

BE GREAT



BOYS & GIRLS CLUB
FOUNDATION FOR YOUTH

2010 Parent/Member Handbook

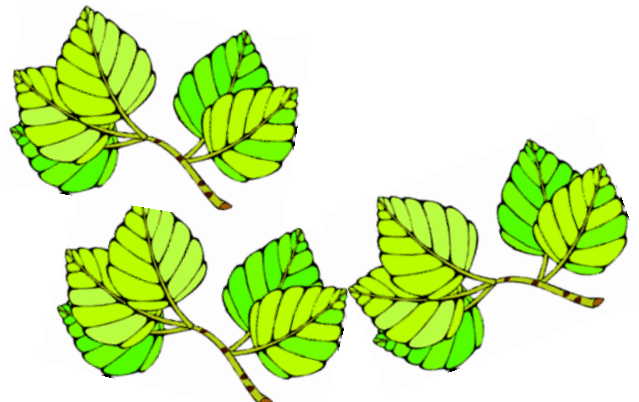
Questions, Ideas, or if you just want to learn more about what FFY has to offer we are here for you!



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"Inspire and Enable Our Youth,
Our Community"



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Communication Tips for Parents and Kids

Policies & Procedures

Sign In/Out: Each member is responsible for scanning in and out of the Boys & Girls Club each day. It is each member's responsibility to leave only with people authorized to pick up that member. Individuals attempting to pick up a child may be asked for identification to insure they are on the approved pick-up list for that child. Members will not be permitted to leave with anyone not on the approved pick up list until staff have contacted registering parent or guardian. Legal documentation on anyone who is not permitted legally to have contact with members is requested to be submitted and kept on file.

Members must wait inside the Boys & Girls Club to be picked up. Parents must come into the facility to pick up members. Calling the desk or sending a text message to your member is not sufficient.

Walking Permission: Please indicate on the membership information form if your child has permission to walk home from the Boys & Girls Club. Parent/guardian must specify on membership form times member is allowed to walk home.

Personal Items: We request that personal items, especially those of value, be left at home. This includes cell phones and hand held electronic games. **Foundation For Youth is not responsible for lost or stolen items.**

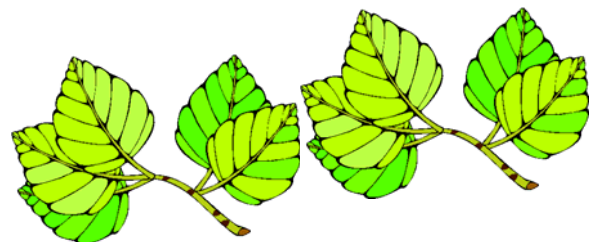
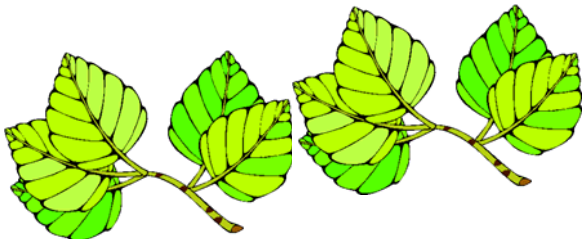
Visitor Policy: Visitors are allowed three visits a year. Each visit is \$10.00/school year, \$25/summer. A visitor form must be filled out and signed by a parent. These forms can be picked up at the registration desk. Members may use a visitor pass for weeks when members may be only attending one-two days and during inclement weather situations, i.e. snow days, etc...

Pre registration is required.

"You never listen to me" is a complaint heard as often from children as parents. Good communication helps children and parents to develop confidence, feelings of self-worth, and good relationships with others. Try these tips:

- Teach children to listen... gently touch a child before you talk... say their name.
- Speak in a quiet voice... whisper sometimes so children have to listen... they like this.
- Look a child in the eyes so you can tell when they understand... bend or sit down... become the child's size.
- Practice listening and talking: talk with your family about what you see on TV, hear on the radio or see at the park or store. (Talk with your children about school and their friends.)
- Respect children and use a courteous tone of voice. If we talk to our children as we would our friends, our youngsters may be more likely to seek us out as confidants.
- Catch children and teens being good. Praise them for cooperating with you or their siblings, or for doing those little things that are so easy to take for granted.
- Use door openers that invite children to say more about an incident or their feelings. "I see," "Oh," "tell me more," "No kidding," "Really," "Mmmhmmmm," "Say that again, I want to be sure I understand you."
- Praise builds a child's confidence and reinforces communication. Unkind words tear children down and teach them that they just aren't good enough.
- Children are never too old to be told they are loved. Saying "I love you" is important. Writing it in a note provides the child with a reminder that he can hold on to.
- Give your undivided attention when your children want to talk to you. Don't read, watch TV, fall asleep or make yourself busy with other tasks.

