

GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS
OF ARLINGTON**



Boys & Girls Clubs of Arlington Parent Handbook for 2018-2019 School Year & Summer 2018

Boys & Girls Clubs of Arlington

Administrative Office

608 North Elm Street

Arlington, TX 76011

(817) 275-6551

www.bgcarlington.org

The purpose of this handbook

To optimize every child's experience at the Boys & Girls Clubs of Arlington by engaging parents as partners in positive youth development.

Our Mission

To enable all young people, especially those who need us most, to realize their full potential as productive, caring, and responsible citizens.

The Boys & Girls Clubs of Arlington goal is to implement the five key elements for positive youth development:

- ◆ A safe, positive environment to learn and grow
- ◆ Fun
- ◆ Supportive relationships with caring adult professionals
- ◆ Opportunities & expectations
- ◆ Recognition for Club members

>>> IMPORTANT NOTE TO PARENTS:

If a parent must be notified for any reason, we will use the information on your child's most recent membership application. Please make sure you notify staff of any information that changes from the original application form (**changes must be made in writing**). Parents will be notified by phone, email, memo, or in person. (See page 14 for more information specific to Parents & Guardians.)

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Welcome to the Boys & Girls Clubs of Arlington Out-of-School Time Enrichment Programs!

Dear Parents:

We look forward to an exciting and dynamic year of providing quality programs designed to enrich the social and academic development of your child. It is with a spirit of service and enthusiasm that we engage participants in high quality enrichment programs that extend to out of school hours.

We understand that an important component of the service we provide is to create a safe environment that makes parents feel confident and comfortable that their children are well cared for in a fun and nurturing atmosphere. We strive to provide our members with positive self identity, as well as competencies in education, social, and emotional development.

We offer exciting programs that target the priority areas of academic success, character and leadership development, and healthy lifestyles.

Our organization seeks to exceed your expectations of our programs in every way. Parents are encouraged to learn more about our programs and take time to know the staff members **at your child's site. In working together as partners, we will** be better able to make a lasting, positive impact on your child.

Sincerely,



Steve A. Wurm,
President

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**BOYS & GIRLS CLUBS
OF ARLINGTON**



Branch Locations & Phone Numbers:

East Branch

2011 Wynn Terrace
Arlington, 76010
817-460-5088
eastInfo@bgcarlington.org

Don Kromer Branch

200 E. Cravens Dr.
Arlington, 76018
817-557-4553
kromerInfo@bgcarlington.org

Main Branch

608 N. Elm St.
Arlington, 76011
817-701-1100
mainInfo@bgcarlington.org

North Branch

2020 Baird Farm Rd.
Arlington, 76006
817-275-0956
northinfo@bgcarlington.org

School Site Locations & Phone Numbers:

North Area Director: 817-701-1100 ext 302

Ellis

2601 Shadow Ridge
Arlington, 76006
817-652-1027

Pope

901 Chestnut Dr.
Arlington, 76012
817-276-0500

Jones

2001 Van Buren Dr.
Arlington, 76011
817-504-2787

Larson

2620 Avenue K
Grand Prairie, 75050
214-336-8239

Summit

1305 N. Center St.
Arlington, 76011
817-465-7243

Ditto

3001 Quail Ln.
Arlington, 76016
817-457-8097

Hill

2020 W. Tucker Blvd.
Arlington, 76013
817-861-2382

South Area Director: 817-557-4553 ext 502

Ashworth

6700 Silo Rd.
Arlington, 76002
817-557-6481

Daulton

2607 N. Grand Peninsula
Grand Prairie, 75054
817-965-1110

Key

3621 Roosevelt Dr.
Arlington, 76016
817-465-9186

Pearcy

601 E. Harris Rd.
Arlington, 76002
817-721-8133

Neal

280 Nelson-Wyatt Rd.
Mansfield, 76063
817-851-4507

Reid

500 Country Club Dr.
Arlington, 76002
817-522-2306

Starrett

2675 Fairmont Dr.
Grand Prairie, 75052
972-660-8915

Staffing for Success

The Boys & Girls Clubs of Arlington has been providing programs for youth in our area for over 55 years. The most critical component of our program success is founded on providing educated, well trained staff who are dedicated to our mission.

Our staff members must successfully complete the following requirements:

- Pre-service training
- 15 hours on-going youth development training annually
- Pre-employment criminal background check and drug screening
- Annual random drug screen
- FBI Fingerprinting (applies to licensed school sites)
- CPR and First Aid Certification

It is our expectation that staff members represent the Boys & Girls Clubs of Arlington in a positive and professional manner at all times. We are confident in our staff members and their ability to serve as role models and implement excellent programs for youth.

Conflict of Interest: Outside Contact/Babysitting Policy

The Boys & Girls Clubs of Arlington strongly discourages staff members from forming any relationships with parents or families outside of our programs. **It is our policy that staff members do not baby-sit, provide transportation or have any contact with youth or parents outside of our program hours.**

Customer Service: Administrative Requests

We are here to assist you in any way and we strive to provide the best possible customer service. Please note that any administrative request (i.e. letter for housing, daycare reimbursement forms, tax information, etc.) could take up to a week to process. For specific administrative requests, please communicate needs through Area Director or Branch Manager.

