



**BOYS & GIRLS CLUBS  
OF THE AUSTIN AREA**

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**Membership Application Packet**

Welcome,

In this packet you will fill the following pages that need to be signed and returned. Please allow 24-48 hours to process the packet once it is returned.

- Membership Application**
  - Please fill out and return
  - Incomplete applications will not be accepted
- Open the Blue Door Scholarship Application (Optional)**
  - If you wish to apply for Open the Blue Door Scholarship Program, please fill out application in its entirety.
  - Incomplete applications will not be accepted
- COVID-19 Policy**
  - Please sign and return
- Discipline Policy**
  - Please sign and return
- Payment Policy**
  - Please sign and return
- Late Pick Up Policy**
  - Please sign and return
- Membership Card Policy**
  - Please sign and return
- Kid Questionnaire**
  - Please fill out and return
- Member Handbook**
  - Yours to keep

If you have any questions, please do not hesitate to reach out to our Membership Ambassadors by calling our office at 512.640.6998, Monday-Friday from 7am-6pm.

Club Name: \_\_\_\_\_



**BOYS & GIRLS CLUBS**  
OF THE AUSTIN AREA

# 2021 MEMBERSHIP APPLICATION

AISD Number _____	
CHILD'S NAME*: (Last) _____	(M.I.) _____ (First) _____
GENDER: <input type="checkbox"/> M <input type="checkbox"/> F AGE _____	DATE OF BIRTH _____ SCHOOL _____ GRADE _____
STREET ADDRESS _____ APT# _____	
CITY/STATE _____ ZIP _____ HOME PHONE # (____) _____	

New Member?  YES  NO If no, which club did this member previously attend? \_\_\_\_\_

How does member normally get home?  School Bus  City Bus  Walk  Picked Up  Other \_\_\_\_\_

Ethnicity:  Hispanic  African American  Caucasian  Asian  Arabic  Native American  Multi-Racial

HACA Resident?  YES  NO If yes, where? \_\_\_\_\_ Do you receive Section 8?  YES  NO

Annual Household Income:  Under \$15,000  \$15,001-\$ 20,000  \$20,001-\$25,000  \$25,001-\$30,000  \$30,001+

Do you receive Medicaid?  YES  NO Do you receive Sendero?  YES  NO

Does your child participant in a free or reduced lunch program?  YES  NO

With whom does the child live?  Both Parents  Mother  Father  Grandparent(s)  Other \_\_\_\_\_

Mother's/guardian's name: \_\_\_\_\_ Mother's Phone (wk/cell): \_\_\_\_\_

Father's/guardian's name: \_\_\_\_\_ Father's Phone: (wk/cell): \_\_\_\_\_

Parent email address: \_\_\_\_\_

Youth in household that also attend Boys and Girls Clubs of the Austin Area:

Name	Age	Club

Please describe any medical problems, allergies, conditions, or special concerns regarding your child: \_\_\_\_\_

List all medications your child is taking: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Doctor's Address & Phone: \_\_\_\_\_

**Additional Emergency Contact Information: who can we call if we can't get in touch with you?**

Name	Relationship	Phone Number (wk/cell)

<b>FOR STAFF USE ONLY</b>			
CARD NUMBER : _____	<input type="checkbox"/> NEW MEMBER <input type="checkbox"/> RENEWAL	Club / Site: _____	
DATE RECEIVED _____	STAFF _____	RECEIPT # _____	AMOUNT Paid \$ _____

**Please read the following and sign indicating agreement:**

I hereby give permission for my child (or ward) to become a member of the Boys & Girls Clubs of the Austin Area (the "Club") and to participate in all programs and activities. I understand that the Club is **NOT** regulated as a licensed daycare by the State of Texas and that an open campus policy is in effect at all times. I further understand that the Club is **NOT** responsible for the time or manner in which my child (or ward) may arrive at or leave the facility.

I understand and agree that my child (or ward) must be picked up by closing time or a fee will be charged that must be paid before my child (or ward) can return to the Club. The charge for late pick-up is \$10 per hour or partial hour depending on the Club/Site.

