



**BOYS & GIRLS CLUBS  
OF KENTUCKIANA**

# **Parent/Member Handbook**

## **GREAT FUTURES START [HERE.](#)**





**BOYS & GIRLS CLUBS  
OF KENTUCKIANA**

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**BOYS & GIRLS CLUBS  
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**CLUB LOCATIONS AND HOURS OF OPERATION**

<b>Club</b>	<b>Address</b>	<b>Number</b>	<b>Hours</b>
<b>Administrative Office</b>	<b>3900 Crittenden Drive, Louisville, KY 40209</b>	<b>(502) 585-5437</b>	<b>MON-FRI 7:30am-5:00pm</b>
<b>Newburg Boys &amp; Girl Club</b>	<b>5020 East Indian Trail, Louisville, KY 40218</b>	<b>(502) 690-3402</b>	<b>MON-FRI 7:30am-5:00pm</b>
<b>Parkland Boys &amp; Girls Club</b>	<b>3200 Greenwood Avenue, Louisville, KY 40211</b>	<b>(502) 365-1522</b>	<b>MON-FRI 7:30am-5:00pm</b>
<b>Shawnee Boys &amp; Girls Club</b>	<b>317 North 38th Street, Louisville, KY 40212</b>	<b>502) 774-5437</b>	<b>MON-FRI 7:30am-5:00pm</b>
<b>California Boys &amp; Girls Club</b>	<b>1508 W. Kentucky Street Floor #3 Louisville, KY 40210</b>	<b>(502) 576-3470</b>	<b>MON-FRI 7:30am-5:00pm</b>



## OUR MISSION

To inspire and enable all young people, especially those most in need of our services, to realize and develop their full potential as productive, responsible, and caring citizens.

## OUR VISION

The Boys & Girls Clubs believe every child has the potential to be great. In support of this strong conviction, our goal is to make sure that all club members are at or above grade level. They are practicing good character and citizenship and living a healthy lifestyle. Every child deserves a place. A place to feel safe. A place to feel connected. A place to belong. Boys & Girls Clubs provide such places— where kids can go after school and during the summer to grow beyond the classroom.

Since the first doors opened over 150 years ago, 4,300 Clubs have been established across the country, from dense cities and sprawling suburbs to Native lands and U.S. military installations worldwide. Clubs now serve four million youth annually by building deeply powerful relationships and opening avenues of opportunities. No matter why they enter a Club, young people leave with the knowledge that the Club Experience provides a fun, safe space, and a fostering environment where they can be who they are—and become who they were meant to be.

Our Clubs provide a wealth of programs and activities to prepare young people for real-world success. We believe that by focusing on good character & citizenship, academic **success**, and healthy lifestyles, the youth we serve will be better prepared to graduate from high school, go on to college, and thrive as adults.



## **WE DO NOT**

Here at the BGCKY we will not force youth to participate in any program or activity. Membership is a privilege to be earned every day by making positive choices. Members who choose to not consistently follow Club rules can be suspended immediately and sent home.

We don't use classroom-style educational programs. Instead, we educate youth through a variety of daily activities and engaging programs at a level that piques their interest. We believe that youth learn the most when they are having fun, and we try to incorporate fun learning into every aspect. We work with youth daily and in ongoing relationships. The youth development we work towards continues throughout the year and does not stop at the end of a day, week, or summer, but continues year after year.

## **WE ARE NOT**

We are not religiously affiliated, nor do we adopt any philosophical ideologies beyond our belief that youth who exhibit integrity, responsibility and respect will succeed in accomplishing their goals. We support and value the variety of beliefs our members hold.



## 5 KEY ELEMENTS OF POSITIVE YOUTH DEVELOPMENT

### **A Safe, Positive Environment**

Club Staff, facilities, and age-appropriate settings create stability, consistency, and a sense of physical and emotional safety for members. The Club provides structure and clearly defines acceptable behaviors.

