



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 1st child and \$80.00 per month for additional child(ren)
 - The balance for the next month is due the 20th of the prior month. For example, the balance for September is due August 20th.
 - 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)
 - Martin Luther King Day 01/17/12 (Red Mountain Branch)
 - Presidents' Day 02/20/12 (Lehi Branch)
 - 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:

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



MEMBERSHIP APPLICATION

Last Name	_____
Member #	_____
Branch	_____
Programs	_____

Child Information	
Last Name _____	Street Address _____
First Name _____	Mailing Address _____
MI _____ Suffix (Jr., etc.) _____	City _____
Nickname _____	State _____ Zip _____
Grade _____	Home Phone _____
Gender (Circle One) Male <input type="checkbox"/> Female <input type="checkbox"/>	School _____
Ethnicity (check one) <input type="checkbox"/> African-Amer. <input type="checkbox"/> Caucasian <input type="checkbox"/> Native Amer. <input type="checkbox"/> Asian/Pacific <input type="checkbox"/> Hispanic <input type="checkbox"/> Other	Date of Birth _____
	Distance from Club (Approx. in miles - check one) <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 <input type="checkbox"/> More than 3

The following questions apply to SRP-MIC members only and in no way disqualifies acceptance for Boys & Girls Club membership. Are you a member of the SRP-MIC? Yes No If so, which community? Salt River Lehi

Emergency Information	
Contact (not guardian) _____	Allergies _____
Relationship to child _____	Medications _____
Contact's Phone # _____	Health Ins. Carrier _____

Parent/Guardian Information	
Last Name _____	Last Name _____
First Name _____	First Name _____
MI _____ Suffix (Jr., etc.) _____	MI _____ Suffix (Jr., etc.) _____
Relationship to child _____	Relationship to child _____
Marital Status _____	Marital Status _____
Street Address _____	Street Address _____
City _____	City _____
State _____ Zip _____	State _____ Zip _____
Home Ph# _____	Home Ph# _____
Business Ph# _____	Business Ph# _____
Cell Ph# _____	Cell Ph# _____
Email _____	Email _____
Employer _____	Employer _____
Job Title _____	Job Title _____

Household Information	
Annual Household Income (check one)	Member Lives With (Check one)
<input type="checkbox"/> Under \$10,000 <input type="checkbox"/> \$40,000 - \$49,999	<input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father
<input type="checkbox"/> \$10,000 - \$19,999 <input type="checkbox"/> \$50,000 - \$99,999	<input type="checkbox"/> Grandparents <input type="checkbox"/> Stepmother <input type="checkbox"/> Stepfather
<input type="checkbox"/> \$20,000 - \$29,999 <input type="checkbox"/> \$100,000+	<input type="checkbox"/> Guardian <input type="checkbox"/> Other _____
<input type="checkbox"/> \$30,000 - \$39,999	

I give my permission for emergency medical treatment of my child for illness or accident, if I cannot be contacted. I give full consent to publish all photographs, motion pictures and/or videos for any and all Club related exhibitions, public displays, publications and/or advertising purposes, without limitation or reservation. I also agree no compensation will be paid for any of the aforementioned. I hereby give my permission for my child to become a member of the Boys & Girls Clubs of Greater Scottsdale. I understand that the Club is not responsible for the time or manner in which he/she arrives at or leaves the Club and that the Boys & Girls Clubs and its property are not responsible for personal injury or loss of property.

Parent/Guardian Signature _____ Witness _____ Date _____

Office Use Only	
Start Date _____	Expiration Date _____
	Revised Feb 08



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

THE POWER OF POTENTIAL

(Check One)

LEHI AFTER SCHOOL PROGRAM 2011-2012

OR

RED MOUNTAIN AFTER SCHOOL 2011-2012

Child's Name _____

Address _____

City _____ Zip _____

Home Phone _____

Child's Birth date _____ Age _____

Grade _____ School _____
(entering in the Fall)

Child lives with _____

Father/Guardian _____

Employer _____

Wk. Ph. _____ Cell _____

E-mail _____

Mother/Guardian _____

Employer _____

Wk. Ph. _____ Cell _____

E-mail _____

EMERGENCY MEDICAL INFORMATION

You have my permission to seek emergency medical treatment for my child if I cannot be reached.

Parent's Initial _____

SPECIAL PROBLEMS/CONDITIONS:

(Examples: hearing, speech, asthma, emotional, behavior, etc.)