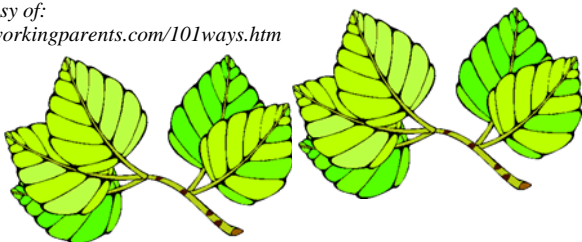
Courtesy of http://www.kidsource.com/kidsource/content/communication_tips.3.19.html



101 Ways to Praise YOUR Child!

WOW • WAY TO GO • SUPER • YOU'RE SPECIAL • OUTSTANDING • EXCELLENT • GREAT • GOOD • NEAT • WELL DONE • REMARKABLE • I KNEW YOU COULD DO IT • I'M PROUD OF YOU • FANTASTIC • SUPER STAR • NICE WORK • LOOKING GOOD • YOU'RE ON TOP OF IT • BEAUTIFUL • NOW YOU'RE FLYING • YOU'RE CATCHING ON • NOW YOU'VE GOT IT • YOU'RE INCREDIBLE • BRAVO • YOU'RE FANTASTIC • HURRAY FOR YOU • YOU'RE ON TARGET • YOU'RE ON YOUR WAY • HOW NICE • HOW SMART • GOOD JOB • THAT'S INCREDIBLE • HOT DOG • DYNAMITE • YOU'RE BEAUTIFUL • YOU'RE UNIQUE • NOTHING CAN STOP YOU NOW • GOOD FOR YOU • I LIKE YOU YOU'RE A WINNER • REMARKABLE JOB • BEAUTIFUL WORK • SPECTACULAR • YOU'RE SPECTACULAR • YOU'RE DARLING • YOU'RE PRECIOUS • GREAT DISCOVERY • YOU'VE DISCOVERED THE SECRET • YOU FIGURED IT OUT • FANTASTIC JOB • HIP, HIP, HURRAY • BINGO • MAGNIFICENT • MARVELOUS • TERRIFIC • YOU'RE IMPORTANT • PHENOMENAL • YOU'RE SENSATIONAL • SUPER WORK • CREATIVE JOB • SUPER JOB • FANTASTIC JOB • EXCEPTIONAL PERFORMANCE • YOU'RE A REAL TROOPER • YOU ARE RESPONSIBLE • YOU ARE EXCITING • YOU LEARNED IT RIGHT • WHAT AN IMAGINATION • WHAT A GOOD LISTENER • YOU ARE FUN • YOU'RE GROWING UP • YOU TRIED HARD • YOU CARE • BEAUTIFUL SHARING • OUTSTANDING PERFORMANCE • YOU'RE A GOOD FRIEND • I TRUST YOU • YOU'RE IMPORTANT • YOU MEAN A LOT TO ME • YOU MAKE ME HAPPY • YOU BELONG • YOU'VE GOT A FRIEND • YOU MAKE ME LAUGH • YOU BRIGHTEN MY DAY • I RESPECT YOU • YOU MEAN THE WORLD TO ME • THAT'S CORRECT • YOU'RE A JOY • YOU'RE A TREASURE • YOU'RE WONDERFUL • YOU'RE PERFECT • AWESOME • A+ JOB • YOU'RE A-OK MY BUDDY • YOU MADE MY DAY • THAT'S THE BEST • A BIG HUG • A BIG KISS • SAY I LOVE YOU!

Courtesy of:
www.workingparents.com/101ways.htm



Policies & Procedures

Swimming Policy: Members must have their "Club Card" with them to go swimming. Certified lifeguards will implement a swim test to each member each swimming session to ensure capability to swim in the deep end. For security reasons parents may not pick child(ren) up from the pool. A B&G Club staff will get members from the pool.

