

GREAT FUTURES START HERE.



BOYS & GIRLS CLUB
OF ELIZABETHTON/CARTER COUNTY

MEMBER & PARENT GUIDE

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1. General Information

Welcome to the Boys & Girls Club of Elizabethton/Carter County! A great deal of effort has been taken to plan a fun, safe and constructive environment for youth.

Unit Address: 104 Hudson Drive Elizabethton, TN 37643

Unit Phone Number: (423) 543-2946

Unit Website: bgcecc.org

Parent Portal: parentportal.bgcecc.org

Text Alerts: Text BGCECC to 855-644-0677

Chief Executive Officer: Shelly Parham

sparham@bgcecc.org

Club Director: Lacey Turbyfill

lturbyfill@bgcecc.org

Teen Director: Nicole Hensley

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Director of Resource and Development: Charlene Ray

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Education Coordinator: Marie Turbyfill

education1@bgcecc.org

Membership/Art Coordinator: Hayley Ramsey

membership@bgcecc.org

Social Emotional Counselor: Colton Kitzmiller

sel@bgcecc.org

Athletic Coordinator: Rik Anderson

randerson@bgcecc.org

A. What is a Boys & Girls Club?

The Boys & Girls Club is a community-based, youth development organization that provides young people with programs and services designed to build character and achieve their full potential. The Boys & Girls Club of Elizabethton/Carter County is certified by the Department of Education. With our certification with DOE, we are responsible for staying in ratio and provide a safe space for youth to attend. Our ratio of staff to youth is 1:20 here at our club. During summer field trips it is 1:10 for youth aged 5 to 10 and 1:15 for ages 11 and up. We pride ourselves on sticking to appropriate and safe ratios to ensure a fun time at the club.

B. Mission Statement

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

C. Who Can Join?

The Boys & Girls Clubs of Elizabethton/Carter County serves children between the ages of 5 to 18 years old and make no discrimination in admission based on race, sex, religion, creed, or national origin. For our After School Program, children that are 5 years old **MUST** be going into kindergarten to be able to attend. For the Summer Program, children who are registered between the ages of 5 and 6 **MUST** have just completed kindergarten before summer starts.

D. Club Programs:

Boys & Girls Club of Elizabethton/Carter County has a lineup of tested and proven nationally recognized programs that address today's most pressing youth issues, teaching young people the skills they need to succeed in life. Over 25 national programs are available in education, the environment, health, the arts, careers, alcohol/drug and pregnancy prevention, gang prevention, leadership development and athletics.

Our Programs are categorized in the following **FIVE CORE PROGRAM AREAS:**

- **Character and Leadership Development** – helping youth become responsible and caring citizens that acquire skills for participating in the democratic process is the main thrust of these programs. They also develop leadership skills and are provided opportunities for planning, decision making, contributing to the Club and community, and celebrating our national heritage.
- **Education and Career Development** - encouraging youth to create aspirations for the future and providing them with opportunities for career exploration and educational enhancement.
- **Health & Life Skills** – facilitating the achievement and maintenance of a healthy, active lifestyle. Programs address resisting violence, drug abuse and premature sexual activity.
- **The Arts** – enhancing self-expression, developing multicultural appreciation, and gaining creative skills through knowledge of visual and performing arts.
- **Sports, Fitness & Recreation** – developing fitness, use of leisure time, reduction of stress, appreciation for the environment and social skills.

E. Club Hours:

- **After School Program:** Monday through Friday 2:30 PM – 6:00 PM
- **School Holidays & Summer:** Monday through Friday 7:30 AM - 6:00 PM

Every School Year and Summer the Club will provide calendars for all our parents/guardians that include when we are open all day and/or closed for holidays.

* Registration for the Summer Program typically begins between mid-March and late March. While After School Registration begins around mid-July. Parent Orientation is mandatory for members to attend our Summer Program. Summer and After School are two different registrations.