### **Opportunities & Expectations**

The Club encourages its members to develop a moral character and behave ethically. Staff establish and reinforce elevated expectations and help members do well in school.

### **Supportive Relationships**

Members develop meaningful relationships with peers and adults. Staff members demonstrate warmth, caring, appreciation, acceptance, and proper guidance in their connections with members.

### **Recognition**

We recognize and support young people's self-worth and accomplishments. Club staff encourage youth, provide positive reinforcement as they make improvements, and experience successes.

### **Fun!**

The Club generates fun for its members. Staff and facilities create stability, consistency, and a sense of physical and emotional safety for members.



## OUR PROGRAMS

### **Character & Leadership Development**

These programs help youth become responsible, caring citizens and acquire skills to participate in the democratic process. Program participants also develop leadership skills and gain opportunities for planning, decision-making, contributing to their community, and celebrating our national heritage.

### **Education & Career Development**

These programs are designed to ensure that all Club members graduate from high school on time, ready for a post-secondary education and a 21st-century career. Boys & Girls Clubs' unique approach to workforce readiness prepares youth for success in their first jobs and helps them develop a plan to achieve their chosen careers.

### **Health & Life Skills**

These programs develop young people's capacity to engage in positive behaviors to nurture their well-being, set personal goals, and grow into self-sufficient adults.

### **The Arts**

These programs are designed to foster creativity in young people and give them outlets for self-expression.





## **PRIORITY OUTCOMES**

Everything we do at the BGCKY is designed to help youth cultivate successful futures for themselves. That is why Club members consistently outperform their peers when it comes to school achievement, healthy choices, and civic engagement.

The Boys & Girls Club program model is based on positive youth development and driven by high-impact, targeted programs that generate proven results. We focus on three priority outcomes and work to make sure all the youth we serve are achieving the following:

### **Good Character & Leadership**

Members are prepared for service and to be leaders in their communities.

### **Academic Success**

Members are achieving academic success, scheduled to graduate on time and are prepared for college and/or a career.

### **Healthy Lifestyles**

Members take responsibility for their health and well-being.



## CHARACTER VALUES

All Staff, members, and volunteers at the BGCKY are expected to always demonstrate three-character values: These values result in a greater ability to make positive choices when consistently practiced. We incorporate these values into everything we do at the Club. The values we teach and expect:

### **Respect**

We expect all Members to see the value in other people and things.

### **Responsibility**

We expect all Members to take care of themselves and the things around them.

### **Integrity**

We expect Members to do the right thing, even when no one is looking.

*We hold all Members accountable for their conduct and decisions while at the Club. When handling discipline issues, we rely on two things: a member's desire to be at the Club, and a member's willingness to take responsibility for their own decisions and actions.*

## NON-DISCRIMINATION POLICY

BGCKY operates on a non-discriminatory basis, affording equal treatment and access to services without regard to sex, race, ethnicity, national origin, religious beliefs, medical condition, disability, marital status/family structure, sexual orientation, or other affiliations. Children with disabilities or other special needs, as defined by the Americans with Disabilities Act (ADA), are welcomed into the program and reasonable accommodations in the best interest of the child are made, as necessary.



## INCLUSION POLICY

BGCKY embraces an inclusion approach that provides opportunities for all children to actively participate in all aspects of the program. Parents are encouraged to share a copy of their child's I.E.P. with us so that we can better serve her/him. This information will be kept confidential but will help the staff in determining the most effective way of working with your child. Please make an appointment with the Club or Program Director and discuss how we can incorporate it in her/his activities.

The program will make reasonable accommodations to implement a child's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP). Staff will have knowledge and training in inclusion best practices. The goal is to create a safe environment that facilitates learning as well as an environment in which all children are valued and respected. However, the Boys & Girls Club of Kentuckiana is not equipped to manage severely aggressive language or behavior towards other youth and/or staff. In the event, the behavior shows signs of becoming or becomes aggressive and/or unsafe, the parents/guardians will be made aware of incidents and will be made aware of possible interventions that may include information on early warning signs for aggressive behavior, student instruction in socially appropriate behaviors, referral to community organizations that teach strategies in the reduction of aggressive behaviors.

