

GREAT FUTURES START [HERE](#).



2025 FAMILY HANDBOOK



Boys & Girls Clubs of Martin County
11900 SE Federal Hwy
Hobe Sound, FL 33455 | (772) 545-1255

Mission Statement

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

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CEO Message:

We will keep our promise. When you send your most precious asset- your young person- through the signature blue door at the entrance of your Boys & Girls Club, there is an implied promise- to keep your child safe, to build their skill sets, to accelerate their ambitions. Our incredible team here at Boys & Girls Clubs of Martin County is committed to creating the right conditions for success- safe, positive, healthy environments. And we will not compromise on holding our members to the highest standards of integrity and accountability. To me, our Clubs are your partner in helping our kids achieve their fullest potential- a potential that should be limited only by how they choose and never defined by outside circumstance. Do I want your child to achieve better academic success and a healthier lifestyle in our Clubs? Sure I do. But I am not a “just enough is good enough” type of person. What I want- and what matters most to our collective future- is for every young person that comes to our Club to learn how to navigate ambiguous circumstances with clarity and purpose. To treat others with justice and equity, aware of and never neglecting our common humanity, and to realize that there is always a path forward full of promise if you are armed with belief in self.

“Today is only one day in all the days that will ever be. But what will happen in all the other days that ever come can depend on what you do today.”

- Hemingway

Together, today, we will build the Great Future everyone deserves and ensure that your young person has all the tools to make their dreams a reality.

Anything less isn’t enough. No one will work harder than your BGCMC team to keep our promise.

If there is anything I can do to keep our promise, please reach out to Andrea Economus at aeconomus@bgcmartin.org.

Create a great day.



Keith “Fletch” Fletcher
President and CEO

CLUB LOCATIONS

Cole-Clark Club in Hobe Sound 11500 SE Lares Ave. Hobe Sound, FL 33455 (772) 545-0054	Bill & Barbara Whitman Club in Indiantown 17375 SW Palm Beach St. Indiantown, FL 34956 (772) 597-5088
Greater Stuart Club 551 SE Martin Luther King Jr Blvd Stuart, FL 34994 (772) 220-9160	John & Marge Bolton Club in Port Salerno 4731 SE Flounder Ave. Port Salerno, FL 34997 (772) 283-5900
Workforce Center 11900 SE Dixie Hwy Hobe Sound, FL 33455	Jensen Beach High School Club 2875 NW Goldenrod Rd Jensen Beach, FL 34957 772-341-9270

STANDARD HOURS OF OPERATION

<u>School Days</u>	<u>Non-School Days</u>	<u>Early Dismissal Days</u>
Monday-Friday 2pm-6:30pm K-5th 2pm-7pm 6th-12th	Monday-Friday 7:30 am-5:30 pm	After School—6:30 pm K-5th After School—7:00 pm 6th—12th
Club Office Hours 10:00 am-6:30 pm		

All Clubs will be closed for the following days:

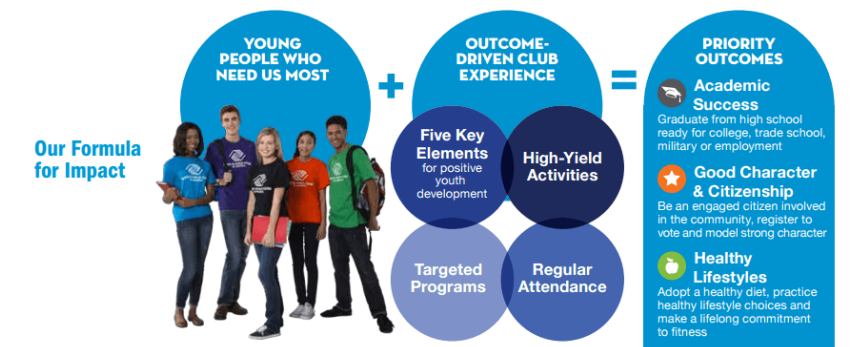
Good Friday, Memorial Day, Independence Day, Labor Day,
Thanksgiving and the following day, plus
December 23, 2025 through January 1, 2026

The Clubs could also be closed during days that may not be noted above. If this is the case, we notify families in a timely manner. Hours of operation may vary at each Club due to grant funding.