**EMERGENCY CONTACT
(OTHER THAN PARENT)**

Name _____

Phone _____

Relation to child _____

This box is for SRP-MIC enrolled members. Please provide child's SRP-MIC Enrollment # _____

Parent/Guardian Signature _____ **Date** _____

PLEASE TURN OVER

Child's Name _____

The following persons have my permission to pick up my child from the Club:

1. Name _____

Address _____

Phone _____

Relationship _____ Signature _____ Rcvd. Card _____

2. Name _____

Address _____

Phone _____

Relationship _____ Signature _____ Rcvd. Card _____

3. Name _____

Address _____

Phone _____

Relationship _____ Signature _____ Rcvd. Card _____

4. Name _____

Address _____

Phone _____

Relationship _____ Signature _____ Rcvd. Card _____

Parent Signature: _____ **Date:** _____

ALL THE ABOVE PERSONS WILL NEED TO BRING A CURRENT FORM OF PICTURE IDENTIFICATION TO VERIFY THE ABOVE INFORMATION WHEN THEY PICK UP YOUR CHILD. THEY WILL ALSO BE ASKED TO SIGN THIS FORM.



Parent Policy Agreement

Child Name: _____ Parent Name: _____

ACKNOWLEDGEMENT/AGREEMENT: Please read and initial each line if you are in agreement. If any item does not meet your approval, please state the reason below on lines provided and bring it to the attention of the Branch Administrative Assistant or Branch Director.

1. _____ I have enrolled my child as a member of the Boys & Girls Club of Greater Scottsdale.
2. _____ I understand that program participation requires a Boys & Girls Club membership in good standing and that non-payment of fees might result in my child not being allowed to participate in the program.
3. _____ I understand that the club is closed on the following holidays: New Year's Day, Thanksgiving Day and the day after, Christmas Day and the day after (or before), July 4th and the day after (or before), Labor Day, and Memorial Day. From time to time there will be other days, which will be posted in advance.
4. _____ I understand that I will be notified should my child become ill or have behavioral issues during the day, and that it will be necessary to make arrangements to have my child picked up as soon as possible after notification. If my child is exposed to a contagious disease, I agree to notify a full time staff and agree that my child may not be permitted to attend the program. I understand that my child may not be permitted to attend the program until a physician has granted permission in writing.
5. _____ The Boys & Girls Clubs of Greater Scottsdale has my authorization to use photographs, reproductions, and any sound recording of my child. Such use may include advertising and publicity purposes. (I attest that my child's identity is not under protection furthermore, he/she is not under foster care or court order (protective custody).)
6. _____ I give my permission for my child to participate in a group with his/her peers, which is provided by the Prevention Specialist at the Boys & Girls Clubs of Greater Scottsdale. An individual interview with my child and the Prevention Specialist may occur prior to group involvement. If a formal assessment is required, I give permission for the Prevention Specialist to speak with my child's teacher, school, and Prevention Specialist located at the School.
7. _____ I approve the administration of pre/post surveys as well as online evaluation tools to my child while he/she is participating in the Boys & Girls Clubs of Greater Scottsdale program. I understand these results are helpful in evaluating the effectiveness of the program, that the information is strictly confidential, and that copies of the surveys/tools are available to me upon request.
8. _____ I understand that the Boys & Girls Clubs of Greater Scottsdale reserves the right to suspend or terminate my child's enrollment from the Club if my child exhibits poor behavior. It is my

responsibility to meet with the Branch Director or Youth Development Supervisor to discuss any matter of concern on either the Clubs' part or mine.

