



**BRYANT**  
**BOYS & GIRLS CLUBS**

## Parent Orientation Handbook

Bishop Park Site - 6401 Boone Road Bryant AR, 72022

Davis Elementary Site - 12001 County Line Rd, Alexander, AR 72002

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# GREAT FUTURES START **HERE.**

## WELCOME TO THE BRYANT BOYS & GIRLS CLUBS

Welcome!

It is my pleasure to welcome you to the Bryant Boys & Girls Clubs. The premier youth development organization. Whether you have been with us for a short time or for many years, we want you to know that we appreciate you choosing our Club to invest in your child(ren). I assure you we will do everything we can to continue our reputation of being an award winning and nationally recognized Boys & Girls Club. It is indeed an honor to have the opportunity to invest in the lives of the young people we serve. We believe that it is our responsibility to keep you accurately informed of our policies and procedures. This handbook is a summary of the principles for which we stand and the obligations and responsibilities for you as a parent/guardian.

You are now a part of the Bryant Boys & Girls Club family. As the Club progresses, we want you to progress with it. You and your child(ren) are important to our continued success because we are all working toward a common goal of building a stronger community of young people.

Please read your handbook carefully and keep it for future reference. If you have any questions, please contact us. We are happy to help!

It is again my pleasure to welcome new and returning families and to extend best wishes for a life changing experience for your child.

Sincerely,

*Suzanne Passmore*

Suzanne Passmore  
Chief Executive Officer

## **NATIONAL BOYS & GIRLS CLUB MOVEMENT**

Boys & Girls Clubs of America had its beginnings in 1860 with several women in Hartford, Conn. Believing that boys who roamed the streets should have a positive alternative, they organized the first Club. A cause was born.

In 1906, several Boys Clubs decided to affiliate. The Federated Boys Clubs in Boston was formed with 53-member organizations – *this marked the start of a nationwide Movement.*

In 1931, the Boys Club Federation of America became Boys Clubs of America.

In 1956, Boys Clubs of America celebrated its 50th anniversary and received a U.S. Congressional Charter.

To recognize the fact that girls are a part of our cause, the national organization's name was changed to Boys & Girls Clubs of America in 1990. Accordingly, Congress amended and renewed our charter.

2006 marked the Centennial year of Boys & Girls Clubs of America, as we celebrated 100 years of providing hope and opportunity to young people across the country.

Today there are over 4,300 Club locations in all 50 states, Puerto Rico and the Virgin Islands, plus domestic and international military bases. Over 4.8 million children have been served.

## **OUR CLUBS**

The Bryant Boys & Girls Clubs began as the Bryant Youth Association after a group of community leaders through our local Chamber of Commerce determined we needed a youth program for children to go after school and during the summer. They hired a director (Ms. Passmore) in 2004 and began the After School Program in September at the Bryant Elementary/Middle School campus. After lots of hard work and community support, we were granted a charter from Boys & Girls Clubs of America. In 2015, our board and staff stepped out on faith and answered the call for a Club at Davis Elementary School. It was an instant success and we are continuing to make a positive difference in our communities. We are extremely proud of the amount of success we have and the positive impact we have made in our community and more importantly, the young people we serve.

# Bryant Boys & Girls Clubs

## Mission, Vision, Core Values

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### Mission Statement

To ensure every child has a mentor and champion in life.

### Vision

Behind our blue doors everyone will find hope and opportunity along their journey.

### Core Values

#### Promise

We promise to provide a safe place for these children to express themselves and their passions with one another.

#### Hope

We aim to give our children hope for the future and aim for them to be the best they can be.

#### Opportunity

We strive to provide our children with ample opportunities for growth, development, and success along the way.

## About Us

Each year, we serve 1500+ children from Saline County and the surrounding areas. Our programming is carefully structured to provide successful activities that promote our three priority outcomes:

- Academic Success
- Good Character & Citizenship
- Healthy Lifestyles

Programs play an extremely vital role in the Boys & Girls Club. Exploring innovative programs gets our kids engaged in learning skills that give them the ability to thrive in their everyday life.

We strive to give all kids great opportunities for a great future by keeping them involved in enriching programs.

