



BOYS & GIRLS CLUB
OF GREENEVILLE & GREENE COUNTY

Parent Handbook – 2023



740 West Church Street
P.O. Box 1977
Greeneville, Tennessee 37744
Phone 423-787-9334 or 787-9322
Fax 423-787-0055
www.ggcbgc.org



GREAT FUTURES START **HERE.**

Applying for Membership to the Boys & Girls Club - 2023

- Parents are asked to make a pre-application visit to the Club with their child to review the Club policies, tour the facilities and evaluate the environment and staff.
- A parent or guardian must obtain and complete the application, health forms, and parent agreement form and parent handbook. This must be done on an annual basis.
- Incomplete applications will not be accepted.
- Enrollment is open to all children ages 5 (that are currently attending kindergarten), through 18 years and still enrolled in school. Boys & Girls Clubs do not discriminate based solely on race, creed, religion, national origin, or handicap.

2023 Fee Policy

The Boys & Girls Club of Greeneville & Greene County is a 501c (3) non-profit corporation. Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Funding is provided through the United Way, special events, donations, grants and the State of TN.

There is an annual registration fee of \$ 35.00 per child.

Our current fees are as follows:

Annual Registration Fee:	\$ 35 per year
Summer program Rate:	\$ 190 per child
Summer program Rate each additional child:	\$ 170 per additional child
Summer Late fee- if not signed up by May 1, 2023	\$ 20 per child
Transportation Fee: *	\$ none
Late pick-up fees: **	\$ 5 /\$10

***Transportation is not provided from all schools**

** \$5 if picked up after 5 minutes past closing per child, \$10 after an additional 10 minutes per child. Three late pickups will put you/your child on probation

Rates are subject to change with prior notice to parents.

Work Scholarships are available

Basic Rules of Participation

All children that attend the Boys & Girls Club must follow the rules of participation at all times:

1. Obey first request of any staff member.
2. Keep hands, feet and objects to yourself.
3. Walk in hallways and in activity rooms.
4. Use quiet voices in hallways and in activity rooms.
5. Use proper language and gestures and do not lie to the staff.
6. Stay in designated areas that are supervised by a staff member.
7. Treat others like you would want to be treated.
8. Do not mistreat or misuse Boys & Girls Club property or items.
9. Have fun, learn and grow!

2023 Disciplinary Action

Should your child break any of the listed rules or act in an inappropriate manner, the following corrective actions will be taken based on severity of the infraction and times of occurrence:

1. Informal guidance by a staff member with child (discussion of inappropriate behavior and reinforcement of rules). A sheet will be sent home concerning the behavior issue to inform the parent or guardian of the infraction. Children may be sent to timeout, asked to write sentences, or clean up a mess that they have made. If an item is broken, a replacement item may be required.
2. If issues happen more than once, a phone call to parent or guardian will be made by a staff member to the parent or guardian.
3. If multiple issues arise or a major issue occurs, a parent or guardian conference with an administrative staff will be set up to discuss the problem.
4. If it is determined that an issue was a major violation, a Club suspension will be given.
5. If a pattern of poor behavior continues to exist, a meeting with the Director and Safety Committee Chairman will take place to determine what needs to be done.

Arrival and Departure: Please Sign In and Out

ARRIVAL (When school is not in session): Please accompany your child into the club, deliver the child directly to a staff person and sign in the child.

DEPARTURE: When picking up your child from the club, please make sure that you notify a staff member that the child is leaving the club and sign out the child.

*CLOSING TIME: The club closes at 6:30 pm during the school year and 5:30 pm during the summer months. We ask that parents cooperate in picking up their children on time. If, due to an emergency, a parent should be delayed, please call the club.

Release Procedure

If another person other than the parent or authorized person listed in your child's file is picking up your child, you are required to notify us by written note or phone call. When communicating this information over the phone or in a manner not witnessed by a staff person, please give your name and the name of the person picking up your child. We ask you to inform this person that for security issues, we will request some sort of identification.