9. _____ I understand that it is my responsibility to have my child picked up by the posted closing time. Continual tardiness could result in termination of participation in the Boys & Girls Clubs of Greater Scottsdale.
10. _____ It is my responsibility to notify the Membership Office, in writing, two weeks prior if my child will be dropping from a program. If notification is not given, I will be responsible for full payment.
11. _____ I understand that the club is not responsible for lost or stolen items brought to the club.
12. _____ I acknowledge that as I am the parent/guardian signing the membership form, I am ultimately responsible for any/all monies due to the club on behalf of said member. Also, as the signing adult, I am the only person who will receive financial information and/or statements for this member. Any information requested by a third party must be obtained by myself and passed on or requested by mail from Human Resources with a court order. No information will be released without a court order.
13. _____ I will read the Boys & Girls Clubs of Greater Scottsdale's Internet and Information Acceptable Use Policy. I hereby release the Boys & Girls Clubs of Greater Scottsdale, its personnel, and any institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of or inability to use the Club's system including, but not limited to claims that may arise from unauthorized use of the Club's system to purchase products or services.
14. _____ The Boys and Girls Club staff is happy to help parents/guardians with any questions, concerns or suggestions. Any questions or concerns should be addressed with the Youth Development Supervisor and/or the Branch Director. 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 or demonstrate physical/verbal abuse or threat of harm to any staff/volunteer/member, will be subject to removal and possible exclusion from the facility.
15. _____ (Lehi and Red Mountain Branches only) I understand that in the event consultation is needed regarding any issues such as anger management, bereavement, family issues, etc., the Lehi and Red Mountain Branches will refer members and families to agencies in the Salt River Pima-Maricopa Indian Community or other agencies to receive the services needed.

If any item does not meet your approval, please state the reason on the lines provided below:

Parent/Guardian Signature _____ Date: _____

Signature of BGCGS Representative _____ Date: _____



Behavior Policy

Thank you for registering your child into our club program. We understand that having your child attend the Boys & Girls Clubs of Greater Scottsdale-Red Mountain and Lehi Branches may be a new experience for many parents. A positive club environment is critical to help us insure the best possible experience for your child. For that reason, we have established certain behavior policy 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. Members who fail to abide by this general behavioral expectation will be subject to appropriate discipline.

Any violation of the General Behavior Policy or any Prohibited Behaviors (listed below) may result in the following consequences:

1. The member will receive a warning about the unwanted behavior
2. The member may be isolated from other members.
3. The member may lose privileges, i.e. not permitted to attend a field trip or other off-site activity.
4. The member may be required to assist staff members, i.e. club maintenance.
5. Parents may be contacted.
6. The member will make restitution, if necessary
7. The member may be suspended from club premises and activities.
8. For repeated or serious violations, the member may have membership revoked.

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. Each situation will have individual attention and disciplinary decisions will be made dependent on the severity of the incident. Disciplinary actions are at the discretion of the Branch Director and Youth Development Supervisor and will be connected to the misconduct in a logical and timely manner.

1. **Bullying/Harassment**-includes any actions or words that make another member feel threatened, uncomfortable or unsafe. These actions or words become harassment when the victim has made it clear that the actions and/or words are offensive.
2. **Theft/Stealing**- includes the unauthorized taking or possession of the property of another without the consent of the owner.
3. **Fighting/Horseplay**-includes two or more persons engaged in any violent or physically hostile behavior directed toward each other. "Horseplay" includes roughhousing and other playful behavior or play-fighting that, though not intended to harm, presents a reasonable risk of harm or otherwise threatens the safety of students or others. Anyone who encourages or directs another to engage in any

violent or physically hostile behavior, i.e. "egging on the fight" may be subject to the same disciplinary action as is the person who engages in the action.

4. **Vehicle Misconduct**-includes failure to abide by the General Behavior Policy while being transported in a vehicle owned or operated by the Boys & Girls Club, or failure to observe any of the following specific rule while riding in a vehicle owned or operated by the Club.
 - a. Follow the driver's instructions.
 - b. Remain seated with the seatbelt fastened.
 - c. Keep all body parts inside the vehicle.
 - d. Talk quietly using respectful language.
 - e. Be courteous at all times
 - f. Do not throw anything inside the vehicle or from the vehicle.
 - g. Do not eat or drink
5. **Defiance**- Includes refusing to obey a reasonable directive issued by any club employee, including club volunteers.
6. **Disruptive, Obscene or Disrespectful Behavior**-"disruptive behavior" includes any behavior that distracts from or interrupts the club programs or activities. "Obscene behavior" includes the use of profanity, the use of vulgar or offensive gestures, or the depiction, display or distribution of materials that are offensive to the commonly accepted standards or decency. "Disrespectful behavior" includes any behavior that is discourteous, rude, insolent, deceptive, or otherwise fails to show appropriate regard for the personal dignity of another. Included in this category is indecent exposure, regardless of the ages of the child.
7. **Vandalism**- includes damaging, destroying, defacing, significantly altering or mutilating objects, property, or materials belonging to club members, club employees or materials that are property of the club. Destruction of club bathrooms or facilities, including intentional flooding of toilets is considered vandalism.
8. **Computer Misuse**-includes any violation of the Acceptable Use Policy, as set forth in the Membership Packets.

