or before taking out new ones.

P

olicies & Procedures

SECTION 1. IRS Statement

Our Taxpayer Identification number is **59-3124840**. Boys & Girls Clubs does not provide an itemized statement for Tax Purposes. We suggest that you keep a record of your monthly checks as an accurate account of your child care expenses.

SECTION 2. Registration & Enrollment

Boys & Girls Club encourages all children to attend. Boys & Girls Clubs does not discriminate on the basis of color, creed, origin or ethnicity.



Boys & Girls Clubs does not discriminate on the basis of sex, race, national origin or ethnic background.

Eligibility

Children must be at least Kindergarten (school setting) and 6 years of age at time of registration.

for Club-sites: Children enrolled in at garden (school setting) and 6 of age at

Parents will be asked to complete the following:

- ⇒ Membership Application
- ⇒ It is the parents responsibility to sign your child/children in and out each day. **A full signature is required.**

The Agency expects the forms to be kept current. The parent agrees to provide information to the Club Director regarding information on forms such as: emergency persons, names, phone numbers, arrival/departure changes. All forms must be complete and signed prior to the child beginning the program.

SECTION 3. Electronics Policy

Personal electronic devices including, but not limited to, cell phones, tablets, etc. will remain in backpacks or purses and not be used in the Club. Parents may call Club to speak with their child(ren). Distractive phone behavior in the Club is not acceptable and will result in the member's electronic device being taken up and kept at front desk until parent pick up that day.

SECTION 4. Withdrawing

Parents wishing to withdraw their child from the program agree to provide verbal or written notification at least five days prior to the discontinuance of this service. Members may be automatically withdrawn if they do not attend after two weeks. Notification will be made.

SECTION 5. Hours of Operation

Clubhouse Sites:

Mornings Hours	6:30AM - 9:00AM
Afternoon Hours	2:30PM - 6:30PM
Early Dismissal Hours	12:00PM - 6:30PM
School Out Days:	6:30AM - 6:30PM
Summer Hours	6:30AM - 6:30PM

Note: Boys & Girls Clubs of Citrus County will supply lunch/snack at all sites during school-out days.

SECTION 6. Late Pick-Up

Membership may be suspended in the event your child/children are picked up late three times. In the event your child is not picked up by 6:45pm and we are unable to reach a parent/guardian local law enforcement will be called.

SECTION 7. Absences

If your child will not be attending the program as scheduled, please notify the Club Director in advance. Absentees without prior notification may be mistaken for a missing child which may cause unnecessary concern and time spent in searching for the child.

SECTION 8. Release of Children

Children will only be allowed to leave with persons named on the ENROLLMENT form. Exceptions to this rule must be submitted to the Club Director in writing by the parent, or faxed to the office at 352-621-4679. Please include the name of the school, date, and parents signature. A picture ID will be required for those persons authorized to pick up the child(ren). Students

Page 5 must be signed in and out daily by an authorized adult unless otherwise arranged.

I understand that my child/children's membership may be suspended or canceled at any time, the sole decision resting in the judgment of the Club Director and/or the CEO.



CODE OF CONDUCT

Please discuss these with your child periodically

- ⇒ Sign in everyday.
- ⇒ Be respectful to staff and club members.
- ⇒ Play fairly and be honest.
- ⇒ Applaud the efforts of other members.
- ⇒ Resolve disagreements in a positive way.
- ⇒ Take care of club equipment and equipment of other members.
- ⇒ Use proper language.
- ⇒ Remove hats while in the building.
- ⇒ Dress appropriately at all times.
- ⇒ Listen during club meetings and while instructions are being given.
- ⇒ Running is only allowed outside the building.
- ⇒ Understand that the club is not responsible for personal items brought from home – Leave them at home.

I request that my child be admitted to membership in Boys & Girls Clubs Youth Programs. It is understood and agreed that Boys & Girls Clubs is not liable for the loss of property or injury unless such loss or injury results directly from Boys & Girls Clubs negligence. I will be responsible for any damage or destruction that my child's actions may incur.

- borhood based club members.
- ⇒ All field trips are on a first come first served basis.
- ⇒ The child's membership can be suspended or revoked should their behavior warrant such action.

Terms & Conditions

KNOW YOUR CHILD'S AFTERSCHOOL PROGRAM CENTER The parents or legal guardians signature verifies receipt of the child care brochure and agree to review with my child/children.

PARENT HANDBOOK I have received a copy of the Boys & Girls Clubs Program Handbook. I agree to become familiar with the contents of this handbook.

CLUB RULES/CODE OF CONDUCT I agree to review the Clubs rules & consequences along with the Code of Conduct with my child/children. I understand that membership can be suspended or revoked should behavior warrant such action.

LATE PICKUP I will adhere to the program hours. I understand that membership may be suspended after 3 or more occurrences.

MOVIE RELEASE FORM I give my child/children permission to watch PG rated movies in the event of rain, early release days or as an optional activity.

PICTURE RELEASE FORM I release the right to all photographic material that Boys & Girls Clubs of Citrus County might use for promotional activities without obligations to me or my child/children.

SCHOOL RELEASE INFORMATION I give Boys & Girls Clubs of Citrus County permission to obtain academic information from the Citrus County School Board for the purpose of monitoring the progress for academic enrichment programs.

RELEASE OF INFORMATION I understand that some of the programs are funded by government entities. I understand that generic information for all those served must be shared with these funders and that this data will only be used for program monitoring, funding & planning purposes.

REPORT CARDS I understand that my child's membership may be suspended or discharged in the event my child/children does not submit Report Cards within 2 weeks of request.

It is expressly understood & agreed that Boys & Girls Clubs of Citrus County is not liable for the loss of property or injury.