I understand and agree that the Club cannot and will not administer prescription or over the counter medications of any kind to my child (or ward). I understand and agree that the Club does not provide medical insurance for my child (or ward).

In the event of an emergency I authorize Club staff to secure medical treatment for my child (or ward) and that I, as the legal guardian, will assume any and all responsibility for paying medical expenses associated with such treatment.

I understand and agree that the Club does not refund memberships and that my child (or ward) must obey all standards of conduct. I further understand that behavioral problems that cannot be resolved may result in my child (or ward) being suspended from the Club without monetary refund.

I understand and agree that the Club is not responsible or legally liable for any personal property losses or for any bodily injuries incurred and suffered by the applicant on any Club property or in connection with any activities at any of its facilities, or while engaged in any Club activities away from the Club.

I give consent for my child's (or ward's) picture or any reproduction thereof (while he/she is engaged in Club-related activities) to be used for publicity/fundraising purposes. I give permission for the Club to use my child's (or ward's) name or any fictitious one for publicity/fundraising purposes.

I give permission for the Club to administer occasional anonymous / non-anonymous surveys to my child (or ward) for purposes of better understanding the needs of my child (or ward) and the impact of the Club on my child (or ward).

I give permission for the Club to obtain age verification of my child (or ward) from their current school.

I understand that the Club may share information about the minor child listed on this application with Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on this membership application form, information provided by the minor child's school or school district, and other information collected by the Club, including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

I give permission for the Club to make and retain copies of my child's (or ward's) report cards and/or progress reports or to be given access to AISD records pertaining to my child (or ward) in order to better understand the academic needs of my child (or ward) and to better assist him/her in his/her educational pursuits. I understand that copies made of report cards and/or progress reports will remain confidential and will only be viewed by authorized Boys & Girls Club staff.

Additionally:

- ♣ Austin ISD will release your student data as part of aggregate (group) reports to Austin ISD partners/providers who submit your student's ID. The aggregate (group) reports will not identify your student in any form. Visit <http://ysm-austin.org> to see the list of Austin ISD partners/providers.
- ♣ Austin ISD will collect attendance information from all Austin ISD partners/providers. You can opt out through SR290 (student registration) form. This ONLY means Austin ISD will not receive attendance information. The partners/providers will continue to receive your student's information in aggregate (group) reports. Contact the Outcome Specialist at 512.444.7199 or Vice President of Program Services for easy access to the SR290 form.
- ♣ Austin ISD will share identifiable student data with the partners/providers ONLY on the receipt of signed parent consent forms. In return Austin ISD will collect your student's attendance information from the partner/provider. Your consent is optional. The decision to consent will not prejudice your present or future relations with the partner agency or Austin ISD. It ONLY means the partner/provider will not receive your student's identifiable data and Austin ISD will not receive attendance information. Your student will continue to receive services from the partner/provider unless their program enrollment requirement is data sharing.
- ♣ Please contact Vidya Lakshminarayanan, Austin ISD, 1111 W. 6<sup>th</sup> Street, Austin Texas 78703, (512) 414-9941, [vidya.lakshminarayanan@austinisd.org](mailto:vidya.lakshminarayanan@austinisd.org) for any questions.

On certain occasions, especially during the Club's busy summer programs, there may be times when the various Club sites reach capacity. During these times, youth may be denied admittance for safety reasons.

I affirm that I have received and will read the Club's Parent/Member Orientation Handbook. I give BGCAA permission to contact me via text message.

The undersigned represents that he/she is the parent and/or legal guardian of the minor named above, and represents that he/she has the legal authority to execute this consent and release. If the child/applicant is signing for him or herself, the undersigned warrants that he/she has reached the age of legal majority according to the State of Texas.

SIGNATURE OF PARENT OR GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF CHILD \_\_\_\_\_ DATE \_\_\_\_\_

# OPEN THE BLUE DOOR SCHOLARSHIP PROGRAM

## WELCOME TO ALL

### Our Mission

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

### Our Work

Boys & Girls Clubs provide youth with...