Formula for Impact

Boys & Girls Clubs of America (BGCA) provides a vision for Great Futures for all of America’s youth. The Movement’s vision is to provide a world-class Club Experience that assures success is within reach of every young person who walks through our doors by staying on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

To see this vision become a reality, we have developed the Formula for Impact, a research-based theory of change that describes how individual Clubs and the Movement as a whole will increase our impact - exponentially - on the young people of America. It is a roadmap for all Clubs to ensure that members have a life-changing Club Experience and leave the Club knowing they will have a successful future.



- Good Character & Citizenship-Increases community service and reduces juvenile crime rates.
- Healthy Lifestyles-Encourages healthy behaviors and decreases drug use and obesity rates.
- Academic Success-Raises grade-level advancement and lowers high school drop-out rates.

PROGRAMS

Boys & Girls Clubs of America offers local Clubs tested, proven and nationally recognized programs that closely align with the developmental needs of all young people in five Core Program Areas:

- Character and Leadership Development
- Education and Post-Secondary Success
- Health and Life Skills
- The Arts
- Sports, Fitness and Recreation

In recent years, the Boys & Girls Club Movement has focused additional efforts on helping children and teens achieve in our three priority outcome areas of Academic Success, Good Character and Citizenship, and Healthy Lifestyles. Boys & Girls Clubs of Martin County is committed to ensuring that young people have a positive, impactful Club Experience and, ultimately, achieve the important outcomes that lead them to successful futures.

SAFETY EXPECTATIONS

Boys & Girls Clubs of Martin County’s first and most important priority is the safety of all members, staff, and volunteers. Recent acts of violence in schools and other public places cause us to continually monitor and adapt our policies and procedures based on the environment. Safety concerns at times require us to implement changes that will change routines and may create inconvenience. The following safety expectations help to ensure that each member’s Club experience is not only fun but also safe:

- Members and family members will exercise patience and understanding during any changes from normal operations caused by real or potential safety or security concerns.
- Members will notify staff of any unsafe conditions and behavior of staff, members and/or volunteers.

MEMBERSHIP

Club membership is open to ALL boys and girls in grades K-12th, must be at least 6 years of age up to 18. Our membership year runs from January 1 through December 31. A membership enrollment form must be completed upon initial enrollment, and annually in December each year, in preparation of the new membership year in January.

It is vital that we have current and correct addresses and phone numbers so that someone can be contacted at all times. If your contact information changes between enrollment periods, please contact Club staff and provide the new contact information. Please note that members will not be released to any individual that has not been listed on the pick up list by an authorized guardian..

ORIENTATIONS & FAMILY NIGHTS

There are two mandatory Orientations required each year. One at the start of each new school year and one at the beginning of our summer program. These Orientations are vital because they provide staff the opportunity to discuss program expectations, Club policies and procedures, and any changes that may affect your child and or family. Additionally, Orientations are also scheduled monthly for new members joining us mid-year. Please see your Club Director for a schedule of these Orientations.

Throughout the year we will host six mandatory Family Night meetings. These Family Nights are important and will enhance knowledge and understanding for all our families and members. They also gives us the opportunity to talk with you about what is happening at the Club, alert you to upcoming events and it gives parents/guardians an opportunity to provide us with feedback that can be used to improve the services we provide.

FAMILY EXPECTATIONS

Boys & Girls Clubs of Martin County encourages all families to become familiar with Club staff, programming, policies, fees, and expectations. The following family expectations help to ensure that the member has an optimal Club experience with the support of parents/legal guardians and staff:

- Read the Family Handbook in its entirety and sign with your acceptance.
- Communicate any questions or concerns regarding the Club to the Club Director.
- Respect all staff and volunteers.
- Attend mandatory Orientations and Family Nights .
- Renew membership application annually.
- Update membership application for accurate information as needed (emergency contact, address, email, etc.).
- Complete an authorization form for every Club member that requires transportation after school.
- “Like” Boys & Girls Clubs of Martin County Facebook page to stay up to date on events and important announcements <https://www.facebook.com/BGCMartinCounty/>
- Positively work with Club Director and staff to resolve any issues or problems. Communicate to the Club Director any medical illnesses, allergies, or disorders that may cause harm to the member or others.

Abusive actions (verbal or physical) by parents or guardians will not be tolerated. We take these actions very seriously and if such behaviors occur, the relevant parent/guardian may be banned from all Boys & Girls Clubs properties.

