



PARENT/MEMBER HANDBOOK



Member Expectations: 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, and positive expectations. This environment also needs to provide warmth and support for appropriate behaviors. We understand that incidents may occur, but our goal is to learn from our mistakes and to not repeat negative behaviors.

Our four categories of expectations for members at Foundation For Youth:

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

To inspire positive actions we have developed steps for when incidents or situations occur. Positive adult relationships with staff, accountability and consequences are proven to be essential components for growth and maturing of today's youth.

Consequences of not meeting Member Expectations:

1. Side conversation and reminders given to member(s).
2. Written parent note with incident details.
3. Written strike(s) for repeat incidents. With every strike comes a consequence i.e. cleaning duty, educational worksheets, writing sentences, written apology, loss of activity privileges, etc.
4. 3-strikes within a 2 week period may result in an automatic 3-day suspension.

As always the difficult decisions are at the discretion of FFY staff members.

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 so we can create the appropriate and positive environment for our youth.

- We encourage clear and positive communication.
- For quick communication, please download the "Remind" app. Details highlighted in yellow below.
- Please keep your information current - address, phone number, approved pick-up, etc.
- Please keep your attire appropriate for all ages - no revealing clothes, inappropriate messages, etc.
- If you have a concern with other member(s), please communicate through a staff. Never confront another member, for everyone's safety.
- We encourage our families to communicate with one another in a positive, non confrontational manner.
- Trust that staff members are making fair and appropriate decisions for all members and families.
- For various reasons, other members/parents information, names or consequences will not be shared with other families.
- Pre-registration is required PRIOR to your child attending.
- Our staff are not permitted to engage parents or members on social networking sites such as Facebook, Instagram, Snapchat, etc.
- Please notify club desk of other adults who may be picking up your member(s).

SIGN UP FOR REMIND TEXTS

BOYS & GIRLS CLUB NEWS - TEXT "@BGCAFTERS" TO 81010

BOYS & GIRLS CLUB TEEN NEWS - TEXT "@FFYTEENS" TO 81010

COLUMBUS YOUTH CAMP / ADVENTURE CLUB NEWS - TEXT "@CYCAC" TO 81010

FFY BOYS & GIRLS CLUB & CAMP SUMMER OF EXPLORATION- TEXT "@FFYSOE" TO 81010

EMAIL US

BGC@FOUNDATIONFORYOUTH.COM

CYC@COLUMBUSYOUTH CAMP.COM

VISIT US FOR A COMPLETE LIST OF POLICIES & PROCEDURES

WWW.FOUNDATIONFORYOUTH.COM

POLICIES & PROCEDURES, AT A GLANCE

Sign In/Out: Each member is responsible for scanning in and out of the Boys & Girls Club each day with their own card, provided with each membership. 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 ensure 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 has 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.

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

Swimming Policy: Members must have their "Club Card" with them to go swimming. Certified lifeguards will implement a swim test for each member, in each swimming session, to ensure the 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. We also ask that you do NOT pick up your member during the swimming hour, please wait until the hour is finished.

Head Lice Policy: Any child found to have head lice (nits or live lice) will be asked to leave FFY immediately. The member may return 24 hours after being treated. Upon return, children must be live nit free. Trained staff will check child's hair, and the 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 or serious medical 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 medication form must be completed with the physician's signature and the original bottle must accompany the medication. Over-the-counter medications, such as Tylenol, cold medicine, etc., will be administered only in special situations approved by the program director or lead staff.

Personal Items: We request that personal items, especially those of value, be left at home. This includes cell phones and handheld electronic games, sports balls, Pokemon cards, pop it's, etc... **Foundation For Youth is not responsible for lost or stolen items.**

Not permitted: Alcohol and illicit substances are never allowed for campers or parents. Vehicles are the responsibility of the owner. Posted speed limits must be followed. Transport of campers can only happen in company vehicles. Animals and pets are not allowed on camp property unless permission is given by Camp Director. Service animals are permitted. No firearms or weapons of any kind or hunting are allowed on camp property.

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. C. Keep all body parts and objects inside the vehicle at all times. Child Restraint System A. 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.

Payment and Refund Policy: Please refer to the "Member Commitment Form" for full details on this policy. Weekly registrations must be submitted **ONLINE** by Sunday at 12:00 pm prior to the week to reserve your spot, and payment is expected at that time. 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. **A \$5.00 processing fee will be added per late registration. No refunds will be given due to a suspension.**

Past Due Payment Policy: Please refer to the "Membership Form" for full details on this 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 registrations/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 from the responsible party all collection costs, court costs, and reasonable attorney fees incurred. An additional collection fee of 35% of the balance due to FFY.

