

GREAT FUTURES START HERE.



**BOYS & GIRLS CLUBS
OF SYRACUSE**

**Boys & Girls Club of Syracuse
Parent Handbook**

Revised 12/2022



Welcome members!

The staff of the Boys & Girls Clubs of Syracuse would like to welcome all new and returning members. We plan to have a great year and hope all members are excited about using their membership to utilize our great programs throughout the year.

We ask that parents/guardians and members read and become familiar with this parent/member handbook. Members, parent/guardians, and staff members are responsible for understanding and following the policies outlined in this handbook. If you have any questions or concerns about anything in this handbook, please feel free to speak with the Director of Programs or Executive Director.

Get excited about Boys & Girls Clubs. It is going to be a great year!

Key Points to Know About the Boys & Girls Clubs:

- The Clubs facilities are designed and operated exclusively for youth, with the needs and interests of young people in mind.
- Clubs are available daily, after school and on some weekends, providing a positive place to go when kids need it most.
- Clubs have a core staff of trained professionals who provide guidance and supervision and serve as role models.
- Clubs are available and affordable to all.

- There are 3 Clubs:
 - a. **Central Village Club**-212 Van Buren Street, Syracuse, NY 13202
 - i. Youth (ages 6–12) M–F: 2–6pm
Teens (ages 13–18) M–F: 4–8pm
 - ii. Summer Program:
Youth (ages 6–18) M–F: 9am–4pm
 - b. **East Fayette St Club**-2100 E. Fayette Street, Syracuse, NY 13224
 - i. Youth (ages 6–12) M–F: 2–6pm
Teens (ages 13–18) M–F: 4–8pm
 - ii. Summer Program:
Youth (ages 6–18) M–F: 9am–4pm
 - c. **Shonnard St Club**- 201 Shonnard Street, Syracuse, NY 13204
 - i. Teens (ages 13–18) M–F: 3–8pm
 - ii. Summer Program:
Teens (ages 13–18) M–F: 3–8pm

Programs and Activities are designed to provide guidance in the following areas:

- **Character & Leadership Development:** Empower youth to support and influence their club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and other’s cultural identities.
- **Education & Career Development:** Enable youth to become proficient in basic educational disciplines, apply learning to everyday situations, and embrace technology to achieve success in a career.
- **Health & Life Skills:** To develop young people’s capacity to engage in positive behaviors that nurture their own well-being, set personal goals, and develop the competencies to live successfully as self-sufficient adults.
- **The Arts:** Enable youth to develop their creativity and cultural awareness through knowledge an appreciation of the visual arts, crafts, performing arts, and creative writing.
- **Sports, Fitness and Recreation:** To develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social and interpersonal skills.

Membership Information

Membership Criteria:

- Youth must be 5-18 years of age (**We do not accept Pre-Kindergarten members**)
- Youth are divided into similar age groups based on school grade
- Youth do not need to show proof of good character to join the club. The clubs are open to all members. Staff are trained to make reasonable adjustments to program activities to fit the needs of members. However, members must be able to participate in club programs without being a danger to themselves or others.
- To discontinue membership, parents must do so through the Unit Director. **Parents must withdraw their child 14 day prior to the start of the Program first day.**
- Membership is free.

Membership Year:

- Membership year runs from September-June for the Afterschool Program and July-August for our Summer Program
- Members must sign-up separately for each program (After School and Summer Program)
- Eligible youth may become members at any time during the membership year if space is available.

Hours of Operation:

- Club hours are as follows:
 - **After School Program Regular Hours:** See Club info on page 3
 - **After School Program Half-Days:** Closed
 - **After School Program Holiday:** Closed
 - **After School Break:** Closed
 - **See Club Closings for more information**
- Special hours will be sent out well in advance.
- Club hours may vary slightly at each Facility

Late policy:

Every effort will be made to contact a parent/guardian. If parent/guardian has not picked up child up by closing time, the following actions will be taken:

- If parent/guardian is aware that they will be late, call the Club and tell the staff (this does not change the late policy)

- If a parent/guardian is later than 30 minutes the Club reserves the right to release the child to the Syracuse Police Department.

