

# PARENT/MEMBER HANDBOOK

## FOUNDATION FOR YOUTH PARENTS, MEMBERS, AND FAMILIES: WELCOME TO YOUR BOYS & GIRLS CLUB PROGRAM!

We are humbled that you have chosen us to take care of your most valuable asset, your child(ren). We strive to provide every member with a positive experience every day they attend our Boys & Girls Club. As a team, our Boys & Girls Club staff are always trying new strategies and approaches. We regularly attend trainings and discuss how we can be the best for you and your families.

We encourage regular communication with your families. We have several avenues to achieve that through our "REMIND" messaging service, direct emails, phone calls, or face-to-face at drop off, pick up, or by scheduling a time to meet. We are here for you and want to know if there is anything we can do to make each experience better.

Boys & Girls Clubs programs are filled with youth grades K-12. We separate members into age groups by grade level, K-2nd, 3rd-4th, 5th-6th, and 7th-12th grade groups. Please review this entire handbook to ensure you and your member understand our expectations, policies, and procedures.

We welcome you to our after-school program, school breaks, and summer program. please ask questions and give us feedback.  
We look forward to working with you and your family.

Sincerely,

Your Boys & Girls Club staff



Version 4.15.2023

**SIGN UP  
FOR  
REMIND  
TEXT!**



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

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

**COLUMBUS YOUTH CAMP /  
ADVENTURE CLUB NEWS**  
TEXT "@CYCFFY" TO 81010

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

### EMAIL US:

BGC@FOUNDATIONFORYOUTH.COM  
CYC@COLUMBUSYOUTHCAMP.COM  
BGCTEENS@FOUNDATIONFORYOUTH.COM

 @foundationforyouth

 @ffycolumbus

 @foundation-for-youth

 foundationforyouth.com



# MEMBER/PARENT EXPECTATIONS

**Member Expectations:** Foundation For Youth is a positive place to be a kid. In order to grow and develop, children need to be in a safe environment with firm, consistent, and positive expectations. This safe 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 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 the growth and maturing of today's youth.

## **Consequences of not meeting Member Expectations:**

1. Side conversations and reminders are 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, 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).

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@ffycolumbus



@foundation-for-youth



foundationforyouth.com



## STAFF EXPECTATIONS:

**Employment Screening:** All employees are background and reference checked in accordance with Boys & Girls Clubs of America Standards.

**Training & Development:** All our staff working with our youth have successfully passed a background check, and references have been contacted prior to interacting with our members. Each staff has a planned training timeline before and during their orientation. We conduct ongoing training and development year-round from local, Regional, and National trainers. Lead Staff and Directors are Credentialed with the Child and Youth Care Certification.

**Specialty Certifications:** For special programs, staff are certified for that specialty, archery, canoeing/kayaking, Power Pole, Challenge Course, Maker Studio 3-d printing, swimming, and transporting members in company vehicles.

**Staff to Member Ratios:** We maintain ratios of 1 staff to 15 members or less. We prohibit any 1-on-1 interaction between our staff and youth, as outlined in the BGCA guidelines, including traveling.

**BGCA Bathroom Policy:** We abide by BGCA's bathroom policy with designated areas for our staff/adults separate from our member bathrooms.

**Jr. Staff or Counselors in Training:** Staff in high school or younger are considered Jr. Staff, they are not permitted to run a program area without the supervision of someone 18 or older. For more specifics, reach out to the Boys & Girls Club Director.

**Dress Code:** Beginning 5/24/2023, Staff will be identifiable with an FFY-approved shirt and a staff name tag. Volunteers will be identified by their lanyards and name badges of a different color than staff.

## PROGRAMMING:

**Indiana Kids:** This will involve a 3-minute pre-test for both Math and Reading for members of 1st grade and higher. Once their tests are completed, we will begin logging the educational activities they attend while at the Club. Toward the end of the school year/summer, your member(s) will be post-tested, and we will measure their growth in Math and Reading. We will also bring in guest speakers to speak about Careers and track Volunteer hours both inside and outside of the Club!

**Peer-to-Peer mentioning** will match just 15 members with our high school-age Jr. Staff to have weekly check-in and activities. Their growth as an individual is tracked, but mostly they get a close buddy to talk with and build a positive relationship.