Pick-Up Policy

Members are not allowed to leave the property without prior written permission by the parent or guardian. Children under the age of ten must be accompanied by an older sibling or approved adult. Children may not leave with an adult who has not been cleared with the executive or program director or staff who may be in charge of the club. If an authorized adult arrives at the club to pick up a member and, in the opinion of the staff, appears to be impaired by drugs or alcohol, or otherwise acting irrationally, the following steps will be taken:

1. A contact from the approval list will be called.
2. A staff member will offer to call a taxi to transport the impaired adult and child.
3. If the impaired adult refuses to cooperate and takes the club member against the wishes of the staff, the police will be called and given the license number of the vehicle being driven by the impaired adult.

Snow Days

In the event of hazardous weather conditions, please tune into early morning newscasts to see if the club will be open. If the city schools are closed, we will be closed. If the city is open and the county is closed, we will be open at 2:45 pm for our after school program. If snow should occur when school is on a break, we will call the local radio stations to announce any closings by 7 am. Transportation will not be provided on days that the county school system does not open.

2023 Operation Schedule

Hours of operation for the Boys & Girls Club may vary during the school year and the summer months. Please check with the club to verify correct hours of operation. During the school year, beginning in mid-August and ending in late-May, the club is open Monday through Friday for after school and evening hours and closes at 6:30 pm each day. For the summer months, the Club is open Monday through Friday from 7:30 am until 5:30 pm. The Boys & Girls Club observes the following holidays:

New Year's Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving and the following day
Christmas Eve, Christmas Day and the day after
New Year's Eve

Health and Safety

- State regulations require us to maintain a medical record on each child if it is not on file at the school.
- All children must have a complete and current immunization record on file at the school listed on the application.
- Use fair judgment in bringing your child to the club. If he/she appears unhealthy or has symptoms of being sick, please consider the health of the other children, staff and parents.

Contagious Disease

If the child has a confirmed case of a contagious disease, he/she must be kept at home and the facts regarding the condition must be reported to the club so a notice can be posted within the club site. Strep throat, pinworms, viral infections, lice, infected ears, eyes and/or sinuses, measles, mumps, chicken pox, scarlet fever, diarrhea and impetigo are among those conditions categorized as highly contagious.

COVID-19 Policies

- If your child has a fever, headache, loss of smell, loss of taste, rash, difficulty breathing, mucus or any other symptom that suggests that they may have COVID-19, flu, stomach flu or any infectious illness, they MUST be kept home until they have been symptom free, without medicinal aid, for 72 hours.
- If anyone in your household is COVID-19 positive, all members of the household are effectively placed in quarantine and your child(ren) they must complete their quarantine according to current CDC guidelines.
- If a Club member is in quarantine at their school due to contract tracing. The child CANNOT attend Club activities until they are allowed to return to school.
- Club members who test positive must stay at home and isolate according to current CDC guidelines.

Up to date CDC guidelines can be found on the CDC's COVID-19 information page at <https://www.cdc.gov/coronavirus>

2023 Medicine Policy

Tennessee State law requires that any medicine be in its original container with the child's name on it. Please complete a medication release form, available at the Boys & Girls Club. A parent or guardian must complete this form with the following information:

- Child's name
- Type of medication
- Amount to be administered
- Time of administration
- Number of days medication is to be given
- Whether medication is to be refrigerated
- Signature of parent or guardian

Accident/Medical Policy

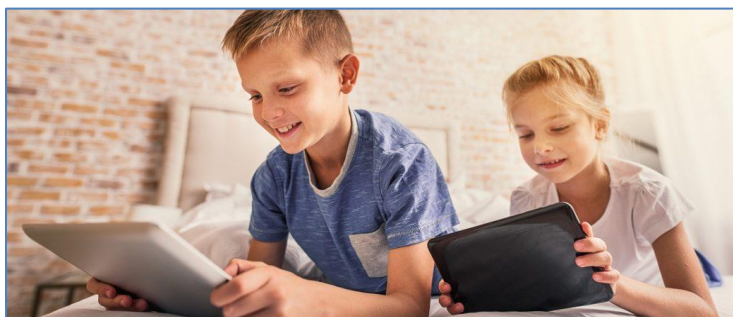
The health and safety of your child is our top priority, yet young people may occasionally suffer a minor injury during the day. If this should occur, an accident report will be completed by a staff member and given to you at the end of the day. A copy of the accident report is also placed in your child's folder.

