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**BOYS & GIRLS CLUBS  
OF CLEVELAND**



## **Parent and Member Guide**

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## I. About the Boys & Girls Clubs of Cleveland

### 1. Mission Statement

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

### 2. What is the Boys & Girls Club?

The Boys & Girls Club:

- Provides year-round programs for youth ages 6-18 (ages vary for school sites)
- Has professional leadership, staff, and volunteers
- Requires no proof of good character
- Makes sure that all boys and girls can afford to belong
- Is for youth of all races, religions, and ethnic cultures
- Has an open door policy
- Is guidance-oriented

### 3. Boys & Girls Clubs of Cleveland Core Values

- Have fun. Make it fun.
- Safe on all sides.
- Respect, love, and trust. Get it here- give it everywhere.
- Choose to be your best...together we will make it happen.
- Be a positive role model.
- Learn and grow.

### 4. Statement of Policy

Boys & Girls Clubs of Cleveland makes no discrimination in admissions or determination of enrollment on the basis of race, sex, religion, creed, national origin, sexual preference or any other protected group.

Boys & Girls Clubs of Cleveland is a non-profit organization affiliated with Boys & Girls Clubs of America and a United Way member agency.

## II. Membership

### 1. How to Register:

A parent or guardian must fill out a membership application and pay a \$10 membership fee. Membership is good for the current school year and summer. Scholarships are available.

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### **2. Who Can Join?**

Any youth ages 6-18 may join the Boys & Girls Clubs of Cleveland; **requirements vary for school sites (contact our Director of School Based Initiatives- 216.883.2106 x 231 for details)**. The organization does not discriminate based on race, religion, culture, gender, economic status or any other protected group.

### **3. Refund Policy**

Membership fees are non-refundable.

### **4. Membership Cards and Replacement Cards**

- Each member will receive a membership card that must be shown to check in at his/her Club.
- If a member loses his/her card, another one may be purchased for \$0.25

#### **No ID Card Policy**

- If a member forgets their card, they will receive a verbal warning on the 1<sup>st</sup> offense.
- If the member does not have their card a 2<sup>nd</sup> time, they will have to choose from one of the following options:
  - Perform an act of approved Club service that day
  - Pay for another card (\$0.25)
  - Not participate in one of the program activities for that day
- If a member does not have their card a 3<sup>rd</sup> time, a phone call will be made to their parent and if the issue persists, the member may be suspended for one day.

### **III. Open Door Policy**

Boys & Girls Clubs of Cleveland is a drop in facility and has an open door policy that states:

- Members are not required to attend their Club everyday although for the best Boys & Girls Clubs experience we recommend members attend ***at minimum 3 times per week.***
- Members are advised to stay on Club premises; however we cannot legally require a member to stay at their Club.
- The Club is not responsible for the welfare and/or behavior of any member leaving the property with or without parental consent.

#### **IV. Late Pick-up Policy**

*The Boys & Girls Clubs of Cleveland reserves the right to implement the following policy regarding member pick up as needed:*

Members who are not picked up within 30 minutes of the Club's closing time will receive notice of the policy violation on the first time of the offense. On the second offense, the member may be suspended from the Club for one day. On the third offense, the **Cleveland Police Department and Social Services** will be contacted and the member may be suspended for three days.

#### **V. Inclement Weather Policy**

Clubs will be open as usual unless the local schools are closed.

#### **VI. Medical/Injury**

1. No child will be allowed to remain at the Club if they are ill, have been ill and not fully recovered, or if there is a reasonable assumption that they are ill. Parents should use the utmost discretion when considering whether or not to send their child to the Club.
2. The Club does not dispense or administer any medication to members.

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### VII. Club Expectations/Rules

In order to maintain a fun and safe atmosphere, youth must abide by the following rules.

- Bad language will not be tolerated. No cursing at staff or members.
- No club card, no entry.
- No loitering (hanging out) inside or outside the Club.
- The following items cannot be worn inside the Club:
  - Hats
  - Scarves
  - Hoods
  - Doo rags
  - Coats/Jackets
- Video games and other electronic equipment are not permitted on the premises.
- Bullying of any kind will not be tolerated.
- Appropriate clothing should be worn in the Club at all times.

#### Dress Code

The following types of clothing are prohibited:

1. See through or mesh clothing, unless worn over other apparel
2. Garments that expose the midriff
3. Halter tops and tank tops
4. Bare feet in the Club or Club vehicles
5. Garments or accessories that display emblems relating to abusive, substances, sex, and/or obscenities
6. Any gang related colors or symbols

Unit Directors reserve the right to determine if other items of clothing are inappropriate for wear at the Club and/or during Club field trips or other special events.

### VIII. Discipline Policy

#### Consequences for breaking Club rules are as follows:

**1<sup>st</sup> Offense: Time out**

**2<sup>nd</sup> Offense: Community service (cleaning, etc.)**

**3<sup>rd</sup> Offense: Suspension**

**4<sup>th</sup> Offense: Termination of membership**

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**The following is a list of circumstances that will cause your membership to be terminated immediately:**

- Stealing
- Fighting
- Disrespect of BGCC staff
- Smoking
- Gambling
- Damage to BGCC property

*\* This is a guideline. Actual consequences are determined on a case by case basis and are at the discretion of the Unit Director.*

### **IX. Field Trip Policy**

Before any Club member participates in a field trip, he/she must have a signed permission slip that gives parental consent.

### **X. Personal Items**

Members are responsible for all of their personal items. Please label all belongings to increase the potential of lost items being returned. The Club is not responsible for cell phones, electronic devices, toys, trading cards, etc. and will not provide any reimbursement for these items.

### **XI. Technology**

Club members are responsible for appropriate behavior on the Club's computer network just as they are in other facilities (ex. school, public library). Communications on the network are often public in nature. General Club rules for behavior and communication apply. It is expected that users will comply with Club standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The Club members are advised never to access, keep, or send anything they would not want their parents or staff to see.

**Privacy-** Network storage areas may be treated like school lockers. Communications may be reviewed to maintain system integrity and will ensure that Club members are using the system responsibly.

**Storage Capacity-** Users are expected to remain within allocated disk space and delete e-mail or other material, which take up excessive storage space.

**Illegal Copying-** Club members should never download or install commercial software, shareware, or freeware onto network drives or disks.

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**Inappropriate Materials**- Profane, abusive, or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of Club behavior. A good rule to follow is **never** to view, send, or access materials that you would not want Club staff or your parents to see. Should members encounter such material by accident, they should report it to Club staff immediately.

### **1. Rules of Appropriate Use**

- Do not use a computer to harm other people or their work.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not damage the computer or network in any way.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.
- Do not trespass in another's folders, work, or files.

***Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.***

### **2. Online Safety Rules**

- I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school.
- I will tell a Club staff member right away if I come across any information that makes me feel uncomfortable or inappropriate.
- I will never agree to get together with someone I met online.
- I will never send a person my picture or anything else.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell a Club staff member right away.
- I will be a good online citizen and not do anything that hurts other people or is against the law.





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By signing below I acknowledge that I have received the Parent and Member Guide and agree to adhere to the policies of the Boys & Girls Clubs of Cleveland. This form will be retained in the member's file at their Club location.

\_\_\_\_\_/\_\_\_\_\_  
Member's Printed Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date