Club Closings:

- The Clubs are closed on the following days: Labor Day, Veterans Day, Thanksgiving & the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, and Independence Day.
- **The club is closed the 2 weeks after school ends and the 2 weeks before school begins for professional development**
- The club will also be closed for Christmas break (Christmas Eve-New Year's Day)
- Clubs follow the inclement weather policy meaning if the schools are closed for inclement weather, so is the club.
- Clubs may close for additional staff trainings or unexpected emergencies. In that case information can be found on our Facebook page and/or on the news.

Activity/class fees:

- Fees are required for some activities that the Club offers such as field trips, football, basketball, soccer and other special activities.
- These fees are refundable at the office with presentation of a valid receipt until one week prior to the start of the activity.

Special Programs

- There are special programs and sports teams that require try-outs. Inclusion in these programs is based on time commitment, ability to follow instructions, and availability.
- If your child is selected into a special club or program and they do not meet the criteria, they may be asked to leave so another member can benefit from participation.
- We ask that if your child is participating in a special club, you allow them to stay for the entire program.

Phone:

- Members are responsible for knowing their own phone numbers.
- If a Emergency Members may use the phone at the membership desk to contact parents/guardians
- The Front Desk Phone Number is
 - Central Village Club: (315) 579-5400

- East Fayette St Club: (315) 579-1104
- Shonnard St Club: (315) 579-8300
- Members are paged to the phone when they have a call. Please keep in mind it may take them a while to get to the phones as they are participating in activities.

Expectations of Membership in the Boys & Girls Clubs of Syracuse

Check in and out of the Boys & Girls Club:

- It is the responsibility of the member to check herself/himself into the Club everyday upon arrival. Members need to check in by signing their name at the front desk. It is the responsibility of the individual picking up the child to check them out at the front desk.
- **Parents must come into the club to pick members up. We will NOT send your child outside. This is for the safety of the members.**
- If your child walks home, they must have a signed waiver on file stating they can do so.

Dress Code:

Boys & Girls Clubs of Syracuse: dresses, skirts, shorts, and pants shall be of a length that is not distracting. These items, when worn as the outer garment, shall extend at least to the tip of the fingers when the arms are held straight at the side. Also, open-toed shoes are **NOT** to be worn in the club. We ask that parents pack flip flops and sandals in member's bags for swim field trips. Members wearing open-toed shoes may be denied participation in club activities due to safety concerns.

Computer Lab Expectations:

- Respect for the equipment of the club and its network.
- Members are to notify staff immediately of any disturbing material they encounter on the web or in e-mail.
- Members are **NOT** to give out personal information (i.e., phone number, full name, address, etc.) on the internet.
- Members are **NOT** to give anyone their password to any of their accounts or allow another member to use their account to access the internet or network.
- Members must gain clearance from the staff before downloading any programs from the internet.
- Members are **NOT** to visit inappropriate websites.

Lost or stolen items:

- Members are responsible for all money and personal items they bring in the Club. The use of personal cell phones, video games, and iPods are not permitted without permission. The Boys & Girls Clubs of Syracuse is **NOT** responsible for any lost, damaged, or stolen items. We ask that you discourage members from bringing valuables to the club.
- The clubs do have a lost and found area. Any items left at the clubs will be placed in lost and found. We ask that parents and members check this area daily for any lost items. The club donates items left at the club.

Health information, the following are guidelines for health problems that require parents to pick-up club members:

- Fever - 100 degrees or higher
- Acute Diarrhea or vomiting in the last 24 hours
- Contagious illness - chicken pox, strep throat, swine flu, etc.
- Sore throat or severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with any type of discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Head lice - If any nits (lice eggs) are found in a member's hair he/she will be sent home. After proper treatment, and if the member is nit free, he/she may return.
- Emergency - If a medical emergency appears to be life threatening an ambulance will be called and we will attempt to contact parents immediately. If parent/guardian cannot be reached, we will attempt to reach the emergency contacts.

If you are called during the day to pick your child up due to illness, please make arrangements to arrive within the hour.