- 🏠 A safe place to learn & grow
- 🏠 Ongoing relationships with caring, adult professionals
- 🏠 Life-enhancing programs
- 🏠 Character development experiences
- 🏠 Hope & opportunity

### Scholarship Program

The Boys & Girls Clubs of the Austin Area recognizes that from time to time, people may need some financial help. Scholarships are intended to be temporary. Families may be asked to reapply. It is encouraged that you apply early to avoid club waitlists; scholarships are awarded on a first-come, first-served basis based upon need and are subject to available resources. BGCAA programs and activities are designed to benefit persons of all backgrounds throughout the community.

### Policy & Guidelines

Completed applications must be submitted with all required documents. Incomplete applications will not be accepted. Scholarships are only applicable when a child is registered for specific programs; it is not guaranteed when added to a wait list. All changes to a child's enrollment or cancellations must be received by the Club Director. Specific time frames are indicated in the enrollment forms. An additional charge will apply if changes are made outside of the specified time frames. Please refer to the **Family Handbook** for all other fees and guidelines which apply to all participants.

### HOW TO APPLY

Please complete the attached Scholarship Application and provide documentation listed below. **PLEASE DO NOT LEAVE ANY ITEMS BLANK.** Your application cannot be processed if the information provided is incomplete. All information received is subject to verification. Please provide all that apply, but at least ONE of the following:

- 🏠 Check Stubs (For each working family member, for the last 3 pay periods)
- 🏠 Letter from employer on company stationery confirming income amount stated on application
- 🏠 Letter from unemployment office
- 🏠 Letter from Social Security Office or copy of Social Security check
- 🏠 Documentation on any other form of Income (Child Support, Alimony, Retirement etc.)
- 🏠 Letter of determination for any publicly funded programs or third-party payment sources (i.e. SNAP, MAP, Medicaid, TANF)

Additional information may be requested.

**PARENT/GUARDIAN INFORMATION**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Status: Circle One: Single/Married/Divorced/Widowed

**CHILD (REN) IN NEED OF CARE**

Child: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Child: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Child: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Child: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Child: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Club Location: Wooldridge, Cook, Mcbee, East, NYOC

Applicant Monthly Income

(Gross) Wages/Salaries/Tips \$ \_\_\_\_\_

Unemployment  
\$ \_\_\_\_\_

Social Security Compensation \$ \_\_\_\_\_

Child Support \$ \_\_\_\_\_

Food Stamps (SNAP) \$ \_\_\_\_\_

Housing Assistance \$ \_\_\_\_\_

Workers Compensation  
\$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Spouse/ Other Adult Monthly  
Income

(Gross) Wages/Salaries/Tips  
\$ \_\_\_\_\_

Unemployment  
\$ \_\_\_\_\_

Social Security Compensation  
\$ \_\_\_\_\_

Child Support \$ \_\_\_\_\_

Food Stamps (SNAP) \$ \_\_\_\_\_

Housing Assistance \$ \_\_\_\_\_

Workers Compensation  
\$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Household  
Monthly Expenses

Mortgage/ Rent  
\$ \_\_\_\_\_

Food \$ \_\_\_\_\_

Auto Expenses  
\$ \_\_\_\_\_

Utilities \$ \_\_\_\_\_

Child Care Child care  
\$ \_\_\_\_\_

Medical \$ \_\_\_\_\_

Amenities \$ \_\_\_\_\_

Other \_\_\_\_\_

\$ \_\_\_\_\_

Total \$ \_\_\_\_\_

## Statement of Need

Your story—whether it's about you and your family, the people you know, or an entire community—has the potential to motivate others with real-life tales of how the club not only promises but also delivers positive change. Through your unique and special voice, the club can share your story to bring people together to invest in our kids, our health, and our neighbors. Please take a moment to express how the club has potential to help you and your family through the after-school programs we offer. List any challenges you feel we should take into consideration when reviewing your application. The only thing more important than the words you have to say is the untold lives your story touches.

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I would like to be contacted to share my story with BGCAA Resource Development Team to supporting BGCAA to raise scholarship funds.

