



**BOYS & GIRLS CLUB
OF BRAZORIA COUNTY**

202 West 1st Street Freeport TX 77541
979-373-9668
www.bgcbc.com

CONNECTIONS

After-School Program

Parent Handbook

revised 4/8/2009

**General Information About
Boys & Girls Club of Brazoria County Connections Program**

The Connections After-School Program is a cooperative effort between Boys & Girls Club of Brazoria County and area school districts.

[Connections sites are licensed by the Texas Department of Protective and Regulatory Services & serves children ages 5 through 12.]

Facts About Boys & Girls Club of Brazoria County & Connections After-School Program

The program bridges the gap between the end of the school day and when a child returns home. Full day care is offered during the Summer break. Children attending Connections programs participate in fun and enriching social and recreational activities while being supervised by carefully trained staff.

Hours of Operation: 2:00 pm. Until 6:00 pm.

Connections is opened during the school months only.. On holidays, when school is not in session, Connections is not available to the children at their school site.

Summer Camp: Summer Camp is offered during the summer break each year. Connections will hand out flyers about when and where Summer Camp will take place.

Corporate Status: Boys & Girls Club of Brazoria County is a non-profit 501(c)3 Corporation under the laws of the State of Texas, March, 1972, chartered by the Boys & Girls Club of America.

Administrative Office: 202 West First Street, Freeport, TX, 77541 (979) 373-9668 FED ID# 74-1688545

Club Management: A volunteer Board of Directors manages corporate affairs. Responsibility for the management and operations of the Boys & Girls Club of Brazoria County is the Executive Director or Chief Professional Officer who is accountable to the Board of Directors.

Mission of Boys & Girls Club of Brazoria County & Connections After-School Program

Mission Statement: To inspire and enable all young people to realize their full potential as productive, responsible and caring citizens.

Vision Statement: Safe havens for youth, providing generation changing outcomes.

Core Beliefs: A Boys & Girls Club provides a safe place to learn and grow, ongoing relationships with caring adult professionals, life-enhancing programs and character development experiences, and hope and opportunity.

Core Program Areas:

Character Development programs to empower members to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image. Participate in the democratic process and respect their own and other cultural identities.

Education and Career Development programs enable members to become proficient in basic education disciplines, apply learning to everyday situations and embrace technology to achieve success in a career.

Health and Life Skills develop members' capacity to engage in positive behaviors that nurture their own well being, self esteem, personal goal setting and the ability to live successfully as self-sufficient adults.

The Arts enable members to develop their own creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, creative writing and the performing arts.

Sports, Fitness & Recreation develop fitness, positive use of leisure time, skills for stress management, social skills and an appreciation for the environment.

Staff/ Parent Interaction

It is our intent that parents are kept well informed. We encourage you to visit, participate or volunteer at your child's Connection site. Please remember that our staff may not always be free to speak with you at length but a conference can be scheduled at your convenience.

Notification of Policy Changes and Important Notices

Monthly calendars will be posted at each site highlighting special activities, important notices, policy changes, and handouts.

Staff Qualifications & Development

The program is designed with special consideration to the needs and desires of the children and parents. The program content is developed and continuously updated with these important components:

- Child Development
- Age appropriate activities
- Positive guidance and discipline
- Fostering children's self-esteem
- Health and safety practices
- Supervision of children
- Detection and reporting of suspected child abuse and neglect
- First Aid and CPR
- Commitment to Quality
- Conflict Resolution

Administrative supervisors coach the staff throughout the year and periodically provide continuing education to update their childcare skills.

Guidance and Discipline

Parents Acknowledgement of Guidance and Discipline

When your child is enrolled in Connections, you will be given a Guidance and Discipline form to sign. This form will be kept in your child's folder for the remaining school year.

Grounds for Suspension

1. Any child physically fighting will be suspended for a minimum of **three days**.
2. Profane or obscene language will result in a **one-day** suspension.
3. Disrespect of staff and other members will result in a **one-day** suspension.
4. Every effort will be made to ensure your child will remain in our care until appropriately checked out by an authorized adult. Any child leaving the center* against our recommendation and without permission will be automatically suspended for **three days** and CPS will be notified. Staff will not physically restrain any child from leaving a center.
5. **Enrollment will be permanently terminated after three suspensions.**

Discipline and Guidance

The Site Staff interact with the children during all activities helping children to avoid inappropriate behavior. When necessary, the site staff uses the following procedure to handle discipline problems:

- 1st offense – Verbal warning
- 2nd offense – Loss of privilege
- 3rd offense – Time out
- 4th offense – Conference with parent

[*Site is defined as the immediate area where staff and children are whether inside the building or outside on the playground.]

Enrollment and Charges

Forms

All Enrollment Fees and Enrollment forms must be completed and on file with Boys & Girls Club of Brazoria County Connections Program **prior** to your child's enrollment in the summer camp. **Your child will not be allowed to attend without all forms being completed and all Enrollment Fees paid in full.**

These forms include:

- Enrollment form - immunization & vision on file at school
- Weekly fee agreement
- Photo/Bicycle release
- Parent Handbook Acknowledgement

To provide the best care possible and the safety of your child, we remind parents to update these records regularly and always notify of changes in contact information or phone numbers.