Please sign indicating you have read and agree with the Boys & Girls Clubs of Greater Scottsdale's Behavior Policy.

Child Name

Child's Signature

Parent's Signature

Date



Technology Acceptable Use Policy

Introduction

The Boys & Girls Clubs of Greater Scottsdale has established a computer network and is pleased to offer Internet access for member use. This will allow members to have access to a variety of Internet resources. In order for members to use the Internet, their parents or guardians must first read and understand the following acceptable use policies.

Acceptable Uses

1. The computer network at BGCS has been set up in order to allow Internet access for educational purposes. This includes activities, peer review of assigned work, and the exchange of project-related ideas, opinions, message boards, and other means.
2. Members will have access to the Internet via the computers in the Club and access is limited to when those computers/areas are open.
3. Network users must respect resource limits and will only be able to save files to the computers with staff permission. Large files that may take up excessive amounts of storage space might not be allowed to save.
4. Member use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.
5. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, members should expect that emails, material placed on personal Web pages, and other work that is created on the network may be viewed by a third party.
6. Network users must keep their passwords private. Accounts and/or passwords may not be shared.
7. Network users are expected to adhere to the safety guidelines listed below.

Unacceptable Uses

1. The network may not be used to download, copy, or store any software, shareware, or freeware.
2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator.

3. Use of the network for advertising or political lobbying is prohibited.
4. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
6. Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.
8. Network users may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters.

Safety Guidelines for Students

1. Never give out your last name, address, or phone number.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
4. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. BGCS expects you to follow your parent's wishes in this matter.

Parent/Guardian Permission

I have read and understand the above information about appropriate use of the computer network at BGCS and I understand that this form will be kept on file at the school. I give my child permission to access the network as outlined above. I also understand that my child's work (writing, drawings, etc.) may occasionally be published on the Internet and be accessible on a World Wide Web server.

Parent Name (print) _____

Parent Signature _____

Date _____



Lehi Branch/Red Mountain 2011-2012 After School Transport Permission Form

I give permission for my child to be transported from _____ to the Boys & Girls Clubs of Greater Scottsdale-Lehi/Red Mountain Branch to attend Club activities after school.

Please initial below acknowledging you have read and understand the following statements:

_____ I understand that my child must be a member of the Boys & Girls Clubs of Greater Scottsdale-Lehi/Red Mountain Branch in order to participate in Club programs.

_____ I understand that I must notify the Club by 1:00 p.m. if my child will not be attending the Club.

_____ I understand that my child must follow the Club rules and guidelines while on the van and at the Club.

_____ I understand that bus routes are subject to cancellation if the number of kids fall below 8 consecutively for two weeks.

Child's Name: _____ Teacher/Grade: _____

Parent/Guardian Name: _____

For schools the club picks up from:

By signing below, I give permission for the Boys & Girls Club to pick up my child from _____ (school) after school has been out for the day. I agree to the guidelines and rules set by the Boys & Girls Clubs of Greater Scottsdale.

For schools that drop off at the club:

By signing below I give permission for _____ (school) to drop off my child at the Boys & Girls Clubs of Greater Scottsdale – Lehi/Red Mountain Branch.

Parent/Guardian Signature: _____ Ph No: _____

Emergency Contact (Name & Relationship): _____

Emergency Ph No: _____

LEHI BRANCH PICK UPS	RED MOUNTAIN BRANCH PICK UPS
(Check One)	(Check One)
<input type="checkbox"/> Ishikawa Elementary School	<input type="checkbox"/> Whittier Elementary School
<input type="checkbox"/> Kerr Elementary School	<input type="checkbox"/> Whitman Elementary School
<input type="checkbox"/> Benjamin Franklin Charter School	<input type="checkbox"/> Salt River Elementary School
<input type="checkbox"/> Queen of Peace Catholic School	
<input type="checkbox"/> Lehi Elementary School (school drops off)	
<input type="checkbox"/> Salt River Elem. School (school drops off)	