I would be interested in volunteering at the club or learning about employment opportunities

I hereby certify that the information submitted with this application is a complete and true representation of my household income and household residents. I have provided all required documentation.

\*Signature \_\_\_\_\_ Date \_\_\_\_\_

<i>Office Use Only</i>			
Amount of Award	Total	Club	Club Director

## COVID-19 Policy

### Programming Procedures

Kids and Staff will be temperature checked prior to entering the bus or entering club from the school day.

- If their temperature is 99.5 and above, they will not be able to board the bus or enter club.
- Students will be directed to the school nurse or main office.

No handshakes, fist bumps, elbows, etc.

- Praises will be verbal.
- If help is needed during a project, instructor will wear gloves.
  - Gloves will be tossed after interaction with each youth.

There will be a drop-off and pick-up area outside the building. No parents will enter any club space.

Masks will be mandatory for staff and students

- Parents, please provide your child with a mask
- Club will provide a disposable mask if needed to those who do not have access to one and will be changed every two hours

Staff will remain consistent so that we can limit interactions

### Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Boys & Girls Clubs of the Austin Area has put in place preventative measures to reduce the spread of COVID-19; however, the club cannot guarantee that you or your child(ren) will not become infected with

All kids will have their own bag or bin with individual supplies (scissors, crayons, etc.)

### Club Cleaning

Cleaning all areas in use every 90 minutes

During transitions the previous classroom used will get a deep clean, prior to the class returning to it.

here will be a full deep clean of all areas at the close of each day.

### Classrooms

All supplies will be sanitized and disinfected prior to programming.

All supplies will be kept with the group using them throughout the day

Kids washing hands every transition, but not limited to; every 30 mins.

- Washing hands entering class
- Washing hands leaving class
- Ensure youth are washing hands after each bathroom break.

Water fountains will not be allowed for use, they will only be used to refill bottles.

- Disposable cups or own water bottles can be used.

COVID-19. Further, attending the Club could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending the Club and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Club may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Club employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself(including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at the Club or participation in Club programming ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the Club, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Club, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Club program.

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**Guardian Name**

**Guardian Signature**

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**Student Name**

**Date**



## Discipline Policy

The Boys & Girls Club strives to keep the consequences for unacceptable behavior clear, appropriate, and timely. The safety of all members is of utmost importance to us. Our standards, along with the expectation that all members use good common sense, exist to ensure that your child and every other child at the Club can safely enjoy the Club's activities. Any member who disrupts programs or creates a dangerous situation will be disciplined appropriately. Members who do not follow rules can expect to lose privileges and face consequences. First-time offenses are never excused as such and will be handled based on their severity. Parents will be called to remove any member who has failed to curb his or her disruptive behavior and/or is behaving in an aggressive or violent manor that creates a dangerous situation for themselves, fellow members, staff, or visitors. When a member is suspended, it is his or her responsibility to let you (the parent/guardian) know. A phone call may be made to you if time allows. Please understand that it is very difficult for the staff to interrupt programming to call you and speak at great length about behavior that has already occurred and led to your child's suspension. We will, however, complete a written suspension report that we will give to the member or to you, should you pick up your child in person. In some cases, a suspension report will be mailed to you if the situation dictates such a need.

### First Offensive Strike

- Conversation w/ Student
- Verbal Warning after many redirections, written documentation started; parents notified
- Document in membership file for future use

### Second Offensive Strike

- Conversation w/ member
- Written documentation completed from file; copies made for membership file and parents
- Parents notified
- Suspension possible/ one day

### Third Offensive Strike

- Meeting with Director of Home Club Operations alongside member and guardian
- Documentation letter completed; copies made for membership file and parents
- Member may be suspended for 3 or more days
- Continued misbehavior can lead to removal permanently

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Guardian Print Name

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Signature

## Payment Policy

Each student will be billed an Annual Fee of \$1,200 (\$100 monthly) on January 1, 2021. This yearly fee includes our After School Program, Great Futures Summer Camp (16 weeks), and Special Camps (Spring Break, Thanksgiving, Christmas). Monthly payments will be collected the first Friday of the month. Parents will need to stay up to date on payment for students to continue the program.