F. Club Closings:

- i. **STAFF TRAINING:** The Boys & Girls Club of Elizabethton/Carter County periodically conducts mandatory staff training during the year. The week before and the week after our Summer Program is when we conduct our staff training. The club will be closed during those weeks.

ii. **HOLIDAYS:** The Club will be closed during the following holidays. You will need to make other arrangements for your children on these days. Please refer to the club calendar for these holidays and days off:

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Wednesday – Friday)
- The week between Christmas Eve to New Year's Day

*If a holiday falls on a weekend, the Club will be closed on the Friday before or Monday after; to be posted two weeks in advance.

iii. **INCLEMENT WEATHER:** The Club will follow the schedule of Elizabethton City Schools. If City Schools are closed for inclement weather, the club will be closed. If County Schools are closed for inclement weather, the club will be open. If County announces the **night before** that they will be closed for snow, the club will **open at 8:00 a.m. with drop-off ending at 9:30 a.m.** If County makes the announcement the morning of, the club will **open 2 hours after** the announcement is made. We will not open earlier than 8:00 a.m. for inclement weather days. Regular bus pick-up for City Schools on these days and regular club closing time of 6:00 p.m.

If schools were to have an early dismissal, please refer to our club communication alert system for updates. We will not run buses to pick up at the early dismissal time. Any school still in session will be picked up by our buses at regular times. If anything is due to change, we will alert parents through our text alerts.

Announcements of club closures will be sent ASAP through our text alert system. Text BGCECC to 855-644-0677.

G. Staff:

Staff members include a full-time Leadership Team and part-time Youth Development Professionals. Staff members are carefully screened and selected for their abilities to effectively supervise and control specific program areas. Staff are expected to show genuine concern for youth and their safety and well-being. Ongoing professional development is mandatory.

2. Code of Conduct:

Members are expected to follow the Code of Conduct. You and your child/children are respectfully requested to agree to our Code of Conduct.

- Members must **ALWAYS** follow the instructions of the staff, failure to do so will result in appropriate consequences.
- Members must be respectful of the staff, other members, and club property.
- NO one under the influence of alcohol or drugs or is in the possession of drug paraphernalia will be allowed in the Club or at any Club activities. We enforce a ZERO tolerance policy.
- The Club reserves the right to ensure your child's safety if they expect parent/guardians to be under the influence at any time.

- Weapons or look-a-like weapons will *NOT* be allowed on Club property or at any Club activity. We enforce a ZERO tolerance policy.
- NO gang representation allowed in the Club.
- Anyone who does not attend school cannot come to the Club that day.
- Members who have faced multiple behavior write ups and suspensions will be required to have a Parent Meeting that will involve the parents of the member, CEO, Club Director, and Social Emotional Counselor.
- We enforce a ZERO tolerance bullying policy to include emotional and cyber bullying and/or threats of any kind.
- ZERO tolerance policy for fighting, wrestling, physical aggression, etc. Please always keep your hands to yourself. Any physical violence will result in a suspension from the club.
- Everyone is expected to use proper language. Improper language will not be allowed in or around the Club.
- Do not play in the restrooms. Restroom breaks are monitored. Members may only use the restrooms during these times or when supervised.
- There will be NO eating or drinking anywhere in the Club except in the designated areas.
- Outgoing phone calls are for emergencies only. Parents are free to call at any time. **We do enforce a no cell phone policy.** If a parent requires the child to carry a cell phone, they must be kept in a child's backpack or purse. Cell phones will be confiscated if seen and will be able to be picked up when members leave.
- Do not sit or stand on tables, desks, or pool tables.
- Please do not hang on the net or rim in the gym area.
- Shoes **MUST** be worn at ALL times. Only sandals with a back to them are acceptable. Flip flops and slides are not allowed at the club for safety reasons.
- You must not leave ANY PROGRAM AREA OR THE FACILITY without a Staff member.
- Leave personal belongings at home. The Club will NOT be responsible if they are lost or damaged. This includes, but is not limited to, toys and cell phones. They are not to be used inside the Club and the Club is not liable for their whereabouts or safekeeping.
- All Club members must be picked up by the designated closing time or Club fines will be added to your account. Every minute after 6:00 p.m. a charge of \$1 per minute will be added to your bill.
- Bills must be paid weekly unless parents/guardians have communicated with us about another payment plan.
- All members must adhere to the Dress Code. The Club Director reserves the right to contact a parent/guardian if a child is dressed inappropriately. Please refer to the Dress Code policy under the section Membership Policies.

