



# **BOYS & GIRLS CLUBS**

OF GREATER SCOTTSDALE

## **Lehi Branch**

**Physical Address:**

**1231 E. Oak, Mesa, AZ 85203**

**Mailing Address:**

**10533 E. Lakeview Drive, Scottsdale, AZ 85258**

**PH: (480) 850-4453 FAX: (480) 850-4448**

**WEB: <http://lehibranch.bgcs.org>**

# **2011-2012 After-School Program Policies and Procedures**

Thank you for choosing the Boys & Girls Club's After School Program. Please review the following policies and procedures with your family and then sign the policy agreements in your registration packet.

**ENROLLMENT:**

Enrollment for the After School Program is handled on a first come, first serve basis. Children 6 years old must be entering kindergarten in the Fall of 2011. A birth certificate must be shown for 6 year olds.

**FEES:**

SRPMIC Enrolled Tribal Member:

- Annual Membership Fee: \$5.00 per child

Non-SRPMIC Enrolled Tribal Member:

- Annual Membership Fee: \$15.00 per child.
- After School Program Fee: \$100.00 per month for 1<sup>st</sup> child and \$80.00 per month for additional child(ren)
  - The balance for the next month is due the 20<sup>th</sup> of the prior month. For example, the balance for September is due August 20<sup>th</sup>.
  - A \$5.00 per week late fee will be assigned to accounts that are not paid on time.
  - Changes in attendance must be submitted in writing no later than 10 days prior to the month's start date. After 10 days prior to when month begins, you are responsible for full payment.

**TUITION ASSISTANCE:**

Tuition Assistance is available for the After School Program. Forms must be completed and submitted to the Branch Administrative Assistant with the proper documentation at the time of registration or you will be charged the full After School Program fee. Late forms will not be accepted.

**AFTER SCHOOL PROGRAM HOURS AND CLOSURES:**

- Youth (6 to 12 years old): 2:30 to 6:00 p.m. Mon-Fri  
2:00 to 6:00 p.m. Wed.
- Teens (13 to 18 years old): 3:00 p.m. to 9:00 p.m. Mon-Fri
- The Club will be **CLOSED** the following days:
  - Labor Day 09/05/11
  - Staff Retreat TBD – occurring sometime in the fall semester
  - Thanksgiving 11/24/11-11/25/11
  - Christmas 12/26/11 (Observed)
  - Wakes/Funerals TBD – as soon as information is provided by the Lehi Community Center we will distribute notices via mass e-mail and flyers at the front desk

**OPEN DOOR POLICY:**

The Boys & Girls Clubs of Greater Scottsdale adheres to an open door policy. The Club is not responsible for the time or manner in which your child arrives or leaves the Club.

**BREAKFAST, LUNCH & SNACK:**

- Snacks are provided on a daily basis except Tuesdays & Thursdays.
- On Tuesdays & Thursdays, a dinner is provided through our Kids Café program.
- During school closure days, early release days, holidays, members are expected to provide their own breakfast and lunch unless otherwise stated by the Club.

**WEEKLY SCHEDULES INCLUDE:**

- Daily announcements to review Club guidelines, upcoming activities, and field trips.
- Organized 45 to 60 minute activities in the following 5 Core Program Areas:
  - Character & Leadership Development: Keystone Club, Torch Club, teambuilding activities, etc.
  - Education & Career Development: America Reads, Power Hour, Technology Lab, & etc.
  - The Arts: arts & crafts projects, theater workshops, & etc.
  - Health & Life Skills: Smart Moves programs, TRAILS, & etc.
  - Sports, Fitness, & Recreation: intramurals, RBI Baseball, Games Room tournaments, Basketball League, & etc.
- Special Events including Family Fun Nights!
- Field Trips & Swimming Excursions

**PARTICIPATION:**

Each group is scheduled for 45 minutes to 1 hour in each program area. Members are required to stay with their group at all times. Members are encouraged to participate in all activities as the Boys & Girls Clubs of Greater Scottsdale is dedicated to introducing children to a wide array of quality programs.

