



**BOYS & GIRLS CLUB
OF WOOSTER**



FAMILY HANDBOOK

BOYS & GIRLS CLUB OF WOOSTER
2024-2025 AFTER SCHOOL PROGRAMS

OUR MISSION

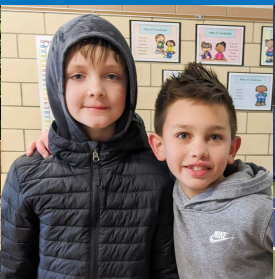
To empower all young people to reach their full potential as caring, productive, and responsible citizens.

OUR VISION

Our vision combines the resources of our local school systems, businesses, and community leaders to provide a club experience that assures our youth graduate from High School with a plan for the future that incorporates a healthy lifestyle, good character, financial literacy, and engaged citizenship.

OUR VALUES

Respect
for self and others.
Accountability
for your choices.
Commitment
to your future.





INTRODUCTION

Welcome to the Boys & Girls Club of Wooster! We are excited to have your child/children as a member of the Club. This handbook is designed to be a helpful, general information guide for members and parents. Inside you will find information about the policies and procedures of the Boys & Girls Club of Wooster (BGCW). It contains rules by which the Club operates and helpful hints that will make members' experiences more enjoyable. Each member and parent must review this handbook as a condition of membership.

The Boys & Girls Club of Wooster is a non-profit youth organization run by professional, dedicated, and caring staff who work to help children from all backgrounds. The purpose of the Club staff is to empower, support, and enrich the lives of our members so they develop the self-confidence and self-respect needed to become responsible citizens and leaders.

We look forward to building strong and lasting relationships with your family. We are dedicated to contributing to the well-being and success of your child/children by providing a safe, positive and fun environment.

Club Location & Contact Information

📍 Location: Edgewood Middle School
2695 Graustark Path Wooster, OH

☎ Phone:
330-988-1616

f Facebook Page:
www.facebook.com/bgcw1

🌐 Website:
www.bgcwooster.org

📅 After School 2024 - 2025 Hours

Monday - Friday when school is in session

End of school day - 6:00 PM

📅 Before School 2024 - 2025 Hours

at Edgewood Middle School ONLY

Monday - Friday when school is in session

6:45am - Start of school day

MEMBERSHIP AGREEMENT AND INFORMATION

The Boys & Girls Club of Wooster is a membership organization. Membership is open to all eligible youth without regard to race, color, sex, age, or national origin. A parent or legal guardian is required to register children. BGCW reserves the right to limit or reconsider membership if a child is unable to safely and successfully participate in BGCW activities, this is at the discretion of the staff with a parent/guardian meeting. The Club is supervised in terms of safety, citizenship, and respect for self, others and property. The Club reserves the right to deny, suspend or revoke membership and/or privileges with or without notice and without refund at any time the circumstances call for it. Acceptable standards of behavior and discipline are modeled, expected and enforced.

BGCW is not a daycare or babysitting facility. Staff are not responsible for your child/children's supervision until your child/children are signed in by a staff member of the Club. We do not have the capacity or staff training to provide assistance for youth needing help in the bathroom, cleaning themselves or changing clothes. All members must have the ability to address these needs themselves. BGCW is a youth activity center that offers engaging youth development programs and should be used as such.

MEMBERSHIP

Your child's membership will last an entire year. A new membership form is required every fall. If you have any questions about your child's membership please reach out to us at membership@bgcwooster.org.

MONTHLY PROGRAM FEES + FEE ASSISTANCE

Scholarships are built into our fee structure. If you are in need of further financial assistance or have questions about our fee structure, please reach out to us at membership@bgcwooster.org.

Full Rate	\$25/month
Partial Financial Assistance (Reduced Lunches)	\$15/month
Maximum Financial Assistance (Free Lunches)	\$0/month

CLUB PAYMENT

BGCW accepts the following forms of payments for Club fees:

CASH

CHECKS

There will be a \$25 charge will be assessed on all returned checks as well as any service fee charged to BGCW. (Once a check has been returned, check-writing privileges will be suspended until further notice.)

