

# GREAT FUTURES START HERE.



## Parent-Member Handbook

### **CONTENTS**

MEMBERSHIP  
YOUTH DEVELOPMENT  
PROGRAM MODEL  
TECHNOLOGY USE  
ARRIVAL/DEPARTURE  
HEALTH & WELLNESS  
EMERGENCY PREPAREDNESS  
SAFETY POLICIES  
RESPECT  
ACCOUNTABILITY  
BREAKS  
DISCIPLINE POLICY  
FAMILY COMMITMENT  
VISITORS & VOLUNTEERS  
FINANCIALS  
CONTACT  
ACKNOWLEDGEMENTS/RECEIPT OF HANDBOOK

This handbook is intended to provide information about Glen Cove Boys & Girls Club's policies and procedures to the families of our members. It is not a contract and is subject to revision at any time, without prior notice, by Glen Cove Boys & Girls Club and equal opportunity employer and program provider.

**It is the goal of Glen Cove Boys & Girls Club to continue to provide affordable, quality programs in a safe & inclusive environment.** To accomplish this goal, we ask for your commitment to the policies and procedures in this handbook.

This guide was created by Club staff, leadership, board, and families.

# **WELCOME!**

It is our privilege to welcome you and your child to Glen Cove Boys & Girls Club.

Glen Cove Boys & Girls Club at Lincoln House is the leading advocate for youth and an essential after school service for the Glen Cove community since 1903. We provide members with a healthy balance of learning and play, well beyond the school curriculum. Children and teens, ages 6 – 18, are encouraged to explore and discover the world around them in a fun, positive and nurturing environment.

## **Mission**

To provide a safe and caring environment, that will inspire and enable all young people to realize their full potential as productive and responsible citizens.

The Club provides more than just a safe haven for kids to come after school; we provide a positive place where the community's young people have opportunities to improve their academic performance, develop college and job readiness, build leadership potential and become involved in community service. Club professionals provide support, mentorship, guidance, and so much more.

In this handbook, you will find important information about your child's membership into the Glen Cove Boys & Girls Club. Please review and keep it as a reference this year. We hope you have a wonderful year and thank you for being a part of our Boys & Girls Club family.

# **MEMBERSHIP/ENROLLMENT**

## **Member Eligibility**

Applications are open to all children, grades 1-12, regardless of race, socio-economic status, sexual orientation, religion, or creed. Members must have successfully completed kindergarten and be at least six years old by labor day of the current school year or in summertime of the upcoming school year.

## **Application Process**

All families must complete an application on our Club website for aspiring members. Completing an application does not guarantee membership in the program. Membership documentation consists of a completed membership application, signed Parent Authorization/Agreement, Behavior Expectations, along with a completed Emergency Form (OCFS-LDSS0792). A new Membership Record must be filled out each year for both new and renewing memberships.

## **Admission Criteria**

In the event, demand is greater than the current capacity the Club will review for priority based on: current/previous Club members, siblings, amount of days per week requested, potential adaptations/behavioral concerns, along with other criteria.

## **Membership Registration Requirements**

Upon admission into the program, parents/guardian must complete the following before the child's first day of attendance:

1. Membership Application
2. Submit payment for the program
3. Review and sign all parent/guardian permission and waivers
4. One parent or guardian must attend an annual orientation
5. Membership Application
6. Parent-Member Handbook Receipt Signature Form
7. Copy of Most Recent Report Card
8. Proof of Child's Age for 6-and 7-year-olds.
9. Health Insurance Card (Copy)
10. Medical Forms (as needed)

## **Membership is a Privilege**

The Club may require meetings or additional information prior to membership acceptance to ensure the Club has the capacity, facilities and professionals to meet the needs of the youth requesting membership. Once membership is accepted, families and youth must follow Club rules and guidelines. If a youth's needs change or new information is disclosed, the Club will review its capacity, facilities and professionals to reassess whether the Club can continue to meet the youth's needs.

## **Member Eligibility Checklist**

The purpose of this document is to promote positive and clear communication between staff and parents/guardians about membership at the Boys & Girls Club (BGC). In order to support the success and safety of all individuals registered and participating at the BGC, it is important that participants are indeed "Club ready." To assist in determining if your child is "Club ready," the following criteria have been developed:

- Youth is able to participate in Club programs independently or with minor accommodations.
- Youth is age 6-18 years old.
- Participant is able to use the restroom independently or with minimal verbal prompting.

- Youth is able to take direction and instruction from a staff person.
- Youth is comfortable with, and able to interact in a group environment. Youth can successfully participate in a group with an adult to child ratio of at least 1 to 20 (one adult to every twenty youth)
- Youth interacts and participates in programs in a manner that is physically and emotionally safe for themselves and others.
- Youth does not require physical intervention for redirection, direction, assistance, or for any other reason.

If you believe that your child may not be ready, or have questions about the above, please feel free to schedule a meeting with the Director for clarification.

## Communication with Parents and Guardians

**REMIND 101** To sign up, Text: @gcbgc to 81010.

The Club uses REMIND 101, a communication app that makes it easy for parents, guardians and teens to stay connected with the Club. We use REMIND to share important things like emergency weather related openings and closings as well as special events. REMIND is free to use, and messages can be received by text or email.

**E-Blasts** Sign up to receive monthly e-newsletters with important information for Club families about programs, events and special opportunities. To sign up, visit our website at [www.glencovebgc.org](http://www.glencovebgc.org) or contact the Marketing Coordinator at (516) 671-8030, ext. 109.

## YOUTH DEVELOPMENT

What the Club does every day helps improve the lives of children. All Club activities support youth development in at least one of three key program areas:

\*Programs may vary based on age or time of year/season.

**ACADEMIC SUCCESS** to help youth achieve academic goals, stay in school, explore career interests, learn new skills and consider post-secondary education options.

- Project Learn - tutoring, homework help, service projects and fun learning activities.
- Money Matters - build basic personal money management skills, budgeting, saving and investing.
- National Fine Arts - encourages artistic expression through drawing, painting, printmaking, photography, collage, mixed media, digital art, acting, beading and sculpture.
- Career Launch - job-readiness and career-preparation, mock job interviews, resume building, job application completion – experiences guiding members as they work toward high-school graduation and prepare for post-secondary education and the workforce.
- DIY STEM (Science, Technology, Engineering, Math) fun, hands-on activities to explore the science of every day.
- Digital Literacy Essentials - project-based experiences to gain technological skills that explore digital safety, privacy, digital presence, online communication and gaming.
- Computer Science - members learn computer science skills based on their needs and unique interests. Youth will develop critical thinking, problem-solving and coding skills.

**HEALTHY LIFESTYLES** to help youth engage in positive behaviors that nurture wellbeing, set personal goals and grow into self-sufficient adults, including daily physical activity, healthy food choices and an appreciation for the outdoors.

- Triple Play - promoting a healthy mind, body and soul. Incorporating healthy living and active learning in every part of the Club experience with an emphasis on good nutrition, regular physical activity and improving overall well-being.
- Garden Club - engages youth in gardening, including cultivation and harvesting, planning healthful meals and snacks.
- SMART Moves - focuses on emotional well-being, including self-regulation, impulse control, and stress management. Additional lessons help youth resist the use of alcohol, tobacco and other drugs.
- Positive Club Climate - collaboration between staff, members, and volunteers to create a mindset and climate where all feel emotionally safe and supported. A focus on preventing bullying is also a key part to this program.
- Healthy Habits - emphasizes good nutrition, regular physical activity and improving overall well-being. As a part of the program, kids have the opportunity to prepare tasty and healthy snacks using typical ingredients found at home.