I understand that I am responsible for any damages that my child/children's actions may incur & that membership could be suspended until restitution is made.

I give my permission for the Club's staff or representative to administer first aid. In the event that my child/children may require medical attention I hereby authorize Boys & Girls Clubs of Citrus County to secure such treatment, if neither parent/guardian is available to grant permission.

If your child attends extracurricular activities or has any other kind of arrival/departure time change within the period he/she is enrolled, you must provide the Club Director with written documentation prior to the date the change is effective.

SECTION 9. Unlimited Parental Access Policy

In accordance with state & federal mandates it is the policy of Boys & Girls Clubs to provide custodial parents/guardians unlimited access to their children during their attendance at our Units.

SECTION 10. School Out Days & Breaks

- ⇒ **School Holidays:** The program is available on select days. Please contact your Club Director for details.
- ⇒ **Scheduled Early Dismissal Days:** The program is available on these days.
- ⇒ **Unscheduled No-School Days:** There will be no program on days when the school is cancelled due to water main breaks, electrical problems, weather, etc.
- ⇒ **Teacher Workdays:** The program is available on these days.
- ⇒ **School Breaks:** The program is available on select days. Please contact your Club Director for details.

SECTION 11. Distribution of Medications

Staff of Boys & Girls Clubs **ARE NOT ALLOWED** at any time to dispense any medication, prescription or otherwise, to a child attending the program. The child must be able to self-administer their medication. Medication must be in the original prescription bottle, with the child's name clearly marked on the medication and will be secured in a locked box. The Physician Authorization form must be filled out and on file with the agency. This form is to be signed by the parent and physician.

Staff will not be responsible for reminding the child when to take medication.

SECTION 12. Health & Safety

Medical Conditions: If your child has a known medical condition please be sure the Club Director knows what to do if a problem should occur during program hours.

Unexpected Illness: If a child has any one of the following condi-

tions, the parent will be notified to pick up the child immediately: Contagious disease, fever over 100 degrees, vomiting/diarrhea, head lice or accident requiring medical attention. In addition, if your child(ren) has one of the above that we don't know about—parent **MUST** notify the Club Director so that other members can be notified. Doctors note must be accompanied with the child upon return.

Emergency Conditions: In case of accident or extreme illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment & the parents will be called as soon as possible. Parents are responsible for the cost, if any, of emergency vehicle.

Impaired Parent/Caretaker: Caregivers are to make every effort to keep a child from getting into a car with a parent under the influence of drugs or alcohol. They will call the police to give the child and parent a ride home. Caregivers will not under any circumstances give transportation to a parent who appears to be impaired by drugs/alcohol. The Agencies' insurance does not cover transportation related to the program.

SECTION 13. Insurance

The Agency carries accident insurance on all club members. This insurance will be utilized as a secondary insurance, unless the family has no insurance coverage.

SECTION 14. Child's Personal Property

Children's personal property, coats, clothing, school bags must be cleared from the room after each session of the program. Any personal property which remains after the session will be taken to the site offices lost & found box. Children should not bring money, toys, or other items not necessary for school activities without checking with the Club Director. Boys & Girls Club is not responsible for lost, stolen or damaged articles.

SECTION 15. Visitors & Observations

Parents & community members who are screened by the Club Director are welcome to observe the program. For liability and supervision reasons, it is not possible for children who visit the program to take part in activities.

Any parent/guardian wishing to attend a field trip must pay a \$9.00 fee for a background check. Any parent/guardian not passing the background check will not be eligible to attend the field trip. There will be **NO refund on background checks.**

SECTION 16. Discipline & Expulsion Policy

Children, Parents and Staff are entitled to a pleasant and harmonious environment at the program. Boys & Girls Clubs programs can not serve children or parents who display chronically disruptive behavior. Please discuss with your child the Clubs **CODE OF CONDUCT** that was given to you. As well, it is understood that if the child requires constant attention from staff, inflicts physical or emotional harm on themselves or other children, abuses the

staff, ignores or disobeys the rules continuously, or is unable to adjust to the program setting, they will be dismissed from the program.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from staff, inflicts physical or emotional harm on children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and program time. If a child can not adjust to the program setting and behave appropriately, the child will be dismissed from the program. Reasonable efforts will be made to assist children to adjust to the program setting.

- ⇒ A child may be dismissed if he/she is picked up late three times.
- ⇒ A child may be dismissed for excessive disciplinary referrals.
- ⇒ A child may be dismissed if parent/child does not follow the Code of Conduct and requirements of the program.

NOTE: If the severity of a problem is great enough that it could endanger the safety of the child or other children in the program, immediate dismissal may occur after the Club Director consults with their Supervisor.

SECTION 17. Children with Special Needs

Boys & Girls Clubs program is set up to work with students on no more than a 1-20 staff to student ratio. Boys & Girls Clubs Program will not be held liable for any incident and/or accident occurring as a result of a child's special need that staff are not trained to work with. If applicable, the parent agrees to provide Boys & Girls Clubs with a letter from the child's doctor and teacher, stating that the Program is an appropriate program for the child, and listing the limits & restrictions staff need to be aware of, BEFORE the child may attend the program.

It is understood that if the child requires constant attention from staff, inflicts physical or emotional harm on themselves or other children, abuses the staff, ignores or disobeys the rules continuously, or is unable to adjust to the program setting, they will be dismissed from the program.

SECTION 18. General Information

- ⇒ There is no supervision before or after the hours of operation. We are confident that you will not drop your child off early or pick them up late.
- ⇒ We are not responsible for any personal belongings brought to the program.
- ⇒ School Breaks will require advance sign up and are on a first come first serve basis.
- ⇒ Summer slots are allocated upon the year round activity of neigh-