## HOURS OF OPERATION

### *After School Program*

Monday-Friday

3:00-6:00

We follow the Bryant School District calendar.

### *Summer Program*

Monday- Friday

7:15 a.m. – 5:30 p.m.

Closed during the week of July 4th.

## One Mission + One Club Family = Two Sites

### Membership Requirements

It is indeed a privilege to be a member of a Boys & Girls Club. Unfortunately, that privilege can be taken away due to certain circumstances. Members must be self-sufficient to attend The Bryant Boys & Girls Clubs. This is to ensure the safety of all club members and to promote an environment of good decision making, small and large group interactions, and ability to stay within boundaries.

Membership fees are required for each member and will be included in monthly and/or semester payments. **I also understand that there are no refunds after my child attends their first Club visit during either program.**

### Communication

We want you to be kept informed. Parents are required to sign up for the REMIND 101 texting app and like our Facebook page for quick and easy updates about the club. We will use Remind

101 and Facebook to send out any urgent closings, early dismissals, and any messages during those times. We will also use Facebook for a way to show the fun and exciting things we are doing at the Club. If you do not want your child in any picture's, please notify us in writing.

## **Programs**

It is our goal for your child to have an amazing time as a member of our Club and provide an investment that you are thankful for. As stated in the registration form, all kids are encouraged to participate in our programs throughout the Summer and School program.

### **Summer Program**

Bishop Park members must have completed kindergarten through fifth grade.

Davis Elementary members must have completed kindergarten through fifth grade.

### **After School Program**

Bishop Park members must be enrolled in Bryant School District K through fifth grade.

Davis Elementary members must be enrolled at Davis Elementary.

### **Program Expectations**

- These are the expectations of program sites and are discussed with the children:
- We treat each other with kindness and respect.
- We respect the rights and property of others.
- We act in a safe manner.
- We stay within boundaries set by adults.

## **Staffing**

The Bryant Boys & Girls Clubs has professional staff and a host of qualified volunteers. We are selective when choosing who is best qualified to work with your children. Staff members are trained, with thorough background checks performed and are kept advised of changing trends throughout the youth movement. Our front line staff are typically 17 years old through college age who are pursuing careers that work closely with children (early childhood education, pediatrician, nursing etc.) We provide CPR and first aid training to our staff.

## **Health and Emergency Procedures**

Bryant Boys & Girls Clubs have tornado, fire, and other emergency drills that we practice with our members. It is important every member takes these seriously. Please be patient during check out when we are in the middle of a drill. Their safety is our #1 priority.

If your child is ill please do not send them to Boys & Girls Clubs that day. If your child becomes ill at the Club, please be prepared to pick them up in a timely manner after receiving a phone call. We are not equipped to isolate ill children.

In case of an accident that requires medical attention beyond our staff's training, the Club will make arrangements for the proper aid for the child. This could include fire, ambulance, and police.

Bryant Boys & Girls Clubs will not store, nor allow members to bring, and/or administer any medications. (The exceptions will be epipens or inhalers with a written parent note given to the DOO)

Please make the Club aware of any allergies your child may have.

Bryant Boys & Girls clubs will follow the infectious disease policies in place through CDC and ADH in given circumstances

Bryant Boys & Girls Clubs follow the Bryant School district calendar especially during inclement weather. We will use Remind 101 and Facebook to send out any urgent closings, early dismissals, and any messages during those times.

Boys & Girls Clubs of Bryant will not be held liable for any accident to a member while on the Club premises or while engaged in any activities away from the Club.

## **Rules and Responsibility**

Members will be held responsible for their actions while at the club, field trips, club events, or on any club property as they agreed upon when they registered to become a member.

## **Pick-up & Drop-off**

We ask members to memorize their three or four digit membership number to check in and out every day at the frontdesk. Please help us in teaching them this important responsibility.

A parent/guardian must use the drive through pick up line, as well as have a car tag present, to pick up their child. Please do not call and tell your child to wait up front. We will not allow any child to leave the building without a parent/guardian waiting outside.

During our Summer program, members may not be dropped off before 7:15 a.m. and must be picked up by 5:30 p.m. During our after school program members must be picked up by 6:00 p.m.