**Youth for Unity:** is an enrichment program to help members build character, acceptance, and other quality traits. We are starting this program with the addition of other activities. All members will take part in activities to grow as a group and become more compassionate to others.

**SMART MOVES** is a program that is offered to all members. We will be working on conflict resolution skills, a sense of belonging, and other communication tools.

**Passports to Manhood and SMART Girls** is an optional signup program offered to members aged 8+. SMART Girls is a small-group health, fitness, prevention/education, and self-esteem enhancement program for girls. Passport to Manhood is a small-group health, fitness, prevention/education, and self-esteem enhancement program for boys.

**Ultimate Journey:** is a STEM program designed to engage 4th-8th grade youth (9 to 13-year-olds) in fun, experiential, environmental education activities. Ultimate Journey cultivates awareness and appreciation of the natural wonders that surround young people. This program will be led by Columbus Youth Camp staff both in the Club and at Camp.

**Jr. Librarian:** members who would like to help care for our satellite Bartholomew County Public Library collection will have the opportunity to be trained and mentored by BCPL Librarian. They will have the opportunity to work with BCPL to curate our collection.

**Jr. Staff:** Members ages 14 to 18 are given the opportunity to be employed in our Boys & Girls Club. Young people prepare for future roles as human services professionals by participating in career development activities, discovering the importance of community service, and building customer service skills. The program develops Club members' interpersonal skills, work ethic, and sense of community responsibility.



# SAFETY:

## **BGCA Child Abuse Prevention Policy**

The priority of Foundation For Youth Boys & Girls Club is the physical and emotional safety of its members, staff, and volunteers. Foundation For Youth Boys & Girls Club maintains a zero-tolerance policy for child abuse. Foundation For Youth Boys & Girls Club implements policies and procedures for members, employees, volunteers, visitors or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse.

**One-on-Contact Prohibition:** Foundation For Youth Boys & Girls Club prohibits isolated one-on-one interaction between Club participants and staff or volunteers, including board members. This includes prohibiting one-on-one contact at any time at the Club, in vehicles, or by phone, text, social media, or any other means.

Exceptions may only be made when delivering approved medical or counseling services by a licensed, trained therapist or similar professional according to professional guidelines. All staff and volunteers, including minor staff (under age 18), are strictly prohibited from meeting Club participants outside of any Club-sponsored activities. The only exception to this rule is if the Club participant is a child or sibling of a staff member or volunteer.

## **MANDATED REPORTING**

Every staff member or volunteer of Foundation For Youth Boys & Girls Club who becomes aware of or has suspicion of child abuse or neglect must immediately report to Club leadership. Club leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws, as well as to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

## **REQUIRED TRAINING**

Foundation For Youth Boys & Girls Club conducts and reports through a BGCA-approved process the following training for all staff members and volunteers with direct repetitive contact with young people (at the intervals noted for each).

**Before providing services to young people, and annually thereafter:**

1. BGCA-approved child abuse prevention
2. BGCA-approved mandated reporting
3. BGCA-approved grooming prevention

**Annually:**

- All the policies, including all safety policies, for Foundation For Youth Boys & Girls Club.

## **PHYSICAL INTERACTIONS**

Every staff member and volunteer of Foundation For Youth Boys & Girls Club is required to maintain appropriate physical contact with minors.

## **VERBAL INTERACTIONS**

Every staff member and volunteer of Foundation For Youth Boys & Girls Club is required to maintain appropriate verbal interactions with minors.

## **ABUSE AND SAFETY RESOURCES**

Foundation For Youth Boys & Girls Club prominently displays BGCA-approved collateral that shares ethics hotline, crisis textline and safety helpline information with members, staff, volunteers, and families. We also share all safety policies with parents and guardians upon receiving a youth membership application.

## **SUPERVISION**

Foundation For Youth Boys & Girls Club is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over).

## **RESTROOM USAGE**

Foundation For Youth Boys & Girls Club is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- There will be either a designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time.
- Club will either have single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside.
- When using restrooms at public facilities during field trips, a minimum of three youth will be escorted by one staff member, who will wait outside the main entrance of the restroom.

# POLICIES & PROCEDURES

**Swimming & Water Front:** Members must have their "Club Card" with them to go swimming at the FFY pool. Certified lifeguards will implement a swim test for each member to ensure their capability to swim in the deep end. The swim tests occur both at the FFY pool and at the Lake at CYC. 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. Canoeing, kayaking, and paddle boarding will occur with a certified lifeguard present, and lifejackets must be worn the entire time.

