

# 2022 SPRING PARENT INFORMATION GUIDE



**BOYS & GIRLS CLUBS**  
CLUBS OF TAMPA BAY

### About the Boys & Girls Club

The mission of the Boys & Girls Clubs of Tampa Bay is to enable all young people, especially those who need us the most, to realize their full potential as productive, caring, responsible citizens. The Boys & Girls Clubs believe every child has the potential to be great. We are committed to providing a world-class Club Experience that assures success is within reach for every young person who enters our doors.

### Member Expectations

To ensure that programs operate safely, prove enjoyable, as well as create a fun environment for all, we ask that members follow these simple rules.

1. Have fun
2. Respect the club, staff, others, and yourself
3. Walk inside the building
4. Keep hands and feet to yourself
5. Use proper and polite language
6. Clean up after yourself.
7. Stop all activities when told to do so.
8. Report any problems to staff that day.
9. Leave toys, games, cell phones, & similar items at home.
10. Wear closed-toed shoes or sneakers.

### The following are not permitted at any time:

1. Profanity
2. Fighting
3. Misuse of equipment, supplies, facility, vehicles, etc. (Parents may be held responsible for replacement or repair of damaged equipment)
4. Inappropriate touching (Members are to keep their hands to themselves)
5. Disrespect towards staff/members/volunteers/etc.
6. Alcohol, tobacco, or other drugs
7. Vaping products
8. Unsportsmanlike conduct
9. Inappropriate attire (For safety reasons, including sandals, slides, or displaying inappropriate messages)
10. Weapons of any type

### Disciplinary Policy

- |             |   |
|-------------|---|
| 1st Offense | Verbal warning  |
| 2nd Offense | Age-Appropriate time-out  |
| 3rd Offense | Staff/Child/Director and/or parent conference –Behavior Report                |
| 4th Offense | Suspension. Club Director determines length of suspension and informs parent. |

NOTE: All major offenses may result in immediate suspension or termination of membership without warning.

### Orientation Policy

Parents/guardians must attend a Club Orientation and sign the attached acknowledgment form prior to their child/children attending the program.

### Report Card Policy

In order to receive services provided by the Boys & Girls Clubs, **ALL** student report cards will be collected without exception.

### Pick Up Policy

Parents and guardians must adhere to our current COVID-19 pick-up policy. A parent or guardian must drive up to the designated area outside of the building and then call the club to notify staff they are signing out their child/children. Next, a staff member will then assist you by verifying your identification prior to releasing the child. **NO CHILD MAY LEAVE THE CLUB OR SCHOOL SITE WITHOUT A PARENT/GUARDIAN** or without written permission. For any youth that are still at the Club after normal hours of operation, families will be charged late fees of \$15 for the first 15 minutes, and then \$1 per minute thereafter. Fees must be paid within a week or the member may be suspended.

### Attendance Policy

It is the policy of the Boys & Girls Clubs of Tampa Bay that all youth participating in programs are registered members. Since all members receive considerable financial support, **YOUTH MUST ATTEND A MINIMUM OF FOUR DAYS A WEEK AT THEIR CLUB, OR RISK LOSING THEIR SCHOLARSHIP/SUBSIDY.**

### Safety Precautions

The Boys & Girls Clubs of Tampa Bay is taking extra precautions to ensure the health and safety of our youth and staff. These precautions include:

- Monitoring youth and staff daily for the following symptoms:
  - Sore Throat
  - Shortness of Breath
  - Fever
  - Report if we are notified a child/staff has been exposed to someone who tested positive for COVID-19.
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - New loss of taste or smell
  - Continuous cough

- Mandatory Mask for ALL staff members and youth.
- If our staff feel a child is showing symptoms of illness, they will take the child's temperature. If any child has a temperature of 100.4 degrees or higher, we will isolate the child and contact parents/guardians for pick up.
- Children will be prompted to wash their hands regularly throughout the day.
- **Staff to youth ratio will be no more than 1:25. However, we will aim to serve at a 1:20 ratio.**
- After the club has completed programming for the day, rooms will be fully cleaned and sanitized.
- At pickup, parents/guardians will need to call from their car for child to be released so please save your club's number in your phone. You may be asked for ID.
- In addition, BGCTB staff will intentionally teach and encourage good hand hygiene, respiratory etiquette and follow a strict sick child policy during this program.