*\*\*\*Removal of youth from the program based upon persistent aggressive behavior that endangers the safety of others and/or the smooth operation of the program will be at the discretion of the Program Director.*



## WITH SPECIAL REQUIREMENTS

To make sure your child is safe and has positive, meaningful, and engaging opportunities while at our Club, our staff member to child ratio is 1 to 18 or less. Keeping that ratio in mind, if your child needs assistance with personal cares, has physical restrictions, or if there are behavioral concerns that would require your child to have a personal assistant, it is the responsibility of your family to provide that one-on-one assistant while your child is participating at the Club.

## FOUR R`S OF CLUB EXPECTATIONS

### **Respect Club Staff**

Disrespectful conduct towards staff members will not be tolerated. Members may not use inappropriate or rude language with staff members. Showing respect to staff includes following instructions, remaining quiet when asked and interacting with Staff in a positive and constructive way.

### **Respect Club Members**

Disrespectful conduct towards other Club members will not be tolerated. Members are expected to always practice respectful behavior, not engage in play fighting, and limit physical contact with other members as much as possible. Respecting other Club members includes treating other members appropriately, practicing good sportsmanship and helping others.

### **Respect Club Equipment**

Members are expected to treat all Club equipment with respect. Inappropriate, dangerous, or malicious use of Club equipment is prohibited. Club equipment is any equipment owned by, under the care of, or otherwise possessed by, the Boys & Girls Clubs of Kentuckiana.

### **Respect Yourself**

While at the Club, members are expected to treat themselves well. Any behavior that is destructive to either the physical or the mental well-being of themselves and others is prohibited. We teach members that it is okay to make mistakes. By accepting the consequences for their decisions, members demonstrate positive character values.



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## MEMBER EXPECTATIONS

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

- Have fun.
- Respect the club, staff, others, and yourself.
- Walk inside the building.
- Keep hands and feet to yourself.
- Use proper and polite language.
- Clean up after yourself.
- Stop all activities when told to do so.
- Report any problems to staff immediately.
- Wear closed-toed shoes or sneakers.
- Refrain from wearing hats and hoodies inside the building.

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

- Profanity
- Fighting
- Misuse of equipment, supplies, facility, vehicles (*Parents may be held responsible for replacement or repair of damaged equipment*)
- Disrespect towards staff/members/volunteers.
- Alcohol, tobacco, vaping, and/or drugs
- Unsportsmanlike conduct
- Inappropriate attire (*for safety reasons, including sandals, or displaying inappropriate messages*)
- Weapons of any type



## MEMBER ELIGIBILITY

- Members must be at least 6 years of age. A copy of the child's Birth Certificate may be asked for upon registration.
- Members must be physically and emotionally able to follow the Club rules independently.
- Members must be potty-trained and capable of using the restroom independently.
- Members must be able to self-administer any prescribed medications. Members must be self-aware of and able to manage severe allergies.

## CONDITIONS OF MEMBERSHIP

- The Club cannot be held liable for any injuries or accidents that may occur at the Club or during Club-sponsored events.
- Club Staff may provide medical assistance to members in the form of CPR, first aid, and transport to medical facilities, as deemed necessary, and without parental consent.
- Club staff cannot administer medications, nor provide over-the counter drugs to members. Medications may be stored at the Club with a parent/guardian release on file, but it is the responsibility of the parent and/or member to administer their own medication.
- To receive services provided by the Boys & Girls Clubs, student report cards will be collected or need to be submitted every 9 weeks. • All members may be photographed, surveyed, or interviewed as those activities pertain to the official business of Boys & Girls Clubs.
- All off-site activities require written consent of a guardian.
- Members must be picked up before closing time. Youth who are not picked up one hour after closing may be regarded as abandoned and turned over to the custody of police.