In the event of a medical emergency or an accident requiring medical treatment, the Boys & Girls Club will:

- Contact you immediately
- Contact the emergency person(s) listed, if we are not able to reach you
- Transport the child to the hospital if you are unavailable and the emergency person cannot be reached.

Food Programs

During the school year, your child will be given an after school snack and/or hot meal. This program is funded through the State of Tennessee and is subject to their guidelines for nutritional content. For the summer months, your child will receive a breakfast, lunch, and an afternoon snack. There is no additional charge for these meals to any of the children that attend the Boys & Girls Club.



Got Net? Get connected for news about our Boys & Girls Club

Please check out our Club's website at www.ggcbgc.org

If you or your family has a social media page, please follow us on the following social media sites



Like us on Facebook www.facebook.com/BGCGreeneville



Follow us on Twitter www.twitter.com/bgc_greeneville



Follow us on Pinterest www.pinterest.com/bgcgreeneville



Follow us on Instagram www.Instagram.com/bgc_greeneville

GREAT FUTURES START **HERE.**

Dear Parent,

This newsletter will provide you with information on the prevention, detection and reporting of child abuse. Tennessee Legislature passed a law in 1985 requiring that all child care agencies provide parents with this information. We hope this will be helpful and informative for you. We encourage each of you to share your concerns, feelings, and questions about this issue with us at any time. We will also assist you in locating resources or more information regarding abuse and neglect. The following information was obtained on Department of Children's Services website at www.tennessee.gov.

WHAT IS CHILD ABUSE AND NEGLECT?

Child abuse and neglect occurs when a child is mistreated, resulting in injury or risk of harm. Abuse can be physical, verbal, emotional or sexual.

Physical Abuse is non-accidental physical trauma or injury inflicted by a parent or caretaker on a child. It also includes a parent's or a caretaker's failure to protect a child from another person who perpetrated physical abuse on a child. In its most severe form, physical abuse is likely to cause great bodily harm or death.

Physical Neglect is the failure to provide for a child's physical survival needs to the extent that there is harm or risk of harm to the child's health or safety. This may include, but is not limited to abandonment, lack of supervision, life endangering physical hygiene, lack of adequate nutrition that places the child below the normal growth curve, lack of shelter, lack of medical or dental that results in health threatening conditions, and the inability to meet basic clothing needs of a child. In its most severe form, physical neglect may result in great bodily harm or death.

Sexual Abuse includes penetration or external touching of a child's intimate parts, oral sex with a child, indecent exposure or any other sexual act performed in a child's presence for sexual gratification, sexual use of a child for prostitution, and the manufacturing of child pornography. Child sexual abuse is also the willful failure of the parent or the child's caretaker to make a reasonable effort to stop child sexual abuse by another person.

Emotional Abuse includes verbal assaults, ignoring indifference or constant family conflict. If a child is degraded enough, the child will begin to live up to the image communicated by the abusing parent or caretaker.

Child abuse can happen anywhere -- in poor, middle-class or well-to-do homes, in rural or urban areas.

INDICATORS OF ABUSE AND NEGLECT

Somewhere in your community there is a family who has a serious problem. The children in that family are being abused and neglected by their parents.

According to Tennessee law, all persons (including doctors, mental health professionals, child care providers, dentists, family members and friends) must report suspected cases of child abuse or neglect. Failure to report child abuse or neglect is a violation of the law.

Possible Indicators of Abuse and Neglect:

- The child has repeated injuries that are not properly treated or adequately explained.
- The child begins acting in unusual ways ranging from disruptive & aggressive to passive & withdrawn.
- The child acts in the role of parent toward their brothers and sisters or even toward their own parents.
- The child may have disturbed sleep (nightmares, bed wetting, fear of sleeping alone, needing nightlight).
- The child loses his/her appetite, overeats, or may report being hungry.
- There is a sudden drop in school grades or participation in activities.
- The child may act in stylized ways, such as sexual behavior that is not normal for his/her age group.
- The child may report abusive or neglectful acts.

The above signs indicate that something is wrong but do not necessarily point to abuse. However, if you notice these signs early, you may be able to prevent abuse or neglect.