The Bryant Boys & Girls Clubs will **not allow** a child that is absent from school to attend the club that day. Only children riding the bus may attend the club. Exceptions can be made with prior approval through the club DOO, with a written reason for the member being dropped off.

**\*\*Consequences for bringing member when they are absent from school:**

1. Verbal warning
2. Suspension from the club for one week.
3. Removal of membership from the club.

### **Late Fees**

We do enforce a late fee for any member picked up late. The late fee is \$1 per minute and must be paid at pick up. We allow a 5 minute grace period. If the fee is not paid this could result in suspension until the fee is paid.

### **Personal Property**

As stated on the registration form, any outside objects such as, but not limited to, phones, ipads, tablets, books, toys and other personal items are allowed but not monitored by Boys & Girls Club staff.

**\*\* Bryant Boys & Girls Clubs will not be responsible for any lost, damaged, or stolen items.**

**Please put your child's name on all belongings.**

During Summer and School Programs we ask that all members keep their bags, backpacks and personal items in the designated areas at both locations. Please don't ask your child to put them elsewhere.

Lost and found will accumulate fast. Please check our lost and found area daily. We will donate any items after a two week time period.

### **Tech / Device Policy**

Members may bring cell phones and other electronic devices to the club to use according to the following policies:

The use of cell phones or other electronic devices to photograph, live stream, audio record, or video record other members, staff, or volunteers including board members is forbidden and could result in consequences up to and including expulsion from the club. The exception to this would be when photographs or videos are being made by members for Club purposes by permission of and under the supervision of the DOO or Unit Director. All members of the Bryant Boys and Girls Club will complete an internet safety program before using Club computers. The program is a BGCA internet safety course.

All children are monitored while using their electronic devices and are limited to use them while around the Club. Members must ask permission from a staff member to use their electronic devices.



Members violating this policy will be subject to having their device confiscated in addition to other consequences up to and including suspension or expulsion.

**THE BRYANT BOYS & GIRLS CLUBS IS NOT RESPONSIBLE FOR STOLEN, LOST, OR DESTROYED CELL PHONES, ELECTRONIC DEVICES, OR ACCESSORIES.**

### **Dress Code**

Our dress code is designed to allow members the flexibility to dress uniquely but appropriately. Any member who appears to be dressed inappropriately will be asked to call a parent/guardian in an effort to comply with the code.

1. Pants or shorts must remain on the waistline while in the facility.
2. No inappropriate or offensive language on clothing.
3. No tight fitting clothes that are revealing.
4. Shorts must be appropriate and fingertip length.
5. Tank tops must be two inches wide. No spaghetti straps.
6. Swimsuits must be worn in the pools. Admin staff or team leaders will determine if any swimsuits are inappropriate.

### **Restroom Policy**

The Bryant Boys & Girls Clubs is committed to providing a safe environment in all locations at each site. To ensure we do this we will follow the restroom policy below for members, staff, volunteers, and other adults:

1. One member allowed in the restroom at a time.
2. Regular scheduled drop in's will be done by staff who are monitoring the dining and lounge. These are to be done every 20 minutes in each restroom and to be logged as to what is found. (the restrooms not being clean, multiple members in the restroom, or damaged equipment and property).
3. Staff, board members, volunteers, guests and members shall use separate restrooms.
4. Restrooms are to be used by the members for the purpose that they are intended and any other usage will fall under the discipline policy for the Bryant Boys & Girls Clubs .
5. Staff who notice anything out of the ordinary or rules being broken must report to the team leaders who need to report to the Unit Director that day. The Unit Director will then be responsible to report it to the DOO.

### **Meals and Snacks**

During our Summer program we will provide a free hot breakfast and lunch for all children. We will also offer an alternative such as PB&J, etc.

Due to limited storage space and food allergy concerns, please do not send food or drinks with them.

During the summer and school year a variety of snacks and beverages will also be made available for purchase in the concession stand.

### Snack Accounts

We ask that all members have access to a personal snack account. Anyone can make deposits in a child's account. (parents, grandparents, etc).