VENMO PAYMENTS

Use the following QR code to make payment for your child/children's monthly after school fees:



venmo

Tax ID & Not-for Profit Status

The Boys & Girls Clubs of Wooster is a not-for-profit, 501(c)3 organization as classified by the IRS. Our tax ID number is: **46-3469624**. BGCW provides receipts each time you pay. Please save your receipts for verification when you file your taxes. BGCW will provide a year-end statement of fees paid upon request. Please make this request at membership@bgcwooster.org. You will receive a year-end statement within 72 hours of the emailed request.



CLUB HOURS OF OPERATION (AFTER SCHOOL 2024-2025)

- The Boys & Girls Clubs of Wooster will be open for After School Program hours beginning Wednesday, August 21, 2024 through Friday, May 23, 2025.
- Club hours are after school daily until 6:00 PM.
- The Club will be closed when Wooster City Schools are closed.

**The Club reserves the right to change its hours and days of operation based on need and/or economic circumstances. If changes occur, parents will be notified in advance. Additionally, there may be days when it is necessary to close due to unforeseen circumstances such as emergency repairs, inclement weather, etc. As soon as we confirm any of those dates, we will post notices at the Club and on our Facebook page, www.facebook.com/bgcw1. Email notices will be sent when possible.*

SIGN IN & SIGN OUT PROCEDURES

Sign In

- All attending Club members must sign in when they arrive. If your child has not signed in, the Club staff are not responsible for your child.
- Students may NOT turn in a form and attend Club the same day. Families must wait until receiving approval of enrollment from Boys & Girls Club before attending.
- Club members should sign-in as soon as they are dismissed from school (Edgewood) and as soon as they arrive (Parkview & Melrose).
- If your child has an after-school activity (Academic Challenge, Student Council, practices, etc.), they must sign in after the activity has concluded, no later than 4:45pm.

Sign Out

- All youth 13 years of age and older may sign themselves out at any time.
- All youth 12 years of age and younger must be signed out by an authorized adult. See **Procedures for Dismissal on next page.**
- Middle School participants may sign themselves out of the Club with permission from an authorized adult. This authorized adult must speak with the Front Desk Assistant or with the Club Director. Text permission is not allowed.
- Permission to sign out to attend a school activity (concert, sporting event, etc.) must be given to the Club in the form of a written note. Verbal permission over the phone is not accepted. BGCW staff do not attend school activities. When your child signs out, they are no longer BGCW's responsibility.

Procedures for Dismissal

Only those individuals authorized in advance by the parents will be allowed to pick up children. No child will be dismissed until signed out by the parent or other authorized adult. Parents will provide a list of people permitted to pick up children during registration and will provide any additions and/or changes in writing. **If there are legal restrictions on who may pick up your child, legal documents are required for court-ordered restrictions.** Individuals may be asked for I.D.

Late Pick-up Policy

The program ends promptly each weekday at its scheduled closing time (6:00pm). It is very important that all children are picked up at the appropriate time.

Please have a back-up plan for pick-up in case of emergency. We suggest having at least 2 additional contacts besides the primary caretaker able for pick-up. If you anticipate being late, please call the Club to let staff know you may be late.

Late pick up fees will be applied to any pick-ups after 6:00 pm. The charge is \$1.00 for each minute late per child. (e.g. child picked up at 6:09 pm equals a \$9.00 per child late fee charge.) These fees may be increased and/or your child terminated from the program for repeated late pick-ups. If you have an outstanding balance from the previous month, your child may not attend Club. This policy will be strictly enforced. Your family may lose Club privileges if you are repeatedly late for pick up.