**CHARACTER AND LEADERSHIP** to empower youth to become engaged in the Club and the community, sustain meaningful relationships, respect one another, and participate in the democratic process.

- Youth of the Year – invites members to showcase their talents and achievements, share their hopes and dreams, and work toward a bright and positive future. Competition at the local, state, regional and national levels for Youth of the Year titles and along with the advancement comes educational scholarships for participating teens.
- Million Members, Million Hours - introduces members to making a positive by providing opportunities to serve in year-round volunteer activities/service.
- Leadership Club – encourages the development of interpersonal skills, a strong work ethic and a sense of community engagement while experiencing on-the-job Club work.
- Youth for Unity - focuses on promoting diversity, equity, and inclusion in the Club and in the community.
- Youth of the Month - Members are recognized for their exceptional growth in all areas, participation, and positive leadership. These members are invited to our annual Youth of the Month banquet.

## PROGRAM MODEL

### Club Closures

On days when school is not in session (i.e., teacher workdays, early release days, school holidays, Winter Recess, Spring Break, summer vacation, etc.) the Club operational hours will vary. The exceptions to this are Club-recognized holidays on which the Boys & Girls Club will be closed which will include: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day Labor Day, Thanksgiving Day, Day following Thanksgiving, Christmas Eve, and Christmas Day.

The Club will follow the Glen Cove School District calendar for closures, please reference calendar on our website. Club leadership are in close communication with the district. In the event GCSD changes their schedule Club staff will review and revise our schedule as needed.

The organization reserves the right to change its hours and days of operation on need. If such changes occur, parents/guardians will be notified in advance. Additionally, there may be days when it was necessary to close the Club due to unforeseen circumstances such as emergency repairs, inclement weather, etc. Again, when such circumstances arise, we will do our best to post this information to alleviate any inconvenience this may cause, unexpected weather events may not give us time for advance notice.

## **Weather-Related Closings**

The Club follows the Glen Cove District for weather related closings:

- If school is cancelled or dismissed early due to inclement weather, the Club will be closed.
- If after-school activities are cancelled, the Club will remain open until 4 p.m. to give families time to create a plan for pick up.

## **General Operations**

- The staff-to-youth ratio will be 1:15, with some activities, such as gym or outdoor activities within a 1:30 ratio.
- Age groups will remain separate for the majority of the program, at times groups may combined.
- Club staff will limit youth bringing in personal items.
- Each age group will have a schedule with rotations and transitions throughout each day.
- Members should bring their own water bottle every day, water fountains are available.

## **Commitment to High-Quality Programming**

Club members will be surveyed about their behaviors, skills and attitudes, as well as their Club experiences. We use a variety of survey instruments, including the Boys & Girls Club of America's Youth Development Outcome Measurement Tool Kit. In addition, Club members take pre and post tests after participating in some Club programs to help assess the program's effectiveness.

## **Partner Agencies/Volunteers**

Partner agencies and volunteers may work with Club members and staff, provided they adhere to all procedures outlined within this document and other organizational directives. Some of our partner agencies include but are not limited to: Glen Cove School District, Glen Cove Police Department, Glen Cove Library and Chamber of Commerce.

## **Field Trip Guidelines**

All field trips will be supervised by Club staff. Field trips are a privilege and participation is at the discretion of Club staff even when permission has been given by a parent or guardian. A member who may have difficulty following Club rules at the Club may not be allowed to attend an off-site field trip. To help ensure that every youth has the opportunity to attend field trips we will rotate based on age groups, attendance on past trips, and interest level of youth for each specific trip. Club staff will use the REMIND app to inform families of field trips and offer opt-out options for families.

## **Afterschool Enrichment Program**

### ***After-School Program***

The afterschool program will run from September – June, Monday through Friday. Program operates from the end of the regular school day until 6:30p.m. On days when school dismisses for a scheduled early release day, Club programming will begin at 12:00pm and continue until 6:30pm. If the Club is not in operation during an early-out day, staff will post this information in advance.

### ***Hours***

Grades 1-5, 3:00-6:30 p.m. | Grades 6-12,3:00-7:00 p.m.

### ***Fees and Payment Information***

Annual Club membership fee plus \$165/per child, September – June.  
Registration is accepted on a first-come, first-served basis.

### ***More about Afterschool Programs***

- Children may work on homework, create art projects, and play organized indoor and outdoor activities.
- A daily afternoon snack is provided.

### **Summer Program**

The summer program is in session for 6 weeks during the months of July – August and is open to all children entering grades 1-8. The Club’s summer program gives youth ages 5-18\* a safe and affordable place to go while parents are at work.

The Club offers a dynamic learning environment that includes fun and impactful age-appropriate programs, mentoring by caring adult professionals, free and healthy meals, and outstanding facilities. Youth enjoy coming to the Club in the summer and making lifelong friendships, all while learning the appropriate skills to become responsible young adults.

### **Hours**

Day Program, 9:00 a.m. – 3:00 p.m. | Extended Afternoon Childcare, 9:00 a.m. – 5:00 p.m.

### **Fees and Payment Information**

Program offerings and fees may vary from year to year. Check the Club’s website at [www.glencovebgc.org](http://www.glencovebgc.org) for the most current information. Registration is accepted on a first-come, first-served basis.

### **Meals**

The Club serves breakfast, lunch, and a snack in the summertime, made possible through funding from the USDA and the Summer Food Service Program (SFSP). Lunch is served between 11:00 a.m. - 12:45 p.m., and snack is served between 1:45 – 3:00 p.m.

### **Field Trips**

Members get the opportunity to enjoy at least one field trip per week during our summer program. Youth get to visit local parks, nature centers, and more!

*\*Children who are 5 years old and have already completed kindergarten are able to participate in the Club’s summer program. Must turn 6 on or before July 1<sup>st</sup>*

## **TECHNOLOGY**

### **Acceptable Usage [\[Technology & Acceptable Use Policy\]](#)**

- Including but not limited to Club computers, tablets, gaming systems, televisions and other electronic devices.
- The Club reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the Club’s electronic devices, e-mail & internet systems at any time, with or without notice and that such access may occur during, before or after Club hours.
- The Club may purge electronic files on Club-sponsored electronics at any time, without notice. Club members will not make a purposeful effort to subvert the intent of the Club or other institution’s security measures, such as bypassing, hacking or changing content filters, firewalls, security programs or passwords.
- Club members understand and will abide by laws regarding lawful and ethical obtaining, use and dissemination of electronic data and media, and will comply with those laws while using all electronic devices at the Club.

- The use of any electronic devices for the procurement, creation, or distribution of materials and information that are bullying, harassing, threatening, obscene, defamatory, proprietary, pornographic, illegal or unethical, including through social media, will result in immediate disciplinary action.

### **Digital Safety Training**

Prior to using Club technology devices, members must complete digital citizenship and technology safety training and annually thereafter.

### **Personal Devices**

No personal electronic devices are allowed in the Club for grades 1-5. Grades 6-12 will be allowed access to personal electronic devices at designated times and spaces.

### **Games and Movies**

Games and movies selection will follow age-appropriate ratings for each age group. Staff will designate what ratings are allowed within each age group based on the age of the youngest grade.