Medications:

If your child has medication, they must take while at the club we ask that you place it in a zip lock bag with their name on it and leave it with the front desk. Staff will **NOT** administer medication to your child. They must come to the front and request their medication and be able to administer it themselves. This also applies to sunscreen and over the counter medicines.

Code of Conduct

The Boys & Girls Clubs of Syracuse has set expectations that will ensure that they have an enjoyable experience here at our club. Staff expects club members to do the following:

RESPECT THEMSELVES

RESPECT OTHERS

RESPECT THE CLUB

The following inappropriate behaviors require members to receive some type of discipline:

- refusing to obey staff
- acting irresponsibly or destructively
- fighting
- using inappropriate language
- bullying
- making sexual contact or overtures

Discipline guidelines and procedures:

Staff reserves the right to use the following forms of discipline as a result of inappropriate behavior:

- Creative discipline - using a specific situation and appropriately teaching positive behaviors (if they litter having them learn about the environment, if they are mean to a sibling having them write reasons why they love their sibling, etc.)
- Verbal Communication - member and staff talk about her/his inappropriate behavior
- Time out - sitting down with no contact from other members for a set amount of time
- Clean up duty - picking up trash, sweeping and wiping tables
- Parent Conference - formal meeting with parents/guardian to discuss member behavior
- Suspension - member is not allowed to come to the Club for a set number of days
- Expulsion - member is not allowed to return to the Club

While the Boys & Girls Clubs of Syracuse is determined to be there for kids who need us most, we must also ensure that all club kids are kept safe. Therefore, the following are grounds for suspension or expulsion, which include but are not limited to:

- Physical violence towards another member or staff
- Bringing a weapon to the Club
- Bringing legal (medications) or illegal drugs, alcohol or tobacco products to the Club
- Intentional maltreatment of facility or equipment (Climbing walls in the bathroom, beating table with pool stick, etc.)
- Making discriminatory remarks about another member's race, religion, gender, or sexual orientation
- Continuous Disregard for staff instructions
- Multiple violations of Club rules
- Violation of our Bullying or Sexual Misconduct Policies

It is the goal of the Boys & Girls Clubs to work with parents to correct member behavior. Parents are expected to participate in any long-term behavioral issues.

The staff of the Boys & Girls Clubs reserves the right to make all final decisions regarding disciplinary consequences.

Suspension policy:

- Parents will be contacted immediately regarding suspensions. If the member returns and stipulations of her/his return have not been met, parent/guardian or emergency contact will be contacted to immediately pick up that child.
- Suspensions are given immediately following the inappropriate behavior to begin as soon as deemed appropriate unless the staff feels the member's parent/guardian must be contacted to pick her/him up the day of the incident.
- Club staff is always available to talk about member behavior issues with parent/guardian. Parent/guardian is responsible for contacting staff to discuss member participation.

Bullying Policy

The Boys & Girls Clubs of Syracuse is committed to providing all members with a safe and civil environment and will not tolerate any form of bullying at any Club activity on or off Club property.

Bullying shall mean any written, electronic, verbal, physical or social act that willfully harms another. Aggravated bullying shall mean willful harm motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental disability, physical disability, appearance, or socioeconomic status.

Staff and volunteers who observe an act of bullying are expected to take immediate, appropriate steps to intervene. If the staff member or volunteer believes his/her intervention has not resolved the matter, they shall report it to his/her supervisor and document the incident in writing. The Club Director or appropriate staff member will inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying if the issue has not been appropriately resolved. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior.

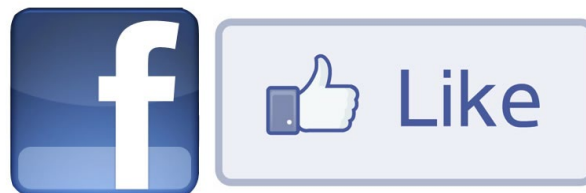
General Information:

We want to ensure participation at the Boys & Girls Clubs of Syracuse is a fun and safe experience. If you or your child have any questions or concerns, please feel free to communicate with the Unit Director at the club (phone numbers listed below)

For more information about club programs and events please log onto our website www.bgcsyracuse.org

Don't forget to like us on Facebook:

Boys and Girls Clubs of Syracuse



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