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE
THE POWER OF POTENTIAL

Lehi Branch 2011-2012 Country Club-Lehi Vehicle Transport Permission Slip

Child's Name: _____ Age: _____

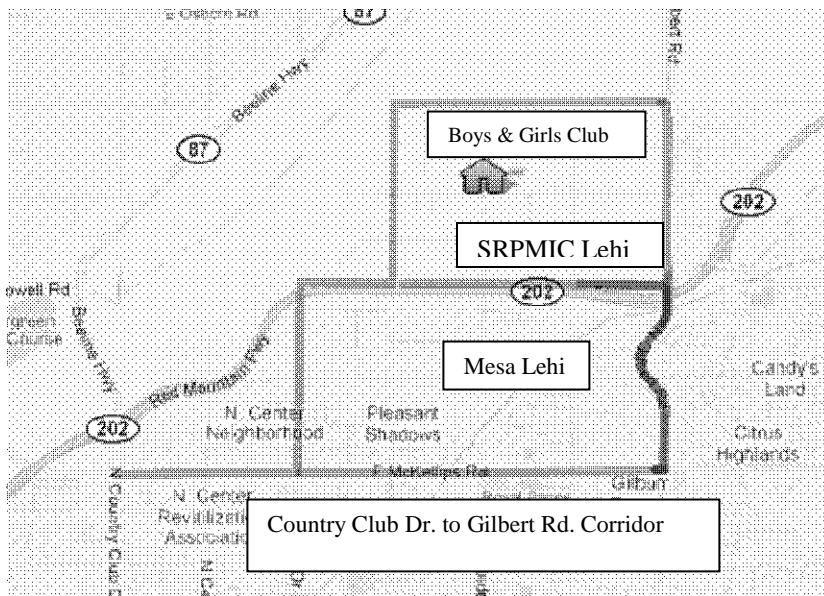
Grade _____

Country Club-Lehi Drop Off Route:

Only for those members that live in the Lehi community or along the McKellips/Gilbert Rd. to McKellips/Country Club Dr. corridor:

I authorize my son/daughter to be dropped off by the Boys & Girls Club at the following address: _____

Parent Signature: _____ Date: _____





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SMART Moves Consent Form

Dear Parent/Guardian(s),

The Lehi/Red Mountain Branch is offering Boys & Girls Clubs of America's nationally recognized **SMART (Skills Mastery and Resistance Training) Moves Program**. The primary goal of **SMART Moves** is to provide young people with the knowledge, skills and self-esteem to help them avoid risky behaviors and situations, including involvement with alcohol, tobacco and other drugs. Within SMART Moves there are three curricula: SMART KIDS (ages 6-9), Start SMART (ages 10-12), and Stay SMART (ages 13-15).

SMART Moves provides:

- Accurate, age-appropriate information about alcohol and other drugs
- Self-awareness activities to develop respect for one's own body, ability to handle feelings, and healthy habits
- Activities to develop the ability to interact and work in groups
- Practice in decision-making, problem solving and planning ahead
- Practice in refusal techniques, useful for avoiding risky situations, including those involving alcohol, tobacco and other drugs.

In addition, because of grant funding requirements for the **SMART Moves** program, it may be necessary that we administer pre- and post-tests to assess participants' knowledge and evaluate the success of our program. Naturally, your child's information will be kept **strictly confidential**.

If you have any questions, suggestions, or concerns about the **SMART Moves** curriculum and how your child will be involved, please contact Karina Watson at 480-947-1798 or 480-850-4449 or at kwatson@bgcs.org.

YES, I give permission for my child to participate in SMART Kids.

Please indicate the age group your child will be a part of:

- SMART KIDS (ages 6-9)
- Start SMART (ages 10-12)**
- Stay SMART (ages 13-15)**

** These programs also include age-appropriate components on physical and emotional development during pre-adolescence and adolescence, such as puberty, sexual myths vs. truths, and resistance to early sexual activity.

NOTE: Your child **must** return this letter in order to participate in the program.

Participant's Name: _____ Date of Birth: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____



BOYS & GIRLS CLUBS
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Grade _____
(entering in the Fall)

Mentorship Program Parent / Guardian Consent Form

I, the parent or legal guardian for _____, hereby gives my permission for my child to participate in the Boys & Girls Club:

- Mentoring Program (for our non-Native American members)
- National Native American Mentorship Program (for our Native American members)

If my child is selected:

- I fully understand that the program involves mentors, who shall be selected from the community, and will be screened (including a criminal background check) and trained before beginning in the program.
 - a mentor will spend a minimum of one hour per week with my child on-site at the Boys & Girls Club.
 - the mentor is not allowed to take or meet my child beyond the Club facility, unless on a Club organized field trip.
 - I understand that my child will participate in an orientation session at the Club in which the program will be explained. The program will last up to one year and continuation will then be discussed.
 - I understand that during the course of the mentoring program there may be special group events (incorporating all mentors and youth) and family events planned. I understand that the staff of the Club will provide ongoing monitoring of the mentoring activities.
- I give the Boys & Girls Club Mentoring Program Coordinator permission to obtain my child's academic and attendance records from my child's school.
- I permit the Mentoring Program and the Boys & Girls Club to utilize photographs of my child taken during his/her involvement in the mentoring program and waive all rights of compensation.