3. Membership Policies and Expectations:

We welcome all youth to join our Club, where they'll find a safe, supportive space to grow, learn, and build lasting friendships through a meaningful membership experience. The

membership process begins when a parent or guardian of a child creates a parent portal through the **website parentportal.bgcecc.org**. Through the parent portal parents/guardians can update their information, their child/children's information, pay their bill, and enroll their child/children in our After School and Summer Programs. It is vital that we have current addresses, telephone numbers, approved people for child pick-up, allergies, and all other important information about your child/children. Please keep your contact information up to date, the club being unable to contact a parent or person on your contact list may be grounds for dismissal.

A) Club Registration:

A parent/guardian enrolls their child/children at the Boys & Girls Club by paying a \$20 registration fee per child which is good from the date of application until the end of the Summer or the end of the After School program. Membership must be renewed for both the afterschool and summer programs.

B) Program Fees:

After School Program - \$12.00 per week

School Holiday - \$40.00 per week

Summer Program - \$40.00 per week

Replacement T-Shirt - \$12 (initial shirt is free)

Summer Field Trips - Vary in price but are labeled on summer calendars and will be billed to your parent portal.

Late Fees- \$1.00 per minute for every minute after closing (6:00 p.m.)

C) Payment Policy/Attendance Policy:

Summer Program Payment Policy: During our Summer Program, parents/guardians must pay every two weeks (this includes weekly fees and summer field trips). Summer fees add up very quickly. **Failure to pay your bill every two weeks in the summer will result in your child/children to not being able to attend the club.** If you need financial assistance, apply to Families First. If you do not qualify, please provide us with a denial letter. This allows us to provide financial assistance through our program. Keeping clear communication with us about financial issues is the only way we can help with your individual needs. **If the Families First denial letter reason is lack of information or not turning in forms, we will not accept it**

After School Payment Policy: Our After School payment policy is a payment must be made monthly. **Failure to pay your bill every month will result in your child/children to not being able to attend the club.** If you need financial assistance, apply for Families First. If you do not qualify, please provide us with a denial letter. This allows us to provide financial assistance through our program. Keeping clear communication with us about financial issues is the only way we can help with your individual needs. **If the Families First denial letter reason is lack of information or not turning in forms, we will not accept it**

Attendance Policy: If at any point during the after school and summer programs, you know your child/children will not be attending for more than two weeks, you must contact the club to maintain your spot.

D) Dress Code Policy:

Our dress code helps create a safe, inclusive, and distraction-free environment where all young people can thrive. We ask that members wear clothing that is comfortable, appropriate for active play, and free of offensive or inappropriate language or imagery. If a child's clothing does not meet the dress code, a parent or guardian will be contacted to either bring a change of clothes or pick the child up for the day.

- Shorts must be fingertip length.
- Spaghetti strap tank tops are not permitted at the club.
- Crop tops or see-through clothing are not permitted.
- We have a zero-tolerance policy for clothing that displays logos, images, or language related to drugs, alcohol, tobacco, or any form of substance use or paraphernalia. Clothing with sexual content, suggestive imagery, or anything inappropriate or offensive will not be permitted under any circumstances.
- During summer, bathing suits also need to be appropriate. Female members must wear a tankini or one piece and male members must wear appropriate swim trunks. We also recommend swim shirts for both male and female members due to safety from sunburn. During the summer, we visit a public pool that is open to the community, so it's important that our members represent the Club positively and respectfully while there.
- For safety during daily activities, especially during summer programming, we strongly recommend that all members wear closed-toe shoes while at the Club. Flip-flops or shoes without a heel strap are not allowed.

We kindly ask parents to partner with us in supporting the dress code, as it helps us create a respectful and welcoming environment where all members feel safe, valued, and ready to fully participate in Club activities.

E) Field Trip Policy:

At the Boys & Girls Club we proudly offer field trips to expand our members' horizons, providing fun, educational experiences beyond the walls of the Club. **Field trips are optional.** All field trips are announced in advance and parent signatures are required on all field trip permission lists/forms. During Summer Parent Orientations, parents/guardians receive the field trips permission forms in advance. **They must be submitted to staff prior to the start of summer.** If you sign your child/children up for a field trip and they do not attend, you will not be charged for that field trip. We make every effort to schedule field trips that are free or low-cost to ensure all members can participate and benefit from these enriching experiences.