MEMBER EXPECTATIONS

At all Martin County Boys & Girls Clubs, we hold each of our members responsible for his/her own actions. We expect our members to represent our core values on a daily basis. The expectations that help keep all Boys & Girls Clubs safe and fun are:

Respect the Club

- Care for the building & the equipment.
- Keep the Club clean.
- Pick up after yourself and each other.

Respect the Staff

- Follow directions and communicate respectfully.
- If asked to help, do so.

Respect each other

- Help each other and communicate respectfully.
- Don't gossip or bully.
- Keep hands & feet to yourselves.

Other guidelines:

- Participate in scheduled programming.
- Communicate to staff any injuries or instances of bullying that occur immediately.
- Remain in assigned groups at all times.
- Check in at front desk immediately upon entering the Club and prior to leaving the building.
- Participate in surveys that help to improve Club experience.
- Report to the Club Director any instances of inappropriate behavior by staff, members, or volunteers immediately.
- Adhere to all Club rules.
- HAVE FUN!

Our Clubs are NO BULLYING ZONES. Member(s) who are deemed to have bullied others, will be suspended for a minimum of one day for the first offense. The Club Director will determine the length of suspension for any member who is a repeat offender. We define bullying as any threatening or repeated action or behavior that places one person/group in power over another person/group.

BEHAVIOR EXPECTATIONS

Boys & Girls Clubs of Martin County is committed to the safety and well-being of our members. Our goal is to redirect challenging behavior through building relationships, positive language, recognition, meaningful praise, and reward systems. Parents will be notified of reoccurring behavior that presents safety concerns to other members, staff, volunteers, and/or their child. In the case where further disciplinary action is necessary, the following steps are our standard practice:

- Verbal Redirection
- Parent Notice(s)/Documentation
- Parent Conference
- Short Term Suspension (1-3 days)
- Long Term Suspension (3 or more days)

The following actions are strictly prohibited and will lead to disciplinary action:

- Swearing and verbal abuse
- Inappropriate and/or sexual physical contact
- Fighting or any form of physical abuse
- Use or possession of controlled substances, weapons, or tobacco products
- Theft
- Intimidation and bullying

Boys & Girls Clubs of Martin County reserves the right to suspend or expel any Club member at any time. This policy is at the total discretion of the Boys & Girls Clubs of Martin County. The parent/guardian will be notified if his/her child has been suspended/expelled from the Club.

DRESS CODE

Boys & Girls Clubs of Martin County encourages all members to participate in all programs and activities. Members must be dressed appropriately for indoor and outdoor programs. The following clothing guidelines should be taken into consideration when at the Club:

- Pants shall be secured at the waist, belts must be buckled, no underwear may be worn as outerwear, and no underwear may be exposed.
- Closed-toe footwear must be worn at all times to ensure safety while participating in physical activities.
- Shorts/skirts must be fingertip length.
- Members must wear Club shirts on all field trips unless otherwise specified.

The following is prohibited while at the Club:

- Sexually implicit or explicit clothing, bikinis, or tank tops.
- Hats or hoods worn inside the Club.
- Garments and/or jewelry that display or suggest drugs, alcohol, weapons, tobacco, sex, or inappropriate/vulgar text or images.
- Gang paraphernalia, clothing, jewelry, tattoos or other insignias that display, suggest provoke or may tend to provoke violence or disruptions.
- Flip flops, sandals, boots, or clogs on our fields, play areas, basketball and tennis courts.

For safety purposes, inappropriate clothing could result in limited participation in Club activities. If you have any questions regarding member attire, please contact the Club of which your child is a member.

LATE PICK UP POLICY

We understand that problems may arise that could prevent you from picking up your child on time. Please notify the Club as soon as possible, if you know you will be late. If the Club fails to make contact with a parent after closing time, staff will attempt to make contact with any individual(s) listed as emergency contacts on the membership form. If after 45 minutes the staff is still unable to reach parents/guardians or emergency contacts, the police or Child Protective Services may be contacted. If you are late **two or more** times, you will be assessed late fees. Late fees are as follows:

0-10 Minutes	Grace Period
11-30 Minutes	\$5.00
After 30 Minutes	\$1.00 per minute

All fees must be paid at time of pick up.

SAFE SPORTS & ACTIVITIES

Our goal is always to keep our members safe while having fun, but injuries could happen during activities and sports. We want parents to be aware of concussion signs and symptoms to be on the lookout for in case their child bumps their head. There is a Fact Sheet on concussions published by the CDC that is attached to and part of this Family Handbook. Parents acknowledge receipt of this publication with their signature at the end of this Handbook. If your child should have any type of injury during their time at the club, you will always be notified. In the event there is a head injury we will send home a copy of this fact sheet for your reference. We want to keep our members as safe as they can be!