Guidance & Discipline

Our primary method of guidance is to focus on and reward positive behavior through the use of ceremonies, praise, and other methods of recognition. However, in order to ensure participant safety and maintain a positive environment, staff must discipline members who exhibit inappropriate behavior. The following steps may be utilized with you and your child to assist in carrying out the established policies and practices of the Boys & Girls Clubs of Arlington.

1. Review expectations with child.
2. Give a verbal warning, let them know what rule they have broken and remind them it is their choice to stop the behavior. Redirect to another activity if possible.
3. Put child in time-out, exclude from activity. Try to make the consequence fit the choice that the child made.
4. Complete written behavior incident report, at this point the Site Director or Branch Manager should be notified and a copy of the report must be maintained at the site in order to track and manage member behavior. After three such reports, the child may be suspended.
5. Suspension of 1 to 3 days. If a member's behavior causes physical harm to another child or staff member, or make threats of physical violence, staff may proceed immediately to suspension. Branch Manager or Site Director must approve suspension. **No payment credits will be granted for any suspension.**
6. If unacceptable behavior continues, suspension time may increase. After two suspensions, the child may be removed from the program.
7. Director or Manager will arrange a meeting with child and parents to sign a behavior contract before the child is removed from the program.
8. If behavior contract is violated, the member may lose their membership for the remainder of the school year.
9. Members with weapons, drugs or alcohol on Club property may have their membership revoked immediately.
10. If a member damages equipment or property of the school or the Boys & Girls Clubs, the parent/guardian will be responsible to replace or repair the damages in order to continue services.

Enrollment Info

Enrollment is due **annually** for each school year: You must register for the 2017-2018 school year and submit a membership fee plus additional activity fees. School year is separate from summer — Memberships DO NOT roll over. Once an application is submitted via online an account is created. Once approved your child will be enrolled in the 2017-2018 school year program activity and any additional activity fees will be assessed to your account. Once payment and enrollment is submitted please confirm official start date with Area Director or Branch Manager. Processing may take 24-72 hours before your child is able to attend the program. (See page 18 for more info on program fees & payment options).

School Sites:

Membership is open to all youths who attend the on-site school, in **grades K (at least 5 years of age) through sixth grade**. If your child's school is located in the city of Grand Prairie (Daulton, Larson, and Starrett), you will need to complete the process by coming to our office to get the application notarized and copies of photo IDs must be submitted for anyone listed to pick up the child.

Branch Locations (*East, Don Kromer, Main, & North*):

Membership is open to all youth who attend school, in **grades K (at least 6 years of age) through 12th grade**.

Waiting List

Space in our program is provided on a first-come-first-served basis and we are limited in our capacity at each site. Because of that, some sites fill up quickly. Once a site reaches capacity, you may choose to put your name on that site's waiting list. **Placing your name on the waiting list does not guarantee space availability**. As space becomes available, we call down the list as quickly as possible. Waiting lists are only valid for that school year—they do not roll over. If space does not become available, you may register for the next school year during our registration time.

If your child does not attend the program for two weeks without notification, another child will be given that space. If you wish to return your child to the program, you must put your name on the waiting list.

Attendance Policy

In the event that your child is absent from Boys & Girls Clubs program, please contact the site directly so that the site staff can be aware. Parents may be asked to verify their security code as a precaution. You may also leave a message on the site's voicemail system (see site info on page 5).

School Sites:

Please review with your child that they must go straight to the program after school. Our staff stay in their program areas of either the gym or cafeteria—they do not go into the school to get children. Contact your child's school so they can have a teacher help them get to the after-school program. Children must arrive to the program no later than 5 minutes after release.

Attendance Policy (Cont...)

Branch Locations:

Please review with your child which Branch they are attending. Also, if they are receiving transportation services by our B&GC bus, please make them aware to arrive at designated wait area immediately after school dismissal.

Hours of Operation

Our programs will begin the first day of school and operate Monday-Friday in accordance with the AISD/MISD/Summit International Prep calendars. Branch sites will follow the AISD calendar. All programs begin between 3:15pm - 3:30pm depending on school release times, and close promptly at 6:30 PM for School Sites and 7:00 PM for Branches. Late fees will apply for all pick-ups after the closing time. (see more on page 16).

Administrative Office Hours: 9:00 a.m. – 5:00 p.m. Monday through Friday. The Administrative Office will be closed on the following holidays: *Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, Memorial Day, and the Fourth of July.*

Arlington ISD (“AISD”): Programs run 8/21/18-5/31/19

AISD & all Branch program sites will be closed on the following days:

September 3	February 18
October 8	March 11-15
November 19-23	April 19
December 20-Jan 7	May 27
January 21	

Mansfield ISD (“MISD”): Programs run 8/15/18-5/23/19

MISD program sites will be closed on the following days:

September 3 & 28	February 18
October 8 & 26	March 11-15
November 19-23	March 30
December 21-Jan 7	April 19
January 21	

Summit Int. Prep. Elem (“SIP”): Programs run 08/08/2017– 05/25/2018

SIP program site will be closed on the following days

September 4	February 19
October 6 & 9	March 9-16
November 20-24	
December 22 thru Jan 9	DATES TBD 2018-2019

We will have our programs open for AISD & SIP early release days:

AISD: Oct. 19, Dec. 19, March 1.

