



Conway, SC

Welcome to the After School Program!

After School Program

Thank you for choosing Boys & Girls Clubs of Conway for your child's after school experience. This handbook provides information on membership, policies, and procedures and after school programs and guidelines.

Core Beliefs

During the 40 weeks of After School programming, our Club strive to provide youth with experiences that engage their mind and their bodies. Activities at the Boys & Girls Clubs will give youth an opportunity to experience new adventures with the support and guidance of our trained professional staff.

Hours of Operation:

2:30p.m. – 6:00p.m. Monday through Friday

Begins August 22 and Ends June 6.

A complete schedule is on back page.

About this Family Guide

Inside you'll find information about our after school program, as well as reminders about overall Membership expectations. Our programs, policies and procedures are subject to change at any time. The most up-to-date information is available at the front desk.

BEFORE YOUR FIRST SESSION

- Pay any balances due
- Arrange to meet with the Membership Secretary about any special needs (including dietary)
- Attend a Family Orientation or Tour (for new members)

Fees

Registration Fee (member): \$15.00
 Registration Fee (non-member): \$25.00
 Regular Weekly Fee: \$30.00
 Transportation Fee: \$5.00
 (fee explanations located in this handbook)

Contacts – 843-488-2769 Ext. 1009

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Fee

All weekly fees must be paid on Monday, Tuesday and Wednesday for each camp week. Failure to pay will result in forfeiture of camp spot in coming weeks. Payments are only accepted in person. Please do not mail payments. We accept cash, check and credit/debit cards. Regular weekly fee of \$30.00 per child per week. Payments must be made every week or your child will forfeit their spot in the program. The weekly rates are based upon full week, no daily rates are available. There are no partial weeks.

Fee Assistance

Boys & Girls Club of Conway strives to provide the highest quality, most affordable program in our community. We recognize that some families may need assistance with weekly program fees. Fee Waivers can be requested at the time of registration and are awarded by Club Director based on a family's individual need. Fee waivers are available for program fees.

Refunds

All fees (membership, program and field trip fees) are non-refundable. No refunds will be given if a camper does not attend a registered session/week of camp or leaves early for any reason (including suspension from Club). Partial refunds may be issued at the discretion of Club Director for extreme circumstances (such as: Club closure due to weather, family emergencies, etc.) Parent/guardian may make a refund request in writing to Club Director.

Non-member/Guest Policy

Non-members will not be permitted to attend the Club. Those who attend the Club must be current registered members.

Daily Camper Checklist

What to Wear: Boys & Girls Club of Conway is an active place! Members are walking, running and playing all day, every day. To have a safe and comfortable experience, please wear comfortable clothing (t-shirt, shorts, pants on cool days) and shoes and socks.

What NOT to Bring:

Please do NOT send your Club member with any of the following items:

- Toys, games, stuffed animals, collector cards, candy
- Electronics, including cameras, iPads, iPods, game devices
- Jewelry or other items of value

Cell phones are up to the discretion of the family, but should be stored in a pocket or bag while at the Club. Cell phone should not be used for calls or texting while at the Club. To protect the privacy of other members and families, youth are not allowed to take photos, videos or access wireless internet while at the Boys & Girls Club unless part of a supervised and organized Club program. Inappropriate use of cell

phone or electronic device will result in confiscation by staff and the device will be kept at the Front Desk until a parent/guardian arrives for "pick-up."

Lost and Found

Please make sure that all items your child brings to the Club are labeled with his/her name and that he/she is aware that they are responsible for everything they bring to the Club. Items that are not collected from lost and found in a timely fashion will be donated to The Salvation Army Family Store. Typically, lost and found is donated at the end of each month.

Camp Canteen

All members will be given an afternoon snack. Members will be allowed to purchase concession cards in \$5.00 intervals for purchasing drink and snack items from our Camp Canteen. Items are for sale during snack time, and all sales are final. No refunds are made for amounts left on concession cards. Camp Canteen will have items such as or similar to: bottle water, juice boxes, candy, candy bars, chips, other misc. snacks.

Boys & Girls Clubs of Conway is not responsible for lost, stolen or broken personal items.

Communication with the Club

In the event of member illness or emergency, the Club Director or his/her designee will contact the parent/guardian by telephone. If the parent/guardian cannot be reached, the Club will contact the Emergency Contacts.