Taking photos or videos on any electronic device while in bathrooms or shower facilities at the Club or on Club field trips is strictly prohibited. Video recording on personal devices while on Club grounds is strictly prohibited, unless given prior approval.

The Club prohibits any social media contact, texting, phone calls, or contact on personal devices between Club members and staff or volunteers outside of the Remind system. Staff and Club members are only to use the Remind system during Club hours. Remind keeps a full record of all conversations that take place between youth and staff.

## **Arrival & Departure**

### **Transportation**

- Members must provide their own way to and from the Club.
- For field trips we will utilize contracted services
- Permission slips must be signed by a parent before going on field trips.
- Boys & Girls Club staff are not allowed to transport members during regular Club hours, outside Club hours, or scheduled activities.
- All occupants must wear a seatbelt, including a shoulder belt. The Club's discipline policy applies for during transportation services. Violations may result in suspension or loss of riding privileges.
- Transportation from school is typically provided by the local district.
- ***When riding the bus to the Club, your child must check in at the front desk. Members are not allowed to ride the bus to the Club, get off the bus and get into a vehicle without checking in to the Club.***

### **Safe Passage Policy**

Members under the age of 12 must be escorted from the Club by a parent, guardian or other authorized adult. Club members 12 years old and older are allowed to walk home on their own with written permission from a parent/guardian. The Club is not responsible for members who are not properly checked in at the front desk. Members should not be dropped off on Club grounds when the Club is not open.

### **Members:**

- Must scan in and out each day with their Membership card.

- May not leave the Club unescorted unless they are 12 years and older and have included in their membership application written parent/guardian consent. **After scanning out for the day, Club members will not be permitted to return to the Club until the following day.** Members that leave the Club for a doctor's visit or other emergency **may** be allowed to return to the Club at the Club Director's discretion. Members that leave the Club without permission may face disciplinary actions up to and including suspension and termination of membership.
- Members are not permitted to attend the Club if they have been suspended from school.

### **Parent/Guardians:**

- Must retrieve child(ren) under 12 from the Club or identify and authorize up to three (3) additional contacts over 16, who may be picking-up their child(ren).
- In order for us to ensure the safety & security of our Club members, please be prepared to present your photo ID at the front desk so we may scan your information into our Vision database.
- May include in their membership application approval for members ages 13 and older that are current members of the club, to escort their younger sibling/family member, under the age of 12, out of the Club for the day.

### **Club Staff**

- Will not respond to phone calls requesting member/s to be dismissed without their authorized escort.
- Will review ID Cards for identified additional contacts once they arrive at the Club.
- Will not accept phone calls from parents/guardians requesting that an unidentified contact will be escorting members.
- Will not accept responsibility for any members that leave the Club unescorted/unsupervised and in breach of this policy.

### **Late Pick-Ups**

The Club opens and closes promptly as posted. We ask that parents/guardians ensure that their children do not arrive early or leave late. At closing, children remaining at the Club, at closing time will be taken in the membership office to call their parent/guardian and or emergency contacts listed within the child's Membership Application will be called. If we are unable to get in touch with the after a 45-minute window, we reserve the right to contact local law enforcement and/or Child Protective Services.

**If you are going to be late**, please call membership services/front desk to make the staff aware of your situation and you may be granted a 15-minute grace period.

- Parent(s)/Guardian(s)/Families must pay a late fee of \$25 (or per family if more than one child)
- If a member is not picked up and the Club has not heard from a parent within 30 minutes after closing, we reserve the right to contact local law enforcement and/or Child Protective Services.
- Late fees not paid will affect your child's membership and must be paid before the member(s) will be allowed to return.
- Abuse of our late policy such as chronic late pick-up (3x's within 20 days) and/or unpaid late fees will be groups for suspension and or termination of membership.

### **Persons Appearing to be Impaired at Pick Up**

No person including parent(s) and guardian(s) appearing to be intoxicated or under the influence of drugs may remove a member from the Club. Glen Cove Boys & Girls Club reserves the right to

consult with authorities and/or require alternative transportation. The parent's right to immediate access does not permit the Club from denying custodial parent access to their child, even if the parent is or appears to be impaired. However, Club staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

### **Court Orders**

In cases where an enrolled child is the subject of a court order (for example, Custody Order, Restraining Order, or Protection from Abuse Order), Boys & Girls Club must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed. In the absence of a court order on file with the Club, both parents shall be afforded equal access to their child, as stipulated by law. Employees the Club cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Club personnel will report any violations of these orders to the court.

### **Absences**

Please call the office at (516) 671-8030 ext. 101, or email [membership@glencovebgc.org](mailto:membership@glencovebgc.org), if your child will not be in attendance on any given day. This will ensure the staff of the safety and whereabouts of your child. Should unreported absences become excessive, Glen Cove Boys & Girls Club has the right to terminate services. We do not prorate or credit absences.

### **Attendance**

It is the policy of Glen Cove Boys & Girls Club that all youth participating in programs are current, registered members. Our goal is to provide a world-class Club Experience. To that end we need to ensure that all members are maximizing our services. By enrolling your child at Glen Cove Boys & Girls Club, you understand that your child must attend the after-school program a minimum of 3 consistent week 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 applicable).

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

## **HEALTH & WELLNESS**

### **Infestations or Contagious Conditions**

Any suspected transferable infestations or contagious conditions will be addressed as follows:

- The family will be contacted immediately to remove the child from the Club facilities.
- Proof of treatment from a healthcare facility or receipt of medication purchased will be required prior to the child being allowed back into the Club facility.
- Other Club families will be notified upon confirmation of the condition, no identifying information will be provided.

### **Medications**

- The Club will only administer emergency life-saving medications.
- Non-emergent medications will not be allowed to be administered by the Club except for topical over the counter such as sunscreen lotion and insect repellent.
- Families must complete a medication form for a member to have prescription emergency medications at the Club, e.g., Epi-Pens or inhalers.

- All approved medications must be kept in a secured storage location; youth are not allowed to carry them during Club programming.
- The Club will ensure all medicine is:
  - kept in the medicine's original container with child's first and last name;
  - given only to the child whose name is on the label;
  - not given after expiration date on the label;
  - returned to the child's parent or legal guardian or destroyed, if unused.

### **Member Becomes ill**

A comfortable area in isolation will be provided for the care of Club members who become ill with a headache, stomachache, cold or flu-like symptoms while at the Club. The Club member's parents or emergency contact person will be notified and asked to pick up the youth as soon as possible. Club members must be symptom-free for 24 hours before returning to the Club.

If a Club member vomits, they must be picked up by a parent/guardian or other authorized individual immediately. There are no exceptions.

If a member is on a Club-sponsored field trip when they commit or become ill with a headache, stomachache, cold or flu-like symptoms, they must be picked up immediately from the location of the field trip.

### **Toileting Accidents**

If a Club member has a urine or bowel movement, the parent/guardian or authorized adult will be called to pick up the youth. If it becomes a regular occurrence that the youth urinate or defecates their pants, membership will be terminated until the problem is resolved.

### **Medical Emergencies**

In a life-threatening situation, the Club will call an ambulance first and then the child's parent/guardian. The Club is not responsible for the costs of any medical attention or treatment.

### **Accident or Injury**

If a Club member is injured on or off-site while in the care of the Boys & Girls Club, staff will take the steps necessary to obtain emergency medical care. We will protect the identity of the injured Club member whenever possible. These steps may include, but are not limited to, the following:

- Attempt to contact a parent/guardian by phone
- Attempt to contact the designated responsible persons (emergency contacts) by phone as noted in youth's membership information when a parent cannot be reached.