**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 the 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, valuables, money, clothing advertising tobacco or alcohol or could otherwise be offensive to others, sports balls, Pokemon cards, pop-its, etc... **Foundation For Youth is not responsible for lost or stolen items.**

**Not permitted:** Alcohol and illicit substances are never allowed. Vehicles are the responsibility of the owner. Posted speed limits must be followed. Transport of campers can only happen in contracted and 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 "Membership Form or 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.

## BREAKFAST, LUNCH, SNACK

**Included year-round:** We are thankful that through the USDA, Department of Education, Child and Adult Food Program, and Summer Food Service Program, we are able to offer healthy, balanced meals. During the Summer, FFY 405 Hope Ave. serves as a hot meal site through BCSC for breakfast and lunch. Snack is offered to all youth attending each day. We are excited that beginning in the Summer of 2022, BCSC will serve a hot lunch at Columbus Youth Camp for those attending camp in addition to the meal at FFY. Breakfast, lunch, and snack times are fairly consistent, but some days and schedules may vary.

**Breakfast: 7-7:45 am | Lunch: 11 am-12 pm | Snack: 3 pm-4 pm**

# PICK UP AND DROP OFF POLICY & PROCEDURES

**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 the registered 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.

**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.

**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.

**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.

## MEMBER PICK-UP POLICY @ 405 HOPE AVE

1. Enter Foundation For Youth parking lot at Hope Avenue Entrance.
  - a. After School hours are 2:30 - 6:30, members may be picked up at any time.
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 you, 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 @ 12454 YOUTH CAMP ROAD

1. Pick-up and drop-off at camp is done at our main entrance and Reeves (big white house.) Summer, Fall, and Spring Break pick-up begins at 9:30 am and ends at 3:30 pm. Otherwise, they will return on the bus to FFY for pick-up in town until 6:30 pm.
  - a. Pick-up is located in the circle drive at the main entrance of camp.
  - b. Staff will be available in the Reeves (big white house). Ring the doorbell.
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 "@CYCSOE" 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.
5. If you are a new parent, a guest picking up, or we do not recognize you, 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.



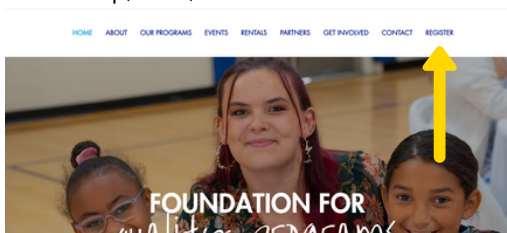


# ONLINE REGISTRATION INFORMATION

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](http://foundationforyouth.com).  
At the top, click, "**REGISTER.**"

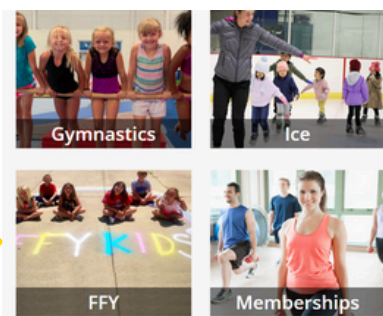


2

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** (i.e. 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.)

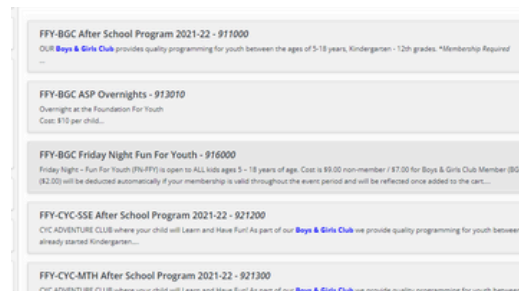
3

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



4

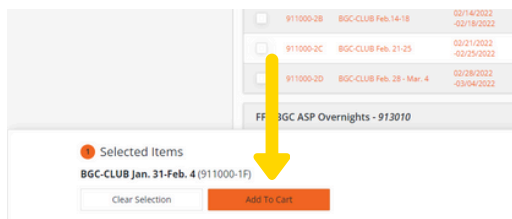
Scroll down the page to see all activities currently offered at Foundation For Youth and Columbus Youth Camp.



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.



## FFY:

- 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](mailto: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.**