SIP program site will have early release every Wednesday at 2p.m. Transportation will be available for Teens attending Main Branch additional fees apply, please ask Branch Manager.

Holiday Branch Location Opportunities

During select holidays, our Main, East and/or Kromer Branch may be available to attend. You must contact the branch for information on hours of operation, availability, and activity fee (there are some holidays where they are closed due to training).

You must reserve your spot with the branch no later than one week before the holiday.

Main Branch

608 N Elm St
Arlington, TX 76011
817-701-1100

East Branch

2011 Wynn Terrace
Arlington, TX 76010
817-460-5088

Don Kromer

200 E. Cravens Park Dr.
Arlington, TX 76018
817-557-4553

Incident Weather & School Cancellation

If school is cancelled, our program will be cancelled. If school is dismissed early, or if the school district suspends after-school programs and activities our program will not be open. Our policy is the same as AISD/MISD/Summit International Prep (when they close, we close). This includes early dismissal due to bad weather, bomb threats, etc... Parents are responsible for making alternative arrangements. **Please discuss your emergency plan with your child ahead of time.** For up-to-date information on school closings, listen to KRLD 1080 AM or WBAP 820 AM for announcements & check out the district's website:

AISD: www.aisd.net

MISD: www.mansfieldisd.org

Summit: www.summitinternationalprep.org

Emergency Preparedness Plan

Each site has an emergency preparedness plan for written procedures on evacuation, communication, and documentation.

- (1) **Evacuation**—in an emergency, children will be moved to a designated safe area or alternative shelter. Children will walk to a designated safe area on site (located on the posted emergency evacuation and relocation diagram), or will be bussed to an alternative shelter.
- (2) **Communication**—we will communicate with parents by the emergency phone numbers that are on file with us (make sure phone numbers are always up-to-date).
- (3) **Documentation**—if evacuation needs to occur: School Sites: the staff will bring the application book with them, which will have parent and emergency contact telephone numbers and authorization for emergency care. They will also take the attendance forms for child tracking system information. Branch Locations: will access our online KidTrax system which will have attendance of children that day, parent and emergency contact telephone numbers and authorization for emergency care.

For a copy of the emergency preparedness plan for your child's after-school program, please talk with the on-site director or branch manager.

Medication & Medical Emergencies

Use of Medication

It is the policy of the Boys & Girls Clubs of Arlington that our staff may **not** medically diagnose an ailment, prescribe treatment, or administer medication. It is the parent's responsibility to ensure that children are provided with inhalers, epi-pens or any special medical supplies necessary to ensure their safety. School sites do not have access to the school nurse after school hours. Parents and/or emergency contacts must be available and will be expected to immediately pick up their child if there is a medical concern. If your child has any known allergies to food or season, please make location aware and that it is documented on the members application.

Medical Emergency or Illness

If a child becomes ill during our program hours, parents will be notified and asked to pick up their child immediately. If your child has an accident or injury, he or she will be given first aid. Parents will be notified by written report and may be contacted by phone.

Parents must NOT send an ill child to the Club if:

- (1) The illness prevents them from outdoor play.
- (2) The illness is in greater need than can be provided by staff.
- (3) Oral temperature of 101 degrees or greater.
- (4) Communicable disease diagnosed by a professional.
- (5) If your child did not attend school that day, you may not drop them off in our program.
- (6) If it has been less than 24 hours since last sign of fever or obvious sign of contagious symptom (like strep, lice,...)

In the event of a life-threatening medical emergency, parents and 9-1-1 will be contacted immediately. If parents or guardians are not available, staff will still notify Emergency Medical Services for the care and protection of the child. By signing the membership application, you are giving the Boys & Girls Clubs of Arlington authorization to seek emergency medical attention for your child. Boys & Girls Clubs of Arlington does have general liability insurance.

Member Expectations

1. Play fair, be honest and respect others.
2. Resolve disagreements in a positive manner; ask for help.
3. Listen and treat everyone with respect.
4. Say only good things about others; bullying is not tolerated.
5. Use appropriate language.
6. Show respect for facility and equipment.
7. Keep your hands and feet to yourself.
8. Stay in designated, supervised areas.
9. Observe dress code.
10. Have fun!!

Membership ID Numbers & Cards

Members will be assigned a membership ID Number. This number is unique to each youth and will be used for membership documentation. Most sites will use this number & assign a membership card to scan in the program. If a card is provided all members must have their membership cards with them to participate in Club activities. Lost or stolen cards need to be replaced immediately. Replacement cards can be requested for a small fee.

Members Health Documentation Requirements

Immunizations: It is the parents' responsibility to ensure that the child has been immunized before they attend our program. All immunization records must be kept on file at the school. Upon request and permission, we can obtain a copy of those records from the parent and school.

Tuberculin Testing: It is not required by the Texas Health Dept. for children to be tested for TB. There is also no state wide requirement for teachers or school employees to have a tuberculin skin test. The Centers for Disease Control and Prevention discourages the use of the TB skin test for person who have no risk factors to TB exposure.

Hearing/Vision Screening: Parents are required to make sure that their children have their vision and hearing tested prior to enrolling in our program. All hearing and vision screenings must be kept on file at the child's school. Upon request and permission, we can obtain a copy of those records from the parent and school.