Notification of absent member(s): Due to the nature of attendance from all families we do not contact families if the member does not arrive each day.

Notification of early/ late pick-up: Guardians might be contacted for early pick-up in the following cases - child has a fever or is vomiting, serious discipline issues, has an injury requiring outside medical assistance, or an emergency situation that requires evacuation of Club/Camp. Guardians might be contacted for late pick-up in the following cases - transportation issues such as vehicular breakdown, unexpected traffic, or an emergency situation that requires facility lock-down. We will do our best to contact parents based on the contact information provided to us.

Late Pick-Up Policy: There is a five-minute grace period. If you are going to be late to pick up your member, please contact direct staff via Remind. Otherwise, the staff may attempt to call emergency contacts listed on the membership information form. First-time late pick-up - Guardians will receive a written or verbal reminder about the policy. They will also be notified of the next steps that will be taken. Second-time late pick-up - Guardians will be charged \$15 for each 30-minute increment late per child. Third-time late pick-up - Guardians 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.

Staff Expectations: All our staff working with our youth have successfully passed a background check prior to interacting with our members as well as an orientation to handle various situations. In organized activities, we keep ratios of 1 staff to 15 members or less. We abide by BGCA's bathroom policy with a limited amount of individuals in the bathroom as well as designated areas for our staff/adults. We also prohibit any 1-on-1 interaction between our staff and youth as outlined in the BGCA guidelines including traveling etc. For more specifics reach out to the current program director.

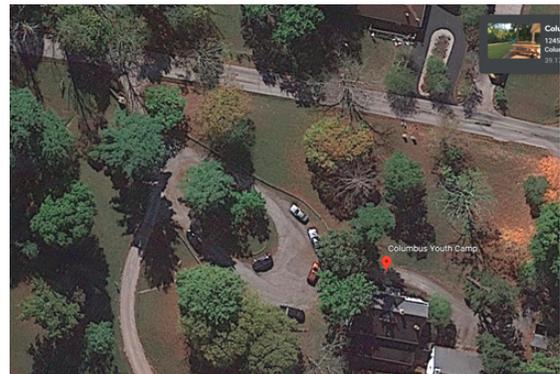
MEMBER PICK-UP POLICY @ HOPE AVE

1. Enter Foundation For Youth parking lot at Hope Avenue Entrance.
2. PLEASE DRIVE SLOWLY AND PAY ATTENTION TO ALL SURROUNDINGS.
3. Find a parking spot DO NOT PARK IN THE FRONT CIRCLE and bring your ID inside the main lobby.
4. Approach the Boys & Girls Club front desk and inform a staff member whom you are picking up.
5. If you are a new parent, a guest picking up, or we do not recognize who you are, our staff will ask to see your photo ID. Your ID and name will be checked in our system to make sure you are allowed to pick up.
6. Our staff will radio for that member to come out. They will gather their belongings, and head to the front desk inside the Foundation For Youth lobby to get signed out with their scan in/out card.
7. Please communicate with our REMIND group for further information or questions.
Text "@BGCAFTERS" or "@FFYTEENS" or "@FFYSOE" to 81010.



MEMBER PICK-UP POLICY @ COLUMBUS YOUTH CAMP

1. Pick-up and drop-off at camp changes per the season. -
 - a. Summer drop-off and pick-up is located in the circle drive at the main entrance of camp.
 - b. After School/Adventure Club the majority of the year is located at our Experiential Learning Center, a gravel drive just east of the main entrance to Camp.
2. Use our Remind to notify staff of your arrival and your camper will be transported to you if they are in an activity around camp. You can sign up for CYC Reminds by texting "@CYCAC" to 81010.
3. Specific pickup times are easier to coordinate with advance notice.
4. The circle drive is located directly inside the main stone gate to camp.