You may use cash, check or debit/credit to create a snack account for your child. You are welcome to make certain restrictions, i.e., dollar limit per day, product limit per day, no caffeine, etc.

The minimum amount to put on a snack account is \$5.00. We limit each child to \$3.00 a day.

We do not allow friends to use their friends account for a snack.

We don't advise putting siblings on the same account; this causes confusion between the siblings.

Snack accounts are **non-refundable** after the program ends.

### Alcohol, Tobacco, Vape, Weapons

We boast a strong and effective safety program. Therefore, we do not tolerate any type of bullying, fighting, disrespectful behavior, the use of alcohol, drugs, tobacco, or profanity while on Club premises. This also includes any type of weapon or anything that could be used as a weapon. Not adhering to this will lead to disciplinary action. This also applies to parents or any guest at the Club. We reserve the right to contact the police department if warranted.

### Discipline / Behavior Policy

Members of Bryant Boys & Girls Clubs have high standards for their behavior. Acceptable behavior is defined by the following:

- Respect for themselves
- Respect for others
- Respect for Bryant Boys & Girls Clubs

Our members understand that there are both negative and positive consequences for their personal behavior. If members conduct themselves in a disorderly fashion and disregard the Club Rules and/or endanger themselves or their fellow members, they will be disciplined accordingly.

Bryant Boys & Girls Clubs recognizes parental authority and the rights of parents to discipline their children while under their supervision. However, Bryant Boys & Girls Clubs staff will NOT enforce home punishment during program hours.

We strive to work with each individual youth on a case by case basis and understand that situations arise that require moderated consequences. The following warnings and suspensions are guidelines that we will follow with the understanding that every child is different and may

have different needs. Length of suspension will be decided by the Unit Director, any member of the administration team or a designee in each individual case.

Bryant Boys & Girls Clubs staff recognizes and encourages acceptable behavior.

- Consistent rules, clear directions, and age-appropriate guidance are all part of our behavior policy.
- Children are encouraged to verbalize their feelings thus learning to work positively through strong emotions.
- Conflict will be resolved in a positive manner without verbal or physical abuse.
- Staff WILL NOT allow other children or parents/guardians to use verbal or physical abuse within our program.

### **Verbal Warning**

Based on the judgment of the Unit Director/Administration, when a Boys & Girls Club member is not meeting behavioral standards

The staff will:

- Issue a warning that if negative behavior continues the member may be suspended for one day or longer.
- Youth will be informed that future negative behavior could result in a lengthy suspension and/or losing their Boys & Girls Club membership.
- Staff completes a Behavioral Report to document warning for future reference.

When the Unit Director determines that a member's behavior does not meet our standards and the prior "Warning" had been provided.

The staff will:

- Issue a Suspension. (Length determined upon the case at hand)
- Contact the member's parents by telephone to inform them that their child has been suspended from Boys & Girls Club; inform them of the actual negative behavior exhibited, and explain what day the member may return.
- Staff completes a Behavioral Report to document the suspension.

### **Suspension- Continued Minor Incident**

After a youth has been suspended, any future negative behavior within a 30-day period may result in a longer Suspension.

The staff will:

- Issue a Suspension.
- Contact the member's parents by telephone to inform them that their child has been dismissed from Boys & Girls Club for one week, inform them of the actual negative behavior exhibited, and that the member may return to the program in one week.
- Parents/guardians are responsible for picking up their child when they are contacted about the member's behavior.
- Staff completes a Behavioral Report to document the suspension.

### **Suspension- Continued Major Incident**

After a youth has been suspended on multiple occasions, any future negative behavior within a 30-day period may result in a month suspension. The Unit Director will implement a “One Month Suspension” if this negative behavior continues.

The staff will:

- Issue a One Month Suspension.
- Contact the member’s parents by telephone to inform them their child has been dismissed from Boys & Girls Club for one month, inform them of the actual negative behavior exhibited, and that the member may return to the program in one month.
- Parents/guardians are responsible for picking up their child immediately when they are contacted about the member’s behavior
- Staff completes a Behavioral Report to document the suspension.