Member Personal Belongings & Dress Code

All members are responsible for personal belongings. Toys, video games, jewelry, cameras and any other personal belongings (such as telecommunication devices) should be left at home. We are not responsible for damaged, lost or stolen items.

Cellular Phones & Electronics

Cell Phones, tablets & other electronics may be useful for education in school but they can be a distraction in the Clubs. It is because of this distraction and risk of loss that we ask they NOT be brought to the Club. We require that if a member has one it be turned off and securely put up.

If a member's toy, electronic item, or other personal belonging interrupts programming in any way, it will be retained by staff and returned to the parent upon pick-up. Disciplinary actions including suspension, will apply for frequent violations of this policy. Exceptions can be made at Branch Managers or Area Directors discretion.

Dress Code

Members should dress appropriately for active play and follow school district guidelines. For that reason, athletic shoes are recommended. In order to participate in the gym, the club member must be wearing tennis shoes; open-toed shoes are not permitted in the gym. Members are asked to dress in a way that demonstrates respect for self and others. Skirts and shorts must be at fingertip length. Undergarments must be covered at all times. Sagging is inappropriate and will not be allowed. Head attire may be allowed outside only with Managers approval. Branch & Site Managers will enforce the dress code and will let parents know of dress code concerns.

Lost and Found

It is your responsibility to check lost & found ASAP for any missing items. The lost & found is emptied monthly and items left behind will be donated to charity. See site staff for more information.

Movie Policy

It is our policy that Boys & Girls Clubs members watch movies that are only "G" or "PG" rated. For "PG13" rated movies the Branch Manager *must approve* and release forms will be required.

Parent Information

This handbook was designed to inform parents of the policies and procedures of the Boys & Girls Clubs of Arlington. To ensure a safe, healthy and fun environment for all of our members, we ask that you familiarize yourself and your child with the rules and guidelines by which our programs are operated. For school sites, you may also view the State minimum standards, along with our most recent inspection (see page 19 for more info on site safety & monitoring).

Parent Communication: If a parent must be notified for any reason, we will use the information on your child's most recent membership application. Please make sure you notify staff of any information that changes from the original application form (**changes must be made in writing**). Parents will be notified by phone, email, memo, or in person.

Parent Involvement & Visitation: We encourage parents to get involved in all aspects of their children's lives. Parents are welcome to visit the school site or Branch at any time to observe programming. If you wish to interact with your child during program hours, you will be asked to complete a volunteer application including criminal background check. All adults who interact with any child during program hours must observe this policy.

Parent Expectations: Just as our members must observe specific rules at our sites, so too must all adults who enter our facilities. Profanity and/or inappropriate language will not be tolerated. As role models, we expect that all adults entering our programs respect our rules. No parent should address any member that is not their own child. Any disrespectful behavior towards our staff or members will not be tolerated. Offenses could result in the parent not being able to come in to the program to pick up their child, to the child being removed from the program.

Parent Concerns or Suggestions: We strive to exceed every parent's expectation of our program by providing quality and structure in a safe and caring environment for your child. If you have a concern or suggestion to improve programs, please speak with the site director at your particular site, Area Director, or Branch Manager at your Branch. If you feel your concerns were not appropriately addressed, contact an Operations Representative at the Administrative Office 817-275-6551 ext 230.

Program Guidelines

As an organization, we strive to provide our members with the following Youth Development Outcomes: Positive Self Identity, Competencies (educational, employment, social, emotional, and cultural), Community & Civic Involvement, and Health & Well Being.

We offer a variety of socially and academically enriching program activities based on program guidelines from the Boys & Girls Clubs of America. Activities and programs are implemented daily in a structured and consistent setting that allows for high active, low active, educational, recreational and choice activities designed to empower youth. Activities based on the following core program areas are conducted throughout the week: ***Education & Career Development, Healthy Life Skills, Sports, Fitness, & Recreation, Character & Leadership Development, and The Arts.***

Formula for Impact

Young People + Outcome Driven Club Experience =
Three Priority Outcomes:

1. *Academic Success*
2. *Good Character & Leadership*
3. *Healthy Lifestyles*

Here are some of our targeted programs we run through the year that focus on the three priority outcomes:

- **Academics**—Power Hour, Project Learn, The Arts
- **Character & Leadership**—Youth for Unity & Youth of the Month
- **Healthy Lifestyles**—Triple Play & SMART Moves

Meals and Food Services Practices

Branch Locations:

Each child is provided with a nutritional snack and dinner daily.

School Sites:

Each child is provided a nutritional snack daily. We do not provide breakfast, lunch or dinner services for school site program participants.

Release of Children & Late Pick Up Fees

Children will be released only to their parents or other authorized adult as listed by parents on the Membership Application and/or online KidTrax Application. All persons picking up a child are required to present a picture ID to sign the child out for the day. **Children will not be released to anyone who is not on the pick-up list unless the authorized adult has called in advance with permission for release. For the safety of your child there are no exceptions!**

Our staff value parental involvement in what we do to help the development and maintain safety of their youth therefore, **Parents are expected to come into the location to pick up their children while their children are checking out.** We will not accept calls to send children outside nor do we approve of pulling a child from scheduled programming to wait for a parent at the front of the Branch and/or School Site.