Club members must wear their Club T-shirt for all field trips. Without a club t-shirt, members may NOT attend a field trip. Club members will not be permitted to borrow club shirts. Parents/Guardians may purchase a second club shirt by notifying staff. Only current club T-shirts may be worn on field trips. This is so staff can easily identify members on field trips for safety.

F) Parent Pick-Up/Drop-Off:

Parent Pick-Up: During parent pick-up, cars will file in a line outside the front door. Parents will remain in their cars, and a staff member will come out to your vehicle, identification is required to be shown at every pickup. Members must be signed out by a parent or an approved contact on their authorized pick-up list. Always have your ID on you and remind others that are picking up your child/children that we will check their IDs. ***Any person not on your child/children authorized pick-up list must be added (via parent portal) to your child's list prior to them picking up your child/children even on the same day.*** Any parent/legal guardian who does not have the right to pick a child up, we must have legal documents on file. Teens 13-18 may leave our facilities at certain times, but we require a letter on file from a parent or guardian granting them permission. The Club reserves the right to refuse to release members to people without consent, under the influence or any substance that would result in an unsafe situation.

Parent Drop-Off: Parent Drop-Off will end during school breaks/days off and summer is exactly 1.5 hours after we open.

G) Behavior Policy:

Consistent negative behavior will result in a behavior report. Parents/guardians will be asked to partner with us in eliminating negative behaviors. The Club Director will decide if parent meetings are needed based on the frequency of behavior. The Club Director will determine whether temporary suspension from club attendance is necessary.

- Physical violence is an automatic 3-day suspension from the club. Continuous physical violence and aggression may result in expulsion from the club until further notice. (i.e. fighting, hitting, retaliation, intent to harm others, etc.)
- The Club strictly prohibits all forms of bullying, including emotional, digital/online harassment, and any threatening behavior. Such actions will automatically lead to a three-day removal from the program.
- NO one under the influence of alcohol or drugs or is in the possession of drug paraphernalia will be allowed in the Club or at any Club activities. We enforce a ZERO tolerance policy. This will result in an automatic two-week suspension.
- Weapons or look-a-like weapons will **NOT** be allowed on Club property or at any Club activity. We enforce a ZERO tolerance policy. This will result in an immediate expulsion without exception. **DO NOT allow your child to have a weapon of any kind on their person or in their backpack to the Club.**

**If a Parent Conference is requested, it must take place before the child can return to the Club.*

H) Sickness:

If your child/children have a fever or are throwing up at the club, a parent/guardian will be called, and the member will need to be **picked up from the club within 30 minutes**

of being called. If your child/children have a fever, they **must** be fever free for 48 hours (about 2 days) before returning to the club. If your child/children have covid, strep, flu, ear infection, pink eye, or any other bacterial infection or virus we would need a doctor's note and/or they must be out of the club for 3 –5 days or until the virus/infection is cleared. This policy also includes lice, ringworm or other contagious fungal infections.

I) Medication:

If your child must take medication, please take note of the following policy:

- Parents must give written consent by filling out Medication Release/ Instruction Form and submit a doctor's note about the medication. This is a requirement of the USDA program and Dept. Of Education.
- Medication must be in a clearly labeled (first name, last name, medication name, and dosage) container so that staff can easily identify the bottles to help administer the medication to the youth. This also includes inhalers.
- Your child must administer his/her own medication, under supervision of staff.

J) Allergies:

If your child has any allergies, including food, please note in the parent portal when filling out medical issues of your child/children. For our records and food service planning, please provide a doctor's note that specifically identifies any allergies your child has. If we do not have a doctor's note about food allergies, kitchen staff will not be able to provide safe substitutions for your child. If your child requires an EpiPen to be on premise, you are responsible to provide one.

K) Club Meals:

Breakfast, lunch, and snacks are provided daily during our Summer Program through the USDA Summer Food Service Program. Snack and dinner are provided during our After School Program through the USDA Child and Adult Care Food Program. Through our Food Service Program, snacks outside are not allowed at the club. On days when schools are out and we are open all day, members **must** pack their own lunch.