**APPROPRIATE ATTIRE:**

All members are expected to follow the Boys & Girls Clubs of Greater Scottsdale's dress code requirements as listed below unless pre-approval has been granted for special activities or health considerations by the Branch Supervisor:

- Clothing that immodestly exposes the chest, abdomen, midriff, genital area or buttocks while member is standing or sitting are not permitted including those that are deeply cut in the front, back, or under the arms. See through fabric falls under this category.
- Straps on shirts must be at least 1.5 inches wide forbidding halter-tops & spaghetti strapped tops.
- Closed toed footwear must be worn at all times.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others. Chains, spiked collars/wristbands, body piercings, & etc. may fall into this category.
- Clothing items may not create an atmosphere of threat, intimidation, or undue pressure including items that display or suggest obscenities, sexual, or violent language/symbols. In addition, items that display or advertise alcohol, drugs, tobacco, or any illegal or controlled substances or items are not permitted.
- Furthermore, gang clothing/paraphernalia, drawings, or signs are prohibited on Club property, in Club vehicles, and at Club functions. Gang paraphernalia is defined as any apparel, arrangement, trademark, or any other attribute that denotes membership in a gang as identified by law enforcement i.e. gang names, slang street names of Club members/friends, 8 ball markings, satanic markings, ribbed white tank tops, trench coats, hairnets, and "do-rags".
- Club members are expected to wear On-the-Go t-shirts for identification purposes on all field trips.

Consequences for dress code violations may include a verbal warning, an On-The-Go t-shirt to be worn over clothing, or a call home for a change of clothing. Frequent offences will require a parent meeting or possible suspension from the Club.

**MEMBERSHIP CARDS:**

Membership cards are issued at the start of the After School Program along with a color coded lanyard. Membership cards allow members to check out equipment in the Games Room, Learning Center, and Gym. Members will also need a card to sign up for a computer in the Tech Lab. The first card is free with a paid membership. Lost or damaged cards can be replaced for an additional fee of \$1.00.

**BEHAVIOR GUIDELINES:**

Club members are expected to conduct themselves in a manner that is consistent with the vision, goals and beliefs of the Boys & Girls Clubs of Greater Scottsdale. Accordingly, members are prohibited from engaging in behavior (1) that obstructs, disrupts, or interferes with any Club program or activity, (2) that endangers or threatens the safety of any person, or (3) that inflicts or threatens to inflict damage on property of Club members, Club employees or the Club's facilities. As such, members are expected to follow 4 simply stated Club Guidelines:

1. Treat everybody with respect.
2. Treat Club property with respect.
3. Follow directions.
4. Have fun.

Consistent with the general behavior expectations, the following specified behaviors are prohibited on Club property, including Club vehicles, on field trips or any other off-site activity:

1. Bullying/Harassment
2. Theft/Stealing
3. Fighting/Horseplay
4. Vehicle Misconduct
5. Defiance
6. Disruptive, Obscene or Disrespectful Behavior
7. Vandalism
8. Computer Misuse

Any violation of the General Behavior Policy (Club Guidelines) or any Prohibited Behaviors may result in the following consequences in no specific order:

- A warning will be given by a staff member.
- The member may be isolated from other members.
- The member may lose privileges.
- The member may be required to assist staff.
- Parents may be contacted.
- The member will make restitution, if necessary.
- The member may be suspended from Club premises and activities.
- For repeated or serious violations, the member may have membership revoked.

A signed Behavior Policy (attached) must be submitted to the Administrative Assistant before your child can attend the Club. The attached Behavior Policy provides a more detailed version of the behavior guidelines listed above.