LOST & FOUND

Items found at the Club will be kept in the Lost & Found. Items will be donated to a local charity if not claimed. **Please put your child/children's name on items that they bring to the Club.**

PERSONAL ITEMS

Any personal item that is needed for Club participation and activities should be brought in a small bag or backpack and is the responsibility of that child. Items brought to the Club should be clearly marked with their name. Members will be assigned a hook to hang their items. These areas are not secure, and the Club discourages bringing any valuable items or items that are not completely necessary for Club activities. The Club is not responsible for any lost, stolen or damaged items brought to the Club.

The following items are **not allowed** to be brought to the Club:



If any of the above items are used without permission from Club staff, they will be confiscated and returned to a parent or guardian and Club privileges may be suspended.

MEDICATIONS

BGCW does not dispense medications. If your child has a condition in which medication is self-administered, special arrangements need to be made with the Club Director.

Illness/Injury Policy

If a member is too ill to attend school, then they are too ill to attend the Club. If a member becomes ill while at the Club, the parent/guardian will be contacted and required to make arrangements for their child to be picked up promptly. This is not only for the comfort and safety of your child, but the well-being of all our members and staff. Staff are NOT permitted to administer medication to youth.

Club staff are trained in CPR and First Aid and able to handle everyday bumps and bruises. Injuries requiring first aid are documented.

Should an emergency arise, if needed, staff will immediately call 911 and a parent will be notified immediately. If a parent cannot be reached, we will notify the next available emergency contact on your account. It is the parent/guardian's responsibility to keep all contact and emergency information up to date with emergency names and phone numbers. In the event that we are unable to contact anyone, we will proceed with whatever action is necessary. Staff may apply emergency first aid; engage physicians of any kind, ambulance service, paramedics, or any other service deemed necessary or reasonable. BGCW will not be held liable or be responsible for any fees that are incurred including but not limited to the ambulance hospital, doctor fee, etc.

Infectious or Contagious Illnesses and Conditions

Please do not send your child to the Club if he or she has an infectious or contagious condition. Examples include: Pink-eye, head lice, rashes such as scabies, ringworm or impetigo, strep throat, bacterial infections, fever over 100 degrees, the flu or a positive COVID result. Please follow the following guidelines in instances of the illnesses and conditions described above:

- Members must be fever free for 24 hours of any illness to be able to return to the Club.
- Members with infectious rashes must be under effective care and treatment for 48 hours before returning to the Club
- Members with head lice (nits or live lice) will need to be picked up immediately and may return 48 hours after being treated. Members must be nit-free, and the parent may be asked to show proof of treatment.
- Members with strep or any other bacterial infection may return 24 hours after a course of antibiotics has been started.
- Any member who tests positive for COVID can return to the Club on day 6 after the positive result as long as they have been fever-free for 24 hours and have improving symptoms. Members who are asymptomatic may return to the Club on day 6 after a positive COVID test.
- The above conditions are not a full list of illnesses or infections that can affect your child. If your child is ill, please keep them home.

INCLEMENT WEATHER

Safety is our priority. See below for details.

2 Hour Delay - we open @ 8:45am

- Your child must be enrolled in the morning program in order to participate during a 2 hour delay.
- If, during a 2 hour delay, the announcement is made that school is CLOSED, **all youth must be picked up as soon as possible.**

Snow Day BGCW will be CLOSED if a Snow Day is announced.

Bad Weather After School

- If the school district cancels after school events (practices, etc) due to inclement weather, Boys & Girls Club will also close.
- **Please pick up your children as soon as possible.**

TELECOMMUNICATIONS AND OTHER PERSONAL DEVICES

BGCW discourages members from bringing cell phone, personal gaming and music devices, IPODS, IPADS, Tablets, etc. to the Club or any related activities. If such devices are brought they are not to be used and are to be turned off and stored inside a purse, backpack, bag, etc. Devices should **NEVER** be taken into the restrooms. Staff has the right to confiscate any device that is seen and not properly stored. The staff cannot guarantee the safekeeping of any confiscated equipment. Members are not allowed to take any pictures or video of any member or staff while at the Club.

Any inappropriate texting is not allowed. It will be investigated and the incident will be turned over to the proper authorities.