#### One-on-One Contact Prohibition

Boys & Girls Clubs of Tampa Bay prohibits isolated one-on-one interaction between Club participants and staff or volunteers, including board members. This includes prohibiting one-on-one contact at any time at the Club, in vehicles, or by phone, text, social media, or other means. According to professional guidelines, exceptions may only be made when delivering approved medical or counseling services by a licensed, trained therapist or similar professional. All staff and volunteers are strictly prohibited from meeting Club participants outside of any Club-sponsored activities. The only exception to this rule is if the Club participant is a child or sibling of a staff member or volunteer.

#### Mandated Reporting

Every staff member or volunteer of Boys & Girls Clubs of Tampa Bay who becomes aware of or has suspicion of child abuse or neglect must immediately report to Club leadership. Club leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws. Boys & Girls Clubs of Tampa Bay conducts and reports through an approved process the following training for all staff members and volunteers with direct repetitive contact with young people:

1. BGCA-approved child abuse prevention
2. BGCA-approved mandated reporting
3. BGCA-approved grooming prevention

#### Dress Code Policy

Members are not to wear clothing that displays violent or inappropriate language that depicts alcohol, drugs or tobacco use/advertising. The member's parent/guardian will be contacted, and the member will be sent home to change. If the member is not able to go home and change, the member will be asked to sit in the office for the remainder of the day.

Clothing should be enough to always conceal undergarments. See-through or fishnet fabrics, halter tops, Off the shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. Flip-flops and sandals are not allowed at the club. Shoes must be closed-toed.

### FREQUENTLY ASKED QUESTIONS

*1. What does my child do with his/her "stuff"?*

Unfortunately, we are not responsible for lost or stolen personal items. Staff is unable to hold for safekeeping any money or other objects. Open cubbies or storage space may be provided but will vary based on club location. Please label everything your child brings to the Club. Toys, games, radios, jewelry and similar items should be left at home. **THE BOYS & GIRLS CLUB IS NOT RESPONSIBLE FOR BROKEN OR MISSING CELL PHONES OR ELECTRONIC DEVICES.**

*2. What do I do if my child has a problem or if I have a question?*

Please call the Club and ask to speak to the Club Director on the same day that an incident occurs. We will work to correct any misunderstandings or wrong doings while all the facts are still fresh in our minds. After-hours messages may be left at 813.875-5771 on the voicemail.

*3. What is the sign in/sign out policy and child walk home policy?*

All club members must sign in and out of the Club. Anyone picking up a child must be listed in the membership file and they must follow our COVID-19 sign-out protocol. Permission to walk home must be confirmed by parents who sign the authorization form. A copy will be kept in the child's in the membership file.

*4. Help, I am running late. What do I do?*

If you are running late, please call the Club so the staff can reassure your child that you are on your way. If the child remains after the posted closing time, the staff will contact the emergency numbers. For any youth remaining at the Club after normal hours of operation, families will be charged late fees of \$15 for the first 15 minutes, and then \$1 per minute thereafter. If this is an ongoing problem, the child's enrollment in the Club may be suspended or terminated.

*Note: Local authorities will be called if the child remains 1 hour after the posted closing time without notification of parent.*

GREAT FUTURES START **HERE.**

*5. Why do some Clubs operate differently?*

Most of our Club locations are receiving various grants to help subsidize the costs of operations for our programs and facilities. The different grants that we receive, provide us with the opportunity and the tools to expand and enhance program offerings. Certain clubs located in partnership sites are governed by the regulations and schedules of the host organization. For more details, please speak with the Club Director.

*6. If I paid for the school year in full but the clubs close due to COVID-19 or severe weather conditions do I receive a refund?*

Our clubs that have school year fees do not equate to a weekly or monthly program fee. Since our fees are all subsidized, parents are only paying a registration fee for each school year. We do not provide refunds if our clubs close due to these conditions

Field Trips- During the School Year, Clubs may have the opportunity to attend a field trip. Field Trip Requirements are as follows:

- Field trip sign-ups will be offered one (1) week prior to the field trip date.
- Field trips will be on a first come, first serve basis due to limited spaces available on the bus.
- Club Directors have discretion to remove members from the field trip for behavior issues and/or lack of attendance.
- A member must attend 4 days/week and have good behavior the week before the field trip to be eligible to go on an off-site trip.