Signature of Parent or Legal Guardian

Date

Printed Name of Parent or Guardian



After School Program 2011-2012
Red Mountain & Lehi Branches
On the T.R.A.I.L.
(Together Raising Awareness for Indian Life)
to Diabetes Prevention

Parent/Guardian Notice and Permission Form

Your child is invited to participate in a new program at your local Boys & Girls Club, *On the T.R.A.I.L. (Together Raising Awareness for Indian Life) to Diabetes Prevention*. The T.R.A.I.L. program teaches kids about the importance of eating healthy meals and staying active in order to help prevent diabetes. T.R.A.I.L. is the first diabetes prevention program developed for Native American Boys & Girls Club members.

This program will:

- Discuss health topics in a way your child can understand.
- Encourage healthy behaviors that will help your child stay healthy and prevent diabetes.

The Club will:

- Give your child a Pre and Post-test (brief surveys to find out what your child knows about diabetes).
- Maintain progress notes on your child.
- Ask your child to make notes of physical activity.

This information is needed to help your child learn and to help show the success of the program. This data will be shared with the Indian Health Service, National Congress of American Indians, and FirstPic, Inc. Your child's name will not be used and all of your child's information will be kept confidential.

YES, I give permission for my child to participate in the T.R.A.I.L. program.

Optional Activity: Your child is invited to participate in six-minute walk challenges that will be offered on three occasions 6 to 8 weeks apart. The purpose is to get children moving and to assess their own ability and changes over the three challenges. This is not a pass/fail test. It is just a measure of how far one can walk in six minutes. Your child will be asked to walk as far as possible over a measured indoor area within a six minute period. The distance walked will be recorded. This data will be shared with the Indian Health Service, National Congress of American Indians, and FirstPic, Inc. Your child's name will not be used and all of your child's information will be kept private. **Children who have heart disease, high blood pressure, lung disease, or any condition that limits walking should not participate.**

Note: Your child may participate in the program regardless of if they participate in the six-minute walk challenge.

YES, I give permission for my child to participate in the six-minute walk challenge.

If you have any questions, comments or concerns about the T.R.A.I.L. program, please contact the T.R.A.I.L. program coordinator, Karina Watson at (480)947-1798 or (480)850-4449 or at kwatson@bgcs.org.

NOTE: Your child **must** return this letter in order to participate in the program.

Child's Name: _____

DOB: _____ Grade: _____ CIRCLE: Male Female

Current Phone: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Arizona State University
America Reads Tutoring Program
Boys & Girls Club- Lehi/Red Mountain Branch

ASU America Reads will begin after-school tutoring in September 2011. Tutoring will take place at the Lehi Branch on Monday and Wednesday and at the Red Mountain Branch on Tuesday and Thursday. Tutoring times will be between 3:05-5:20 p.m. Each child enrolled in the program will work one-on-one with an ASU tutor for 45-minute sessions beginning at 3:05, 3:50 or 4:35 p.m. During the session, they will work on reading, writing, spelling, and math, and also be participating in group projects with other students.

Please fill out the registration form attached, and return it to the front office as soon as possible. The students will be accepted to the program on a **first come-first serve basis** and is limited! Once the program is full, the remaining students will be put on a waiting list, so please register quickly. If you have questions, call Dianne Gahan at 480-850-4447.

Program Registration

Child's Name: _____

Grade: _____ Teacher: _____

Age: _____ School: _____

Address: _____

Telephone Number (Daytime): _____

Telephone Number (Evening): _____

E-mail: _____

In Emergency, Contact: _____ Phone: _____

Number and name of siblings also attending same school: _____

PHOTO/VIDEO PERMISSION (please check one box)

- I give permission for my child's picture and/or video to be used in an America Reads article (including our website, newspapers, or TV).
- I do not give permission for my child's picture and/or video to be used.