In the event the Club needs to provide information to all families, notices will be posted on the front doors and at the front desk, and depending on the urgency of the message may update our Facebook page or send a text-message blast with an up-to-date cell phone number on file.

Please make sure that all emergency contact information is up-to-date!

Please contact your Club Director with your comments, ideas and concerns. If you have an emergency and need to reach the Club, please call the Club Business line: 843-488-2769 ext 1009.

Check In & Out Procedures

Check In will be done when child arrives to the Club. Check out must be done by a parent/guardian and sign the child out at the front desk. The child will be called by our radio/PA system to come up front to go home.

Transportation

There will be a \$5.00 weekly fee attached to your regular weekly payment for using our transportation. HCS buses will drop off members to the Club from Conway Middle School and Conway Elementary School. Our buses will pick up from Waccamaw Elementary School, South Conway Elementary School, Homewood Elementary School and Whittemore Park Middle School. Parents must give notice to school.

Sample Daily Schedule

DAY	TIME	MORNING
Mon-Fri (on rainy days members will not participate in outdoor activities)	2:30	Check-In/Free time
	3:45	Homework
	4:30	Snack/Canteen
	4:45	Craft/Educ/Sports
	5:30	Freetime/Gym
	6:00	Departure

Homeroom

Every age group has a "Homeroom". This will be the room that groups meet in to prepare for the day's adventures. Youth grade is determined by what grade youth will be in during the 2018/2019 school year.

Club Closures

Please see the calendar at the end of this handbook.

Health and Wellness

The Boys & Girls Club of Conway strives to maintain a safe and secure environment for its members and staff and to serve all children. Please be as honest and accurate as possible in providing information about your child in the Membership Application to help us in serving your child. If your child has any special medical or other needs, please contact the Club before registering your child to make sure our program is a good fit with your child's needs.

Club staff is First Aid and CPR Certified, and basic first aid will be provided in case of minor injury. If a member requires more than basic first aid, a parent/guardian will be contacted to seek additional care. In the event of a serious or life-threatening emergency, Club staff will call 911 immediately, and then call the parent/guardian or alternative emergency contact. If medical treatment is required for a member, any associated costs are the responsibility of the parent/guardian.

Ice pack & bandages:

Ice packs and bandages will be distributed based on staff evaluation of injury. A "Band-Aid" report will be made available for parent/guardians at pick up.

Medication:

Members are not allowed to carry any medications, prescriptions or over the counter drugs on their person while at the Club. If your member does have a medication that will need to be taken throughout the course of the day, the medication must be turned into the Front Desk and it is the responsibility of the member to administer the medication him/herself. We can store prescription medication and Epi-Pens in our first aid kit for those individuals with severe medical conditions or allergic reactions.

Illness:

To maintain a healthy Club environment, please keep your child home for the following reasons:

- Temperature of 100 degrees or more in the last 24 hours
- Vomiting/diarrhea during the night or morning
- Red, sore or runny eyes
- A contagious illness
- Untreated lice
- Chicken pox
- Severe sore or red throat or white patches on tonsils

If your child becomes ill while at the Club, you will be called. If your child is too ill to remain at the Club, you will be asked to come get him/her. Proof of treatment from a health care facility and/or written approval from a health care provider may be required for some illnesses before a member is allowed to return to the Club.

Allergies:

Club staff is trained in recognizing the signs of anaphylactic shock and to administer an epinephrine auto-injector if needed. If a member has a severe allergy, we ask that a copy of the Severe Allergy Plan (or your school district's equivalent) provided to the child's school be available to Club personnel to help provide the best care possible for the child while at the Club.

Phone Calls

Phones are for emergencies only and use of phone will be at the discretion of the staff.

Children with Special Needs

Boys & Girls Club of Conway strives to serve all youth, but realize our program may not be the best fit for every child. Members must be able to work well in a large group environment, have a certain level of independence, navigate the physical Club facilities, and be able to control their behavior for the safety of themselves and others. The Club will give every child the opportunity to be a Club member and work with them to adapt to the Club environment. However, sometimes children and family situations may require

services or supervision beyond the Club's capacity and members may be asked to terminate their membership and/or after school program participation for the well-being of themselves or others. **Refunds are not given when membership is terminated.** To help decide if our program is right for your child, please call your designated Club Director prior to your child's first day at the Club.