## ENROLLMENT AND FEES

Children are enrolled for the duration of the school year. Enrollment will only be confirmed when the following steps have been completed:

1. Completed Online Registration.
2. Program Fee(s) are paid
3. Confirmation email is received.

By enrolling your child in the Boys & Girls Clubs of Kentuckiana, you understand that your child must attend the after-school program a minimum of 3 days to keep their membership in good standing. Failure to have your child attend on a regular basis can result in their membership being revoked and/or loss of scholarship.

***If your child does not attend school due to illness or school suspension, they may not attend the Boys & Girls Club after-school program.***

Membership fees are intended to encourage buy-in and establish value for our services but do not cover their costs. It costs approximately \$1500 per member to pay for our facilities, staff, and programs. This leaves our hardworking Board of Directors and administrative staff to raise more than 3.5 million dollars each year.

**NOTE: A CHILD MAY NOT BEGIN THE AFTER-SCHOOL PROGRAM, SUMMER CAMP PROGRAM UNTIL ALL REQUIRED DOCUMENTATION AND FEES ARE RECEIVED AT THE CLUB.**



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## TERMINATION POLICY

If you decide to withdraw your child from the Club or any program, we require written notice of termination in advance.

## DISCIPLINE

When a child's behavior risks safety to themselves or others, a parent/guardian will be called and asked to pick up their child immediately. This behavior can automatically result in removal from the program and will be managed on a case-by-case basis.

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

***NOTE: Some offenses may result in immediate suspension or termination of membership.***

*\*At no time will the staff members use corporal punishment as a means of discipline.*  
Staff members will model positive behavior management techniques and respectful communication.

Discipline decisions will be made with the consideration of past misconduct incidents from the beginning of the session (school year will constitute a session and summer will be a separate session). Each Club member will be considered individually considering all facts. All Club members are expected to follow Club rules and procedures.





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*\*Prohibited behaviors include, but are not limited to:*

- Being in the office or behind the front counter without permission
- Misuse of equipment which includes throwing the equipment, standing on chairs or tables, banging pool sticks or paddles on tables, etc.
- Running anywhere in the building except for the gym
- Disturbing program areas or groups
- Using the phones without permission
- Refusing to follow directions as instructed by a Club staff member.
- Violating safety rules such as throwing objects, playing on bleachers, etc.
- Name calling, obscene gestures, use of racial slurs, and using inappropriate language.
- Leaving assigned group or area without permission, or being in an area
- Being directly disrespectful to Club staff or Club volunteers
- Using abusive language towards Club staff or Club volunteers
- Provoking or instigating a fight on Club property or during Club events and Club field trips.
- Physically striking another Club member on Club property or on Club field trips
- Fighting on Club property or on Club field trips
- Deliberately stealing, misusing, destroying, or damaging another Club member's property.
- Vandalism of Club property or Club equipment (i.e., defacing walls or equipment, deliberately breaking equipment etc.)
- Deliberately spitting on another Club member or biting another Club member.
- Leaving Club premises without permission from parents & Club staff.
- Deliberately putting hands on another Club member.



## Miscellaneous Rules

- Timeouts will take place in the assigned age group or in a safe area under the supervision of Club staff.
- A suspended Club Member is not allowed to participate in any Club activity during the entire duration of the suspension.
- Any other behavior of a more private nature will result in an immediate meeting with parents and the Club Director/Program Director, to discuss incident and resolution.

## ANTI-BULLYING POLICY

Bullying behavior or threats are taken seriously. Bullying is seen as a discipline issue and will be dealt with through the normal discipline procedures. What is bullying behavior? Bullying is.

**Physical:** pushing, hitting, kicking, stealing, threatening gestures

**Verbal:** name-calling, teasing, taunting, intimidating, humiliating, spreading malicious gossip, sexual harassment, racial abuse/slurs, homophobic abuse

**Written:** text and email messages, notes

**Silent:** exclusion from activities, rude gestures.

All staff and volunteers are expected to be vigilant and alert to cases of bullying. Staff, volunteers, parents, and members can make reports. Suspected cases of bullying should be reported immediately to the Director. Reports will be immediately investigated using the Club discipline guidelines. Incidents will be recorded and monitored.