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**Guardian Print Name**

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**Signature**

## Late Pick Up Policy

I understand and agree that my child (or ward) must be picked up by closing time or a fee will be charged that must be paid before my child (or ward) can return to the Club. The charge for late pick-up is \$10 per hour or partial hour depending on the Club.

If a child is picked up late more than two times, a parent or guardian may have to meet with our Director of Home Club Operation, Ernesto Reyna and Club Director, Paul Turner to develop a plan for on-time pick up of their child. If late pick-up continues after a plan has been developed a referral to Child Protective Services may be made as this may be considered child neglect.

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**Guardian Print Name**

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**Signature**

## Membership Card Policy

For the safety and efficiency of Club operations, we will require members to wear ID Cards every day to enter premises.

- Membership cards are needed to scan in when arriving at the Club.
- Membership cards shall be for the sole use of the member name of the card.
- It is a requirement that your son/daughter brings his/her membership card every time they attend Home Club.

Home Club will be providing two black Membership cards to each member with their name and barcode. First card is for the member to utilize daily, the second card is for the parent to have on hand incase member loses their card. A lost card must be reported to our Membership Ambassadors for a replacement.

Upgraded colored cards and other incentives will be provided when attendance goals are met.

- **1<sup>st</sup> day** of attendance = Black Card
- **52+ days** of attendance = Silver Card
- **100+ days** of attendance = Gold Card
- **200+ days** of attendance = Honorary Blue Card

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**Guardian Print Name**

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**Signature**

## **Student Questionnaire**

We want to get to know you.

**What's your name?**

**Do you go by another name?**

**Favorite color?**

**Favorite food?**

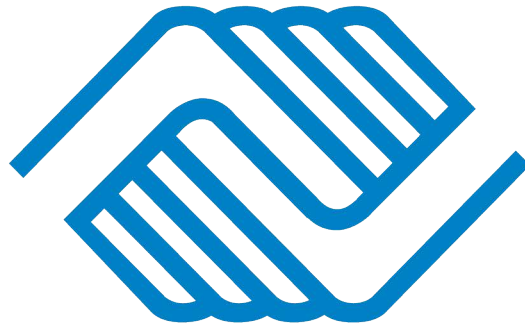
**Favorite animal?**

**What do you want to be when you grow up?**

**Favorite Holiday?**

**Favorite snack/treat?**

**What is something you would like for us to know about you?**



**BOYS & GIRLS CLUBS**  
OF THE AUSTIN AREA

**2021 Home Club Member Handbook**

## **Our Mission**

The Boys & Girls Club seeks to “inspire and enable all young people, especially those that need us the most, to realize their full potential as productive, responsible and caring citizens.”

## **Core Beliefs**

Boys & Girls Clubs provide youth with...

- ❑ A safe place to learn & grow
- ❑ Ongoing relationships with caring, adult professionals
- ❑ Life-enhancing programs
- ❑ Character development experiences
- ❑ Hope & opportunity

## **Programming**

The Boys & Girls Club of the Austin Area expects to be the best youth development organization in Austin. Our staff are trained youth development professionals who are hired for their engaging, energetic and enthusiastic skills. Programs at the Boys & Girls Club Fall under Five Core Area Components - Character & Leadership Development, Educational & Career Development, Health & Life Skills, The Arts, Sports/Fitness & Recreation and STEM.

## **Membership**

Membership is open to all youth attending the school. A membership form must be completed and signed by a parent or guardian each calendar year (even if you are simply renewing your membership). If the club charges a fee for weekly attendance, please adhere to the expectations set forth in the payment policy information document. The information you provide on the membership application is critical. We ask that every effort be made to present contact information that is both current as well as accurate. It is the parent's/guardian's responsibility to notify us of any changes to your telephone number (home, work, emergency contacts, etc.) and/or address information as soon as such changes occur.