School Year Late Pick-up Fees: If you know you are going to be late, please contact the site staff. A late fee will be charged for pick up after 6:30 PM (School Sites) or after 7:00 PM (Branch Location) (time based on our staff's clock) - please reference times & late fee schedule below. **We will consider any child left at our location beyond regular Club hours to be under neglectful supervision and authorities will be notified.** After 7:00 PM (School Sites) or after 8:00 PM (Branch Location) the police and CPS will be called to come pick up your child. Repeated tardiness will result in a parent conference, and termination of services if tardiness continues there after.

Schedule of how late fees are charged:

School Sites:

6:31—6:44 pm = \$10

6:45—6:59 pm = \$25

Branch Locations:

7:06-7:15pm=\$5.00

7:16-7:25pm=\$10.00

7:26-7:35pm= \$15.00

7:36-7:45pm=\$20.00

7:46 and after=\$1.00 per min.

Late fees will NOT be reduced/waived for any reason, including traffic or weather problems. This payment is due **before** your child can attend another day of our program.

Site Safety, Monitoring and Minimum Standards

All Locations

At a minimum, site standards must include staff ratio's, staff trainings, health and safety standards along with mechanisms for monitoring and enforcing these standards. Parents and guardians are encouraged to learn more about our programs and take time to know the staff members at your child's site. In working together as partners with parents and guardians, we will be better able to make a lasting, positive impact on your child. Our staff ratios range from 15:1 to 25:1 depending on the site and the activities. If any child is in need of a smaller ratio accommodation, our program might not fit your child's needs. To make this determination, we will evaluate your child's supervision needs, program characteristics, staff availability, and any other pertinent factors.

School Site Playground Safety

Our program will go outside every day, weather permitted. The State has required us to inform you that the playgrounds used at our programs are not in compliance with licensing standards (some of the hanging bar equipment is not appropriate for 5 year old children).

Gang-Free Zone

A gang-free zone is a designated area where certain gang related activity is prohibited and is subject to increased penalty under Texas law. The goal of gang-free zones is to deter certain types of criminal activity where children gather by enforcing tougher penalties. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our program is a violation of this law and is therefore subject to increased penalty.

Licensed School Sites:

Aside from our own quality standards, we meet all state requirements to be a licensed program. For our Licensed school sites there is no transportation provided, no water activities, no field trips, and no animals allowed at or during our programs.

Licensing Office and PRS

Our School Sites are monitored by the Texas Department of Family & Protective Services as well as by regular internal monitoring and site visits. The minimum standards are kept on site and a parent may review a copy as often as they would like; along with a copy of the most recent Licensing inspection report. A parent may contact the local Licensing office, PRS child abuse hotline, or access the PRS website by locating the information for these organizations on site.

Fort Worth Licensing

1501 Circle Dr, Ste. 310
Fort Worth, TX 76119
817-321-8604
512-276-3513 fax

Dallas Licensing

8700 N Stemmons Fwy, Ste.104
Dallas, TX 75247
(214)951-7902
(512)276-3512 fax

TDFPS Website

www.dfps.state.tx.us

PRS Hotline

1-800-252-5400

Program Fees & Payment Process

Membership Fee: This is an annual non-refundable fee of **\$35**. You must enroll each year—Membership fees DO NOT roll over.

Activity Fees: Additional activity fees vary by location and are assessed monthly or weekly for each child who attends the program. Scholarships & reduced rates are available (see page 19). You must complete a financial agreement with your application form.

*Monthly is defined as the 1st through the last day of the month. Weekly is defined as Monday through Friday.

Other Program Fees: Some program activities such as field trips, sports leagues, and special events require additional fees. These fees will be communicated directly to the parents by the staff on how & when to pay.

For the convenience of our parents, we have three payment options:

(1) **Online Credit/Debit Card Payment:**

To access the online payment option you must go to your KidTrax/nfocus website. You will then log in with your email address and password you create. At this point follow instructions on the screen. Enter Credit/Debit Card payment information and submit. For any questions, please contact your Area Director or Branch Manager.

(3) **ACH Payment for Reoccurring Payments: (School Site/School Year ONLY)**

ACH payment deduction through your bank account is available. With this option your account is also eligible for a \$5 discount for each month. This option, depending on who you bank with, generally has no extra fee(s) attached. You must fill out an ACH form with required attachments/info and return it to the Director of Finance. Deductions will be done on the 5th of every month.

(2) **Money Order:**

Only our Branch locations & Admin Office will accept payments by money order. Please include your child's name and what site they attend on the money order and keep copies of receipts.

We no longer accept ANY form of payment on-site at our School Site locations.

Process for Monthly Activity Fee Payments

Monthly payments are due on the 10th of each month. **Please make sure you keep all receipts for any payment submitted for the school year.** When you pay monthly, you are paying for all the days in the calendar month (not from the day your child starts to the next month—if your child starts later into the month, you may pay by the week). Monthly rates are based on how many program days we are open during the month. Only the months of November, December and March are prorated. Our sites prepare for programming by making purchases, securing staff, and resources in advanced. Therefore, all program fees are based on enrollment, not attendance. There is no discount, refund, or credit for sick days, snow days, vacation, or days your child does not attend.