**FIELD TRIP POLICY:**

Field trips are an optional opportunity for members to leave the Club and experience the special attractions the Valley of the Sun has to offer. Field trip registration is based on a first come first serve basis with sign ups starting at 7:00 a.m. the morning of the field trip on school closure days. Signed permission slips AND exact cash payment must be submitted at the time of field trip registration. There

will be no exceptions. Field trips are a special privilege and may be revoked if a member violates a Club Guideline. Field trips are non-refundable. Club members are expected to wear On-the-Go t-shirts for identification purposes on all field trips.

### **TRANSPORTATION POLICY:**

All members riding in our vans/bus must follow these very basic and simple guidelines:

- They must wear their seat belt at all times.
- They must sit properly in their seats.
- Hands and other body parts must stay inside the vehicle.
- No food, drink, or candy allowed inside the vehicle.
- Yelling or gestures to bystanders will not be permitted.
- They must follow the instructions of the driver.

If a member is found in violation of any of these guidelines, the Branch Supervisor and Youth Development Supervisor may revoke the member's transportation privileges upon review.

### **PICK UP/DROP OFF PROCEDURE & POLICY:**

- Parent I.D. Tags: To ensure your child's safety, individuals picking up your child are required to show a Branch issued parent I.D. tag along with a picture identification card. Your child will not be released to anyone without the parent I.D. tag and a picture I.D. card. When you register your child you will be asked to list on your application all individuals you authorize to pick up your child. You and each designated person on your list will be given an identification card and each person will receive the card upon providing proof of person. This policy applies to all members.

*Please make all persons aware of this policy.*

- Repeated Tardiness: Our Branch closes at 6:00 p.m. SHARP for our youth members and 9:00 p.m. SHARP for our teen members. It is extremely important that you pick up your child on or before our closing time. Repeated tardiness could result in termination of participation in B&GC programs and/or a child neglect notification to the proper authorities. As a courtesy to our staff, please notify our Administrative Assistant before 6:00 p.m. if you think you will be late.
- Country Club-Lehi Drop Off Privilege: As a special courtesy, the Boys & Girls Clubs will drop off members living in the Lehi community and/or along the McKellips/Gilbert Road to McKellips/Country Club Drive corridor starting at 5:15 p.m. each day. **It is the member's responsibility to line up at the designated meeting space to avoid missing the bus. If a member should miss the bus, the parent will be notified and will be responsible for picking up their child before 6:00 p.m.** A signed transportation release form must be submitted one (1) full day prior to the day the child will begin to be dropped off.

### **LOST & FOUND POLICY:**

All backpacks and personal items must be marked with your child's full name and placed in the Games Room cubbies each morning and picked up each afternoon. At the end of each day, all unclaimed items will be dropped into our Lost & Found bin located across from the Front Desk. All articles remaining in the bin will be removed each Friday and donated to the Thrift Store. The Boys & Girls Club will not be held responsible for any lost or stolen items.

### **MONEY & CHANGE:**

Members must keep their money with them at all times (clothing with pockets is helpful). Staff members are not allowed to hold money for members nor can they give money to members. The Boys &

Girls Club will not be held responsible for any lost or stolen money. The vending machines located to the left of the gym are off limits unless a Club member has signed out and is accompanied by a parent/guardian due to our Project Lean initiative.

**TELEPHONE POLICY:**

The telephone is used for business and emergency purposes ONLY. We ask that parents refrain from calling their children. If you need to leave a message for your child, please do so with the staff and they will notify your child. If you need to talk to your child, leave your name and phone number with the staff and they will have your child contact you. Staff will contact parents in case of an emergency or any injury to your child.

**CUSTODY SITUATIONS :**

Due to the number of custody situations that we are faced with, the Boys & Girls Clubs of Greater Scottsdale requires the authorized parent in a custody situation to file a copy of the custody papers with the Branch Supervisor. If the restricted parent attempts to pick up the child, the Boys & Girls Club will notify the authorized parent immediately. The Boys & Girls Club will not forcibly deny the restricted parent from picking up the child. Please speak to your child about these situations. This will help us to ensure the safety of your child.