If we cannot get in touch with the parents/guardians or emergency contacts, we will do any or all of the following:

- Contact your physician for assistance.
- Call an ambulance or paramedic.
- Have the child taken to the nearest hospital in the company of a staff member.

In the event of injury, bleeding to the head or injury to the head, the youth must be picked up by a parent or approved individual. If a parent is unable to pick up the child, the Club will transport the youth to the nearest medical facility. Under no circumstance will the Club release an injured child under the age of 16 into the care of another minor.

All staff members are trained and certified in CPR, first aid, and in using an AED defibrillator. Minor wounds will be cleaned with antibacterial soap and water only and protected.

Parents/guardians will be notified of an incident by note or a call from Club staff depending on severity. All accidents will be recorded on an Injury Report Form and kept on file with membership services.

### **Accident or Injury (Offsite)**

If an accident or injury occurs while youth are on a Club sponsored field trip, we will follow the same steps as listed above. When youth leave the Club, staff will take along the emergency information regarding each of the youth on the trip including parent phone numbers and emergency contact information. A first aid kit will be available on field trips.

### **Family Expectations**

Parents/guardians are asked to **support the Club in providing a safe space for our members and staff** by informing the Club of any changes to their child's health or potential community exposure.

### **Medical Treatment**

The completed Membership Form authorizes Club staff to seek medical treatment for a Club member, if necessary. Any associated medical costs will be the responsibility of the parents/guardians. The Club does not provide medical insurance for Club members.

### **Universal Precautions and Sanitary Provisions**

Wet or soiled clothing shall be changed promptly and placed in a plastic bag to be taken home for laundering. The Club member will do this on his or her own.

Staff and Club members are required to use proper hand washing techniques. This includes the use of soap and warm water, scrubbing between fingers before and after handling food and after using the restroom.

When staff deal with any type of body secretion, they will wear disposable gloves. When they are done cleaning the area with a sanitizing solution, they will place all paper toweling and gloves in a plastic bag and tie it shut before disposing of it in the garbage can. Youth will be kept out of the area of bodily secretions until it is cleaned up and sanitized.

## **EMERGENCY PREPAREDNESS**

### **Critical Incident Response**

The club follows these five specific actions that are performed during an incident: **Hold, Secure, Lockdown, Evacuate, and Shelter**. Staff and members will be training, practicing, and drilling the protocol throughout the course of the year.

### **Fire Procedure**

All staff and volunteers are trained in our fire evacuation plan in case of an emergency. We will implement fire drills quarterly with our members. By practicing often, it helps them to know what to do in a fire emergency. Please do not take your child(ren) offsite before signing out your child(ren) and Club staff can correctly account for every youth at the Club that day.

### **Severe Weather**

When the National Weather Service issues a severe weather warning, the Club will execute its

severe weather plan. When the Club is on lockdown for a tornado warning, the Club is not allowed to let a child leave, but a parent/guardian may enter the Club to seek shelter.

### **Lockdown**

1. Lockdown is called out on walkie and PA system.
2. All kids are quietly moved into the designated lockdown space.
3. Staff lock all doors, cover all windows, and clear restrooms.
4. Attendance is taken.
5. Kids remain in place until all clear is given by management.

### **Evacuation of Facility**

1. Evacuation is called out on walkie and PA system.
2. Staff lead all kids out of the building to the designated evacuation meeting locations (corner of Robinson and Glen Cove Avenue & Corner of Burns and Glen Cove Avenue)
3. All restrooms and program spaces are checked by management.
4. Kids are to sit in quiet lines according to age and group assigned, with 1 staff per line.
5. Attendance is taken.
6. Staff leads all kids back in the Club once all clear is given by management and/or first responders.

### **Evacuation Relocation Sites:**

**Primary:** Tiegerman School, 100 Glen Cove Ave. (516) 609-2000

**Secondary:** Glen Cove Library, 4 Glen Cove Ave. (516) 676-2130

## **SAFETY POLICIES**

### **Staff & Volunteer Training**

All staff and volunteers must complete a background check and reference checks prior to being allowed access to the Club program and youth. Additionally, all staff and volunteers undergo the required training upon onboarding and annually thereafter. This includes but not limited to:

- All safety policies
- Child abuse prevention
- Emergency preparedness
- Risk reduction

**Our top priority is safety.** Required annual training help ensure the safety of our members and their families, ensure the safety of staff and volunteers, and provides staff with the tools and resources to offer high quality programming in a safe way. Additionally, our staff go through extensive training protocol in addition to the trainings listed above. Some of these include but not limited to:

### **Mandated Reporting**

Club employees are mandatory reporters. Any staff member who suspects that a child may be abused or neglected is to immediately report to the appropriate agencies, including but not limited to the Department of Human Services, Law Enforcement and/or Nassau County Department of Social Services. All staff and volunteers must complete child abuse prevention training prior to working with youth and annual thereafter. Suspicion of abuse or neglect shall be documented and maintained in a confidential record.

Also, if the Child Protective Services (CPS) or law enforcement requests a conversation with one of our Club members, we will comply with that request with no guarantee of notification to parents/guardians.

### **Child Abuse Prevention**

Staff and volunteers are trained and required by policy to follow appropriate physical and positive verbal interactions with youth. Examples of appropriate physical interactions: side hugs, handshake, and high-fives. Examples of inappropriate physical interactions include frontal hugs, kisses, lap sitting, piggy backs, tickling, etc.

### **Fraternization**

All Club employees are strictly prohibited from socializing with members while off duty as well as dating or pursuing romantic or sexual relationships with any Club members. Staff may not fraternize with Club members online, at the home of the Club member or the home of the staff. Staff are not allowed to willfully schedule activities with Club members outside of Club work hours unless it is for a Club sponsored activity. Staff are not allowed to provide outside of work care including but not limited to babysitting (volunteer or paid) for Club members in any form.

If you or your child has a previous connection with one of our Club staff, please inform the Club unit director regarding this relationship prior to youth joining the program for proper documentation.

### **Favoritism**

Staff and volunteers shall not show extreme favoritism toward a member.

### **Prohibition of One-on-One**

Glen Cove Boys & Girls Club is **committed to providing a safe environment for members, staff, and volunteers**. To further ensure their safety, the organization limits one-on-one interactions between youth and staff as well as volunteers, including board members. Staff shall ensure in-person meetings take place in areas where other staff and/or members are present or is a direct line of sight available or in a public space. Exceptions, as deemed necessary by Club leadership, are on a case-by-case basis.

### **Difficult Areas to Supervise**

Members are not allowed to enter unsupervised spaces without staff present. Unsupervised areas will be checked regularly by staff members, locked when not in use as well as signage to inform youth this area is off limits.

### **Locker Room**

Club staff are trained in protocols for situations where Club members are using locker rooms off-site. Examples of protocols include but not limited to sweep of locker room prior to use, prohibit mixing of age groups, lower staff-to-youth ratios, and propping exterior door open for audio supervision without infringing on privacy. No audio or video recording devices are allowed in the locker room, including cell phones.

### **Drug and Alcohol-Free Workplace**

The Club is committed to a drug and alcohol-free workplace for the safety of its members, staff, and volunteers. The use of drugs, alcohol, tobacco, and e-cigarettes/vaporizers in the Club is prohibited by Club members, staff, volunteers, and parents/guardians and presents a danger to everyone. The

Club reserves the right to take all appropriate and lawful actions to enforce its drug and alcohol-free policy including inspection and/or search of personal property on Club grounds.

