



Welcome to Orchard Hills/Nebo Afterschool Program The Boys and Girls Club of Utah County

“Great futures start here!” The boys and girls program keep kids safe, provides a valuable service for single and dual working parents, supports public education initiatives, provides volunteer opportunities for local community members and university students, and offers **“Positive Place for kids.”**

Mission Statement

The mission of the Boys and Girls club of Utah county is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens and leaders.

Program Design

The Afterschool program is open Monday 2:30-4:00pm; Tuesday-Friday 3:15-4:45pm; and Power Hour, Monday- Friday 7:45-8:45am. Club membership is accepted on a first come first serve basis. The Program has an enrollment capacity, which when met, will begin a waiting list for interested members. When program slots become available, the Site Director will contact the families with additional information and instruction to fill the spots.

Morning Power Hour is designed to give students an opportunity to stay caught up in their school subjects. It is very important that students take this time seriously, try their best, be respectful of other students in the club striving to be succeed academically. If a club member is unwilling to complete assignments or follow directions of club staff for academics and enrichment, Club discipline procedures will be followed as is if it is disruptive behavior. Consistent unwillingness to comply with directions may result in expulsion for the program. Please refer to “Discipline Policies” for more information.

Clubs and other Enrichment activities are an important part of the Club experience; achieving balance between academics and enrichment is a priority. Well balanced Club programming is essential to the mission of the Club, as it create a wide variety of experiences for Club members to participate in to reach their full potential as productive, caring, responsible citizens. All club activities are open to all Club members regardless of race, religion, gender, political ideology, and physical ability. Additionally, the Club does not require pre-requisite classes for participation.

Parent Involvement

At the Club, we believe that we can best meet the needs of our individual members by teaming up as parents. For this reason, we are dedicated to regular and meaningful communication between parents and staff. We encourage you to contact your child’s staff at any time throughout the program with any concerns or questions you may have regarding your child. If you have any concerns regarding your child’s assigned staff

member, we ask that you discuss them with the Site Director or BGC Operations Director and they will handle the situation appropriately.

When you enroll your child at the Boys & Girls Clubs of Utah County, you are required to complete a registration form containing your contact information. This information is necessary in case of an emergency, but also to inform you of event at the Club. If your contact information changes at any time, please let us know as soon as possible.

Health & Safety Policies

Medication Policy

The Club does not administer any medications to youth.

What should I do if my child is sick?

A student may not attend any Club program with any type of communicable disease, including any of the following symptoms:

- Fever over 100°
- Severe Cold
- Discolored nasal discharge
- Diarrhea
- Sore throat
- Inflamed or watery eyes
- Undiagnosed rash
- Vomiting

Parents and/or emergency contacts will be called to pick up their child if the child comes with or develops any of these symptoms during the day.

Emergency Care

When the staff deems that emergency medical attention is needed, they will call 911 and then make every effort to contact the parent or the emergency contact. After 911 has been called, it is up to the paramedics to decide on the appropriate action and medical care facility. The parent will be responsible for all medical costs.

Emergency Pickup Procedures

In the event of an emergency or catastrophic event that the Club becomes structurally unsafe or destroyed, you will be able to pick up your child from the School. The Club will follow the School's plan to provide additional consistency between the school and the Club.

Bathroom Accident Policy

If your child is prone to having bathroom accidents, a set of clean clothing should be brought to school and be kept in case of an accident. If a child has an accident and the school does not have a clean change of clothes for that child, the parent will be contacted and the child must be taken home to change within one hour to be eligible to return to the Club.

Staff members will not help the child change out of soiled clothing; either the child must change by themselves or a sibling may be asked to assist. If the child cannot change by

themselves, a parent will be contacted to assist in cleaning up and changing the child's clothes.

Money and Personal Property Policy

The Boys & Girls Clubs of Utah County are not responsible for lost or stolen items. We request that youth leave all money, games, cell phones, toys, electronic devices, etc. at home.

