



Parent Handbook – 2026 After-School Program

Introduction:

Welcome to Boys & Girls Clubs of Mitchell County. The following pages contain important information about our program. We look forward to a successful year with you and your child. To provide a fun and safe program, we will need your support and cooperation with the following procedures.

Philosophy & Purpose:

Boys & Girls Clubs of Mitchell County believes that children are our most important natural resource, as well as an integral part of the community and our future. The Club believes that many families are in need of a safe place for their children after school. The children in our program are given the opportunity to meet friends, play, read, study, create, and relax all within an environment which promotes positive and creative thinking without the formality of the academic environment. We will:

- facilitate creativity through play
- help children grow as individuals and enhance their self image
- facilitate group dynamics, interpersonal relationships and communication skills
- help children continue to develop self-discipline
- provide life enhancing programs and character development experiences

Program Locations:

Boys & Girls Clubs of Mitchell County will be operating at four Program locations:

1. Camilla Unit	LaConya Willis	167 Perry Street, Camilla, GA	229-336-1984
2. Jester Unit	Carlos Knight	400 Pecan Dr., Camilla, GA	229-336-8078
3. Pelham Unit	Anna Alexander	203 Mathewson Ave., Pelham, GA	229-294-2002
4. Teen Center	Marantina Arline	116 South Harney St., Camilla, GA	229-336-1896

Enrollment:

Registration for the After School Programs can be taken at each Club location. Registration is ongoing and will begin prior to the beginning of each New Year. **Registration should be completed for existing members prior to January 31 of each New Year.** Spaces will be filled on a “first come, first served” basis up to the maximum for each program.

<u>Unit</u>	<u>Maximum Daily Attendance</u>
Camilla	175
Pelham	250
Jester	70
Teen Center	100

We will begin a waiting list of children once the maximum has been reached at the respective club units. Youth who are prior members will have the first opportunity to register for the upcoming year.

Administration:

All After-School programs will be provided by Boys & Girls Club of Mitchell County. The program will be under the guidance and supervision of trained professional staff.

Early Dismissal Days:

When local schools have early dismissal days, all programs will open according to the dismissal time and will close according to normal full day operating hours, 8:30am – 5:30pm. **Times are subject to change, due to COVID-19 or other emergencies.*

“To enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.”



Membership Registration Process:

Youth are required to pay an \$80 membership fee (\$30 for the Afterschool Program and \$50 for the Summer Program) and submit a completed membership application which will make them a member of the Boys & Girls Clubs of Mitchell County for one calendar year beginning on January 1, 2026 and expiring on December 31, 2026. A completed Income Eligibility Form, along with income verification (recent pay stubs, tax documents, etc.), Travel Release, and Child and Adult Care Food Program (CACFP) Enrollment form should be submitted at the time of registration. The completion of the mentioned forms is mandatory, if you want your Youth to participate. The information provided will ensure that we can continue to receive the funding necessary to deliver our cost efficient programs to all of our children. Failure to complete the optional forms may result in exclusion from certain programs.

The acceptable forms of payment for Boys & Girls Clubs Membership Fees are cash, money order, or check. If a check is returned to the Boys & Girls Clubs of Mitchell County as Non-sufficient Funds (NSF), there will be a \$35.00 returned check fee assessed, to the writer of the check. After the returned check fee has been paid in cash, we will then require that the membership fee is paid in cash.

The cost for one child to attend Boys & Girls Clubs of Mitchell County for one year is \$1,952.00. Boys & Girls Clubs of Mitchell County is not fully funded by federal, state, and local funds. We appreciate you paying your child's membership fee in a timely manner to help offset our expenses.

Feeding Programs:

The Boys & Girls Clubs of Mitchell County will provide nutritious snacks and meals to all eligible youth members free of charge, at each site, during our afterschool and summer programs. (Children must meet the income guidelines for reduced price meals in the National School Lunch Program). Children who are part of households that receive food stamps, or benefits under the Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance to Needy Families (TANF) are automatically eligible to receive free meals, upon receipt of verifying documentation. These programs are approved and federally funded through the Georgia Department of Early Care and Learning (Bright from the Start). The Boys & Girls Clubs of Mitchell County is participating in the Child and Adult Care Food Program (CACFP) which provides meals during the after school program; and the Summer Food Service Program (SFSP) which provides meals during the summer program.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- U.S. Department of Agriculture**
Office of the Assistant Secretary for Civil Rights
- (1) Mail: 1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

"To enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens."



Measurements & Surveys

Periodically, throughout the year we may administer surveys to Youth to measure the effectiveness of our Program and to ensure that the Youth are receiving the best Club experience.

Safety

The Safety and Well-being of Young People is Our Number One Priority: We work every day to create a safe, fun environment so kids can have every opportunity to be successful in life. We have ZERO tolerance for inappropriate behavior of any kind, including child sexual abuse or misconduct, and we provide significant resources to ensure this priority is achieved.

