



MEMBER/PARENT GUIDE

Welcome to **Boys & Girls Clubs of Greater Southwest Michigan**! We are looking forward to a great season. At the Club, we believe each day is a new opportunity to learn, explore, have fun and interact with peers. We focus on three main priority outcomes in everything we do - Academic Success, Character & Leadership Development, and Healthy Lifestyles. This Member/Parent Guide is a tool for you and your family to understand our Club policies and procedures. If you have questions, please feel free to reach out to the your local site director or contact us at 269-926-8766 or info@bgcswmi.org.



VISIT US ONLINE AT BGCswmi.org.



SAFE CHILD AGREEMENT

Boys & Girls Clubs of Greater Southwest Michigan has varying hours of operation throughout the year due to holidays, school calendars, professional training, inclement weather, etc. We strive to keep parents and caregivers up-to-date of any changes, but it is the responsibility of each parent/caregiver to be aware of the hours of operation and have transportation available accordingly. Members enrolled in any Club programs must sign in upon arrival and be signed out daily by a parent, legal guardian or other parent-approved adult (listing of approved adults should be in your MyClubHub profile). Members must be picked up by the designated closing time. If you know you are going to be late, please contact the Club immediately. Keep in mind that Team Members cannot leave until every member is picked up. In the event that a child is not picked up by closing hours, Team Members will make every attempt to contact the parent/guardian and emergency contacts. CPS and/or the local police department will be contacted after one hour if attempts to reach the parent/guardian fail.

MEMBER DRESS CODE

All Members are encouraged to dress in a manner that allows full participation in our programs. Please keep in mind the Club will follow all dress code expectations outlined by the partnering school district. We request your cooperation in following dress guidelines:

- Sneakers or closed toed shoes are preferred. Please no flip-flops.
- Please do not wear half-shirts, skirts above mid-thigh and or any clothing that does not cover the chest to mid-thigh.
- Please do not wear clothing that demeans women, men, or any other group or depicts drugs or alcohol.
- Gang symbolism and attire is not allowed at the Club.

MEMBER EXPECTATIONS

Be Respectful

- Respect yourself, other members, staff and volunteers.
- Respect the Club and the property of others.
- Practice the Golden Rule. Treat others the way you would like to be treated.
- This is your Club; help keep it in good shape.
- Follow direction the first time they are given to you.
- Participate in planned activities/programs.

Be Safe

- Smoking, drugs, alcohol and weapons are prohibited.
- Keep hands, feet and objects to yourself.
- Use body basics, line basics and table manners.
- Remain with your designated group at all times.
- Take emergency drills seriously.
- Check in when entering the Club and out when departing.



Be Responsible

- Clean up after yourself.
- Food and drink are only allowed in designated areas.
- Accept responsibility for your own actions.
- No inappropriate language allowed.
- Dress appropriately at all times.

Be Great

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



PARENT EXPECTATIONS

Parents/Caregivers are asked to:

- Understand the policies of the Club.
- Be positive role models by showing respect and courtesy to Club members and staff.
- Demand that their child treat other members, volunteers and staff with respect regardless of race, creed, color, sex or ability.
- Refrain from ridiculing or yelling while at Club.
- Respect staff by addressing concerns privately at an agreed upon time and place.
- Respond as quickly as possible when members need to be picked up.
- Engage in Club and child activities to strengthen the foundation of support for your child.
- For the safety of all children, parents/caregivers are asked to remain outside or at the entrance of the Club.
- Inform the Club of any trauma medical conditions or allergies not disclosed during registration.

Any parent/guardian who engages in disorderly or improper conduct of any kind, such as use of speech/language that is offensive/inappropriate; physical/verbal abuse or threat to any staff/volunteer/member will be subject to removal and possible exclusion from the facility (at the discretion of the Chief Executive Officer).

DISCIPLINE POLICY

If and 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 challenges. To achieve this, we encourage members to recognize that no matter what the circumstances, there are many choices available and 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 consequences will be administered in private. Consequences for a member's inappropriate behavior will be shared with parents/caregivers only and will not be discussed with other Club members or their families.

Level 1 is defined as minor disruptive behavior. Examples include: yelling, disorderly conduct, being out of assigned areas, inappropriate language, sitting on tables, misuse of Club equipment, leaving the Club without permission, littering, obscenities, inappropriate dress, 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, and reflection essays. Three write-ups can result in suspension from the Club, not to exceed 10 days.

Level 2 is defined as any behavior that disrupts Club activities or disrespects the Club, staff or members. Examples include: outright defiance, fighting, insubordination, vandalism, threats, encouraging or instigating a fight, chronic misbehavior, interference with positive environment, 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, not to exceed one month.

Level 3 is defined as any behavior that is criminal or damaging to Club, Club members, or staff in a permanent or longstanding way. Examples include: assault, strong-arm/extortion, sexual assault, physical attack on staff, hazing, weapon possession, bullying, possession of drugs, alcohol or other controlled substances, 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

ZERO TOLERANCE POLICY

The safety of our members is our primary concern and therefore we have no tolerance for fighting, drug possession, weapon possession or bullying. If a member acts in an aggressive manner with the intent of harming another member he/she will be suspended. We understand that each situation is different and some incidents are more severe than others; therefore, our discipline may vary depending on each individual incident.

NO BULLYING POLICY

Boys & Girls Clubs of Greater Southwest Michigan prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint is a violation of the policy.

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

- 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 member's person or of damage to the Club member's property; or
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidation, threatening, or abusive Club environment for a Club member.

Examples of bullying may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading or ostracism. If bullying occurs, the Club will take appropriate disciplinary action in accordance with its Disciplinary Policy.

COMMUNICATIONS

Communication is an integral part of the success of Club programs. A strong communication link must exist between Club staff and the home in order for the Club to be a safe and loving place for members to learn and grow. The Club uses both phone and email to communicate.

Club Team Members will:

- Communicate with parents/guardians concerning relevant child successes, accomplishments, problems, etc.
- Call and/or provide a written incident report of accidents, injuries or behavioral problems.
- Treat all members and parents with dignity and respect at all times.
- Make every effort to ensure a safe environment for members and that members experience success, both personally and as a whole.
- Provide up-to-date information regarding member progress, field trips, programs and other events.



BOYS & GIRLS CLUBS
OF GREATER SOUTHWEST MICHIGAN



GREAT FUTURES START HERE.

ACCEPTANCE OF MEMBER/PARENT GUIDE

The Member/Parent Guide of Boys & Girls Clubs of Greater Southwest Michigan is for the convenience and understanding of parents, caregivers, and Club members. The Guide is intended to serve as a tool to help parents/caregivers come to know the expectations and agreements set forth by the Club. The expectations and policies outlined in this Guide are intended to apply under normal circumstances. However, we recognize there may be circumstances that require immediate or nonstandard responses. This Guide does not limit the authority of Boys & Girls Clubs of Greater Southwest Michigan to deviate from the scripted policies set forth within or limit the ability to handle individual situations as they arise in the best interests of the Club, its team members, and its members.

AGREEMENTS

As the parent/caregiver of a Boys & Girls Clubs of Greater Southwest Michigan member, I have received a copy of the Member/Parent Guide and I have read and agree to all policies and expectations provided to include:

- ☐ Safe Child Agreement
- ☐ Member Dress Code
- ☐ Member Expectations
- ☐ Parent Expectations
- ☐ Discipline Policy
- ☐ Zero Tolerance Policy
- ☐ No Bullying Policy

SIGNATURE

Parent(s)/Caregiver(s) Printed Name(s)

Parent/Caregiver Signature

Date

Parent/Caregiver Signature

Date