If parents/guardians pack their child/children's lunch, be aware that there is no access to a fridge or microwave for them. Soda and candy are not permitted at the club. If our members have them, they will be asked to put them away or throw them away. The Club does not allow members to chew gum. If our members have gum, they will be asked to throw it away.

L) Transportation:

- a. **After School Program** – During our After School Program, we provide bus transportation to many of our city and county schools in this area. They include Harold McCormick, Eastside, Westside, T.A. Dugger, Hunter, Valley Forge,

Hampton, Happy Valley Elementary, Middle, and High. Plus, members who attend EHS walk to the club every day. You may drop your child off for the after-school program at 2:45pm if they do not attend a school listed above or they are home-schooled. This will be noted during registration.

- b. **Summer Program** – During our Summer Program, the main function of our buses is transporting our members to the many field trips they go on every week. We do **not** offer transportation from Summer School to the club due to our field trip schedule. Members participating in Summer School are welcome to be dropped off at the club after their school day.
- c. **We do not provide transportation on days when schools close early or during inclement weather conditions.**

M) Personal Items/Cell Phone Policy:

Here at the Club, we maintain a No Personal Items Policy. The Club cannot take responsibility for items that are lost or damaged. PLEASE KEEP ALL PERSONAL BELONGINGS AT HOME. This includes electronic devices, toys, sports equipment, collectible cards, and similar items. **NO CELL PHONES OR ELECTRONICS**, including earbuds, smart watches, etc. are allowed to be used during club time. This policy exists primarily to ensure your child's possessions remain safe and intact and time at the Club is quality time. Any personal items brought to the Club will be temporarily held by staff and returned when your child departs. Members do not need to bring money with them. During the summer, all field trips will be billed through the parent portal so there should be no reason for members to need extra money.

N) PR Permission:

When signing up your child/children in the parent portal, parents/guardians will see the PR Permission question with a yes or no selection. This **mandatory section** gives your child permission to have their photo taken, be in social media posts and other materials. If you have put no, your child/children will not be featured in any of our PR.

O) Internet Rules for Appropriate Use:

If your child does not have permission to use the internet here at the Club, please let us know. Listed below are the rules that we follow to ensure internet safety for Club members. If these rules are not followed by members, consequences will be given.

1) Rules of Internet Use we enforce at the Club:

- a) Club computers and internet networks may not be used to access social media platforms.

- b) Taking, posting, or sharing photos or videos of other club members online is strictly prohibited.
- c) Viewing or distributing inappropriate content (including offensive language, images, videos, or graphics) is not permitted.
- d) All copyright laws must be respected when using Club internet resources.
- e) Members are not authorized to download or install any software on Club devices.
- f) Personal browsing data and history should remain appropriate for all audiences.
- g) Online gaming is restricted to educational games or those specifically approved by Club staff.
- h) Internet time may be limited to ensure fair access for all members.
- i) Members must immediately report any accidental access to inappropriate content to Club staff.
- j) Using the internet for homework and educational purposes takes priority over recreational browsing.
- k) Attempting to bypass internet filters or security measures is grounds for loss of internet privileges.
- l) Club staff reserve the right to monitor internet usage to ensure compliance with these guidelines.

4. Forms

- a. Internet Parent Permission & User Agreement (upon request, if member is not allowed to use the computer)
- b. Field Trip Sign Ups
- c. Code of Conduct (signed at parent orientations, agreement to Club policies)
- d. Behavior, Incident, and Accident Reports (need to be signed if needed)
- e. Open Door Policy
- f. Medication Release/Instruction (upon request)
- g. Parent Orientation Acknowledgement

The forms mentioned above are given out for both Summer and After School Parent Orientation. If you need one of these forms, please contact us and let us know!

It is our privilege to provide summer and after-school programming for your child. It is our priority to provide a physically and emotionally safe environment for your child to thrive in. Open communication is especially important to all of us. If at any time you need to reach the club or would like to speak to staff or the CEO, please do not hesitate to contact us: 423-543-2946. www.bgcecc.org