Parent/Guardian Signature

Date

PARENTS:

Please ensure your child is committed to attending all tutoring sessions. We have a three strikes policy for absences, tardies, and also for early sign outs. If a child obtains 3 strikes, he/she will be pulled from the program and placed on our waiting list until a spot opens up again.

PROGRAM LIABILITY WAIVER/SCHOOL RECORDS

I understand that at no time will ASU America Reads, the Lehi/Red Mountain Branch or their staffs be liable for any injuries or mishaps sustained during the "Tutoring Program." The staff will do everything possible to insure your child's safety.

I understand that the use of school records is vital for program assessment and funding. I give my permission for my son/daughter's school records to be accessed by the program for this purpose. I understand that my child's name will NOT be released in any publications.

Parent/Guardian Signature

Date

Please be advised of our behavior policy. It is expected that your child will follow the guidelines put in place by the tutoring site. If your child does not follow these guidelines, the following will occur:

- 1st time: verbal warning on site by either site personnel or America Reads staff
- 2nd time: phone call home to parent
- 3rd time: child will be removed from program

Also be aware that if your child misses 3 unexcused tutoring sessions, he/she will no longer be allowed to participate.

Food For Thought Participation Form

Our program is pleased to be participating in the United Food Bank's Food for Thought Program. This program is available to families who need additional assistance with their grocery needs. Students will be rewarded for **perfect attendance** every month with a 35lb. food box. If you feel your family could benefit from this program, would you please fill in your child's name and sign below? Thank you.

Yes, I would like to participate.

If yes, how many family members reside in your home? _____

No Thanks

Tutoring Times (Please mark one)

_____ 3:05-3:50 p.m.

_____ 3:50-4:35 p.m.

_____ 4:35-5:20 p.m.

When tutoring ends, how will your child be getting home?

_____ My child will be walking home.

_____ My child will be picked up.

Name of person(s) providing transportation: _____



BOYS & GIRLS CLUBS

OF GREATER SCOTTSDALE

THE POWER OF POTENTIAL

Dear Parent/Guardian:

This letter is to ask you for your permission to be able to communicate with your child's teacher. We will be communicating with teachers and school personnel requesting information on your child's daily homework patterns, grades, standardized testing scores and other information that pertains to their education within the classroom. This will allow for us to strengthen the services offered by the Boys and Girls Clubs of Greater Scottsdale.

In order to bridge the communication between your child's school and the club we ask you to fill out the attached forms. ***Please have both forms completed and submitted before your child starts school.*** This will allow for the club and your child's teacher to communicate more effectively and find the best way to support your child's growth and development.

If you have any questions, on these forms or the education programs run at the club, please feel free to contact the Education Coordinator, **Dianne Gahan** at **480-850-4447** or at dgahan@bgcs.org.

Sincerely,

Dianne Gahan

Education Coordinator

Boys and Girls Club of Greater Scottsdale Lehi Branch

P: 480.850.4447

C: 602.670.8463

F: 480.850.4448

dgahan@bgcs.org



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

THE POWER OF POTENTIAL

Name of Child: _____

Address: _____

City: _____ State: _____ Zip: _____

Grade: _____ Age: _____

- Benjamin Franklin Elementary
- Kerr Elementary
- Whittier Elementary
- Ishikawa Elementary
- Lehi Elementary

- Queen of Peace Catholic School
- Salt River Elementary
- Whitman Elementary
- Other: _____

Teachers Name: _____

Teachers Phone No. (____) _____ - _____ Teachers Email Address: _____

I give my permission to the Boys and Girls Club of Greater Scottsdale to communicate with my child's teacher on his or her progress on the following:

- Homework Completion/return
- Grades
- Attendance
- Other information pertaining to school performance

I give my permission to the Boys and Girls Club of Greater Scottsdale to make copies or request my child's grades, homework completion, standardized test scores, and other information pertaining to school performance.

Parent Signature

Date



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

THE POWER OF POTENTIAL

Name of Child: _____

I give my permission to the Boys and Girls Club of Greater Scottsdale to communicate with my child's teacher on his or her progress on the following:

- Homework Completion/return
- Grades
- Attendance
- Other information pertaining to school performance

I give my permission to the Boys and Girls Club of Greater Scottsdale to make copies or request my child's grades, homework completion, standardized test scores, and other information pertaining to school performance.

Parent Signature

Date