



Boys & Girls Clubs

O f C h a r l o t t e
C o u n t y

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

- Mission Statement of the Boys & Girls Clubs of Charlotte County

Before & After School Programs

www.bgcofcc.org

GREAT FUTURES START **HERE.**

PARENT HANDBOOK

Welcome

Welcome to the Boys & Girls Clubs of Charlotte County; providing a safe place to learn and grow! Students in our centers have the opportunity to develop ongoing relationships with caring adult professionals, receive life-enhancing programs and character development experiences.

We offer youth ages six to eighteen years old the opportunity to engage in a variety of activities. All of our Clubs are actively involved in promoting successful character development through the Youth Development Strategy. Our Club programs and services promote and enhance the development of youth by instilling:

- A Sense of Belonging – A setting where young people know they “fit” and are accepted.
- A Sense of Usefulness – The opportunity to do something of value for other people.
- A Sense of Power or Influence – A chance to be heard and to influence decisions.
- A Sense of Competence – The feeling there is something that each person can do well.

The Boys & Girls Clubs of Charlotte County offers before, after-school and summer programs for students of all ages. The programs offer activities in the following five core areas:

- Character & Leadership
- Education & Career Development
- Health & Life Skills
- The Arts
- Sports, Fitness, and Recreation

Our quality programming is youth centered and is designed to enhance the education, social, emotional and physical well-being of all participants. All of our programs provide diverse activities that meet the interests of all youth.

Mission & History

The mission of the Boys & Girls Clubs of Charlotte County is to enable all young people, especially those who need us most, to realize their full potential as productive, caring, responsible citizens.

The Boys & Girls Clubs of Charlotte County first opened its’ doors in 1997. Our organization has grown from one Club serving 60 members to 8 Sites serving nearly 500 members in Charlotte County.

All Programming Sites/Registration Info

The Boys & Girls Clubs of Charlotte County locations:

Hours: Mon-Friday

***Please contact appropriate site to enroll your child or visit our website @ www.bgcofcc.org**

Administrative Office
21450 Gibraltar Drive
Port Charlotte, FL 33952

Executive Director: 9am -5:00pm
Lynn Dorler: ldorler@bgcofcc.org
Resource Development:
Tanya Orr: torr@bgcofcc.org
Office Manager/HR
Jessica Anderson: janderson@bgcofcc.org
Phone: 941.235-2472
Program Manager:
Jessica Pralle: jpralle@bgcofcc.org
941-460-6589

Family Service Center Club
21450 Gibraltar Drive, Suite 10
Port Charlotte, FL 33952

Executive Director: Lynn Dorler 1:00-7:00pm
Phone: 941.235.2472
ldorler@bgcofcc.org

Englewood Club
Tiffany Square Plaza
2828 S. McCall Road #10-11
Englewood, FL 34224

Site Coordinator: **Jessica Pralle** 2:30pm-6:30pm
Phone: 941-460-6589
jpralle@bgcofcc.org

Murdock Middle School
17325 Mariner Ave.
Port Charlotte, Florida 33948

Melissa Annarumma 7:00-9:00am
Phone: 941-235-2472
mannarumma@bgcofcc.org

Port Charlotte Middle School Club
23000 Midway Road
Port Charlotte, FL 33952

Site Coordinator: **Zelda Smith** 7:00-9:00 am
Phone: 941.255.7466 4:00-6:00pm
zelda.smith@yourcharlotteschools.net

Punta Gorda Middle School
825 Carmalita St.
Punta Gorda, FL 33950

Site Coordinator: **Marisa Sagarese** 7:00-9:00 am
Phone: 941-575-5485 ext. 243
marisa.sagarese@yourcharlotteschools.net

All of our staff is selected based on experience, education and qualifications. Most importantly, all of our team members are dedicated to providing our members with positive and memorable experiences. They are committed to the Youth Development Strategies and mission of the Boys & Girls Clubs of Charlotte County. All personnel working at our Clubs are screened to ensure no conviction of, admission to, or evidence of, acts of child abuse, molestation or neglect and drug or alcohol abuse. We run local, state and national background screenings as well as check the national sex offender web site for all of our employed staff.

Parent Responsibilities

Parental involvement is key role in providing quality programs and services. Open communication and positive relations between the parents and staff members are vital to ensure your child has a successful experience. The following are **MANDATORY** parental responsibilities for participation in our program:

- Keep the Club informed of any changes in work or home phone numbers, data changes for emergency contact information and any other changes or family events that could affect the youth while at the Club. Including special custody orders and arrangements.
- Sign your child out daily when you pick them up. A **valid picture ID** is required when checking your child out. It is vital that you or any other authorized person that is picking your child up understand this policy. We do this for the safety of the members. Any person failing to show proper identification will not be allowed to leave with any child. If you want to add/drop someone from your pick up list; this **MUST** be done in writing and signed by parent/guardian in person.
- You must physically come in to pick up your child. We will not call your child to the front until dismissal and your arrival in our building and have been identified by our Staff.
- Please pick up your child on time during dismissal hours. Please check with your site coordinator for your assigned dismissal time. If there is an emergency we understand, however excessive lateness may affect your child's membership. Late fees are \$1.00 a minute and are due upon arrival. If you know you are going to be late please call the Club to make the staff aware of your situation.
- Provide your site coordinator with a **valid email address** and check daily for correspondence.
- In the event that your child becomes sick our staff will contact you and notify you to pick up your child. We ask that you do this in a **timely** manner. We will only contact you if we feel it is in your child's best interest to go home. We appreciate your cooperation with this policy.
- Please direct all questions concerning your child to the Site Coordinator, or club staff working with your child.
- Have your child leave all personal items at home. These items include, but are not limited to: electronic devices, toys, games, etc. We will not be held responsible for the loss, theft or damage of these items if brought to the Club. **Cell phones are prohibited and will be taken from student and returned to parent upon pick-up.** If you need to contact your child during program hours please call the site directly.
- If school is closed for business or weather conditions the club will be closed as well.

The Boys & Girls Club of Charlotte County has and Open Door Policy. PLEASE get to know the Site Coordinator and the club staff. Our staff wants to make your child's experience at the Club as positive as possible and getting to know our parents and having your involvement is very helpful. We encourage your participation in programming activities and events.

By signing below I understand all the responsibilities above and I agree to abide by these terms. Inability to contribute and adhere to the guidelines stated above will result in my child(ren) being dropped from the program. ***Please return to site coordinator a copy can be made for your records upon request***

Parent/Guardian Signature

Date:

Child/Members

Name(s): _____

Member's Responsibilities

The Club has three basic rules that every member must follow. These three rules will help to ensure the safety of all participants and will also contribute to creating a fun, positive and memorable experience at the Club. The three rules are:

- Be RESPECTFUL
- Be RESPONSIBLE
- Always be ready to LEARN and have FUN in doing so

Individual site locations and groups have specific expectations outlined by their youth counselor.

The Club has a "Zero Tolerance" Policy for physical harm towards others and bullying. Any such act will result in a suspension and/or expulsion from the program. Students **MUST** report instances of the above immediately to a staff/site supervisor so they can be handled appropriately.

Use or possession of weapons, any tobacco product, illegal drugs and/or alcohol, and sexual harassment is strictly prohibited and will result in expulsion.

All Boys & Girls Club members are required to adhere to the same dress code as the Charlotte County Public Schools, please reference the following web address for specific details: www.yourcharlotteschools.net

***If it's inappropriate for school.....it's inappropriate for the club!

Discipline Procedures

Our staff works to prevent negative behavior by providing activities that are engaging, fun and foster positive moral values. In the event that a youth displays undesirable actions, staff has been directed to take the following logical consequences:

- You break it...You fix it.
- Verbal warning and/or time away.
- Loss of privilege(s).

If behavior is reoccurring the following will take place:

- Written referral administered and signed by member, parent, staff/site coordinator.
- Habitual referrals (3 or more) will result in a parent conference with site coordinator.
If this occurs parents will be encourage to provide steps to successfully implementing an accountability plan.
- If all the above measures are still not effective possible probation, suspension and expulsion may occur.

Our staff will also be implementing some of the "7 Habits of Highly Effective People " elements allowing us to use a shared, common language with the school district. We will strive to "be proactive" while we "begin with the end in mind" and "put first things first." Together, we "think win-win" and "seek first to understand then to be understood" which creates the possibility of creating "synergistic" solutions to complex problems. All of these efforts are held together by our practice of continually "sharpening the saw" which helps us maintain balance in our lives and keeps us renewed.

By signing below I understand all the responsibilities above. I have read and discussed these expectations with my parent/guardian and I agree to abide by these terms. ***Please return to site coordinator and a copy can be made for your records upon request***

Member Signature

Date:

Technology Acceptable Use Policy

Responsible Computer use Guidelines for Members

Boys & Girls Clubs' ("Club or "Clubs") computer network and Internet access are available to members to enhance their educational experience and help them become literate in an increasingly technological world.

The purpose of this Acceptable Use Policy is to foster the appropriate use of that network, e-mail and the Internet. The following guidelines apply to all users whenever they access any of the Clubs' network connections.

Educational Purpose

The Clubs' network has been established for educational purposes limited to classroom activities, school to career development, and scholastic research on appropriate subjects.

The Clubs' network has not been established as a public access service or a public forum. The Club has the right to place reasonable restrictions on the material the member's access or post through the system. You are also expected to follow this Acceptable Use Policy (as well as other Club rules and policies applicable to members) when in the technology center or accessing the network.

The Clubs' network is considered a limited forum, similar to a school and, therefore, the Club reserves the right to regulate that forum for valid educational reasons. The Club will not restrict your speech on the basis of a disagreement with opinions you are expressing.

You should expect only limited privacy of the contents of your personal files on the Clubs' network. This situation is similar to the rights you have in the privacy of your locker at school.

The Club reserves the right to search member files, if there is a reasonable suspicion that you violated this Acceptable Use Policy, Club rules and policies, or the law.

Unacceptable Uses & Personal Safety

You will not post personal contact information about yourself or other people. Personal contact information includes (but is not limited to) home, school, or work addresses, telephone numbers, and e-mail addresses.