### **Restroom Usage**

Members should use the bathroom designated for their age group. Staff members will use the adult restrooms that are separate from Club member restrooms. The Club does not have any restrooms for families or the public. Restrooms shall be regularly monitored & cleaned by Club staff. Monitoring includes walk-throughs, inspections, limiting the number of users, and open sight lines while maintaining privacy. Members are asked to only have one person in a bathroom at once (multi-stall bathrooms) if possible, wash their hands for 20 seconds, and always respect the privacy of others.

### **Screening and Onboarding**

The Club requires all staff and volunteers to complete an interview, reference checks, and background checks to be considered for a position or volunteering.

### **Supervision and Facility**

The Club front entry is controlled and monitored by a paid adult staff during all hours of operation, along with a system to monitor and track everyone who is in the facility. All exit doors are shut and locked during Club operations to prevent any unauthorized individuals from entering the Club. Additionally, the Club is in the process of installing audible alarms to exterior doors to discourage unauthorized use to exit or enter the facility. All program spaces shall be monitored by always paid adult staff.

### **Video Surveillance**

To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our facility, our Clubhouse is equipped with a 24-hour video surveillance system. Security cameras are installed at the main entrance doors, games rooms, classrooms, gymnasium, kitchen, hallways, and outdoor play areas. Cameras are used to help promote the safety and security of children, staff and our building and grounds. If the Boys & Girls Club feels it is necessary to aid in an investigation or search, small video clips or image stills may be released to the media or the public. Prior to releasing the video clip or image still, the face and identifying features of all those on video but not of interest to the investigation should be blurred. Because we respect the privacy of all children, parents, and staff, our 24-hour video surveillance system/security cameras are for internal purposes only.

### **Incident Management**

The Club has clear policies and procedures in place for incidents that might occur at the Club. Staff and volunteers must report incidents and document all safety-related incidents. These incidents range from accidents such as slips/falls, bullying, medical emergencies, allegations of abuse, threats, physical assaults, missing children, theft/robbery, or other situations identified by Club leadership. Internal investigations will take place as needed as well as Club leadership will determine if an external incident reporting or investigation process needs to be initiated in a case-by-case situation.

### **Special Needs**

The Club welcomes all children and is committed to acting in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities. Club staff members will work with families to understand the special needs of children seeking accommodation and to identify modifications necessary to support the disability. Staff will work to integrate individual reasonable accommodations provided these accommodations do not

pose an undue hardship on the organization or jeopardize the safety of others. Professional development and support will be provided to ensure that staff members are aware of and capable of meeting the needs of Club members for which accommodation is being provided.

Examples of accommodations the Club is not able to make currently:

- One-on-one supervision in group and classroom-like settings
- Assistance using restroom facilities.
- Assistance eating meals and snacks.

The leadership staff and Program & Safety Committee reserve the right to make all program-related decisions on reasonable accommodations. Appeals may be made to the Program & Safety Committee, please reach out Club Leadership for this information.

### **Success Plan**

If you as a parent/guardian have concerns about your child in terms of special needs, medical needs, behavioral challenges, or other needs, (for example, your child has an IEP or 504 Plan in place at school) please contact Leadership. Staff will work with you to create a plan to help ensure that your child and Club staff have a positive and successful experience prior to beginning at the Club. Should it be determined that the Club Staff is unable to meet your child's unique needs, other options may be given. Club staff may also request that you meet to create a success plan if your child is struggling to follow Club rules and guidelines as safety is our number one priority.

## **RESPECT**

### **Bullying Prevention**

Bullying by a member or group of members will result in an automatic suspension as outlined in the Club's Discipline Policy. Prior to readmission, parents/guardians and their Club member(s) may be required to meet with Club staff to prevent the behavior from reoccurring. If you suspect that your child has been bullied, please report it to Club staff immediately and encourage your child to do the same. If our staff are unaware that bullying behaviors are happening, we are unable to stop it.

Bullying occurs when a Club member or a group of Club members engages in written or verbal or physical conduct that:

1. Will have the effect of physically harming a Club member, damaging a Club member's property, or placing a member in reasonable fear of harm to the Club members or person or of damage to the Club members property; or
2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidation, threatening, or abusive Club environment for a Club member.

### **Prevention Strategies**

Bullying prevention education, activities, and discussion may include:

- What do you do if it's happening to you?
- What do you do if it's happening to a friend?
- What do you do if it's happening to someone they don't know?
- What do you do if your friend is the bully?
- Role playing scenarios.
- Respect lessons and activities

Examples of bullying may include hazing, threats, taunting, teasing, confinement, assault, demands for money, intentional destruction of property, theft of valued possessions, name calling, rumor spreading or ostracism.

### **Committed to Diversity, Equity & Inclusion**

The Club aims to help our members learn to live cooperatively in a society of diverse cultures and backgrounds. Club members will be involved in numerous activities and projects that promote **positive self-esteem and anti-bias attitudes**. They will be learning vocabulary words like stereotypes and bias, discussing the meaning of fairness and unfairness and learning techniques for dealing with biased behaviors from others.

Our organization intends to build the capacity of young people, staff, and volunteers to create a Club environment of inclusion and unity. Such an environment embraces diversity and makes prejudice, bigotry, and discrimination unwelcome and unacceptable.

## **ACCOUNTABILITY**

### **Member Code of Conduct**

The Club provides a safe and engaging environment for members to build academic success, healthy lifestyles and good character and citizenship. This includes holding Club members to a **high standard of behavior** that demonstrates respect for peers, staff, and volunteers. Please review this Code of Conduct with your Club member so that they understand the behavior standards expected of them.

#### **Be Respectful:**

- Respect yourself, other members, staff, and volunteers.
- Respect the Club and property of others.
- Practice the Golden Rule. Treat others the way you would like to be treated.
- Respect learning
- This is YOUR Club; help keep it in good shape
- Follow direction the first time they are given to you
- Play fair and be honest.
- Participate in planned activities and programs.
- Resolve arguments in a positive way.
- Listen during appropriate times and assemblies.
- Remove hats while in the building.
- Phones are not to be out or used during programs.

#### **Be Safe:**

- Smoking, drugs, alcohol, and weapons are prohibited.
- Always walk indoors. Running is for outside or in the gym.
- Keep hands, feet and objects to yourself.
- Use body basics, line basics and table manners.
- Remain with your designated group at all times
- Use sidewalks and crosswalks appropriately.
- Take emergency drills seriously.
- Follow field trip expectations.
- Check in when entering the Club, and out upon departure.

#### **Be Responsible:**

- Bring your Club card every day.
- Clean up after yourself.

- Food and drink are only allowed in designated areas.
- Accept responsibility for your own actions.
- Come prepared to the Club.
- Be responsible for all your belongings.
- No inappropriate language allowed.
- Dress appropriately always

**Be Great:**

- Have fun!
- Have a good attitude.
- Applaud the efforts of others.
- Say only good things about others.
- Choose to be here, it is your Club, make it fun!