Member Behavior Expectations

Club Rules

1. Respect Club members
2. Respect Club staff
3. Respect Club equipment
4. Respect yourself

Member safety is always a primary concern at the Boys & Girls Clubs. Members are not permitted in unsupervised areas. Club policies and procedures, including program area expectations, Charter Bus and Club Van Rules are strictly enforced. Any member that breaks a rule will be redirected. Repeated infractions or serious misbehavior will result in a parent/guardian being contacted. We reserve the right to suspend a member for any length of time. Refunds are not given when member is suspended.

Discipline Policy

The Boys & Girls Club of Conway strive to keep the consequences for unacceptable behavior clear, appropriate and timely. The safety of all members is of the utmost importance to us. Any member who disrupts programs or creates a dangerous situation will be disciplined appropriately. Members who do not follow the rules can expect to lose privileges and face consequences. Parents will be called to remove any member who has failed to control his or her disruptive behavior and/or is behaving in an aggressive or violent manner that jeopardizes the health and safety of him/her, fellow members or staff. A parent/guardian may be held responsible for damages caused by unacceptable behavior.

Parental Support

The support and involvement of parents/guardians is vital to our success as youth development professionals. When Club staff and parents/guardians work together as a team, each member's chance for success is greatly increased. Please help Club staff in identifying behavior concerns on your child's Membership Application and make an appointment with the Club Director to develop a behavioral plan for your child. If your child has a behavior contract or the equivalent at school, please share a copy with the Club Director so that Club staff can support an existing plan to help your child be successful at the Club. A trial period may be implemented to determine if our program is right for your child. Failure to declare a behavior condition that may put the health and safety of your child, other members or staff in jeopardy may result in suspension or termination of Club membership. From time to time, situations involving parents/guardians may occur which reach unfortunate points of anger and disrespect. Therefore, Boys & Girls Club staff may be required to intervene and ask involved parents/guardians to leave the premises and, in extreme situations, withdraw their child/children from our programs.

To ensure and maintain a positive environment, the following points must be acknowledged:

1. Parental/Guardian involvement and support are important to success.
2. Good behavior will be recognized and reinforced.
3. Discipline is handled by staff and supported by parents/guardians.

Disciplinary Actions

1. Verbal counseling
2. Time-out
3. Loss of Club privileges
4. Suspension/removal from program area
5. Suspension from Club and all Club-sponsored activities (including Team Sports). Term of suspension may range from one day to two weeks depending on the severity of incident.
6. Suspension with mandatory parent meeting prior to return to Club activities.
7. Behavior Contract
8. Termination

Immediate Suspension and Zero Tolerance Policy

Some behaviors warrant immediate suspension without the option of going through our Disciplinary Action steps:

- Fighting with another member, staff, volunteer, or guest
- Destruction or theft of Club property
- Racial or sexual harassment
- Smoking and possession of tobacco products on the premises is strictly prohibited. Violation of this policy will result in confiscation of the tobacco product and a 5 day suspension.
- No alcohol, drugs, drug paraphernalia or weapons are allowed on the premises. Violation of this policy includes confiscation of item(s), contacting local law enforcement, and termination.

The Boys & Girls Club of Conway has adopted a **ZERO TOLERANCE** policy for disturbing or intimidating behavior at all Club functions. This includes, but is not limited to: vulgar language; physical or verbal bullying; harassment; intimidation; racial, religious or gender related comments or gestures; as well as the use/possession of weapons, drugs, alcohol and tobacco products. Such behavior will result in immediate suspension from current Club activities and programs and depending on the severity of offense, could result in long term suspension. If needed, a meeting will be set up with the Executive Director to discuss further actions including termination of Club membership. Decisions made by the Boys & Girls Club of Conway will be fair and based on the best interest of the children the Club serves. This policy will be strictly enforced and all decisions will be final.

Calendar of Events and Special Days

2018-2019 School Year Calendar for Club Closings and Early Dismissals

August

22 – Club Opens 1st Day

September

3 – Club Closed (School Closed)

October

8 – Club Closed (School Closed)

November

6 Clubs Closed

21 – 23 – Club Closed (Thanksgiving)

December

19-31 – Club Closed (Christmas Break)

January

1-2 – Club Closed (Christmas Break)

21 – Club Closed (School Closed)

February

18 – Club Closed (School Closed)

April

15-22 – Spring Break (Club Hours 8:30-5:30 M-F)

May

27– Club Closed (School Closed)

June

5 – Early Dismissal

6 – Early Dismissal (Last Day of Club)