**Membership in the Boys & Girls Club is a privilege, not a right. The Boys & Girls Club reserves the right to refuse membership to any child at any time, with or without cause.**

## **Membership Card**

Members should bring their card to the club EVERY DAY. Club members are required to sign in each day upon entering the Club. Remember that membership in The Club is a privilege, not a right.

## **Club Hours & Non-School Days**

Please refer to your club location for exact hours.

***The Club reserves the right to change its hours and days of operation based on need and/or economic circumstances. If such changes occur, parents/guardians will be notified as soon as possible.***

Additionally, there may be days when it is necessary to close the Club due to unforeseen circumstances such as emergency repairs, inclement weather, or anytime the local school district, including public charter schools, closes or suspends after-school programming for any specified period of time. Again, when such instances arise, we will make every effort to post the closing information as soon as possible to mitigate any inconvenience this may cause.

## **Pick up**

Please be sure to pick up your child by the posted closing times. The Boys & Girls Club reserves the right to contact the appropriate authorities for assistance when members are not picked up by a reasonable time AND after all emergency contact alternatives have been exhausted.

### **Come & Go Facility**

The Boys & Girls Clubs of the Austin Area are a **limited COME & GO FACILITY for school-based sites**. This policy allows members to come to our school-based program directly after school and/or after a school-sponsored program (i.e. tutoring). Once the member leaves the school campus, they are not permitted to return to the Club until the next school day. Members are NOT required to sign out; and staff members, under normal circumstances, are not allowed to prohibit a member from leaving the facility per the regulations of the Texas Department of Protective & Regulatory Services governing facilities/programs exempt from licensure as a childcare facility. Thus, it is the responsibility of the child AND the parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit. Please note that youth are not allowed on the Club's grounds during operating hours unless they are signed in and participating in Club activities. Members should NOT be dropped off prior to the opening of any facility, as the Club cannot be held responsible for the supervision of such youth.

**It is important to remember that the Boys & Girls Club is NOT A DAYCARE and is not governed by licensure as a childcare facility.**

### **Supervision**

Our staff are trained Youth Development Professionals. Trained volunteers often support our staff. A staff member and/or trained volunteer will oversee each of our designated program areas. Please ALWAYS take the time to remind your child of the need to follow Club rules and directions whether said directions are given by a staff member or a volunteer. Boys & Girls Clubs of the Austin Area operates at a 1:20 Adult to Youth ratio.

### **Phone Calls**

Our phones are for Club business only. Members should use phones or receive calls in emergencies only. Our lines need to remain open in the event of an emergency. Please make any necessary arrangements before your child comes to the Club so that you do not have to call the Club and your child does not have to call you. If a child is using a personal cell phone during club time and it becomes a distraction to their club time, a staff member may confiscate the phone if necessary.

### **Dress Code**

Youth should dress comfortably and wear clothes that allow them to participate in typical Boys & Girls Club activities and programs. We will expect the following...

**Footwear:** Shoes and socks must be worn at all times. Flip-flops, sandals and cleats are discouraged, as are any other open-toed shoes for safety reasons. Club members may not be allowed to participate in certain activities if open-toed shoes are worn. The best advice is to wear tennis/walking shoes every day.

**Clothing:** Inappropriate clothing of any kind is NOT allowed in the Club. Members wearing clothes that are too short, too tight or too revealing in any way or clothes with questionable or distasteful advertising will be asked to change or leave immediately. This judgment will be left solely to the discretion of the Club staff. If a uniform policy is enforced at the school-based site, it will be enforced at the school-based Club.

### **Personal Belongings**

All personal belongings brought into the Club by a youth are the responsibility of that youth. The Boys & Girls Club is **NOT responsible** for lost, damaged or stolen items. Please discourage your child from bringing anything to the Club that is not completely necessary, especially money. Necessary items, such as backpacks and jackets should be clearly marked with the member's name. Items that are not collected from our lost-and-found in a timely fashion will be donated to a local charity.



## **Code of Conduct & Discipline Policy**

One of the Club's core beliefs is to provide a safe place to learn and grow. Positive attitudes keep the Club fun. Below are some simple guidelines members are expected to follow...