**Teachable Moments**

Club staff will use teachable moments to remind Club members of appropriate behavior and choices. Staff will take corrective action once a member reaches three teachable moments in one day or five teachable moments within a five-day week. Teachable moments may include, but are not limited to behaviors such as:

- Using inappropriate language
- Repeatedly running in the Club
- Showing disrespect toward others
- Repeatedly doing something when asked to stop.
- Entering an area without permission
- Misusing or destroying Club equipment

**Consequences**

- Three teachable moments in one day: the member will be sent home from the Club for the remainder of the day and/or possible additional days.
- Five teachable moments within a week: the member will be sent home from the Club for the remainder of the day and/or possible additional days.
- The consequences will continue to become more significant if the Club member continues behaviors. Staff may also call a parent/guardian meeting to develop a success plan to help the youth succeed while at the Club.

When a member engages in more serious behaviors such as bullying, physically harming and/or threatening to harm and individual or oneself, substance use/abuse, etc., the result is an automatic suspension as outlined in the Club’s Discipline Policy. Staff may complete a behavior report and schedule a meeting with parent/guardian.

**BREAKS**

**Discipline Policy**

The Club is committed to providing a safe environment for Club members. The following table outlines disciplinary actions that may be taken when a Club member engages in more serious behaviors. These consequences are weighted by the severity of the behavior and the age of the Club member. These consequences apply on Club property, in Club vehicles, in transit to and from the Club facility and at all Club related events on or off-site.

This policy provides a **fair and consistent approach** to most situations, but it is not intended to address every possible scenario. The Club reserves the right to impose additional consequences it deems most appropriate in any given situation, including revoking membership.

Behavior	Offense #1	Offense #2	Offense #3	Offense #4
Insubordination/disrespect	2 days	3 days	4 days	5 days
Physical Violence/aggression	5 days	10 days	15 days	20 days
Bullying	5 days	10 days	15 days	20 days
Damage/destruction Of property	2 days	3 days	4 days	5 days
Substance/tobacco use	5 days	10 days	15 days	20 days
Technology misuse	2 days	3 days	4 days	5 days
Weapons/sexual violence	Further consequences decided by the executive director, associate director and/or Program & Safety Committee			

## BEHAVIOR PROTOCOL

When inappropriate behavior occurs, Club staff will attempt to redirect the offending child's behavior. It is our goal to provide youth with skills needed to find effective yet peaceful resolutions to obstacles that lay before them in life. To achieve this, we encourage members to recognize that no matter what the circumstances, he/she has many choices available and that they must accept responsibility for the resulting consequences.

Each situation will be approached in a manner that gives the greatest amount of dignity and respect to all members. As often as possible, discussions with staff will be conducted away from other members and the consequences will be administered in private. Consequences for a member's inappropriate behavior will be shared with his/her parents only and will not be discussed with other Club members or their families.

**Level 1:** defined as minor disruptive behavior. Examples include yelling, running, disorderly conduct, being out of assigned area, inappropriate language, sitting on tables, misuse of Club equipment, leaving the Club without permission, littering, obscenities, inappropriate dress, not removing hats and showing inappropriate signs of affection.

- 1st Offense\*: Verbal warning & redirection of behavior
  - 2nd Offense\*: Separation from group, loss of privileges
  - 3rd Offense\*: Write-up, Director informed, parent notification/consultation.
- \*within one program day

- Examples of consequences include Clean-up duty, exclusion from a particular program area, exclusion from field trips or other special activities, reflection essays or suspension from the Club.
- Three write-ups for minor offenses can result in suspension from the Club not to exceed 10 days.

**Level 2:** defined as any behavior that disrupts Club activities or disrespects the Club, staff or members. Behaviors in this category include but are not limited to outright defiance, insubordinate,

cursing or disrespecting staff or member, encouraging or instigating a fight, horseplay, chronic misbehavior, interference with positive environment, confrontation without harm, gambling, forgery, possession of stolen property and minor vandalism.

1st Offense\*: Verbal warning and redirection of behavior  
2nd Offense\*: Separation from group, loss of privileges  
3rd Offense\*: Write-up, Director informed, parent notification/consultation, sent home  
\*within one program day

- Examples of consequences include: Clean-up duty, exclusion from a particular program area, exclusion from field trips or other special activities, reflection essays, being sent home for the day, community service to the Club and/or community and suspension from the Club.
- Three write-ups for level 2 offenses can result in suspension from the Club not to exceed one month.

**Level 3:** defined as any behavior that endangers members, staff or Club facilities. Behavior in this category includes but is not limited to vandalism, theft, fighting, outright threat to staff or members, possession, or use of laser beams, discriminatory acts/disparaging or demeaning language, possession of fireworks, threatening or intimidating acts, tobacco use or possession, false alarms, false reports and sexual harassment.

1st Offense: Write-up, Director informed, consultation with parent, suspension up to 6 months.  
2nd Offense: Write-up, Director informed, consultation with parent, suspension not to exceed one year.  
3rd Offense: Write-up, Director informed, consultation with parent, permanent suspension.

**Level 4:** defined as any behavior that is criminal or damaging to Club, Club members, or staff in a permanent or longstanding way. Behavior in this category consists of but is not limited to assault, strong-arm/extortion, sexual assault, physical attack on staff, hazing, weapon possession, bullying, possession of drugs, alcohol or other controlled substance and arson.

1st Offense: Write-up, Director informed, consultation with parent, possible involvement of Legal Authority, suspension for one year.  
2nd Offense: Write-up, Director informed, consultation with parent, possible involvement of Legal Authority, permanent suspension.

\*\*\* The information presented above indicates the general nature and level of behavioral problems in these classifications. It is not designed to contain or to be interpreted as a comprehensive inventory of all behavior, actions, or disturbances. All behavior problems are handled on an individual basis.

## **FAMILY COMMITMENT**

### **Communication on Child's Progress**

Parents/guardians agree to ensure that their children abide by the policies, procedures and expectations. Violations may be documented and placed in the child's file. Depending on the severity of the infraction, parents/guardians will be contacted. In the case of children who are picked up by an authorized adult, staff will verbally inform the adult the same day that the violation occurs.

More serious or repeated violations will also be conveyed via a written notice on a guidance report. They can also meet with staff and Club leadership regarding their child's behavioral or safety issues in order to develop a strategy for improvement.

### **Family Code of Conduct**

The Club is committed to providing a safe and nurturing environment for your child. In an effort to ensure your child's development in a positive way, we ask that you as the parents/guardian(s) agree to the following:

- To make every effort to follow all Club policies & procedures. You understand that it is your responsibility to read and comprehend the policies set forth and to follow them to the best of your ability; and ask questions regarding any policy and/or procedure that is not clear to you.
- To strive to support the program in the way you communicate with the members, the staff, other parents/guardians, and the general community.
- To be courteous, use appropriate language and refrain from making threats and taking actions towards any member (yours or others), staff, volunteer, or other parents/guardians either at or near the Club or at any Club functions/events.
- To not approach any member other than your own to obtain confirmation, clarification, or "their view" on Club related issues, disputes, or disagreements between members. Such matters must be brought to the attention of a director.
- Do not approach any staff member requesting confidential information regarding any member but your own.
- To understand and abide by the conditions of the program fee guidelines, including but not limited to refunds, exchanges, and cancellations.
- Understand that if a parent/guardian disagrees with the Club's Family Code of Conduct, the Club reserves the right to dismiss all access to the Club facility.

### **Family Involvement**

The Club strongly encourages family involvement in their child's academic and personal growth. Club social media, website, Remind app, and occasional phone calls to homes are other ways to keep parents/guardians updated on the programs and activities offered through the Club. The Club hosts Family Nights and other events throughout the year to build positive between members, families, and our staff; we strongly encourage families to participate when they can.