Club Phone

The phone at the Boys & Girls Club is a business phone. In case of an emergency, staff will call parents via the Club phone. Members will not be allowed to use the phone. Staff will also assist any member who needs to contact a parent/guardian under absolutely necessary circumstances only. Members are not allowed to call to see what time or who will be picking them up.

PARTICIPATION/PROGRAMS

Most activities and programs are scheduled for 30-45 minutes. Members are encouraged to participate in all activities. The Club focuses on introducing children to a wide array of programs to develop the whole child. There will be activity choices for all children to choose from. Those who refuse to participate will remain with their group and sit quietly.

Membership at the Club is a privilege, and behavior that is disrespectful and potentially dangerous is not tolerated and may result in a verbal warning, time out, parent notification, suspension and even immediate suspension, especially when the safety of another member is at risk. Repeated behaviors that disrupt Club programs and/or risk the safety of others can result in expulsion from the Club.

EXPECTATIONS OF OUR STAFF MEMBERS

1. Be good role models for our members.
2. Provide positive and supportive relationships.
3. Provide a safe environment in the Club and during Club activities.
4. Provide members opportunities to develop their skills and knowledge in academics & enrichment, health & wellness, and character & leadership development.



EXPECTATIONS FOR OUR CLUB MEMBERS

- 1 BE respectful of yourself and other members of the Club. Keep your hands and feet to yourself.
- 2 BE respectful to all adults including staff, volunteers, visitors to the Club and adults who help during Club field trips.
- 3 BE respectful of the Club's equipment and facilities. Use all equipment the way it is designed to be used. Do not sit on tables, hang on bars or play in bleachers. The bathrooms are not play areas and permission is needed to go to the bathroom.
- 4 BE respectful of Club spaces. Front desk, club offices, storage areas, and non-staffed areas are off limits to members.
- 5 BE aware of and follow the rules of the Club (as given by staff and volunteers).
- 6 BE ready to listen and follow instructions.
- 7 BE involved and engaged in a program or activity until it is complete.
- 8 BE helpful in cleaning up and putting away materials you use.
- 9 BE mindful of the words you use. Violent language, swearing and sexually explicit language are forbidden.
- 10 BE prepared for the weather; wear appropriate clothing, shoes etc. to be able to participate in scheduled programs and activities. A shirt should be worn at all times. Athletic footwear is required to participate in gym activities. Crocs are not allowed as an athletic shoe.
- 11 **BE ready to have fun!!**

STAFFING & SUPERVISION

The key to a high-quality youth program is a staff that is trained and committed to creating a fun and safe environment. Our staff are titled as Program Leaders and Program Assistants and lead programs year-round. Our staff are all required to go through training to oversee a fun, safe and positive environment at the Club. Staff will oversee each of our designated program areas at all times. No member will be in a program area unsupervised, and we provide no more than a 1:15 staff/member ratio. Please take the time to remind your child the need to follow Club rules and directions at **ALL TIMES**. All staff have passed local, state and federal background checks required to work for the Boys & Girls Club.

Program Staff are prohibited from following any members on social media, interacting with members through interactive video games, and texting or messaging Club members through personal accounts. All staff are aware of this requirement. If a parent finds that this is happening, we request that you contact Administrative staff immediately at 330-804-0055.

