



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

RED MOUNTAIN BRANCH

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Policies & Procedures Handbook

Please review the following policies and procedures with your family and sign the policy agreements in your packet.

ENROLLMENT:

Enrollment is handled on a first come, first serve basis. No additional children will be added after a particular week has reached full capacity.

TUITION ASSISTANCE:

Tuition Assistance is available for our programs. *Tuition Assistance Forms* (see Front Office for forms) must be completed and submitted to the Member Billing Specialist with the proper documentation at the time of registration or you will be charged the full fee. Late forms will not be accepted.

OPEN DOOR POLICY:

The Boys & Girls Clubs of Greater Scottsdale adheres to an open door policy. The Club is not responsible for the time or manner in which your child arrives or leaves the Club.

PARTICIPATION:

Members are required to stay with their group at all times. Members are encouraged to participate in all activities as the Boys & Girls Clubs of Greater Scottsdale is dedicated to introducing children to a wide array of quality programs.

APPROPRIATE ATTIRE:

All members are expected to follow the Boys & Girls Clubs of Greater Scottsdale's dress code requirements as listed below unless pre-approval has been granted for special activities or health considerations by the Branch Supervisor:

- o Clothing that immodestly exposes the chest, abdomen, midriff, genital area or buttocks while member is standing or sitting are not permitted

including those that are deeply cut in the front, back, or under the arms. See through fabric falls under this category.

- Straps on shirts must be at least 1.5 inches wide forbidding halter-tops & spaghetti strapped tops.
- Closed toed footwear must be worn at all times.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others. Chains, spiked collars/wristbands, body piercings, & etc. may fall into this category.
- Clothing items may not create an atmosphere of threat, intimidation, or undue pressure including items that display or suggest obscenities, sexual, or violent language/symbols. In addition, items that display or advertise alcohol, drugs, tobacco, or any illegal or controlled substances or items are not permitted.
- Furthermore, gang clothing/paraphernalia, drawings, or signs are prohibited on Club property, in Club vehicles, and at Club functions. Gang paraphernalia is defined as any apparel, arrangement, trademark, or any other attribute that denotes membership in a gang as identified by law enforcement i.e. gang names, slang street names of Club members/friends, 8 ball markings, satanic markings, ribbed white tank tops, trench coats, hairnets, and “do-rags”.
- Club members are expected to wear On-the-Go t-shirts for identification purposes on all field trips.

Consequences for dress code violations may include a verbal warning, an On-The-Go t-shirt to be worn over clothing, or a call home for a change of clothing. Frequent offences will require a parent meeting or possible suspension from the Club.

MEMBERSHIP CARDS:

Membership cards are issued after registration. Membership cards allow members to scan in daily. The first card with a lanyard is free with a paid membership. Lost or damaged cards/lanyards can be replaced for an additional fee of \$1.00 each.

BEHAVIOR GUIDELINES:

Club members are expected to conduct themselves in a manner that is consistent with the vision, goals and beliefs of the Boys & Girls Clubs of Greater Scottsdale. Accordingly, members are prohibited from engaging in behavior that:

- (1) obstructs, disrupts, or interferes with any Club program or activity
- (2) endangers or threatens the safety of any person
- (3) inflicts or threatens to inflict damage on property of Club members, Club employees or the Club's facilities.

Consistent with the general behavior expectations, the same specified behaviors are prohibited on Club property, including Club vehicles, on field trips or any other off-site activity. Any violation of the General Behavior Policy (Club Guidelines) or any Prohibited Behaviors may result in consequences. A signed *Behavior Policy* (included in the registration packet) must be submitted to the Member Billing Specialist before your child can attend the Club. The Behavior Policy provides a more detailed version of the behavior guidelines listed above.

FIELD TRIP POLICY:

Field trips are an optional opportunity for members to leave the Club and experience the special attractions the Valley of the Sun has to offer. Field trip registration is handled daily, on a first come, first served basis until the field trip has reached its maximum capacity. Signed **Permission Slips** AND **exact cash payment** must be submitted at the time of field trip registration. There will be no exceptions. Field trips are a special privilege and may be revoked if a member violates a Club Guideline. Field trips are non-refundable. Club members are expected to wear On-the-Go t-shirts for identification purposes on all field trips.

TRANSPORTATION POLICY:

All members riding in our vans/bus must follow these very basic and simple guidelines:

- They must wear their seat belt at all times.
- They must sit properly in their seats.
- Hands and other body parts must stay inside the vehicle.
- No food, drink, or candy allowed inside the vehicle.
- Yelling or gestures to bystanders will not be permitted.
- They must follow the instructions of the driver.

If a member is found in violation of any of these guidelines, the Branch Supervisor and Youth Development Supervisor may revoke the member's transportation privileges upon review.