Technology Use Policy: Our computer lab is equipped with educational games and the internet. Members will be supervised by a staff member when in the computer lab. Web protection software is used to assist members are not getting onto inappropriate sites.

Head Lice Policy

Any child found to have head lice (nits or live lice) will be asked to leave the Boys & Girls Club immediately. The member may return 24 hours after being treated. Upon return, children must be nit free, staff will check child's hair, and parent will be asked to show proof of treatment.

Medication Policy: Parents of members will be asked not to send medications, unless for a life threatening condition. Parents are welcome to come to FFY and give the medication to their member(s) if necessary. In the case that medication is necessary a form must be completed and original bottle must accompany medication.





Policies & Procedures

Payment and Refund Policy:

Weekly registrations must be submitted Thursday prior to the week. Cancellations must be made by Thursday prior to the activity/ activity week by 5:00 p.m. Refunds are subject to a \$5.00 fee and will take up to 30 days for mail delivery. Families may transfer activity registrations by Thursday 5:00 pm prior to the week at no additional cost. No refunds/transfers will be given after Thursday 5:00 pm prior to the week. No refunds will be given due to a suspension.

Past Due Payment Policy:

If your member's weekly activity fees become delinquent, we reserve the right to withdraw your member from all Foundation For Youth (FFY) programs. **Past due balances are subject to an administration fee.** Furthermore, legal action may be taken if outstanding fees are not paid in a timely manner. In the event collection efforts or legal action becomes necessary to recover any money due, FFY shall be entitled to recover any money due, FFY shall be entitled to recover from the responsible party all collection costs, court costs and reasonable attorney fees incurred.

Late Pick-Up Policy:

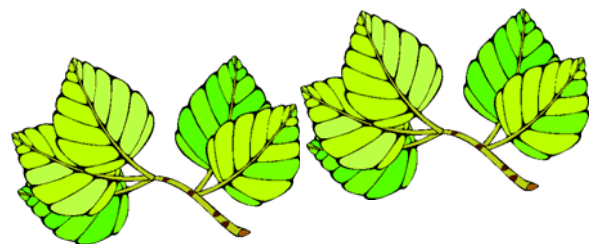
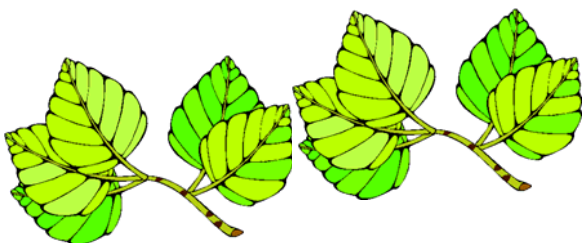
The atomic clock in the Boys & Girls Club will be used to determine hours of operation. There is a five-minute grace period. If you are going to be late to pick up your member, and are able to phone ahead, please do so **(812) 348-4558 ext. 911**. Otherwise, the staff may attempt to call emergency contacts listed on the membership information form.



Parent Expectations

We request communication from our parents with questions, comments, **praises** and concerns. We work diligently to create an open environment for staff and parents to communicate. We do hold our parents and ourselves to expectations to create the appropriate and positive environment for our youth.

- Clear and positive communication.
- Up to date information: address, phone number, approved pick-up, etc...
- Appropriate attire: no revealing clothes, inappropriate messages, etc...
- Concern with other member(s) must be communicated through a staff. Never confront another member.
- Concern with another parent . We encourage our families to communicate with one another in a positive, non confrontational manner.
- Trust that as a staff we are making fair and appropriate decisions for all members and families.
- Other members/parents information, names or consequences will not be shared with other families.
- Weekly attendance and annual memberships are paid on time.
- Staff are not permitted to engage parents or members on social networking sites such as Facebook, etc...
- Notify club desk of other adults who may be picking up your member (s).



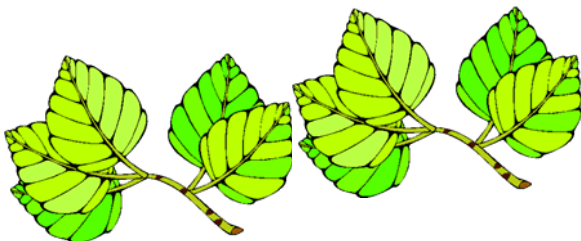


Member Expectations

The following are actions, choices and behaviors that will result in a consequence. Consequences are not limited to only the items listed in this packet.