EXPECTATIONS OF OUR CLUB MEMBER'S PARENTS

1. Please respect that our staff are not allowed to text parents regarding their children at any time. All questions or concerns must be directed to the Executive Director, Director or Operations, or Club Director only. Staff are not allowed to pick up Club members during Club hours. Staff are discouraged from fraternizing with Club member parents as such relationships could possibly cause negativity within our program and potentially cause unsafe circumstances to our members.
2. Approach conflict with staff in a manner which is respectful and is not witnessed by members or other children. If you have an issue with a staff person, please schedule a time to discuss it that is convenient with both you and the Executive, Director of Operations, or Club Director.
3. **NEVER** confront one of our members who are not your own child. If you have a concern with one of our members, please address an adult staff person and let them handle it. Treat other members as you would want your child treated and remember they are still kids.
4. You may be responsible for any damages that your child may intentionally or unintentionally cause to Club property.
5. Respond as quickly as possible when members need to be picked up.
6. Maintain open communication with staff, informing the Club of any household or health/medical changes or issues that may cause behavior changes in the child in our care so that we may better serve members.
7. Refrain from any physical punishment or verbal attacks on Club property.
8. Review and encourage your child to follow Club rules.
9. Ensure that enrollment information is up to date especially primary and emergency contact names and phone numbers.
10. Expect your child to clean up the area that he or she was using before leaving the Club which may delay the promptness that they leave the building.
11. Understand that the Club is not a daycare facility but a membership organization for children that provides programs and activities to supplement life experience.

DEPARTMENT OF CHILD SERVICES & LAW ENFORCEMENT

BGCW staff are required by law to report any suspected abuse or neglect and/or any information that a child discloses related to abuse and/or neglect. Staff are not required to inform or share disclosure with any parent/guardian.

BGCW staff will call local law enforcement if they believe based off their discretion that a child's adult pick-up is unfit to properly care for the child/children or is under improper care or control (under the influence of drugs and/or alcohol) that they may endanger the health or wellbeing of the child/children.

RULES

Club rules are enclosed within this handbook. Please review Club rules with your child before their first day of the start of Club programming. Rules are posted in each room and area for all members to observe. Staff will use these postings to ensure that all members have read and understand the rules. Staff will review posted rules with members who are unable to read. Staff will use the posted rules to redirect behavior in Club areas.

Members who fail to improve their behavior will face further discipline measures.

ACCEPTABLE TECHNOLOGY USE POLICY & RESPONSIBLE USE GUIDELINES

The Boys & Girls Clubs of Wooster's internet access is set up through the school district available to members to enhance their educational experience and technology literacy in an increasingly technological world.

The purpose of this policy and guidelines is to foster the appropriate use of that network and the Internet. Please be aware that the Club Wi-Fi connection is password protected and members need to ask permission from staff to obtain access to the Wi-Fi connection. Club staff will enter the Wi-Fi password onto school-issued devices only. Due to the age of the Clubhouse and its technological capacity, access to BGCW's Wi-Fi connection may be limited on any certain day.

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 and/or device. 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 unauthorized access.

UNACCEPTABLE USE

Members are not allowed on any non-educational websites including gaming sites. Members are not allowed on any social media. No personal pictures or videos including selfies may be taken or uploaded. You may not post or send personal contact information about yourself or others.

INAPPROPRIATE LANGUAGE

Inappropriate language is not allowed on assignments, private emails or messages or comments posted on Web pages. Cyber bullying will not be tolerated. Involvement in cyber bullying will result in a loss of access to your device while at the Club.

You will not use obscene, profane, lewd, rude, vulgar, inflammatory, threatening or disrespectful forms of communication. This applies to verbal and written language, diagrams, photographs, representations, videos or any other form of communications.

You will not use any devices to post information that could cause damage or danger. You will not engage in personal attacks, including prejudicial or discriminatory.

You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.

You will not knowingly or recklessly post false or defamatory information about a person or organization.

INAPPROPRIATE ACCESS TO MATERIAL

You will not use the BGCW network to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people.

If you access inappropriate information, you should immediately tell a staff member. This may protect you against a claim that you have intentionally violated this policy.

Your parent/guardian should instruct you if there is additional material that he or she thinks is inappropriate for you to access. The Club fully expects you to follow your parent/guardian's instruction in the matter.

The Club may also be contacted due to inappropriate use of school-issued devices during after school hours. The Club fully expects you to follow Wooster City Schools' policy on use of your device. If school officials contact the Club about members' inappropriate use of school devices during Club hours, disciplinary consequences will be issued.