MEDICAL EMERGENCY OR ILLNESS

If your child become ill, he/she will be isolated from the other members. Parents/guardians will be notified immediately and asked to pick up the member as soon as possible.

In the event of a medical emergency or accident, staff will attempt to contact parents/guardians. If parents/guardians cannot be reached, staff will take whatever emergency medical measures necessary for the care and protection of the member. By signing the membership application, you are giving Boys & Girls Clubs of Martin County staff authorization to take any necessary emergency medical measures. In the case of minor injuries, Boys & Girls Clubs of Martin County is only allowed to provide ice packs and bandages.

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.), we ask that you provide this information on the membership application. Prescription and/or non-prescription medicine **WILL NOT** be administered by staff.

Boys & Girls Clubs of Martin County **Medication Policy** is as follows:

Members must be able to keep & administer their own medication. Staff are not authorized or trained to administer medications. If a member cannot administer his/her own medication, we will not be able to accommodate them as a member of the program.

Prescription and/or non-prescription medicine **Will NOT** be administered or kept for a Club member by any Club staff or volunteer at any time, **no exceptions.**

CONTAGIOUS ILLNESSES

In any instance when a member is suspected of having contracted a contagious illness (lice, pink eye, strep throat, etc.), the policy of the BGCMC is as follows:

- Remove the relevant member from program areas to protect other members and contain transmission.
- Contact the parents/guardians of any affected members to notify them of symptoms that may indicate a contagious illness.
- Inform all Club parents/guardians of the outbreak, requesting all members be checked for similar symptoms.
- Maintain confidentiality when a member is diagnosed with any contagious medical condition.

Parents/guardians will be asked to pick-up any affected member as soon as possible and advised to seek medical attention. Once appropriate documentation has been received, staff will note that the illness has been eradicated. Only when a member is no longer contagious, may the individual return to the Club.

PERSONAL BELONGINGS

Boys & Girls Clubs of Martin County will not be held responsible for the loss or theft of any personal items. We will not provide reimbursement for any lost or stolen items that are brought to the Club and/or on field trips. BGCMC will provide any and all required materials for activities, unless otherwise specified.

Members should refrain from bringing items such as (but not limited to):

- Electronic items (cell phones, PSP's, Game Boys, iPods, MP3 players, etc.)
- Sports Equipment (basketballs, footballs, soccer balls, etc.)

If members are found with such items, they will be confiscated and returned to the parents/guardians of the member at the time of pick up. Members are responsible for all school assigned property (tablets, laptops, etc.).

CELL PHONES & TECHNOLOGY EQUIPMENT

With the assistance of Club staff, members may use the Front Desk Club phone in the event of an emergency. A message may be delivered to a member, but members may not receive calls unless of an emergency.

Cell phones or items of personal technology may only be used for programming purposes while at the Club, and then only when explicitly authorized by staff. Personal devices should not be used for texting, video capturing, gaming, picture taking, unauthorized internet usage, and the use of any social media sites. If a Club member possesses personal technology, it shall be silenced and kept out of sight unless authorized by staff for programming purposes. If these devices interrupt our daily activities while at the Club, progressive discipline will be implemented, including possible confiscation. If confiscated, the item will be released to the parents/guardians upon pick up. BGCMC staff will not be held responsible for wireless communication devices of any sort that are lost, stolen, or broken.

In addition, cell phone usage in our bathrooms will result in an automatic suspension from the Club at the discretion of the Club Director. Video capturing of bullying, fighting or violence, and online cyberbullying will result in your child being expelled from the Club.

Lastly, if your child(ren) has an issue with an employee, they are not to use their cell phone to contact you, they are to report the issue to the Club Director or Associate. If the issue is with the Club Director they are to report it to another staff member who will contact our Senior Vice President.

The Technology Acceptable Use Policy for Members Policy is attached to and is part of this Family Handbook. Parents acknowledge receipt of and confirm they have read and agree to the content therein by signing for receipt of this Family Handbook.

TRANSPORTATION

Boys & Girls Clubs of Martin County provides daily transportation from associated schools to our Clubs. If transportation is needed, please contact your child's specific Club for details. Otherwise, parents/guardians are responsible for dropping off registered members and picking them up before closing.