Registration

A \$20.00 **non-refundable** registration fee is due upon enrollment at all sites for each seasonal program.

WEEKLY FEES SHOULD BE PAID BY THURSDAY OF EACH WEEK.**Cost**

A \$30 **non-refundable** registration fee is due upon enrollment at all sites.

Payments

Payments may be made by check, cash, money, order, Visa, Master/Card, or American Express. Boys & Girls Club of Brazoria County Connections does charge a \$15.00 returned check fee. **Checks returned for non-sufficient funds will not be re-deposited.** You will receive a registered letter and if check is not made good within 10 days of receipt of letter we do prosecute through the District Attorney's Hot Check Program. You will be on a CASH only basis after receipt of a returned check. If your account is past due for three or more weeks we will charge a \$10 late fee to your account.

Arrival/Departure

- All children are expected to arrive at the after school program by the designated time, and will be signed in by the site director.
- All children are to be picked up by 6:00 p.m., unless authorized by his/her parent to go home independently.
- **After 6:00 p.m. there is a \$10.00 late fee payable in cash to the staff person providing the service. **If you are late picking up your child three times your child may no longer be able to attend.****

Children left over one hour past the posted closing time will be reported as abandoned to Child Protective Services.

Child Pick-Up

- The authorized adult picking up a child is required to sign each child out of the center.
- A written note will be kept on file if a child is allowed to sign him/herself out.
- To ensure the safety of your child/ren please do not allow them to leave the site before you, i.e. if you are visiting with the Site Staff please have your child/ren remain with you.
- Parents or guardians must provide Boys & Girls Club of Brazoria County Connections a signed authorization of who may pick up their children.
- Anyone picking up a child should be prepared to show proper identification before the child will be released.

Children Walking or Bicycling Home

Children walking or riding their bicycles home must have a "Bicycle Release Form" on file with the site director. Parents must provide a weekly schedule of days and times their child will be allowed to walk or ride home advance of each school week.

Illness

Licensing regulations require children with an observable illness or fever above 100 degrees be separated from the other children until an authorized person can pick the child up from the program center. If the Connection's staff person feels that your child is too ill to participate in the activities at the site, we reserve the right to send the child home.

Medication

Connections staff is not be allowed to administer **OVER THE COUNTER DRUGS** at anytime while your child is in our care. The staff will be allowed to administer **PRESCRIPTION DRUGS** only if the staff has written permission from the parent. The medication must be administered as directed on the container, the prescription must be current and in its original container. No exceptions will be made to this policy. Written permission for the school district personnel to administer medication does not apply to the Connections staff . A separate note must be written and kept on file at the Connections site.

Clothing and Personal Belongings

- The Boys & Girls Club provides storage space for each child's personal belongings.
- We cannot be responsible for lost or stolen articles. Please try to label your child's' belonging with his/her name.
- Found items will be kept in the "Lost and Found" area for four school weeks after which time they will be donated to a local charity.

Parent Comments

As a partner in the care of your child, we are always interested in your constructive comments and suggestions. Please feel free to contact the Boys & Girls Club of Brazoria County Connections Director at (979) 373-9668 to share any concerns or suggestions, or speak to your child's Site Director at the program location. The number for the Child Care licensing office is (713- 940-3009). The number for the Child Abuse Hot Line is 1-800-252-5400. You may also go to the website: www.txchildcaresearch.org

Transportation

In the event of a field trip or another activity that requires your child be transported, the Boys and Girls Club vans will be used. The parents will receive notification in advance of the activity. Your signature would be needed to transport your child. Only a qualified driver is used at those times. All safety precautions required by state law are followed by our drivers. A list of the children being transported, emergency treatment authorization for each child, parent's names and phone numbers and a First Aid Kit are also included in materials needed for transporting children.

Field Trips

If your child will be going on a field trip during Connection hours, you will be notified in advance. You will be required to sign a field trip permission slip or your child will not be able to go.

Water Activities

In the event that a water activity is going to be taking place during Connections hours of operation, Connections will follow all state required laws.

Procedures for Emergencies

- Fire, staff will move all children to a designated location outside of the building. After all children are accounted for, 911 will be called. Parents will be notified to pick up their children.
- Medical emergency, 911 will be called and appropriate medical attention given to the injured child. The parent will be notified immediately.
- Chemical release, all doors and windows will be shut. Children will be given a wet towel to place over their nose and mouth.
- Intruders, 911 will be called immediately, and children will be moved to a safe location within the school.
- Natural disasters, children will be moved to a location away from windows.

Snack

A nutritious snack is served daily. A variety of foods are served such as carrots, apples, bananas, peanut butter crackers, pickles, goldfish, pretzels, pudding and cheese. Please let the Site Staff know if your child has any food allergies.



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Administrative Offices
202 West 1st Street
Freeport, TX 77531
Connections Director Office Phone - 979-373-9668
Connections Director Cellular Phone – 979-482-7284

**Please do not hesitate to share your thoughts, ideas, suggestions, or concerns about
Boys & Girls Club of Brazoria County .**