**PARENT/GUARDIAN CODE OF CONDUCT:**

The Boys & Girls Clubs of Greater Scottsdale's staff is happy to help parents/guardians with any questions, concerns or suggestions. We realize that a parent needs to feel his/her child is receiving the best possible quality programs in a safe environment and has the right to inquire about and observe the facility. Any questions or complaints should be addressed with the Youth Development Supervisor, or the Branch Manager. They will be happy to address your concerns if time permits, or set up a meeting for further review of the situation. However, any persons who engage in disorderly conduct of any kind such as use of speech/language that is offensive/inappropriate/physical/verbal abuse or threat of harm to any staff/volunteer/member will be subject to removal and possible exclusion from the facility.

**SICK POLICY:**

Staff will notify parents if a child becomes ill during the day. Any child exposed to a contagious disease, vomiting, and/or having a fever must be picked up immediately and will only be permitted to return to the club after they have been symptom free for 24 hours or have obtained authorization from a physician. A lice check will be conducted at the discretion of the Branch Supervisor and the Sr. Vice President of Operations.

**LICE POLICY:**

Staff members will notify a parent if a child is observed to have lice. A parent will be called immediately to pick up their child. The child will not be allowed back to the Club until the proper treatment has been followed. We also advise that members do not share hats, combs, brushes, etc. with other members.

**MEDICATION POLICY:****ONLY PRESCRIPTION MEDICATION WILL BE DISPENSED**

Medication must be in a current prescription bottle with the child's name and scheduled dispense time written clearly on the bottle. Children are responsible for getting their medication at the appropriate

time. A medication form must be completed and on file in the Membership Office prior to the dispensing of medication. The B&GC will not dispense aspirin to members.

### **REFERRAL PROGRAM:**

In the event consultation is needed regarding any issues such as anger management, bereavement, family issues, etc., the Lehi Branch will refer members and families to agencies in the Salt River Pima Maricopa Indian Community or other agencies to receive the services needed.

### **BRANCH DIRECTORY:**

<b>Name &amp; Position</b>	<b>Phone Number:</b>	<b>Can answer:</b>
<b>Tamara Delmar,</b> <i>Lehi Branch Supervisor</i>	<b>480-850-4468</b>	<b>Questions about overall Club operations and concerns at Lehi.</b>
<b>Bella Miller,</b> <i>Red Mountain Branch Supervisor</i>	<b>480-947-1798</b>	<b>Questions about overall Club operations and concerns at Red Mountain.</b>
<b>J.P. Saspe,</b> <i>Youth Development Supervisor</i>	<b>480-850-4446</b>	<b>Questions related to field trips, special events, concerns about Club programs &amp;/or other members.</b>
<b>Pat Walker,</b> <i>Lehi Teen Coordinator</i>	<b>480-850-4451</b>	<b>Questions about teen programs, field trips, etc. at the Lehi Branch.</b>
<b>George Lee,</b> <i>Red Mountain Teen Coordinator</i>	<b>480-947-1798</b>	<b>Questions about teen programs, field trips, etc. at the Red Mtn. Branch.</b>
<b>Ron Campton,</b> <i>Lehi Athletic Coordinator</i>	<b>480-278-7052</b>	<b>Questions about RBI, Basketball leagues, and sports programs.</b>
<b>Karina Watson,</b> <i>Lehi &amp; Red Mountain Health &amp; Smart Moves Coordinator</i>	<b>480-850-4449 or 480-947-1798</b>	<b>Questions about Health &amp; Smart Moves Programs.</b>
<b>Chheng Lim,</b> <i>Administrative Assistant</i>	<b>480-850-4453</b>	<b>Questions about payments, field trip time &amp; location, member medication, child pick up or program fees/enrollment.</b>
<b>Dianne Gahan,</b> <i>Lehi &amp; Red Mountain Education Coordinator</i>	<b>480-850-4447</b>	<b>Questions about education related programs.</b>
<b>Emergency Contact No:</b>	<b>480-577-0634</b>	<b>To be used in case of emergency and when unable to get through phone lines.</b>