## PERSONAL BELONGINGS

The Club or Club staff ARE NOT responsible for any lost or stolen personal items. We strongly encourage members to guard personal items closely and not leave personal items unattended. It is good practice not to bring valuable items to the Club.

## TECHNOLOGY

Computer and internet access is available to Club members to enhance their education and to become literate in an increasingly technological world. Use of the internet is considered a privilege of membership with the BGCKY and is granted only to members who comply with all guidelines and rules. The Club reserves the right to restrict the use of its internet access in any manner deemed necessary by Club staff. Please reference the technology agreement included in your child's membership application for full rules and guidelines.

## DRESS CODE

To ensure the safety of all members and to hinder any distractions caused by inappropriate attire, a dress code is enforced. These are the guidelines:

- Shorts' length must fall to the fingertips when hands are extended down by the youth's side.
- Halters, tube tops, sheer tops or shirts revealing the midriff are prohibited.
- No shirts or t-shirts with inappropriate language, logos, discriminatory statements, sexual content, or gang symbols are allowed.
- No emblems, quotes, remarks, or any saying (as stated in item #3) on the rear panel of pants.
- All pants and shorts must be worn at the waist, no sagging.
- No hats, caps or headbands can be worn in the Club. If a child is in violation of this dress code, a parent/guardian will be called, and the member will be sent home for the day.



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## **MEMBER RECOGNITION**

### WEEKLY AWARDS

- Members of the Week (1 for each group)
- Fun Friday Awards
- Birthdays
- Homework Heroes

### MONTHLY AWARDS

- Champion of Character
- Special Acknowledgement
- “CommUnity” Service Award (Teens)
- Praise Reward
- Parent of the Month
- Top Attendance Awards
- Academic Excellence Awards
- Club Service Awards
- Volunteer of the Month
- Staff of the Month



## FIELD TRIPS

The Boys & Girls Clubs of Kentuckiana provides a variety of opportunities for our members to participate in activities off Club property that support our programs. Each excursion requires a signed membership application and a signed permission slip. Field trip sign-ups are based on Club behavior and participation and are taken on a first-come, first-serve basis. Field trips costs are covered with membership. Members and parents are reminded that all our Club rules extend to field trips.

## PICK UP POLICY

While we understand accidents and emergencies happen, communication is paramount to insure a safe and timely pick up of your child or children. Children are required to be picked up by the scheduled closing time each day. There will be a \$5.00 charge every time you are late, per child, payable at the time of pickup for pick-ups after the scheduled closing time. Children will not be admitted back into the Club until payment has been made for any late pick-up. It is each parent's responsibility to continually review and be aware of scheduled closing times. Please check the parent information board each day for this and other time-sensitive information about the program.

No one that is not listed in writing on the membership application will be allowed to pick up any member. No verbal consent will be accepted for any reason.

The following steps will be taken when a member is picked up late:

**First Occurrence:** Parent will receive the late policy when picking up member, along with a verbal warning and placed in the late log.

**Second Occurrence:** Up to a three-day suspension from the Club.

**Third Occurrence:** Up to a one-week suspension from the Club, and before your child can return you must schedule a meeting with the Club Director to develop a pick-up plan.



## RELEASE OF CHILDREN

Your child will only be released to people that have been identified on the membership application and who have appropriate picture identification. It is your responsibility to notify the Club of any additions or other changes to the list of those who have your permission to take your child(ren). Please understand that for the safety of the young people we serve, Boys & Girls Clubs of Kentuckiana will strictly adhere to this policy. Anyone approved to pick up your child should be listed on your Authorized Pickup Form. The Club needs to be notified when someone else is picking up your child. Even if it is an emergency, the Club needs your permission to release your child to someone other than you. Written documentation naming the person(s) authorized by the parent/guardian for the release of the child(ren) is required for dismissals. An adult 18 or older must sign the member out.