Culture of Safety: Boys & Girls Clubs of Mitchell County continually updates robust safety policies, programs and training for our staff and volunteers. These policies are designed to promote child safety and protect young people from threats that are present in our society.

Safety Policies: Boys & Girls Clubs of Mitchell County have comprehensive safety policies in place that protect youth including, but not limited to, supervision, transportation, and communication and prohibiting one-on-one contact, mandatory background, reference and drug testing checks, barrier crime, technology, drug and alcohol usage, safety training, facilities and restroom.

Safety Partnerships: Locally, we partner with local law enforcement agencies where our clubs are located in Camilla (Camilla Police Department) and Mitchell County (Mitchell County Sheriff Department), Mitchell County State Court and Mitchell County Emergency Management.

Late Policy:

We understand that situations arise that can often prevent parents from being here before the designated leave time. While we know these situations are not always preventable, it is important that parents stay in contact with the Unit Director of the Club where their child (ren) are registered members. **When we have attempted contact using the information that is provided to us and we have been unsuccessful in reaching a responsible party, we have to consider local Law Enforcement assistance in getting the Youth connected with his or her family.**

We ask that parents be aware of the operating hours of all facilities. Our late pick up policy is:

- For **each 10 minutes** that you are late picking up your child, beginning at 7:10 p.m. for the after-school program and 5:40 p.m. for the out-of-school program, a fee of **\$5.00** will be assessed.
- In the case of an emergency, please contact your Unit Director to make appropriate arrangements. For these types of situations, it is vital that we have current and operational contact information, including a main phone number, secondary phone number and emergency contact for the child in the case the parent cannot be reached. **We urge you to keep this type of information updated as changes are made.**
- **All late fees during the in-school days must be paid prior to the summer program and any field trips that are taken.** If fees are not paid in a timely manner, you risk your child's continued membership.
- All fees are to supplement staff wages for staying late to supervise your child.

Security:

All of our children's records will be kept confidential and must be fully completed before a child can be accepted into the After School Program. Records will include the membership application, Income Eligibility Form, Kids Café Enrollment form. Please keep the home, work, cell and emergency phone numbers up to date.

Telephone Use:

Our phones are for Club business only. Members should use phones or receive calls in emergencies only. Our lines need to remain open in the event of an emergency. Please make any necessary arrangements before your child comes to the Club so that you do not have to call the Club and your child does not have to call you. Any calls that need to be made to parents will be made by staff.

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**BOYS & GIRLS CLUBS
OF MITCHELL COUNTY**

Dress Code:

Youth should dress comfortably and wear clothes that allow them to participate in typical Boys & Girls Club activities and programs. If they cannot wear it to school, they should not wear it to the Boys & Girls Clubs. We will expect the following...

Footwear: Shoes and socks must be worn at all times. Flip-flops, sandals, and cleats are not permitted, nor are any other open-toed shoes for safety reasons.

Clothing: Inappropriate clothing of any kind is NOT allowed in the Club. Hats or any head-gear is not to be worn indoors. Members wearing clothes that are too short, too tight or too revealing in any way or clothes with questionable or distasteful advertising will be asked to change or leave immediately. This judgment will be left solely to the discretion of the Club staff.

Sign In / Out Policy:

Although we are a “drop in” program, we do ask that all parents/guardians who have youth participating in any/all BGCMC programs sign in your youth (when there is no school) out their youth(s) each afterschool day. (Staff will sign-in/out, due to COVID-19) If someone other than the parent/guardian is going to pick up their child it must be authorized by the primary parent(s)/guardians and provide instructions. **No one under the age of 18 can sign in a youth or sign out a youth from Boys & Girls Clubs of Mitchell County.**

Disciplinary Action (parents/guardians, please read):

The personnel at the Boys & Girls Clubs of Mitchell County are here to provide a safe, enjoyable place for fun and learning. Our Clubs have specific rules that address issues with Youths behaviors. Our purpose in discipline is not to hurt, but to help members and protect the rights of others. Parents are encouraged to visit the facility at any time and observe daily activities.

Violation of facility policies, rules and regulations will not be tolerated. The following methods of discipline will be used:

1. Redirection and coaching from the Staff to help Youth manage their behavior issues, positively.
2. In-Club suspension (with documentation) from certain activities or programs.
3. If behavior continues, there will be a Parent/Guardian meeting (with documentation) to address behavior issues that are not conducive to our teaching and learning environment and that prevent other Club Youth from taking full advantage of the development experiences that our programs offer.
4. If behavior continues, an out-of-Club suspension (length of time to be determined by the Unit Director) will be in order (documented).
5. If these behaviors continue and the issues cannot be redirected at the Club level, after meeting with the Youth and the Parent/Guardian, a meeting with the Chief Professional Officer may be in order.