DISCIPLINARY ACTIONS OF TECHNOLOGY MISUSE

Members who violate the Acceptable Use Policy or Responsible Use Guidelines may be denied further Internet and/or Wi-Fi privileges for a defined period of time and may be subject to other disciplinary measures set forth by the Boys & Girls Clubs of Wooster.

Suspension

Violation of Club rules and regulations may result in a written warning, suspension or even expulsion from the Club, depending on the severity of the offense. It is up to the discretion of administrative staff to determine if the circumstances have compromised the safety of the members or staff.

ILLEGAL ACTIVITIES

You will not attempt to gain unauthorized access to the BGCW network or to any other computer system or device through the BGCW network. This includes the attempting to log on or 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 attempt to make deliberate attempts to disrupt the network system or destroy data by spreading computer viruses.

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



DISCIPLINE POLICY

The Boys & Girls Clubs of Wooster strives to keep the consequences for unacceptable behavior clear, appropriate, and timely. The safety is of utmost importance to us. Our standards, along with the expectation that all members make positive choices, exist to ensure that your child and every child at the Club can safely enjoy the activities at the Club. Any member who disrupts programs or creates a dangerous situation will be disciplined appropriately. First-time offenses are never excused as such and will be based on their severity.

Our staff makes every possible attempt to resolve discipline problems in a positive and constructive manner. At times, if necessary, discipline may include being written up or suspension. If asked to come and pick up your child, you must do promptly. Children suspended or expelled for behavioral reasons will not be granted a refund.

The Club Director and Admin Staff have the power to suspend a child. Suspensions of a week or longer will require a scheduled meeting with administrative staff and parent/guardian to discuss a plan of action for behavior improvement. The Club reserves the right to request a parent/staff meeting at an earlier interval if necessary. Recommendation for expulsion can only be approved by the Executive Director.

△ Minor Offenses

Minor offenses will be addressed with informal direction and guidance. Behavior such as running in the building, horseplay, disruptive during programs, unable to follow directions (these are offered as examples and are not meant to be an all-inclusive list). Failure of members to redirect their behavior could result in:

- △ 1st Offense: One-on-one staff /member guidance and redirection.
- △ 2nd Offense: Staff will give guidance and assign time-out from activity within area
- △ 3rd Offense: Staff will notify Club Director with removal from activity or program
- △ 4th Offense: Site Director will inform parent via Discipline Form of the incident(s) that could include: Written warning and/or suspension

Minor offenses that repeat daily with no improvement will result in suspensions that will increase in length.

△ Immediate Suspension

The following behaviors may result in immediate suspension from the Club:

- Fighting
- Misuse or destruction of Club or school site equipment or property
- Accessing inappropriate or unapproved websites
- Theft or possession of stolen items
- Gambling
- Inappropriate language or gestures
- Non-contact sexual harassment or exposure
- Inappropriate touching
- Disrespecting Club member or Club staff
- Racial or ethnic slurs or taunts
- Threatening behavior – either verbal or physical

△ Expulsion

The following behaviors will result in indefinite suspension from the Club:

- Possession of or use of fireworks, firearms, knives or any other weapons
- Threatening use of a weapon
- Hitting a staff member
- Vandalism
- Possession of or use of tobacco products, lighters, matches, alcohol, drugs, or drug paraphernalia
- Sexual misbehavior
- Continuous misbehavior

BULLYING POLICY

BGCW is committed to providing all members with a safe and positive environment and will not tolerate any form of bullying at any Club activity on or off Club property. "Bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a child or group of children against another child with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted child and create for the targeted child an objectively hostile environment that: (1) places the targeted child in reasonable fear of harm to the targeted child's person or property; (2) has a substantially detrimental effect on the targeted child's physical or mental health; or (3) has the effect of substantially interfering with the targeted child's ability to participate in or benefit from the services, activities, and privileges provided by the Club. Staff or volunteers who observe an act of bullying will take immediate and appropriate steps to intervene. If the staff or volunteer believes his/her intervention has not resolved the matter, they will report it to his/her supervisor and document the incident in writing. Club administration will inform any parent/guardian of any member who was observed as a victim or perpetrator of bullying if the issue has not been appropriately resolved.