Club staff members will assume that both parents have the right to pick up their child(ren,) unless a court order stating otherwise is on file. Without a court order, the Club staff members cannot refuse a parent. If the Club has a court order and a non-custodial parent tries to pick up the child, the Club will call the custodial parent. If the non-custodial parent leaves with the child, the Club will immediately call the police and report the situation. The Club will not place the other children at risk in a confrontation with the non-custodial parent.

It is especially important to Boys & Girls Clubs of Kentuckiana that your child arrives home safely. Therefore, if the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely the Club/Unit Director will call the other parent or the emergency contact. If the parent refuses to agree not to transport the Club staff will call the police and report the parent as intoxicated.

***In case of illness or discipline problems a parent/guardian is required to come IMMEDIATELY to pick up the child. If the child is not picked up, he/she will not be permitted to attend the program on the following day.***



## OPEN DOOR POLICY

During our After School and Summer programs, several members informed program staff that they have received prior approval from their parent/guardian to leave the facility and are, in effect, free to go as they please to these and other destinations. Program staff does their best to dissuade members from leaving the Club; however, program staff is bound by the following organizational policy:

**"Open Door Policy":** Although it may not be widely understood, the Boys & Girls Clubs are membership organizations, which observe an "Open Door Policy." This policy simply means that our middle school and high school boys and girls, who are members, may enter and exit the facility at any time such child deems it appropriate for him or her to do so. The exception to this is when a member is attempting to re-enter the facility after 7:00 p.m., Monday through Friday.

Parents are encouraged to visit the Club at any time during operating hours. Please be sure to sign in at the front desk. For the safety of our children, no one may enter the Club during the hours of operation without identifying himself/herself and signing in.

## MANDATED REPORTING

The Boys & Girls Clubs of Kentuckiana is a Mandated Reporting Agency. If there is suspicion of child abuse or neglect, the Kentucky Department of Children and Family Services will be contacted.

## COMPLAINT PROCEDURES

If you have any issues or concerns, please address them with the Director of Operations so they can be resolved in private as soon as possible. If we are unaware that there is a problem, we cannot work to resolve it. We want to provide an atmosphere where your child feels safe and has fun while learning.



## SMOKE-FREE ENVIRONMENT

The Club is a smoke-free environment. Staff, members, visitors, and parents on or near the facility are prohibited from smoking. Smoking is prohibited in the buildings, on the premises, in Club vehicles, or at any program or event conducted off the premises. Employees are not permitted to smoke where Club members are present under any circumstances nor where Club members can view the employee smoking.

## SAFETY OF MEMBERS

One of our core promises is to provide a safe environment and have a positive impact on the lives of our members. We want you to know that we do many things to assure the safety of all members.

1. Social Media: The Boys and Girls Club has a standing policy that no staff or volunteers can friend Club members on social media. If your child has any social media account, please monitor it, and remind members that they cannot friend or request to friend any staff or volunteers at the Club.
2. All staff, volunteers and interns have completed background checks prior to working with the youth as well as participating in an orientation and training.
3. We have an open-door policy and if you as a parent or a member has any concerns or issues with staff, interns, or volunteers we welcome you to talk with the Director of Operations or Vice President of Operations. There will be no repercussions to your children if you voice a concern and confidentiality is maintained.





## SNACKS AND MEALS

Clubs serve a healthy dinner to members during the after-school program. During the Summer Day Camp program, the Club provides breakfast, lunch, and snack for all members. These meals are provided in partnership with Dare to Care. All members are encouraged to eat these nutritionally balanced meals. Please inform the staff of any food allergies and/or special dietary requirements. No meals from fast food restaurants are allowed. This includes parents bringing fast food meals to their child.