We ask that Parents/Guardians encourage positive “teamwork” within the Boys & Girls Clubs of Mitchell County with adherence to the Club Rules and Code of Conduct for all involved at all times. Boys & Girls Clubs of Mitchell County has zero tolerance for bullying, fighting, or disrespect of Staff & Volunteers, other Club Youth and /or Club property. Incidents involving these types of behaviors may be addressed immediately with suspension from Club activities and programs or suspension from the Club for several days, depending on the severity of the incident.

Club Rules:

1. Members must sign in or be signed in upon arrival after school each day. On out of school days a Parent/Guardian must sign the Youth in and out. (Staff will sign-in/out, due to COVID-19)
2. All youth must adhere to the BGCMC “Code of Conduct” at all times.
3. No abuse or mistreatment of Club equipment, facilities or staff will be tolerated.
4. Members must wear shoes and shirts. Hats will not be worn indoors.
5. No tobacco or profanity of any form will be permitted.
6. Staff will not assume responsibility for items brought to the Club by members.
7. Cell phone use is not permitted.
8. All rights of other members must be respected.
9. Children must be picked up promptly, according to designated closing times.
10. No running, wrestling or horseplay inside the building.
11. Eating and drinking is allowed only in designated areas. Gum and sunflower seeds are prohibited.
12. Members will not be allowed to leave the facility after checking in unless signed out by a parent or guardian.
13. The management staff has the right to rule on any area not specifically covered above (i.e. fighting, theft, etc.)

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Programs:

Every day, the Boys & Girls Clubs of Mitchell County strives to improve each child's life by daily promoting:

- A Sense of Belonging
- A Sense of Usefulness
- A Sense of Competence
- A Sense of Power & Influence

When this strategy is fully implemented, self-esteem is enhanced and an environment is created which helps boys and girls achieve their full potential. Our youth come to the Boys & Girls Club to receive guidance and have fun in the five core areas: Education, Health & Wellness, Leadership & Service, Sports & Recreation, and The Arts.

Illnesses Affecting Attendance:

The Boys & Girls Club staff asks that you not send a child to the program who is ill. Should your child attend the Club and then develop any illness, you will be asked to come and pick him/her up immediately. No medication will be administered at the After School Program.

Statement of Good Health:

I understand that my child is in good health and has no restriction placed upon him/her while participating in the After School Program activities.

COVID-19 Safety Protocols:

Our commitment to keeping the young people we serve safe is always our number one priority. Following the Coronavirus disease (COVID-19) outbreak, it's important that you know The Boys & Girls Clubs of Mitchell County is doing everything possible to keep your child and our staff protected from its spread. We are also closely monitoring reports from the Centers for Disease Control and Prevention (CDC) and our local health department for all updated information.

Hours of Operations: *These times are subject to change, as needed, due to COVID-19 or other emergencies.

Camilla Unit:

After School Program:	Monday – Friday	3:00 p.m. - 7:00 p.m.
“No-School” Breaks	Monday – Friday	8:30 a.m. – 6:00 p.m.

Pelham Unit:

After School Program:	Monday – Friday	3:00 p.m. – 7:00 p.m.
“No-School” Breaks	Monday – Friday	8:30 a.m. – 6:00 p.m.

The Camilla & Pelham Units will have early bird (7:30a.m. – 8:30a.m.) drop-off during “No-School” Breaks for \$2.00 per child and late bird pick-up (5:30p.m. - 6:00 p.m.) for \$2.00 per child. This service will be provided at the discretion of the Unit Director based on the number of parents/children requiring the service. Please see the Unit Director.

Jester Unit:

After School Program	Monday – Friday	3:00 p.m. – 7:00 p.m.
“No-School” Breaks	Monday – Friday	8:30 a.m. – 6:00 p.m.

Teen Center:

After School Program	Monday – Friday	3:30 p.m. – 7:00 p.m.
“No-School” Breaks	Monday – Friday	9:00 a.m. – 6:00 p.m.

Membership Cards

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ONE membership card may be provided to each new member and renewal member when all application requirements have been met. Members should bring their card to the Club EVERY DAY. Members should also learn to memorize their Club membership number (located on the card). Remember that membership in the Club is a privilege, not a right. If members do NOT have their cards, certain privileges to program offerings may be denied. If a Club card is lost, a replacement fee of \$1.00 will usually be charged (see staff for details).

Concerns or Questions:

If at anytime you have any questions or concerns, please contact any Unit Director (contact information on first page) or the Administrative Office at 229-336-9500 and speak with Ondrea Peoples, Chief Executive Officer.

As a reminder, we recommend these preventive actions every family should take to prevent exposure to COVID-19. We are taking these same precautions with the Staff.

- **Wearing masks is optional for Youth and Staff.**
- Sanitize and wash hands often.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Stay home when you are sick.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

We thank you for supporting your Boys & Girls Clubs where

“Great Futures Start Here” and we do “Whatever It Takes to Build GREAT Futures”

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