

# CODE OF CONDUCT

## PARENT/CHILD AGREEMENT – RULES & DISCIPLINE PROCEDURES

Should we experience any behavior problems with your child our normal discipline procedure is: verbal warning, and/or time out; however, should the club member continue to be disruptive or disrespectful, they will be written up which requires a signature by parent/guardian. Note that some instances Out of Club Suspension (OCS) and/or Revocation of Membership is automatic.

1. I understand and agree that my child (or ward) must be picked up by closing time or a fee will be charged which must be paid before my child (or ward) can return to the Club.
2. My child and I understand that they are responsible for getting on the correct bus each day at the correct time from school. If they miss the bus or fail to get on the correct bus, I am responsible for my child.
3. I agree that my child will wear proper clothing and footwear at all times. The following clothing articles are not allowed at the Club: bare feet, open-toed shoes (flip-flops) sandals, Heelys shoes, baggy pants without belts, clothing with inappropriate "sayings" or pictures, short skirts or shorts, midriff shirts and those with thin spaghetti straps.
4. My child and I understand and agree that if they deface property, steal, harass/bully, fight or use physical contact they will **immediately receive Out-Of-Club Suspension.**
5. We understand that Boys & Girls Club is **not responsible for any items that are lost or stolen.** This includes but is not limited to: coats or other clothing items, personal games, toys, collectors cards/notebooks, cell phones, CD/MP3 players, video games and other electronic devices. If you are concerned about losing such items please do not send them with your child. \*Please mark **any items** your child brings with their initials i.e. jackets, hats, lunch boxes, water bottles, etc. \*
6. I have explained to my child that for their safety they are not to be in any staff office, kitchen, storage areas, hallways, restrooms or outside play areas without permission. My child and I understand that for their safety they are to remain with their assigned group and group leader at all times. **If my child leaves the group for any reason without permission, they understand that they will be given a written notice and that appropriate consequences will follow.**
7. **Above all I have explained to my child and we both agree that they will respect and obey CLUB staff at all times. If my child is disrespectful, abusive, and combative or disobeys the instructions of CLUB staff, they will be suspended and may also forfeit future swimming and/or field trip privileges.**
8. Internet Usage Agreement: The opportunity to use Club's computers is based upon clear guidelines and agreements: (1) always be respectful of others, (2) never give out personal information over the computer, (3) always remember you are responsible for what you do online, (4) always follow the computer lab supervisor's instructions, (5) never agree to meet in person with anyone you meet online and (6) never visit 'off-limits' web sites. Failure to uphold these agreements will result in revocation of the member's online privileges.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Club Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name \_\_\_\_\_

## PARENT/GUARDIAN AGREEMENT

I understand that I am responsible for coming into the building and checking my child in, and I am also responsible for coming into the Club to check my child out each afternoon/evening, unless your child is 13 or older and an approved walker. **I may not drop off my child without coming inside the building for any reason.** I understand that the Club program does not open each day after school until 2:30 PM and during summer camp until 8:00 AM. For early dismissals and special closings I am responsible for checking the Boys & Girls Club calendar.

I understand that the parent parking is located behind the Club in the municipal parking lot. Parking in the business complex or "temporary" **parking anywhere that is not an authorized space is not allowed.**

I understand that any **authorized adult, including myself**, that I send to drop off or pick up my child must know my child's name and will not be allowed to pick up my child for any reason without a proper photo ID. **I understand that a proper photo ID must be shown each and every time. No exceptions.**

I understand that if my child breaks any rule which will result in their Out-Of-Club Suspension, the Boys & Girls Club Sr. Staff will speak with me when I pick up my child at the end of the day unless the situation requires an immediate pick-up. **Importantly, I understand and agree that my behavior as a parent/guardian may also determine whether or not my child is allowed to attend the Boys & Girls Club. If I am abusive, combative, disrespectful or aggressive with any Staff member of the Club for any reason, my child's membership will be revoked.**

I understand that my child will be involved in recreational, active and sports related activities at the Club. I understand that from time-to-time they may fall down or be struck by a ball in the course of normal active play. I understand that in the course of growing up, all children will fall and scrape their knees and experience normal bumps and bruises that are associated with active play and that are not a result of neglect. I understand that no phone calls will be made home if my child receives a minor bump or scrape. **I understand and agree that the Boys & Girls Club will not be financially responsible for any injury that is a direct result of appropriate active "play" or caused by the child disobeying any rule.**

I understand that the Boys & Girls Club **does not have a nurse on staff** and therefore is unable to store, handle or dispense medication of any kind, including Epi-Pens and inhalers. Should my child require medication, **I accept full responsibility for seeing that they take the proper amount of medication at the proper time. I agree that the Boys & Girls Club will accept no responsibility for the medication or for the dispensing of medicine.**

I understand that prevention programming is available for my child at the Boys & Girls Club. A "primary" staff member has my permission to discuss, at a level determined to be age and developmentally appropriate, the following subject matters: alcohol and drug abuse, chemical abuse, human anatomy, any mental health issues, and interpersonal relationships and values clarification. I understand that any such discussion will be on the same level and contain similar information as that being taught in the appropriate school grade.

I understand that BGCCC staff are mandated reporters. This means that staff are legally obligated to make a report to CPS if we have a reason to suspect abuse/neglect towards a club member.

I understand that if myself or another pre-authorized individual is noticeably under the influence and/or otherwise unstable, BGCCC staff are legally obligated to withhold my member until alternative pick-up arrangements are made.

**I acknowledge that all the above information is correct and that I understand and agree to all the information contained in this application. I acknowledge that I have read completely the Parent/Club Member Policy & Procedures packet and that I fully understand and agree with all the information contained therein.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_