*If your child has any food related allergies, dietary, or religious restrictions please make sure you annotate the need for accommodations when enrolling them into the Boys and Girls Club of Kentuckiana.*

## EMERGENCIES AND MEDICATIONS

Most of the Club staff trained and certified in First Aid CPR and the use of AEDs (automated external defibrillator). The staff will report injuries on a minor injury report form which will be given to the parent/guardian at the end of the day. All head and eye injuries no matter how minor will be reported immediately to the parent/guardian. Any injury that causes bleeding or swelling will also be reported as soon as possible. In the event of a more severe injury or illness, the staff will make every attempt to reach that parent/guardian and the child will be transported to the local hospital. Please be sure to list all allergies and health problems on your child/s membership application as well as making staff verbally aware. In the event of an emergency, as in inclement weather, threats to the safety of the club or its members, or hasty club closures you will be contacted **IMMEDIATELY**.

Policy prohibits staff members of the Boys and Girls Club of Kentuckiana to administer prescription or over-the-counter medications of any kind. This includes skin cream, sunscreen, and insect repellent. If your child requires emergency medication, such as an inhaler or EpiPen, you are required to provide the medicine in its original container and labeled with the child's name, instructions for administration, including the times and amounts for dosages and the physician's name. If your child is asthmatic, you must provide an inhaler to the Club and a valid asthma action plan. Members are not allowed to keep or carry their own medication while at the Club. All



emergency medications and plans will be locked in a storage cabinet at your child's Club. (Medicines that are out of date or not in the clearly labeled original container are not permitted and will not be accepted by staff.) If a situation arises that your child should need emergency medication, staff will then allow him/her access to their emergency medication and allow him/her to administer the medication themselves. Boys and Girls Club of Kentuckiana. staff will not administer medication to a child. Parents will be notified immediately when a child needs access to their emergency.

## PROCEDURES FOR PARENT COMMUNICATION

Boys & Girls Clubs of Kentuckiana are open for parent/guardian visits. The program encourages parents/guardians to become actively involved in the program. To facilitate communication, the following procedures will be followed:

1. **Parent Information Board:** Located near the entrance. Look here for the daily overall schedule of program activities, snack menu, upcoming events, parent workshops, scheduled Club closings, community resources, etc.
2. A Parent Conference will be conducted between the Club staff and the parent/guardian annually.
3. Less formalized discussions with the Club Director or supervisor in charge are available daily.
4. **Parent Orientation meetings are held twice annually.** They are conducted in September and in June.
5. The Club/Unit Director will make every reasonable effort to address parent concerns in a timely manner. More serious concerns will be given priority. Your patience and cooperation are appreciated.
6. Parents will be notified immediately in the event of an incident or accident depending on the severity of the situation. Parents/Guardians are expected to provide the Club with recently updated information, especially phone number changes.



## PARENT INVOLVEMENT

We need parents to help the Boys and Girls Clubs of Kentuckiana in several ways.

How could you help?

- Donate snacks
- Monetary donations
- Volunteer for special events or activities.
- Share your skills and talents with the members.
- Sponsor another Club member for an After-School Membership or Summer Camp
- Become a part of the Parent Advisory Board

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**BOYS & GIRLS CLUBS  
OF KENTUCKIANA**

## **BOYS & GIRLS CLUB OF KENTUCKIANA POLICY AND PROCEDURE COMMITMENT**

I have read the entire Boys & Girls Club of Kentuckiana Parent Policy and Procedure Manual and understand my commitment to Boys & Girls Club of Kentuckiana. My child/children have read, or I have read the Manual to him/her, and he/she understands the policies and procedures. We both understand that failure to follow the procedures and policies will result in termination of enrollment. We have agreed to accept the policies detailed on the preceding pages.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

I have received the Boys and Girls Club of Kentuckiana Policy and Procedure Manual along with other required registration forms. I understand that I must read the handbook then sign and return the last page with the other completed forms to have my child registered for care.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

**\*\*\*\*GIVE COPY TO CLUB\*\*\*\***



**BOYS & GIRLS CLUBS**  
OF KENTUCKIANA