## **FINANCIALS**

### **Refunds**

All fees are charged based on enrollment, not attendance. Refunds/properties cannot be granted for absences due to illness or vacation. When you enroll, you are reserving time, space, staffing and provisions, whether or child attends. There are no adjustments for non-attendance. Refunds will not be given if your child is suspended or terminated from the program. All deposits and membership fees are non-refundable.

### **Fees and Payments**

Timely payments will enable us to better serve your child. Payment is required prior to the start of each program/activity. Members may not return to the program until any outstanding balance has been paid (this includes an outstanding balance for a late fee payment).

### **Returned Check Fee for Non-Sufficient Funds**

A \$40.00 fee will be charged for any check that is not accepted by the bank due to non-sufficient funds (NSF) and is due within 72 hours of notification. A new payment method is also due at the

time of notification or will be subject to late fees. After two returned checks, registrants will be required to pay all future payments by cash, credit or money order.

### **Declined Credit Card Fee**

A \$10.00 processing fee will be assessed for a credit card that has been placed on file for authorized automatic payment that is declined for non-sufficient funds (NSF) or is expired. After two occasions to charge are declined, registrants will be required to pay all future payments by cash or money order.

### **Material/Equipment Damage**

Although the materials, supplies and equipment at the Club were chosen with durability in mind, misuse may cause permanent damage. Parents and/or Guardians are responsible for any damage above and beyond the normal wear and tear, whether intentional or not, caused by your child while at the Club.

### **Payment Record Request**

Parents may request copies of proof of payment for the Club's childcare programs. Requests must be made in writing and be specific based on the request. Please allow for a minimum of 10 business days for requests to be processed.

### **Financial Aid/Scholarships**

Financial aid will be available on a limited basis. Please Note: Not all families who apply will receive a scholarship, as the scholarship awards will be based on applicant's eligibility and available funds and total number of members awarded.

### **Childcare Tax Credit**

According to tax regulations, the Federal Employer Identification Number of your childcare provider must be reported. To receive childcare tax credit, the following number should be used: 11-1673938.

### **Methods of Payment**

Cash, check or credit cards (Visa, MasterCard, Discover and American Express) are all approved methods of payment. Speak to membership services to make arrangements for credit card payments; a service charge of \$2 per transaction will apply.

## **VISITORS & VOLUNTEERS**

### **Visitors**

All visitors will be required to sign in at the membership desk. Visitors will be provided with a visitors' badge, to be worn throughout the duration of the visit. Visitors must sign out and return the badge upon departure.

### **Volunteers**

Volunteers are always welcome to assist in programming and special events. There are a few requirements to volunteer with us:

- Must be 16 or older.
- Must complete a background check of which the Volunteer will pay for
- Must complete at least 6 hours of community service (or the minimum required by your school for graduation.

When background check has been completed, volunteers go through an Orientation and are then placed in a program area matching their interests and skills as well as the needs of the program.

Please note we do not accept court ordered volunteers.

# MISCELLANEOUS

## **Personal Belongings**

All personal belongings brought to the Club or on field trips by youth are the responsibility of that youth. There are cubbies designated in all program spaces where Club members can store personal belongings. The Club is not responsible for lost, damaged, or stolen items. Please discourage youth from bringing anything to the Club or on field trips that is not completely necessary, especially money. Necessary items, such as backpacks and jackets, should be clearly marked with the Club member's name. Items that are not collected from our lost and found in a timely fashion (2 weeks) will be donated to a local charity. Club staff reserve the right to search any personal property if there is a safety concern.

## **Photographs/Videos**

Our Club takes photographs and videos of members to use for promotional, marketing, and general Club use. Images taken of members will be utilized for Club use only and may be used by partner agencies.

## **Membership Information**

Information provided on the membership application form is critical to ensure the safety of your child. It is the responsibility of the parents/guardians to notify the Club of any changes to the contact information, the list of individuals authorized to pick-up your child, etc., as soon as the change occurs.

## **Member Dress Code**

Members should dress in appropriate attire that allows them to participate fully in various areas of the Club. Clothing shouldn't be too revealing, limit or endanger members in Club activities, and/or advertise illegal, profanity or other inappropriate things. Club leadership will use their discretion to determine if clothing is inappropriate for the Club. Club members may be sent home or asked to have a change of clothes dropped off. For the safety of your child, members should wear tennis shoes and not sandals or open-toed shoes.

For safety reasons, if a child comes to the Club without appropriate attire, he/she may not be permitted to participate in certain activities.

## **Meals/Snacks**

The Club understands and appreciates the need for a healthy diet for all our Club members. It is our goal to encourage healthy eating habits that promote the well-being of our youth. Soda, energy drinks, fast food and unhealthy snacks are strongly discouraged.

The Club provides an after-school snack and dinner during the school year through funding provided by the U.S. Department of Agriculture (USDA) and the Child and Adult Care Food Program (CACFP). In addition, the Club serves lunch, and a snack in the summertime made possible through funding from the USDA and the Summer Food Service Program (SFSP).

In accordance with the Federal Law and USDA policy, our institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

Please notify the Club if your child or teen has any food allergies or dietary concerns. Menus are posted outside of the front lobby one week in advance. Members may bring their own meals and snacks if they choose.

## **Nutrition Program Rules**

- Anything Members do not want to eat can be placed in the “share bin.”
- All Members will have access to a meal and will be served accordingly.
- When receiving a meal, all components must be taken.

The Club has a designated area for eating. Please keep food and drinks out of areas where such items are prohibited (Technology Center, Sound Studio, Gym, Studio etc.) Water fountains are available. Water bottles are strongly recommended during the summer months when temperatures and humidity can cause exhaustion. Please have any items you bring to the Club (lunchboxes, water bottles, etc.) labeled with the youth’s first and last name.

## **Food Allergies**

The Club is committed to ensuring equitable access to child nutritious programs for all qualifying participants. If your child has a life threatening or life debilitating food allergy to any food products offered at the Club, please disclose this information on your child’s application and let staff know so appropriate accommodation can be made.

## **Nut Free Policy**

Glen Cove Boys & Girls Club is a nut free facility. For the health and safety of everyone, please do not send children to programs with items that contain peanuts or any type of nut products. There are children with severe peanut allergies, and we ask that together, we work to ensure the safety and security of all youth. We thank you for your partnership and adherence to this request.

## **Phone calls at the Club**

- Club members will not have access to Club phones unless it is an emergency.
- Make any necessary arrangements before your child arrives at the Club.
- Club staff will take a message and relay it to the child on their behalf.
- If you need to speak with your child because of an emergency, please notify staff.

## **Confidentiality**

Information provided in the membership application will be confidential. Information may be used as compiled data without personal identification to help the organization seek public or private funding.

## **Fundraising**

Members are not allowed to sell items for school or other fundraisers at the Club.

# **CONTACT**

## **National Child Safety Helpline**

If you have safety concerns with the Club that you wish to share anonymously, please call the See it Say it Hotline provided by Boys & Girls Club of America at 866-607-SAFE.

## **National Child Abuse Hotline**

Provides free 24/7 access for adults and youth to professional child abuse crisis counselors who offer crisis intervention and confidential referrals. Call 800-422-4453

## **Crisis Text Line**

Please share the Mobile Crisis number with individuals for any Mental Health crisis. The mobile crisis number is Text CLUB 741741.