Only an Area Director or Branch Manager can make payment arrangements or discuss other services regarding your account—not the site program staff.

Late Payment Fees

Monthly payments are due by the 10th of the month. A late fee of \$20 per family will be charged on the 16th, for any payment not received and receipted by the close of business on the 10th. If payment (including late fees) is not received by the 20th of the month, we will discontinue care. Depending on enrollment, your child's spot may be forfeited to a child on our waiting list. Any payments presented will be applied to outstanding balances first, then applied to current charges.

Financial Aid, Reduced Rates, & Scholarships

It is the intention of the Boys & Girls Clubs of Arlington to provide services to every child who needs it, regardless of a family's ability to pay fees. **The discounts we offer are based on income and family size** and set on a sliding scale system. Parents interested in assistance can submit a financial aid application (along with income documentation) to the Administrative Office. All financial assistance for monthly activity fees are set at a flat monthly rate (we do not discount again for shorter months or missed days). You will fill out a new financial agreement form once your rate has been approved. **You must reapply for assistance each year (rates do not roll over) and information can be requested for reevaluation at any time during the school year.** If you have questions regarding our reduced rates please contact an Area Director or Branch Manager and they will be happy to walk you through the process.

Tax Information

You **MUST** request tax information for the year from the Area Director. **We do not automatically send out tax information.** You may request this information starting in January, and it usually takes about a week to process.

Transportation (BRANCHES ONLY)

Our Branch Locations do provide afterschool transportation to their sites (Don Kromer, East, Main, North) from nearly 20 schools. To learn more, call any of our Branch Locations for their exact routes. In addition to a completed membership form, members must have a transportation permission slip signed by a parent or guardian to ride the Club vehicle. **Members who are transported to the Club are expected to participate in the programs** (Our transportation is provided so that members will participate.)

Because we are a recreation center, we provide a “bus stop” service in which members have a choice to ride. We maintain a list of approved riders but do not maintain a daily transportation attendance log. Riders failing to be at the bus stop on time are considered to have forfeited their ride. **It is the responsibility of parents to be sure children understand** clearly they are responsible for getting on the Club vehicle. Our vehicles will not wait past **5 minutes** due to bus route time constraints. Please familiarize yourself with the transportation agreement and permission slip before signing your child up for transportation services.

Who We Are

The Boys & Girls Clubs of Arlington is part of the Boys & Girls Clubs of America national charter. We are the largest and most effective youth development organization in the world with more than 4,200 Clubs and four million members.

Youth Development Strategy

All of our programs have been created with a goal of providing young people with the skills they need to succeed. We not only develop youth, but develop their “senses” for success; this is called our Youth Development Strategy:

A Sense of Competence

Young people feel proud and confident when they acquire new skills and know they can do something and do it well. This happens naturally through participation in programs, but it can be enhanced through a conscious effort to help girls and boys develop skills and to recognize them formally and informally for their achievements.

A Sense of Usefulness

Young people know the satisfaction of doing something of value for others. It is important to seek out opportunities for young people of all ages to do something useful for others, whether it is helping at the program or participating in community service projects.

A Sense of Belonging

Young people know they are welcome and feel that they fit in and are accepted. This occurs naturally in Boys & Girls Clubs of Arlington. It is enhanced through warm greetings from staff members when young people arrive at our program, the use of small group programs, BGCA T-shirts, recognition programs and anything else that helps to make young people feel safe, comfortable and accepted.

A Sense of Power and Influence

Young people know their opinions are heard and valued and that they can influence decisions. This can be enhanced through participation in youth councils, discussion groups, interest surveys and other opportunities to contribute to the development of our programs and rules.

CRUISIN' THROUGH THE CLUB

SUMMER 2018

BRANCHES: NORTH, EAST, MAIN & KROMER

Week 1 (June 11 - June 8)
CRUISIN' THROUGH THE CLUB

Week 2 (June 18 - June 22):
CRUISIN' THROUGH THE DECADES

Week 3 (June 25 - June 29)
CRUISIN' THROUGH THE CARIBBEAN

Week 4 (July 2 - July 6)
CRUISIN' THROUGH THE USA
***Closed July 4**

Week 5 (July 9 - July 13)
CRUISIN' THROUGH THE GALAXY
Pre-Registration Week for the Fall after-school programs

Week 6 (July 16 - July 20)
CRUISIN' THROUGH HOLLYWOOD
Open Registration for the Fall after-school programs

Week 7 (July 23 - July 27)
CRUISIN' THROUGH THE JUNGLE

Week 8 (July 30 - August 3)
CRUISIN' TO THE BEAT

Week 9 (August 6 - August 10)
CRUISIN' BACK TO SCHOOL

CRUISIN' THROUGH THE CLUB

SUMMER DAY CAMP 2018

Reid Elem: 05/29– 06/01 & 06/4-06/08 / Ashworth Elem: 06/11-08/10

Week 1 (May 29—June 1)

CRUISIN' INTO SUMMER

**** LOCATION: REID ELEMENTARY**

Week 2 (June 4—June 8)

CRUISIN' AROUND THE WORLD

**** LOCATION: REID ELEMENTARY**

Week 3 (June 11—June 15)

CRUISIN' THROUGH THE CLUB

**** LOCATION: ASHWORTH ELEMENTARY**

Week 4 (June 18—June 22)