Attendance Policy

The After School Program runs Monday 2:30-4:00pm; Tuesday-Friday 3:15-4:45pm; As soon as students arrive, they will be added to the daily attendance roll. Once a member is checked-in, they are not allowed to leave unless someone on the authorized pick-up list has checked them out. If a member is authorized for self-checkout, they may only leave at 4:45 unless prior notification has been given for a set day,

Pick-up Policy

For the safety of your child, you must follow the following rules:

1. You must come **into** the center/program and show the staff member a picture ID card when you pick up your child **each time**. Once Club staff are well-acquainted with you, they will let you know that you no longer need to show ID. Until staff let you know, you must continue to show ID every time you check out your child.
2. We will only release your child to people who are on the "authorized pick up list" you completed during registration. Please notify us in writing if you would like to modify the list. The people on the list must also show Club staff picture ID when picking up your child
3. Please be on time when picking up your child (4:45pm)

Parents must have an emergency pick-up plan (i.e. neighbor, friend, family member on the authorized pick-up list). It is understood that conditions are sometimes beyond one's control (inclement weather, traffic, etc.), so if these conditions arise, it is imperative that parents put their plan into effect immediately. Notifying Club staff is also encouraged.

Staff will remain with the student for up to 10 minutes after program has ended (program ends at 4:45.) If Consistently picking up your child late after the program has ended may result in termination of your child's membership at the Club.

Dress Code Policy

Any youth violating the dress code may be sent home.

- No open-toed shoes
- No spaghetti straps
- No midriff shirts
- No negative messages on any article of clothing
- No gang attire

Boys & Girls Club Rules

1. Respect club members, staff and property.

2. Keep your hands, feet, and body to yourself.
3. Use appropriate language.
4. Follow directions of Club staff.
5. Have fun!

Discipline Policy

At the Boys & Girls Club of Utah County, we believe that positive reinforcement and setting expectations does more to change a child's behavior than punishment ever can. If a child becomes disruptive, our first action is to inform the child how they are breaking a Club rule or expectation, explain why the rule is in place, and who is hurt when they do not abide by it. In most cases this is enough to change the child's behavior, since children are usually unaware that their behavior is causing a problem. If a child continues being disruptive, we will follow the following procedures, as well as additional protocols outlined in our Guidance Matrix of the BGC Staff Handbook.

1. Should inappropriate behavior occur, the behavior will be discussed with the Club member and a written warning given.
2. Should inappropriate behavior continue, a second warning will be given and the parents notified.
3. Should inappropriate behavior still continue, the third warning will be given and the Club member will be suspended.
4. Continued behavior problems may result in permanent dismissal from the Club.
5. Club Staff have the right to initiate advanced steps in the process should any behavior be aggressive, violent, or threaten harm (physical, mental, verbal, etc.) any Club member, staff, volunteer, etc.

**** Please note:** Parents may set up an appointment with the Site Director to discuss individual needs and concerns. The Site Director's Open Office hours for such meetings: Mondays and Fridays from 5-6 pm.

Computer and Internet Use Policy

During program hours, students may have the opportunity to use computers and other technology for enrichment and educational activities. Members will be actively supervised by program Staff while using technology. Open DNS content filters and firewalls are in place to prevent viruses, malware, adware and inappropriate content. Additionally, the School District employs similar countermeasures to keep Members safe while using technology and the Internet. Your child must follow Provo School District rules while using computers.

Members who do not follow program rules and/or Staff directions, intentionally trying to work around firewalls, downloading unauthorized apps or programs, etc. while using technology will be subject to Discipline procedures according to the Provo School District rules and Franklin School policy.

Additional Program information:

- A nutritious snack is served daily. Club members who are not signed-into the program on-time/before snack is served will not receive a snack that day. Please

encourage your child to attend the program promptly after the regular school day ends.

- There will be no Club on days that the school is not in session.
- The Club will follow all Boys & Girls Clubs transportation policies, as well as other policies and procedures not highlighted in this handbook. For more information on the full version of policies and procedures, please contact the Boys & Girls Clubs of Utah County Administrative Offices.

Parent/Student Grievances

In the event that you or your student feels that any of these policies and procedures have been administered incorrectly or unfairly or that one of you has a problem with the program or staff in any other way, either of you may make a formal complaint as part of our grievance policy. We ask that you talk with the Club member's immediate staff member first. If the issue remains unresolved or if the staff member is unavailable, you may then discuss the issue with the Site Director, and the Director of Operations, respectively.

Debbie Williams
Boys & Girls Club Site Director
Franklin Elementary

Shanni Call
Director of Operations
Boys & Girls Clubs of Utah County

David Bayles
Executive Director
Boys & Girls Clubs of Utah County