- Respect yourself.
- Play fairly and be honest.
- Applaud the efforts of others.
- Avoid inappropriate language.
- Dress appropriately at all times.
- Running is reserved for athletics.
- Say only good things about others.
- Bring your membership card everyday.
- Be respectful of Boys & Girls Club staff.
- Resolve disagreements in a positive way.
- Listen during appropriate times and assemblies.
- Be respectful of other members and their property.
- Tobacco, drugs, alcohol and weapons are prohibited.
- Participate only in program areas open to your assigned group.
- Take care of your Boys & Girls Club facility, grounds, and equipment.

The Boys & Girls Club strives to keep the consequences for unacceptable behavior clear, appropriate and timely. The safety of all members is of utmost importance to us. Our standards, along with the expectation that all members use good common sense, exist to ensure that your child and every other child at the Club can safely enjoy the Club's activities. Any member who disrupts programs or creates a dangerous situation will be disciplined appropriately. Members who do not follow rules can expect to lose privileges and face consequences. First-time offenses are never excused as such and will be handled based on their severity. Parents will be called to remove any member who has failed to curb his or her disruptive behavior and/or is behaving in an aggressive or violent manor that creates a dangerous situation for themselves, fellow members, staff or visitors. When a member is suspended, it is his or her responsibility to let you (the parent/guardian) know. A phone call may be made to you if time allows. Please understand that it is very difficult for the staff to interrupt programming to call you and speak at great length about behavior that has already occurred and led to your child's suspension. We will, however, complete a written suspension report that we will give to the member or to you, should you pick up your child in person. In some cases, a suspension report will be mailed to you if the situation dictates such a need.

### **Consequences- 3 Strike Rule**

#### **1<sup>st</sup> Offense: Strike One**

- Conversation w/ Student
- Verbal Warning after many redirections, written documentation started; parents notified
- Document in membership file for future use

#### **2<sup>nd</sup> Offense: Strike Two**

- Conversation w/ member
- Written documentation completed from file; copies made for membership file and parents
- Parents notified
- Suspension possible/ one day

#### **3<sup>rd</sup> Offense: Strike Three**

- Conversation w/member
- Documentation letter completed; copies made for membership file and parents
- Parents and school notified
- Member may be suspended for 3 or more days
- Continued misbehavior can lead to removal permanently

*\* Please note that any time a law is broken in or around the Boys & Girls Club or it is suspected that a Club member or guest has broken the law and fled to the Club to avoid the authorities, the police will be notified immediately. The Boys & Girls Club is NOT a haven or refuge for those committing illegal acts or fleeing the authorities.*

Members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and fully expected, by policy, to maintain full control of any situation that occurs in their program area and will NOT tolerate anything that threatens that control, in appearance and/or manner. Also, please understand that sometimes the story that gets home is not always complete or accurate. Children sometimes tend to explain an incident in a manner that will not implicate them, or casts blame their way. In addition, staff members, though well trained and experienced, are human, so please call the Club if you have any questions at all concerning disciplinary measures or any other Club activity. Your support and involvement as the parent/guardian is vital to our success as youth development professionals.

### **Bullying, Sexual Harassment, and Dating Abuse**

The Club expects all members to respect the personal boundaries of others at all times. Appropriate and respectful behaviors promote cooperative interactions and a safe environment for all members. Abusive behavior, including bullying/ cyber bullying, harassment, dating abuse, digital abuse, and sexual violence will not be tolerated.

**Bullying is defined as written, verbal, or physical conduct that is sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive environment for a member.**

Sexual harassment is defined as any unwelcome behavior of sexual nature that creates undesirable or uncomfortable feelings for its target. The Club considers harassment to include, but not limited to, unwanted touching or contact, gestures, taunting, sexual graffiti, dirty jokes, talking about experiences, advances, indecent exposure, rumors about a member's sexual identity or activity, request for favors, or comments about body parts.

Dating abuse includes physical, sexual, or emotional abuse and other disrespectful behaviors against a current or former dating partner.

