



**BOYS & GIRLS CLUB  
OF CAPE COD**

# Parent/Member Handbook

Thank you for taking the time to learn what the Boys & Girls Club (a.k.a., the Club) is all about. We believe that all members and their parents/guardians can benefit from the information in this handbook. If there is anything else we can help you with, please let us know.

**Our Mission**

The Boys & Girls Club seeks to “inspire and enable all young people to realize their full potential as productive, responsible and caring citizens.”

**Membership**

Membership is open to all youth between the ages of 6 and 18 (members must be in at least 1<sup>st</sup> Grade). A membership form must be completed and signed by a parent or guardian each calendar year (even if you are simply renewing your membership). Our Before-School and After-School membership fee are \$120 each per year (September 3<sup>th</sup> thru June 3<sup>rd</sup>) and will not be pro-rated for partial year memberships or refunded for any reason. Membership in the Teen Program to attend the Club up at MHS or Teen Nights is \$10 per year. 7<sup>th</sup> & 8<sup>th</sup> graders coming to the Club between the hours of 3pm & 6pm for the after school program must pay the full membership fee of \$120. Additional fees may be charged for our summer program and/or certain field trips.

- **Before-School Program (Grades 1-6).....\$120/member**
- **After-School Program (Grades 1-8).....\$120/member**  
(this fee covers teen membership if a teen is in 7<sup>th</sup> or 8<sup>th</sup> grade)
- **Both Before & After-School Programs (Grades 1-8).....\$180/member**
- **Teen Membership (Only MHS & Teen Nights).....\$10/member**  
(Teen Membership is Grades 7-12)
- **Half Days, School Vacation Days & No School Days (Grades 1-8).....\$5/member/day**
- **Non-Member Daily Fee.....\$10/child/day**

However, our goal is to always keep costs associated with Boys & Girls Club membership as low as possible so as to not exclude anyone based on economic circumstances.

The information you provide us on the membership application is critical. We ask that every effort be made to make sure that 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. Failure to provide accurate contact information may result in suspension of membership for your child.

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.

**Club Location & Contact Information**

The Boys & Girls Club of Cape Cod is located at 31 Frank E. Hicks Drive, Mashpee MA 02649. The Teen program for grades 7-12 is located at Mashpee High School. You may reach us at 508-477-8845 or visit us on the web at [www.boysgirlsclubcapecod.org](http://www.boysgirlsclubcapecod.org)

**Club Hours**

Our club is open for before-school programming from 7:30 am to 8:50 am, after-school programming from 3 pm to 6 pm for children in grades 1-8, with “teen only” hours at the Club House for youth ages 13 to 18 (Grades 7-12) from 6:00 p.m. to 8:00 Monday through Thursday and until 10 p.m. on Friday nights starting in September. The Grade 7-12 program is open at Mashpee High School from 2pm-6pm. Homework help, tutoring, MCAS, and college application help are available at that time, as well as other programs as determined by the teens themselves and the teen director.

### **Club Hours, cont'd**

The Club will be open from 7:30 am to 6:00 pm on days when school is not in session (i.e., school holidays, Spring Break, summer vacation, etc). The exceptions to this are Club-recognized holidays on which the Boys & Girls Club will be closed and include: New Years Eve, New Years Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day, the day following Thanksgiving, Christmas Eve, Christmas Day, and Martin Luther King Jr. Day and Veterans Day.

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 in advance.

Additionally, there may be days when it is necessary to close the Club due to unforeseen circumstances such as emergency repairs, inclement weather, etc. Again, when such instances arise, we will do our best to post this information so as to mitigate any inconvenience this may cause.

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. **Please Note:** We have to pay overtime to staff who have to supervise children when parents are not on time to pick them up. This is costly to us and could result in increased membership fees for everyone. As a result, parents will be charged a late fee of \$1 per minute for every minute that they are late in picking up their child. Failure to pay late fees may, at our discretion, result in the revocation of membership privileges until such fees are paid or a payment plan has been established.

### **School Half Days**

On scheduled ½ days for the Towns of Mashpee & Sandwich the Club will be open at 10:30am and close at normal times. Please note that for any member attending ½ days there will be a \$5/child fee for that day. Children may pay the fee that day or parents may pay the day before or at pick up. This fee covers the costs of opening early, please speak with a staff member if you have questions regarding this policy.