CRUISIN' THROUGH THE DECADES

Week 5 (June 25—June 29)

CRUISIN' THROUGH THE CARRIBBEAN

Week 6 (July 2 —July 6)

CRUISIN' THROUGH THE USA

***Closed July 4**

Week 7 (July 9—July 13)

CRUISIN' THROUGH THE GALAXY

Pre-Registration Week for the Fall after-school programs

Week 8 (July 16—July 20)

CRUISIN' THROUGH HOLLYWOOD

Open Registration for the Fall after-school programs

Week 9 (July 23—July 27)

CRUISIN' THROUGH THE JUNGLE

Week 10 (July 30—August 3)

CRUISIN' TO THE BEAT

Week 11 (August 6—August 10)

CRUISIN' BACK TO SCHOOL

Summer Hours of Operations:

Branch Locations: 7:30AM – 6:00PM
SS Summer Day Camp: 7:15AM – 6:30PM

How to Register:

Parent orientation is a requirement for the summer program. Please contact Area Director Laura Ramirez for Summer Day Camp orientation and registration dates/times information (lramirez@bgcarlingotn.org). Please contact Branch Director for orientation and registration dates/times information for the branch (**see pg. 5 for contact list**)

Late Pick Up Fees

Summer Day Camp

6:31—6:44 pm = \$10

6:45—6:59 pm = \$25

Branch Locations:

6:06-6:15pm=\$5.00

6:16-6:30pm=\$10.00

6:31-6:59pm=\$20.00

We will consider any child left at our location beyond regular Club hours to be under neglectful supervision and authorities will be notified. *After 7:00 PM the police and CPS will be called to come pick up your child. Repeated tardiness will result in a parent conference, and termination of services if tardiness continues there after.*

Summer 2018 Field Trip Information

We are so thrilled to share another wonderful, fun filled summer with you and your family. The field trips are listed in the calendars provided at the Club.

Please be aware that Field Trips are subject to change. All field trips are limited to availability and are on a “first come, first serve” basis at the Branches. If you are an Ashworth Summer Camp parent, your child's field trips are included in the weekly activity fees.

Branches and School Site Summer Day Camp: It is our goal to ensure the highest etiquette in providing customer service. Our Field Trips here at the Boys & Girls Clubs of Arlington fill up fast in the summer. Field trips are intended to be viewed as a privilege and/or as an incentive to our program. Please understand that the Field Trips we offer are in place as an extra activity for members who are current with their membership dues and in line with our Code of Conduct to enjoy as an extra summer activity.

Field Trip Information - Branches ONLY

Because **SAFETY** is our number one focus when it comes to Field Trips we must observe the following guidelines:

Due to safety regulations we need to **limit the amount of members** that sign up in order to represent a safe staff to member ratio.

We observe a "**First Come First Serve**" process with our field trips that it may be fair and within our means to provide staff and transportation for each field trip. We do not have the capability to develop a catered list to call each family for each field trip to give the option for them to go or pass up a trip. It is the parent's responsibility to review the field trip schedule for availability.

In the case that you cancel your child from a trip, your child is late for a trip, child is not wearing their Summer Field Trip Shirt, or your child loses their privilege to a field trip by not following our Club Policies/Expectations/Code of Conduct, **we cannot refund your money**. The field trip fees cannot be transferred to another field trip.

If we cancel a field trip, we will give a refund. This is why we ask parents to observe the process of signing members up the week prior to the following week's field trip. We highly suggest that parents get their members **signed up earlier** in the week to ensure their child gets to attend the field trip you choose.

We ask that you do not bring a child directly to a field trip site when they have lost their privilege to attend the trip. (If you drop a child off to join us on a field trip without consent in writing, by a manager within our organization, you will be held liable for those actions, as it is considered neglect of the child, as they do not have permission to be with our group)

If you wish to bring your child to one of our field trips and be with our group, we require that you supervise them and ensure they are not disruptive to our group and/or field trip processes. We encourage parent participation and volunteerism, so please make arrangements with us if you wish to attend a field trip and help. A **Volunteer Application** will need to be approved before volunteering takes place.

All field trip **permission slips** are available on Fridays and continue to be available for sign-ups through the following Thursday. All Field Trips must be paid in Full with a signed permission slip turned in with the payment. (Friday sign-ups and payments ARE NOT for the following week's Field Trips. These are to give you an opportunity to sign up and pay in advance for the week after next. This is an added feature that we use to provide customer service to help you get signed up early.

Field Trip Registration at Branches:

Weekly signups are done Monday-Thursday for the Field Trips done the following week, not the current week. (Friday Rule: Since registration for the next week ends on Thursday, Friday sign-ups are for the week after the following week. They are to be treated as a Monday-Thursday sign up and recognized as an extra day to help you sign up early/two weeks out) Field Trip Registration must be completed **by 5:30 p.m.** daily. After 5:30 p.m., we close Registration and we will re-open registration the following business day.

Field trips **release forms are required for ALL OFF-SITE TRIPS** including Club to Club transportation and “walking trips” to local parks and fields. This also includes our summer “JrRBI” developmental baseball program which includes 4 weeks of off-site trips to a local baseball field.

To provide better customer service **we post the number of openings** we have for each field trip throughout the week for the following week’s field trips. We also post when a field trip is full and is closed for signups.