A core belief of the Boys & Girls Club is to provide a safe place for all members and guests. The Club is committed to fully investigating any complaints of bullying, sexual harassment and dating abuse. Appropriate consequences can include suspension or expulsion and possibly even criminal charges. Members are encouraged to report any complaints directly to the Club Director.

### **Technology Use**

Do not expect privacy: Appropriate Club staff reserve the right to inspect technology systems at any time to ensure their appropriate use and maintenance. Club members should not use Club technology equipment for anything they wouldn't want their family or staff to see. Respect Copyright: Club members should never download, install, or disseminate copyrighted software, shareware, or freeware unless given permission of appropriate Club Staff. Club members should not download, install, or disseminate pirated content, including but not limited to software, movies, or music. Unacceptable use: Club technology equipment may not be used to view or create inappropriate content such as pornography or content that discriminates against others. Club technology may also not be used to create any content that is harmful to others, uses inappropriate language, or constitutes bullying or harassment. Club members may not introduce viruses, others malware, or use Club technology equipment to send spam or attack the club or any other network. Generally, Club technology equipment may not be used for any illegal purpose.

### **Field Trips**

The Boys & Girls Club provides a variety of opportunities for our members to participate in activities off Club property that support our core beliefs and programs. Each excursion requires a signed permission slip and any necessary fees prior to departing. Most sign-ups are taken on a first-come, first-served basis (meaning eligible members who return the required permission slip). Members and parents are reminded that all of our Club rules extend to field trips. Members who fail to follow our rules and general Club expectations for appropriate behavior will prompt an immediate call to a parent or guardian to remove that member from the field trip at their own cost. *A parent or guardian MUST always be available by telephone during any Club sponsored field trip in the event that the staff needs to contact you.*

### **Medications/ Medical Attention/ Injury**

The Boys & Girls Club is NOT allowed, by policy, to dispense, store and/or oversee medication of any kind, including all non-prescription medications.

### **Accidents**

The Boys & Girls Clubs of the Austin Area strive to maintain a safe and secure environment. There is an assumed risk in many of our core programs, including, but not limited to sports. Please feel safe in knowing that our trained staff are attentive to providing the safest environment possible. The completed membership application authorizes the Club staff to seek medical treatment for a member, if necessary, and that any associated costs for such care are the responsibility of the parent or guardian. ***The Boys & Girls Club does NOT provide medical insurance for members.*** In the event of a serious injury the staff will call 911 immediately and then call the parents/guardians or alternative emergency contacts. This is one more reason why updated contact information is your responsibility and crucial to your child's well being.

### **Infestation or Contagious Conditions**

All suspected transferable infestations or transmittable contagious conditions will be addressed fully in the following manner and without exception...

1. Parents will be contacted for immediate removal of the member from Club facilities.
2. Proof of treatment from a health care facility is required before the child is allowed back in the Club.

### **Food**

The Boys & Girls Club understands and appreciates the need for a healthy diet among all of our members. It is our goal to encourage healthy eating habits that promote the well being of our youth. All of our facilities try to provide a healthy, balanced dinner to all members. Please see your local club director for serving times of meals. A lunch program is usually provided during the summer (see staff for details). Each Club has a different policy regarding the provision of snacks. Additionally, each Club has a designated area for eating. Please keep food and drinks out of the areas where such items are prohibited (library, computer lab, gym, etc.).

### **Grievance, Concerns, or Feedback Please Contact Us**

Please do not hesitate to speak to a staff member or Club / Extension Club Director whenever you have a question or a concern. We hope you will always start by contacting the staff or Club / Extension Club Director when issues arise; after all, they are the ones who know your children the best. If the need arises, however, and you feel that an issue or complaint has not been satisfactorily resolved at the Club-level, please know that parents/guardians may always contact the area manager (Director of Club Operations) to resolve the issue or concern at a higher level. After speaking with the DOCOS if you would like to speak with the Chief Program Services Officer of the organization at our administrative offices. Please contact our office at 512-444-7199. We have an open-door policy for any and all concerns and you can reach out to The Chief Executive Officer at any time.

Thanks for joining the Boys & Girls Clubs of the Austin Area – Great Futures Start Here!