Boys & Girls Clubs of Martin County will provide transportation on field trips scheduled with the organization throughout the year.

Member expectations for transportation and field trips include:

- Remaining seated while wearing a seatbelt at all times.
- Using voices that prevent noise distractions for the driver.
- Keeping hands and feet to themselves.
- Obeying staff instructions.
- No eating or drinking.
- Providing a completed permission slip with emergency contact.
- Wearing a Club shirt at all times, unless otherwise specified by staff.

Parents will be responsible for providing transportation to the Club for any members that are unable to adhere to expectations.

INCLEMENT WEATHER

In the case of advanced notice of schools closing, the Club will not open to serve youth on the days of closure. Each Club will notify their feeder schools to announce Club closures as soon as possible during the school day. If the schools close early or cancel after school activities due to inclement weather, the Club may close as well.

GRIEVANCE POLICY

A grievance is defined as an alleged violation of a specific provision of the parent handbook. It is expected that the Club Director will make every reasonable effort to resolve issues as they arise. In the event a parent/guardian has additional concerns after the Club Director has resolved or attempted to resolve the issue, the following steps are to be followed:

- Step 1: The parent/guardian shall present the complaint to the Club Director within 48 hours of the occurrence of the issue(s).
- Step 2: If the parent/guardian feels the answer received is not satisfactory, he/she can submit a written complaint to the Senior Vice President within five-days of the Club Director’s decision. The Senior Vice President will investigate the areas of concern and notify the parent/guardian of his/her decision in writing within five working days of receiving the grievance.
- Step 3: If the grievance is not resolved by the Senior Vice President, the parent/guardian may submit a grievance in writing to the Chief Executive Officer (CEO) , who will then consider the grievance and notify all parties of his/her decision within 5 business days. If further investigation is requested, the Chief Executive Officer will fullfill the investigatory and decision-making role in this process.

The Senior Vice President and the Chief Executive Officer reserves the right to not accept phone calls from parents/guardians who have not followed the grievance process.

Child and Adult Care Food Program (CACFP)

This facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving child care, participating in afterschool programs, or residing in homeless shelters.

Each day, more than 2.6 million children participate in the CACFP across the country. Participating facilities are reimbursed for serving nutritious meals which meet USDA requirements.

Meals Participating facilities must follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the five groups:)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Fruit Vegetable	Milk Meat or meat alternate Grains or bread Fruit Vegetable

Participating Facilities Many different facilities operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **Afterschool Programs:** Centers (in attendance zones of schools where 50% or more of students are eligible for free or reduced-priced lunches) provide free meals and snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.

Eligibility State agencies reimburse facilities that offer services to the following participants:

- children age 12 and under,
- migrant children age 15 and younger, and
- youths through age 18 in afterschool programs in needy areas and homeless shelters.

Contact Information If you have questions about the CACFP, please contact one of the following:

Dan Bettencourt: dbettencourt@bgcmartin.org

Florida Department of Health

Child and Adult Care Food Program

Address

4052 Bald Cypress Way
Bin A-17
Tallahassee, FL 32399-0700
United States
[Google Maps](#)

General Contact Information

☎ 850-245-4323 (phone)
✉ ccfp@flhealth.gov (phone)
☎ 850-414-1622 (fax)

Website

🌐 <http://www.floridahealth.gov/programs-and-services/childrens-health/child-care-...>

FNS Programs

[Child and Adult Care Food Program](#)

FNS Regional Office Contact Information

Southeast Regional Office (SERO)
61 Forsyth St., SW
Room 8T36
Atlanta, GA 30303-3427
[Google Maps](#)
☎ 404-562-1801
✉ [Request Updates](#)

English Version
(Rev 12/15)

NOTES

BOYS & GIRLS CLUBS OF MARTIN COUNTY
2025 FAMILY HANDBOOK

As the parent/legal guardian of a Boys & Girls Clubs of Martin County Club member, I have received a copy of Boys & Girls Clubs of Martin County’s Family Handbook, and I have read and agree to all policies provided, including the Technology Acceptable Use Policy and Concussion Fact Sheet. I understand that I may contact the 21st Century Club Director at the Club at which my child(ren) attend if I have any questions or concerns.

_____	_____
Printed Name of Parent/Legal Guardian	Date

Signature of Parent/Legal Guardian	

Phone Number	

Email	

Name(s) of Member(s)	