### **Permanent Suspension**

Continued negative behavior that creates an unsafe program environment for fellow Boys & Girls Club members and/or staff may result in a youth’s Boys & Girls Club membership being revoked.

The staff will:

- Permanently suspend the member from the Club.
- Contact the member’s parents by telephone to inform them their child has been suspended from the Club, and inform them of the actual behavior exhibited.
- Parents/guardians are responsible for picking up their child immediately when they are contacted about the member’s behavior.
- Staff complete a Behavioral Report to document the suspension.

### **Termination of Enrollment**

Bryant Boys & Girls Clubs staff may immediately terminate enrollment of a child whose:

- Behavior endangers him/herself or the safety and well-being of other children and/or staff.
- Actions result in the damage or destruction of site property.
- Behavior is determined to be a serious disciplinary problem. A serious disciplinary problem is defined as one in which a child’s behavior hampers the smooth flow of the program by either requiring constant one-on-one attention, inflicting physical or emotional harm on other children, physically abusing staff, leaving program boundaries, and/or otherwise being unable to conform to the rules and guidelines of the program.
- Parent/guardian’s physical or verbal actions are threatening or intimidating toward children, staff, and/or volunteers.

### **Zero Tolerance for the Following Negative Behaviors**

The following behaviors will automatically suspend a member for one day (or more):

- Fighting
- Stealing
- Threatening the safety of a Boys & Girls Club member, staff member, or volunteer.
- Damage to Boys & Girls Club facility or equipment --- Members are expected to reimburse Boys & Girls Club for any damage and will be billed to parent(s) or guardians.

*These are general guidelines put in place by the Bryant Boys & Girls Clubs. Each individual incident is handled case by case and the final disciplinary decision lies with the Bryant Boys & Girls Clubs administration. We have a zero tolerance policy of negative behavior. The above policy is subject to change at any time.*

## Transportation

Members will ride the school bus to Boys and Girls Club during the after school program to the Bishop Park location.

Davis Elementary is a school site Club meaning all members during the school year will simply walk to designated areas for the after school program.

Summer transportation for field trips will be through Bryant School District.

Members are not allowed to ride with Staff at any time.

## Field Trips

We offer a variety of field trips for all ages and are held on various days depending on grade levels, weather, and transportation. All Summer Program field trips are paid for.

When members go swimming, they **must** bring a swimsuit in order to go. Bathing suits must be conservative.

Kindergarten members attend the Splash Pad at Bishop Park. Grades 1st - 4th grade attend Mills Park Pool for the option of a shallow end. Grades 5th-8th attend Bishop Park Pool.

Field trips are a privilege and members who do not follow the rules at the club or on these field trips could result in loss of that privilege.

## Bullying Policy

The Bryant Boys and Girls Clubs is committed to providing all members with a safe and civil environment and will not tolerate any form of bullying at any Club activity on or off Club property

Bullying shall mean written, electronic, verbal, physical or social act that willfully harms another. Aggravated bullying shall mean willful harm motivated by race, color, religion, ancestry, nation origin, gender, sexual self-understanding, mental disability, physical disability, appearance or socioeconomic status.

Staff and volunteers who observe or are advised of the act of bullying are expected to take immediate, appropriate steps to intervene. They are also expected to report it to their supervisor

and document it in writing. The Program Director or designee will inform the parent or guardian of any member who was observed or reported as a victim or perpetrator of bullying.

Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement and school officials will be used to remedy the impact on the victim and change perpetrators behavior.

**Thank you for choosing our Club for your child(ren).  
Our team is looking forward to making bright futures with them!**

# Parent Orientation Handbook

## Acknowledgement Form

Please detach this sheet from the handbook and take the handbook with you. Keep the handbook so that you may read and discuss our rules and policies with your child(ren), and to use it as a reference at any time.

By signing below you acknowledge that you understand the rules and policies of the Bryant Boys & Girls Clubs.

You also acknowledge that you will explain the rules to your child if any questions arise.

Please feel free to contact the appropriate Unit Director if you require further explanation.

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Parent/Guardian Name (print)

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Parent/Guardian Signature

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Date

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Child's Name (print)

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Child's Name (print)

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Child's Name (print)

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Child's Name (print)