We will not hold a spot by verbal agreement, nor will we accept permission slips without payment, or payments without permission slips.

All Field Trip Calendars are located at the **Parent Information Desk** and Field Trip Permission Slips are available upon request. They are set up on a "First Come First Serve" process.

Thank you for understanding that we are conducting programs and activities in the facility, as well as on field trips throughout the week. We strive to put safety first, to ensure we are within a safe staff to member ratio.

Field Trip Payments at Branches:

To make the field trip planning and payment process as easy as possible; all field trip payments must be made **by 5:30pm on the Thursday prior to the date of the field trip**. Deadline date for that specific field trip will be calculated based on the clock located at the front desk.

This is based on first come first serve. **Payment Options** at the branch for Field Trips are by money order, or credit/debit card only.

NOTE - We will accept registration for our **Six Flags** field trip beginning the first day of the Summer Program registration and will continue through 1 week prior to field trip or the specific branch location that your child(ren) attends reaches max capacity.

For any questions regarding field trip schedules, pricing, cancellations, or rescheduling, please see the Branch Manager.

Field Trip Day: Subject to Change/ Time Requirements

Remember that some event changes are out of our control, and that our field trip calendar is **subject to change**. We will make sure to notify you as soon as possible, in the event that a field trip is rescheduled or if a date changes. All field trips will be limited to available transportation. Parents are required to complete field trip permission forms and any applicable payments must be made to attend a field trip.

What to Bring on Field Trips:

Field Trip Shirts **MUST be worn day of field trip**. Due to the heat, on summer field trips please make sure that your child is dressed appropriately. It is also advised that your child wears light clothes and a sun visor or hat on field trip days.

ASHWORTH SUMMER CAMP T-SHIRT By Day:

Tuesdays = Yellow

Wednesday = swim day so your choice

Thursdays = Sapphire (Blue)

Fridays = Orange

Sagging pants below normal waistline is **prohibited**.

Athletic Shoes and Socks - Children that don't have proper tennis shoes may be limited in their activities. Flip-flops are a safety risk and are easy to tear. **Flip Flops must not be worn to our program** and/or in the building for regular programming, but may be packed to wear on swimming events.

Swimming Trips- Swimsuit, Towel & Sunscreen - Make sure your child has these essentials on field trip days that involve water. Please send a bag for your child's wet clothes as well. (If your child needs sunscreen please provide this for your child and also insure that you apply sunscreen to your child prior to any outdoor field trips. We are not responsible for any skin damage that may occur.)

Spending Money - On certain field trips the children will be at locations that have concession stands, gift shops or other extras. You might want to send along some spending money on those days. The children will be responsible for holding their money and other items.

Water Bottle – Due to the heat factor in Texas, we advise all parents to send Club Members with a water bottle. This will help make sure your child will have additional liquid on those hot Texas days. **This is highly recommended.**

*****Please put your child's name on all of his or her belongings.** Children will be responsible for their own possessions.

*****No toys or electronic devices will be allowed.** Please leave these items at home.

Field Trip Schedule:

All summer field trips are listed in the attached calendar. Please remember that some events are out of our control and that this calendar is subject to change. We will make sure to notify you as soon as possible in the event that a field trip is rescheduled or if a date changes. When there is a heat advisory, we reserve the right to cancel outdoor field trips. ***For School Site Summer Day Camp, no refunds or reduced rates for any cancelled field trip.**

On field trip days, your child must be at their location of camp no later than 8:30 am to make sure they do not miss the bus.

Branches: Field Trips are traditionally done for age 6&7 on Monday, 8&9 on Tuesday, and 10-12 on Thursday. Teens at branches will have field trip options on Mondays and Friday.

School Site Summer Day Camp: Field Trips are done with all youth Tuesday-Friday. There will be no childcare for children that miss a field trip.

Afternoon and all day field trips will typically return to **location** by 5:00 PM (depending on field trip times and traffic.)

Please see Field Trip calendar for a list of Field Trips schedule Summer 2018. Field Trips for the week will be posted at the location.

Calendar Legend

\$ - Spending Opportunities

SC - Sunscreen

SW- Swim Wear Required

Please use this space for tracking payments & program

<u>Month</u>	<u>Date Paid</u>	<u>Amount Pd</u>	<u>Receipt #</u>	<u>Program/Other info</u>
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
July				

Parents, partners, potential!

We always welcome parent involvement through time or donated items. Below is a list of items that we are always in need of at the Boys & Girls Clubs of Arlington. We would truly appreciate anything that parents can provide. Your donations will certainly enhance our programs and make a difference to the children we serve.

Thank you for taking the time to read through this handbook and consider our wish list!

Board Games

Construction Paper

Crayons

Markers

Pencils

Pens

Glue

Glitter

Notebook Paper

Folders

Binders

Dry Erase Markers

Non-perishable snacks

Balls

Hula Hoops

Jump Ropes

First Aid Supplies

Reading Books

Coloring Books

Fabric

Ribbon

Felt

Pencil Sharpeners

Etc.

~NOTES~

GREAT FUTURES START HERE.

Thank you for choosing
Boys & Girls Clubs of
Arlington!



3:00 p.m.

**When school's out,
Clubs are in.**