PICK UP PROCEDURE & POLICY:

It is mandatory for a parent, legal guardian or individuals listed on the pick-up form to show a valid photo ID or a parent pick-up tag to sign a member out. The pick-up authorization tag will be issued to the parent/guardian after registration. We rely on parents to pick up their children promptly at 6:00 pm. We do not have staff on the premises after these hours to supervise any of our members. If you would like someone not on your list to pick up your child on a particular day, you must give us a note in writing, send an e-mail to redmountain@bgcs.org or fax us a note to 480-947-4951.

Please make all persons aware of this policy.

REPEATED TARDINESS:

Repeated tardiness could result in termination of participation in B&GC programs and/or a child neglect notification to the proper authorities. As a courtesy to our staff, please notify our Front Desk before 6:00 p.m., if you think you will be late. When all avenues of reaching parents have been tried, emergency contacts have been called, and more than 1 hour passes, we have no other choice but to turn custody of the child over to the proper authorities.

LOST & FOUND POLICY:

Mark every article of clothing, backpack, and books with your child's name. We do have a lost and found area where items are stored for up to two weeks. Due to limited space if items are not claimed, we will donate the unclaimed items to a community agency. Please check with your child before you leave the Club to ensure he or she has all of their belongings. The Boys & Girls Club is not responsible for lost or stolen personal items, including, but not limited to: cell phones, iPods, laptops, readers, tablets, video games, headphones (which are not permitted to be worn or used at the Club), money, and clothing.

MONEY & CHANGE:

Members must keep their money with them at all times (clothing with pockets is helpful). Staff members are not allowed to hold money for members nor can they give money to members. The Boys & Girls Club will not be held responsible for any lost or stolen money. The vending machines located to the left of the gym are off limits unless a Club member has signed out and is accompanied by a parent/guardian.

TELEPHONE POLICY:

The telephone is used for business and emergency purposes ONLY. We ask that parents refrain from calling their children. If you need to leave a message for your child, please do so with the staff and they will notify your child. Staff will contact parents in case of an emergency or any injury to your child.

ELECTRONICS POLICY:

The Boys & Girls Club is not responsible for lost or stolen electronic devices, including, but not limited to: cell phones, iPods, laptops, readers, tablets, video games, headphones, etc. Members are advised to leave items of value at home. Electronic devices must be put away at all times. Use of these devices are prohibited at the club. Members are not allowed to take photos and/or videos of other members with their personal devices. Any disruption and/or violation of this policy will result in confiscation of the device and returned to

the parent/guardian at pick up. Repeated offenses may result in suspension from the club.

CUSTODY SITUATIONS:

Due to the number of custody situations that we are faced with, the Boys & Girls Clubs of Greater Scottsdale requires the authorized parent in a custody situation to file a copy of the custody papers with the Branch Supervisor. If the restricted parent attempts to pick up the child, the Boys & Girls Club will notify the authorized parent immediately. The Boys & Girls Club will not forcibly deny the restricted parent from picking up the child. Please speak to your child about these situations. This will help us to ensure the safety of your child.

PARENT/GUARDIAN CODE OF CONDUCT:

The Boys & Girls Clubs of Greater Scottsdale's staff is happy to help parents/guardians with any questions, concerns or suggestions. We realize that a parent needs to feel his/her child is receiving the best possible quality programs in a safe environment and has the right to inquire about and observe the facility. Any questions or complaints should be addressed with the Branch Supervisor. They will be happy to address your concerns if time permits, or set up a meeting for further review of the situation. However, any persons who engage in disorderly conduct of any kind such as use of speech/language that is offensive/inappropriate/physical/ verbal abuse or threat of harm to any staff/volunteer/member will be subject to removal and possible exclusion from the facility.

SICK POLICY:

Staff will notify parents if a child becomes ill during the day. The emergency contact number will be used if parents are unreachable. Any child exposed to a contagious disease, vomiting, and/or having a fever must be picked up immediately and will only be permitted to return to the club after they have been symptom free for 24 hours or have obtained authorization from a physician.

LICE POLICY:

Staff members will notify a parent if a child is observed to have lice. A parent will be called immediately to pick up their child. The child will not be allowed back to the Club until the proper treatment has been followed for a minimum of 48 hours. We also advise that members do not share hats, combs, brushes, etc. with other members.

MEDICATION POLICY: ONLY PRESCRIPTION MEDICATION WILL BE DISPENSED

Medication must be in a current prescription bottle with the child's name and scheduled dispense time written clearly on the bottle. Children are responsible for getting their medication at the appropriate time. A medication form must be completed and on file in the Staff Office prior to the dispensing of medication. The B&GC will not dispense aspirin to members.

REFERRAL PROGRAM:

In the event consultation is needed regarding any issues such as anger management, bereavement, family issues, etc., the Red Mountain Branch will refer members and families to agencies in the Salt River Pima Maricopa Indian Community or other agencies to receive the services needed.