Parents who abuse or neglect their children may show some common characteristics:

- Possible drug/alcohol history
- Disorganized home life
- May seem to be isolated from the community and have no close friends
- When asked about a child's injury, may offer conflicting reasons or no explanation at all
- May seem unwilling or unable to provide for a child's basic needs
- May not have age appropriate expectations of their children
- May use harsh discipline that is not appropriate for child's age or behavior
- Were abused or neglected as a child

Parents who abuse their children need help, but few are able to admit the problem and seek assistance.

Long-term trends show that more than 85 percent of the perpetrators of child abuse and neglect in Tennessee were the parents or relatives of the victims.

Staffs at schools, day cares and institutions were perpetrators in only 2 percent of the investigations.

Adolescents as well as adults can be perpetrators of abuse.

What Happens in an Investigation?

The process of investigation can include talking with the alleged child victim (or observing a young, nonverbal child), parents and/or alleged perpetrator. CPS workers will gather pertinent medical and psychological information and will work with their counterparts in the medical, psychological, judicial and law-enforcement fields. The investigations can also include interviews of neighbors or friends who have knowledge of the child's situation. The emphasis remains on constantly evaluating the risk to the alleged child victim during the entire investigative process.

REPORTING ABUSE AND NEGLECT

**Your local Children Services Office
Your local Juvenile Court
Local Sheriff's office or Police Department
Central Intake at 1-877-237-0004**

The Investigative Process by Department of Children's Service

A child abuse and neglect investigation is defined as a fact-finding in which information is collected, analyzed and weighed in order to determine if child abuse or neglect has occurred. The process of investigation can include talking with the alleged child victim (or observing a young, nonverbal child), parents and/or alleged perpetrator, gathering information and psychological information, and talking with other professional or person (neighbors, friends, etc) who have knowledge of the child's situation. Emphasis is placed on constantly evaluating the risk to the alleged child victim during the entire investigative process.

In reports involving severe child abuse, the Department of Children's Services will notify the local District Attorney and law enforcement offices. These include reports which involve a child's death or serious injury or situations involving torture, malnutrition, and child sexual abuse. In addition, Tennessee law requires that certain investigations be conducted by a Child Protective Investigation Team that is composed of representatives from the Department of Children Services, District Attorney's office, Juvenile Court, law enforcement and mental health professionals.

When a person notifies the Department of Children's Services regarding possible abuse or neglect of a child, Children's Services case managers determine how quickly to respond with an investigation. They must assess the referral information and focus on the present and future risks to the child.

Considering the condition of the child and the risk of future maltreatment helps a case manager know how to quickly to respond to an abuse or neglect referral and what priority to assign that referral.

This process involves accepting oral or written allegations of child abuse or neglect for further investigation, gathering the information to determine the need for CPS and the urgency of the situation and initiating the appropriate response and an investigative plan.

Children Services accepts reports of child maltreatment provided it meets the following three criteria:

- the report pertains to a child under the age of 18 years.
- The report alleges harm or imminent risk of harm to the child.
- The alleged perpetrator is:
 - a parent or caretaker
 - a relative or other person living in the home
 - an educator, volunteer, employee of recreational/organizational setting who is responsible for the child; or any individual providing treatment care or supervision for the child.

Here's the information you'll be asked to provide if you call to report child abuse:

- Nature of the harm or specific incident(s) that precipitated the report
- Specific allegation(s), date(s) and descriptions(s) of the injuries or dangers, identities of alleged perpetrator(s) and their relationships to the victim
- Witnesses to the incident(s) and how to reach those witnesses
- Details of any physical evidence available
- Perpetrator's current access to the child, present condition of the child (alone, in need of medical attention, etc.)
- The location of the child and directions to get there
- Any statements from the child, parent's or perpetrator's explanation of the alleged child victim's condition or the incident
- Parent's current emotional, physical or mental state, especially feelings about the child and reactions to the report
- How the reporter came to know the information and the reporter's thoughts about the likelihood of further harm to the child.

These are just several examples of the questions that may be asked when reporting abuse or neglect. The reporter's identity is confidential, but a name should be given so the Department can follow-up contact with the reporter if necessary. The reporter is free from civil or criminal liability for reports of suspected child abuse or neglect made in good faith.

GREAT FUTURES START HERE.