CLUB SAFETY

Safety is always the Club's primary concern. The Club's policies and procedures are designed to facilitate effective monitoring and supervision in order to keep Club members, staff, and volunteers safe from harm, including abuse and false allegations.

In conjunction with the Club's Board of Directors, a Safety Committee comprised of local law enforcement, public safety personnel, school officials and administrative staff maintains a comprehensive plan to ensure safety throughout the Club, its property and within its programs and activities. In the event of an emergency evacuation, the person listed as the member's primary contact will be notified via phone. All staff are trained in the prevention and reporting of suspected child abuse. They also receive training in appropriate staff/member interactions. This includes both appropriate and inappropriate verbal and physical interactions. Staff are also trained on how to provide discipline and guidance to members of all ages; staff and volunteers are prohibited from using physical punishment. Staff and volunteers will not abuse members in any way, including (but not limited to): physical, verbal, sexual, and mental abuse and neglect. The Club enforces the policy that establishes a drug and alcohol-free workplace. Staff and volunteers must pass background checks before working with members.

If your child at any time feels that they are unsafe for any reason, it is important that they report the concern to a staff member immediately. Once the issue has been identified, staff will begin to assess the situation and communicate with all parties involved. If staff and administration are not communicated with, we cannot ensure that we can attempt to resolve the situation.

Acceptable behavior is a REQUIREMENT at the Boys & Girls Club of Wooster. Any action that places our members, staff, or property in danger WILL NOT BE TOLERATED.

TRANSPORTATION (FIELD TRIPS)

Boys & Girls Club of Wooster transports children for occasional field trips. As indicated in the membership application, the Boys & Girls Club of Wooster, and the Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors or volunteers, are relinquished from all liability, claims, demands or causes of action for any loss, damage, injury or death. The Boys & Girls Club also reserves the right to suspend, or permanently expel a child from being in a vehicle for safety reasons.

All members utilizing Club transportation are expected to adhere to the BGCW Club behavior policy. If policies are not followed, Boys & Girls Club of Wooster may take disciplinary action including but not limited to permanent expulsion from being in a Club-owned or rented vehicle.

TRANSPORTATION (AFTER SCHOOL SHUTTLE)

A Wooster City School bus will provide an after school shuttle from Melrose Elementary and from Parkview Elementary to the Club at Edgewood Middle School. Families must pick up their elementary age child from our Club at Edgewood Middle School.

All members utilizing Club transportation are expected to adhere to the Wooster City Schools transportation policy. If policies are not followed, both Wooster City School District and Boys & Girls Club of Wooster may take disciplinary action.

RESTRAINT OR SECLUSION OF A CLUB MEMBER

It is the priority of BGCW to promote a fun and safe environment for all Club members, staff and volunteers. If a Club member's behavior poses an imminent risk of serious physical harm to self or others, it may become necessary to physically restrain or place the Club member in seclusion. Staff members will use the least restrictive technique necessary to end the threat of imminent danger or serious physical harm. Staff will immediately terminate the use of physical restraint or seclusion as soon as it is determined that the Club member is no longer in imminent danger of serious physical harm to self or others.

CONFIDENTIALITY AND TRUTHFULNESS OF INFORMATION

The Club only shares information about your child with staff who works directly with them. In order to ensure the safety and FUN for each of the members, we ask that you are honest in reporting all information about your child that may affect their experience at the Club so that staff may adapt to your child's needs to the best extent possible.

POLICY AGREEMENT

Parent/Guardian support is vital to a successful membership at the Boys & Girls Clubs of Wooster. By accepting this packet of information for the Boys & Girls Clubs of Wooster, you and your child agree to follow Club rules and policies and understand that failure to abide by them could result in the termination of membership privileges from the Boys & Girls Clubs of Wooster. If termination results from failure to follow Club rules and policies, no monies or advance payments will be refunded.