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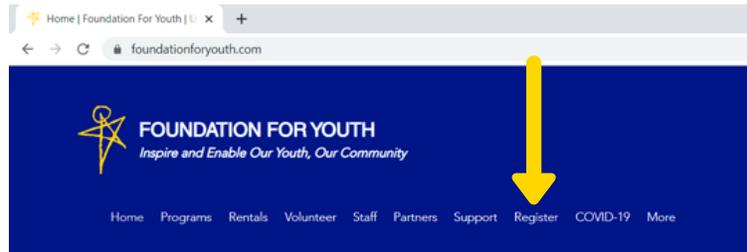
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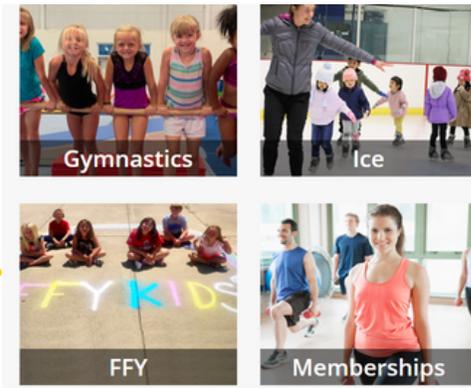
ONLINE REGISTRATION INFORMATION

Foundation For Youth is proud to partner with Columbus Parks & Recreation on programming to register youth for our programming. To register online for any of your families' activities, please follow the information below:

1. Go to foundationforyouth.com. At the top, click, "Register."

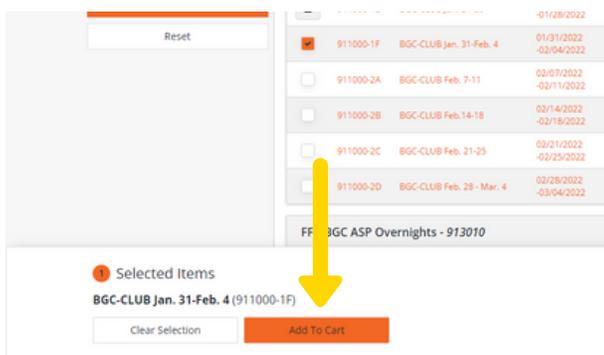


3. Scroll down through page and click on "FFY."

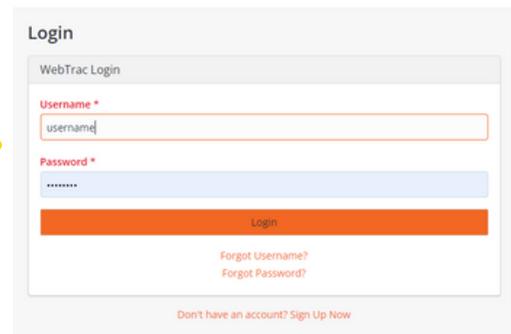


5. Select the plus sign and then "Add to Cart" at the bottom of the screen.

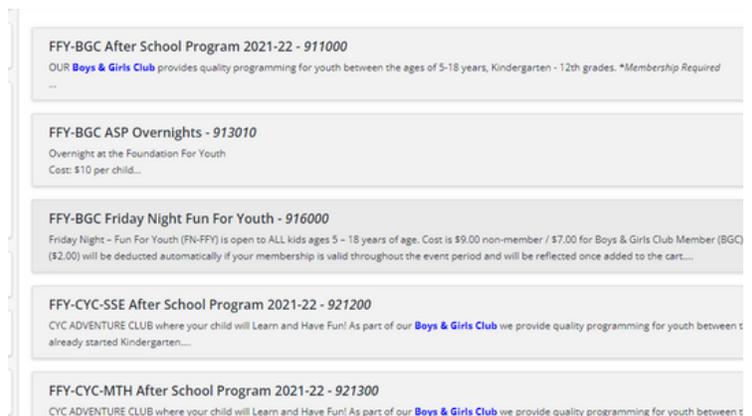
- You will be asked to select the family member(s) that you would like to enroll.
- Once the item(s) are in your cart, you will have the option to proceed to checkout or continue shopping.



2. Log in. By default, when an account is created, the system issues your USERNAME as your EMAIL (lower case). Your PASSWORD is your LAST NAME (ex Smith)(case sensitive). This is the last name of the parent on the Household. (This will be the parent's name that prints on the top of the receipts you usually receive from us.)



4. Scroll down the page to see all activities currently offered at Foundation For Youth and Columbus Youth Camp.



FYI

- If you have forgotten your USERNAME and/or PASSWORD let us know we can send you an email link to reset it.
- If you need general help, please email us. We are happy to help!
- REMINDER - You DO NOT need to create a new account!
- If you are having issues or need assistance, please email us at info@foundationforyouth.com!

DON'T FORGET TO REGISTER FOR YOUR CHILD'S CARE.

**REGISTRATION IS OPEN ONLINE UNTIL SUNDAY AT 12:00 PM, NOON.
THIS IS PRIOR TO THE WEEK CARE IS NEEDED.**