### SPRING PROGRAM SCHEDULE & CLOSING DATES

**Spring Semester Dates: Tuesday, January 4<sup>th</sup>, 2022, through Friday, May 25<sup>th</sup>, 2022**

Daily Schedule

Program Areas Offered:

Monday-Friday      Education & Academic Success, Health & Wellness, Sports & Recreation, Leadership & Service, and The Arts (check your club for specific program times)

#### **THE HOLIDAY & NO SCHOOL POLICY:**

The Boys & Girls Clubs of Tampa Bay will be closed for the following days during the fall semester.

#### **DATES CLUBS & SCHOOL BASED PROGRAMS WILL BE CLOSED FOR THE SPRING SEMESTER:**

January 17<sup>th</sup>: Martin Luther King Jr. Holiday

February 21<sup>st</sup>: Presidents' Day/Non-Student Day for PCPS

March 14<sup>th</sup>-18<sup>th</sup>: Spring Break/Non-Student Days for PCPS

March 21<sup>st</sup>: Non-Student Day for PCPS

April 15<sup>th</sup>: Non-Student Day for PCPS

- Important note: If the threat of severe weather or hazardous situations closes public schools or Governmental offices, the Boys & Girls Clubs will also be closed. Call (813)875-5771 or check our website [www.bgctampa.org](http://www.bgctampa.org) or local media for details.

#### **PLEASE FOLLOW US ON OUR SOCIAL MEDIA PLATFORMS:**

- Facebook- @bgctampa
- Instagram- @bgctampa
- Twitter- @bgctampa

## **Boys & Girls Clubs of Tampa Bay Anti-Bullying Policy**

### **Policy Statement:**

The Boys & Girls Clubs of Tampa Bay operates all activities, programs, and services with a zero-tolerance approach to bullying and other forms of victimizing. It is the Club's expectation that all members adhere to a policy of respectful behavior. The Club will do everything in its lawful power to reduce the incidence of bullying and bully-type behaviors, and to proactively create an atmosphere of respect, tolerance, dignity, and human rights.

### **Definition of Bullying:**

For purposes of the Club's environment and its expectations of its members, staff, and volunteers, the Boys & Girls Clubs of Tampa Bay defines bullying as:

- An attack of intimidation toward another with the intention to cause fear, distress, or harm, that is either physical, verbal, psychological, or digital (social media websites, posting photos without permission, etc.) "Cyber bullying" and other forms of electronic aggression are defined as bullying.
- Repeated attacks or intimidation, no matter the severity, between the same youth over time.

### **Rectifying the Situation:**

Staff cannot always be aware of incidents outside of the club, but in cases where acts of bullying are witnessed or reported, either from the victim or a third-party, staff will immediately cease the situation, should the act be occurring. Then the staff will begin the process as noted below if there is merit in the case.

- In cases where alleged "bullying" behaviors are prolonged, continue either verbally or physically, staff will consider the situation to be a bullying offense.
- When bullying is witnessed or reported to any Boys & Girls Club of Tampa Bay employee or volunteer, and the alleged incident is found to be an actual case of bullying, action will be taken to immediately interrupt any active incident of bullying.
- The incident will be documented and fully investigated to determine any necessary disciplinary actions which may include removal from the club.



### **Prescription Medication Policy**

The Boys & Girls Clubs of Tampa Bay urges parents to schedule any necessary medication that needs to be taken outside of Boys & Girls Clubs of Tampa Bay attendance. If medication must be administered during Club hours, it must be done so in accordance with the following policy.

- Club youth may be permitted to self-administer medication for potentially life-threatening illnesses such as diabetes, allergies, asthma, and cystic fibrosis.
- Written authorization is needed from the club member's physician, advanced registered nurse practitioner, or physician assistant certifying that the club member has the life-threatening illness. In addition, the licensed health care provider is attesting that the club member is capable of and has been instructed in the proper administration of the required medicine and /or procedure for management of life-threatening health condition(s).
- The parent/guardian must sign a written authorization for their child to self-administer medication. This authorization also includes a statement that the Boys & Girls Clubs of Tampa Bay shall incur no liability as a result of any injury arising from the self-administration.
- Permission is effective for each registration period (school year & summer) and will be reviewed annually.
- Permission may be revoked if there is reason to believe that the life-sustaining medication, treatment, equipment, or supplies are being used inappropriately.