You will not agree to meet with someone you have met online without your parent's approval. A parent or guardian should always accompany you to this meeting.

You will promptly disclose to a Club staff member any message that you receive that is inappropriate or makes you feel uncomfortable.

You will not use any instant messaging program or social networking site – examples (Facebook, My Space or Twitter).

Illegal Activities

You will not attempt to gain unauthorized access to the Clubs' network or to any other computer system through the Clubs' network. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing."

You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

You will not use the Clubs' network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco or other drugs, engaging in criminal activity, or threatening the safety of another person.

System Security

You are responsible for your individual user account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

You will immediately notify a Club staff member if you have identified or witnessed a possible security problem.

Do not go looking for security problems because this may be construed as an illegal attempt to gain access.

Inappropriate Use

Restrictions against inappropriate use apply to public message, private message, and material posted on the Web pages. Within reason, freedom of speech and access to information will be honored.

The following are not permitted:

- Sending or displaying unkind or offensive messages or pictures, pornography, or hate literature
- Using unkind or obscene language
- Harassing, insulting or attacking others
- Intentionally damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources (This includes distributing mass e-mail messages, participating in chain letters, creating or participating in unauthorized newsgroups, and storing files on file servers without proper authorization)
- Employing the network for commercial purposes, political activities, or lobbying
- Installing additional software without prior approval
- Using portal or proxy websites

Violations may result in a loss of access as well as other disciplinary or legal action.

Respect for Privacy

You will not re-post a message that was sent to you privately without permission of the person who sent you the message.

You will not post private information about another person.

Plagiarism and Copyright Infringement

You will not plagiarize the works that you find on the Internet. Plagiarism is taking ideas, writing, or pictures of others and presenting them as if they were yours. It is dishonorable and it is a prohibited use of this facility.

You will respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Copyright law can be confusing; therefore, if you have any questions please ask a teacher or Club staff member.

Disciplinary Actions

Members who violate the Acceptable Use Policy may be denied future Internet and/or network privileges for a defined period of time, or be subject to other disciplinary measures as set forth by Club policies.

By signing below I agree that I have read, understand and will abide by these regulations.

Member's Name

Date:

As the parent/guardian I acknowledge that I have reviewed and read these rules and regulations with my child.

Parent/Guardian Signature

Date:



THE FOLLOWING ARE ADDITIONAL RULES, WAIVERS AND REGULATIONS OF THE BOYS & GIRLS CLUBS OF CHARLOTTE COUNTY

I request my child be admitted to membership in the Boys & Girls Clubs of Charlotte County. It is expressly understood and agreed by the undersigned that the Boys & Girls Clubs of Charlotte County is not liable for the loss of property or injury unless such loss or injury results directly from Boys & Girls Clubs of Charlotte County negligence or the willful act of an employee of the organization. The Boys & Girls Clubs of Charlotte County will not be held liable for your child leaving the building and or/grounds on their own free will. I fully understand and agree to all of the conditions stated in this handbook and have counseled my child to conform to these rules and the authority of the employees of the organization. I understand that my child's membership may be suspended or cancelled any time if compliance is not met in the outlined measures of this handbook. **Initial:**_____

I release the right to all photographic/videotaped material that the Boys & Girls Clubs of Charlotte County might use for promotional activities including but not limited to their website, newsletter, newspaper articles, advertisements, etc. I understand that the Boys & Girls Clubs of Charlotte County will have no obligations to my child or me when using any photographs. **Initial:**_____

I release the right to the Charlotte County Public Schools to share educational information in regards to my child, (grades, attendance, behavior, and standardized test scores); understanding it is to be used to help the child improve his/her education and to report the data to any and/or all Boys & Girls Clubs of Charlotte County's funders. **Initial:**_____

Consent to Participate in Surveys and Data Collection (11-18 year old only) I give my consent for my child to participate in the Wyman surveys. In compliance with Children's Online Privacy Protection Act (COPPA), Wyman provides the following information to survey participants. Wyman Center, Inc. operates a secure environment to collect and store information from student participants in its Teen Outreach Program®.

Wyman collects the following types of information directly from TOP® participants through online surveys:

- Opinions about their experience in TOP®
- Demographics—zip code, ethnicity, gender, most frequent guardians, parents' educations level
- School records—Grade in school, absences, truancy, suspension, course failure, graduation and schooling plans
- Health Information—Pregnancy, parenting

I understand Wyman uses the participant's responses to improve the Teen Outreach Program®. I understand that survey and data collection is voluntary and that my child may choose to participate or discontinue participation at any point in the process without risk of losing Wyman's services. I am also aware Wyman will not require my child to disclose more information than is reasonably necessary to participate in Teen Outreach Program® as a condition of participation. I am aware Wyman will use and may share responses with third parties to market Teen Outreach Program® to increase awareness and funding and that Wyman will not disclose my child's identifying information to third parties or program staff. I also understand that the associated risks for my child to participate in this survey are minimal and will not exceed any discomfort that may be found in any daily life situations when answering the routine survey questions. For a sample on how Wyman compiles and reports this data, go to www.wymantop.org.

____ Yes ____ No

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