- Running when or where not permitted
- Not using manners (belching, sticking tongue out, etc...)
- Cell phone, i-pod or other electronics
- Bringing toys, or other non educational tools
- Not cleaning up your mess
- Eating/drinking outside of snack/lunch/breakfast area
- Excessive talking during announcements
- Taking items that do not belong to you
- Being dishonest
- Put downs or name calling
- Leaving or entering an area without staff permission
- Throwing items at people or property
- Not participating in activities
- Not following staff directions
- Pushing, rough housing, play fighting
- Threatening members, staff, family, etc...
- Inappropriate kissing/touching
- Spitting, or other inappropriate actions
- Physical violence or aggression
- Cursing including gestures, or symbols, etc...
- Bullying
 - As an organization we are on board with BCSC Bullying task force.

-Procedures and guidelines are subject to change depending upon severity, frequency, and cooperation from members, family and parents.



Policies & Procedures

Late Pick-Up Policy continued:

The policy for late pick-up of members is as follows:

1st Time: Parents will receive a written or verbal reminder about the policy. They will also be notified of next steps that will be taken.

2nd Time: Parents will be charged \$15 for each 30 minute increment late per child.

3rd Time: Parents will be billed \$15 for each 30 minute increment late per child. Also First Call for Help (FCFH) or the Early Intervention Specialist will be notified of the problem. You may be notified by one of these services to determine if you need assistance with transportation for your child or other program options.

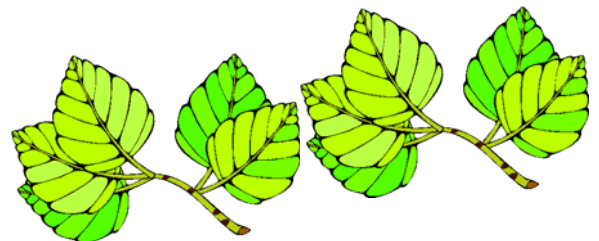
Passenger Safety Orientation

General Rules & Expectations while in an FFY vehicle

- A. Seatbelts must be fastened before the vehicle can move.
- B. Evacuation procedures and location of emergency exits .Youth Camp Van cannot be exited thru rear door.
- C. Keep all body parts and objects inside the vehicle at all times.

Child Restraint System

- Children less than 8 years old will be properly fastened and restrained by a child restraint system unless it is reasonably determined that the child will not fit in a child restraint system within FFY vans.





B&G Club Expectation Policy:

Foundation For Youth is a positive place to be a kid. In order to grow and develop, children need to be in an environment with firm, consistent, positive expectations. This environment also needs to provide warmth and support for this appropriate behavior. We understand that incidents may occur, but our goal is to learn from our mistakes and to not repeat negative behavior.

Our four categories of expectations for members at Foundation For Youth's Boys & Girls Club/ Columbus Youth Camp are to:

- 1. Respect Staff**
- 2. Respect Members**
- 3. Respect Facility**
- 4. No Physical threat/
violence/bullying**

To inspire positive actions we have developed action steps for when incidents or situations occur.

FFY will view it as an opportunity anytime a member is unable to meet his or her expectations views that as an opportunity, this will be an opportunity for growth. Throughout the year trainings are conducted and weekly staff meetings held. Staff meetings are important for staff to work on goals. They are also important to communicate needs and concerns of all of our members and to work as a team to create the daily positive experience for each member and to help each member meet their personal best. Positive adult relationships (staff), accountability and consequences are proven to be essential components for growth and maturing of today's youth.

Consequences of not meeting Club Expectations

- Side conversation and reminders given to member (s).
- Written parent note
- Written strike (s)
- With every strike comes a consequence
 - examples: Respect Patrol, Cleaning Duty, Sentences, written apology, loss of activity
- 3-strikes within a 2 week period may result in an automatic 3-day suspension.
- Local Authorities may be contacted in appropriate situations.

Suspensions

In the event that the difficult decision must be made for a member to be suspended for any period, a parent meeting would be held and decision would be made based on member cooperation and history of behavior. As always the difficult decisions are at the discretion of FFY staff members.