**Exceptions**

Exceptions to rules and policies may be made at the discretion of Club leadership. For more details on policies contact email [info@glencovebgc.org](mailto:info@glencovebgc.org) or by calling the Club.

**New York State Office of Children & Family Services:**

L.I. Regional Office  
Division of Child Care Services  
Perry Duryea State Office Building  
250 Veterans Memorial Highway, Suite 2A-20  
Hauppauge, NY 11788  
  
(631) 240-2572 (Main Telephone Number)  
Brittany Tait-O'Neill

Name	Position	Contact
Desirae O'Neill	Associate Director	<a href="mailto:doneill@glencovebgc.org">doneill@glencovebgc.org</a>
Amanda Dilworth	Director of Programs & Professional Development	<a href="mailto:adilworth@glencovebgc.org">adilworth@glencovebgc.org</a>
Milky Asip	Youth Program Director	<a href="mailto:masip@glencovebgc.org">masip@glencovebgc.org</a>
Vincent Wright	Teen Program Director	<a href="mailto:vwright@glencovebgc.org">vwright@glencovebgc.org</a>
	Membership Services	<a href="mailto:membership@glencovebgc.org">membership@glencovebgc.org</a>

Glen Cove Boys & Girls Club  
113 Glen Cove Ave.  
Glen Cove, NY 11542  
516-671-8030  
[www.glencovebgc.org](http://www.glencovebgc.org)

# PARENTAL RELEASE FORM:



**Liability Waiver:** In consideration of the acceptance of the participation of myself and any of the minors whose name appear on this registration form, I hereby on my behalf and their behalf release Glen Cove Boys & Girls Club at Lincoln House, Inc., (hereinafter referred to as 'the Club' or 'GCBGC') its agents and employees from all claims for injuries or property damage that I or they may sustain arising out of the activities associated with the program. I and any such minors recognize and acknowledge that there are risks of physical injury to the participants in the activities both known and unknown and I agree for myself and on their behalf to assume the risks of such injuries, damages, or loss which I or they may sustain because of participation in the activities associated with Boys & Girls Clubs programs. I release the Club and its agents and employees from any such claims and agree to indemnify and hold the Club, its agents, and employees harmless from any claims by any of the minors listed on this registration form arising out of or in any way related to the programs. I further agree to defend, hold harmless and indemnify Boys & Girls Clubs and its managers, officers from any claims, cause of action, damage, demand, expense, fine, liability, or penalty arising out of my child's participation in the program activities. I attest and verify that I have full knowledge of the risks involved in said participation and that I will on behalf of the said member assume and pay any medical or emergency expenses in the event of accident, illness, or other incapacity regardless of whether I have authorized such expenses. I attest that myself and any of the minors whose names appear is physically fit and sufficiently able to participate in the programs or activities of the Club in conjunction with other youth members.

**Medical Consent:** I give consent to GCBGC to seek emergency medical treatment for my minor child if I cannot be reached. I consent that my child may be transported and given medical treatment if it becomes necessary. I will be responsible for any cost of medical attention and treatment incurred.

**School Information/Report Card Consent:** I give consent to GCBGC, Glen Cove School District (GCSD) and private/charter schools to exchange information regarding the minor child listed on this application. The purpose of the exchange is to help the members be successful in school, in the Boys & Girls Club and in life. The release is valid for one year and may be revoked at any time by contacting GCBGC in writing.

**Survey/Questionnaires:** I give consent for GCBGC and Boys & Girls Clubs of America to survey my child about his/her Club experiences, behaviors, skills, and attitudes using BGCA's National Youth Outcome Survey or other instruments such as pre/post testing pertaining to Boys & Girls Clubs programs. Example of programs: Power HOUR, SMART Moves, Triple Play, Healthy Habits, etc.

**Technology:** As a member of GCBGC, your child will have access to the Internet. While precautions are taken at the Club to secure and protect all members, it is possible they may access inappropriate sites. GCBGC has rules and consequences at the Club for each behavior; however, we will not be responsible for the consequences of such access.

**Bring Your Own Device (BYOD):** We will allow members to use the Wi-Fi in our facility. The same precautions on our wired network are used to secure and protect the children while using the Wi-Fi. However, if a child is not on the Wi-Fi those precautions are not in effect. We cannot control what your child does on his/her data plan, if applicable. If your child is seen accessing inappropriate content, your child will be required to turn their device into the front desk and will remain there till a parent/guardian picks up the child.

**Media Release:** I give consent for my child's photo, video, graphic depiction, artwork, or likeness to be used in media published in GCBGC advertisements, publications, press releases, or used in conjunction with partner agencies.

**Mentoring:** I give consent to GCBGC to provide mentor programs/opportunities via BGCA if available.

**Privacy:** I give consent to GCBGC to share information about my child with BGCA and other grant funders, for research purposes to evaluate the programs effectiveness. Information that will be disclosed to BGCA may include information provided on this membership application form, information provided by my child's school and/or district, surveys or questionnaires, and other data collected by GCBGC. All information collected or provided to BGCA, and other grant funders will be confidential.

**Field Trips:** My child has permission to attend and participate in Club field trips under the supervision of Boys & Girls Club staff. Field trip transportation will be provided in buses (non-local), walking (local within 2 miles of Club facility), or by Club staff in Club vehicles. My child has no condition or other medical health impairment of any kind which would prohibit or limit their participation in this activity. I hereby agree to release, hold harmless the Glen Cove Boys & Girls Club, and any and all of their agents or representatives for any injury or harm that may occur.

**Movies:** My child may view movies, television, and video games programs at the Club. These movies will have a PG rating. For Teens, it may be “T” and TV-Y.

**Miscellaneous:** I understand that membership is valid, July – June of each year. Memberships and program fees are non-refundable and non-transferable. I understand the Club is not responsible for lost or stolen items. Parents and Club members are responsible for their own transportation to and from the Club.

**Permission Statement:** I approve of my child's participation in the Club activities and assume that my child is in good physical health and will not hold the Club Staff, Board, or Volunteers responsible beyond their control.

## **NOTICE OF REVISION**

**This Parent-Member Handbook is a revised version of any Parent/Member Handbook issued by Glen Cove Boys & Girls Club.**

**This handbook supersedes and revokes all prior versions of said Handbook or any memo, bulleting, policy or procedure, on any subject discussed in the Handbook that has been issued prior to the date occurring below.**

## Acknowledgement of Receipt of the Parent/Member Handbook

This is to acknowledge that I have received my copy of the Glen Cove Boys & Girls Club (the Club's) Parent-Member Handbook.

### ROLE OF PARENTS/GUARDIANS

Parents and guardians play vital roles at Glen Cove Boys & Girls Club. It is important that the parents and guardians be involved in the growth and development of each member.

By signing below, you acknowledge that you understand the rules and policies of Glen Cove Boys & Girls Club and request that your child be admitted into membership. You acknowledge that you will explain the rules to your child. If any questions arise you may contact the Club Director for further explanation.

\_\_\_\_\_  
Parent/Guardian (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### ROLE OF MEMBER

I understand that breaking the rules and policies of Glen Cove Boys & Girls Club may be grounds for suspension and loss of membership privileges.

I also agree to act like a productive, responsible, and caring citizen.

By signing below, I agree to honor the Club Code, Rules, and Policies during activities whether at the Club, on a field trip, or at a Club sponsored event.

\_\_\_\_\_  
Member Print/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member Print/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member Print/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member Print/Signature

\_\_\_\_\_  
Date