### **Inclement Weather Policy**

The Club will also be close on any day that the Mashpee Public Schools are closed due to inclement weather. Please listen to radio stations WQRC, WCOD, WXTK, and WPXY or TV Channels 5, Fox 25 or Channel 7 Boston. On days when snow starts after school starts, we will usually be open, but please try to pick you children up as early as possible so that our staff can get home safely. If weather is severe, we will post early closing notices at the above places. If you question whether or not we will be closing early, please call us to verify our closing time.

### **Attendance Policy**

In order for a member to attend the Club they must be present in school for the day. Members may not attend the Club if they are: suspended from school, dismissed from school for being ill, or sent home from school for behavior reasons.

**To prevent the spread of flu, we are asking that parents keep children who have flu symptoms at home. Children who come to the Club with obvious symptoms (coughing, sneezing, runny nose) or a fever will be sent home immediately.**

Members may not attend the after school program if there is an outstanding balance due from Summer Camp or any other fee related program run by the Club.

### **Sign in/Sign out Policy—PLEASE REFER TO PAGE 8 FOR OUR POLICY REGARDING WHO MAY PICK UP YOUR CHILD.**

The Boys & Girls Clubs of Cape Cod has a sign in and sign out policy. Members must sign in when they arrive at the club and must sign out when they leave. As a safety measure, particularly for our younger members, parents should come into the Club to pick their children up when they sign out. Parents must check in at the front desk when arriving at the building to obtain a visitor pass before going into the Club House. Passes should be returned when leaving. **ONCE A MEMBER SIGNS OUT FOR ANY REASON THEY MAY NOT SIGN BACK-IN THAT DAY UNLESS ACCOMPANIED BY A PARENT/GUARDIAN.**

## **Transportation**

The Club does not provide transportation to and from the schools, however the staff does meet kids at the KC Coombs and Quashnet schools during dismissal. Quashnet students meet in the hallway outside the cafeteria and KC Coombs students meet in the hallway by the Art Room. Mashpee 7<sup>th</sup> & 8<sup>th</sup> graders may ride the bus from MHS to the bus stop at Route 151. Unfortunately, none of the other school systems provide transportation. We highly recommend carpooling. The Regional Transit Authority does provide drop off directly at the door for children riding the Sealine Route between Hyannis and Falmouth. Children should tell the driver that they are coming to the Club and the bus will bring them here after the regular Mashpee Commons stop. Parents should call the RTA if they need to arrange pick up for transportation home at the end of the day. The Sealine Route runs along Route 28.

## **Membership Cards**

ONE membership card will be provided to each new member and renewal members when all application requirements have been met. Members should bring their card to the Club EVERY DAY. Members should also memorize their Club membership number (located on the card). Club members are required to sign in and out using their card. Remember that membership in the Club is a privilege, not a right. If members do NOT have their cards,

If members forget their cards:

- *1<sup>st</sup> Offense:*
  - Reminder sent home.
- *2<sup>nd</sup> Offense:*
  - Reminder sent home.
- *3<sup>rd</sup> Offense:*
  - Must buy a membership card (\$1), same consequences as above
- *4<sup>th</sup> Offense*
  - Must buy a membership card (\$1) and will not be allowed to stay at the Club. Parents will be called for pick up, or if members are dropped off entry to the Club will be denied.

***\*\*There are NO EXCEPTIONS to this rule. Membership Cards are members' responsibility. Please find a way to ensure they have their Membership Card EVERYDAY they attend\*\****

**A list will be kept at the Front Desk that resets monthly. On the 4<sup>th</sup> time coming to the club with no card in a month members will be asked to call or a ride home or denied entry to the Club.**

## **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 take the time to remind your child of the need to follow Club rules and directions AT ALL TIMES whether said directions are given by a staff member or a volunteer.

## **Code of Conduct**

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. Be respectful to the Boys & Girls Club property. 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.

### **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 are discouraged and cleats are prohibited, as are 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. Sneakers are the only footwear allowed in the gym. **If the weather is inclement, dress should be appropriate to the conditions.**

**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.

### **Field Trips**

The Boys & Girls Club provides a variety of opportunities for our members to participate in activities off of the 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 be available by telephone at all times during any Club sponsored field trip in the event that the staff needs to contact you.*

### **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, usually with a time out. 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/her responsibility to let you (the parent/guardian) know. A phone call will be made to you at the time of suspension. We will also complete a written suspension report that we will give to the member or to you, when 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.

Disciplinary actions may include, but are not limited to, the following:

- Verbal Counseling
- Time-out
- Suspension from Program Area
- Loss of Club Privileges
- Suspension (one day to two weeks)
- Indefinite suspension (until the situation can be resolved or the parent/guardian is consulted)
- Expulsion (i.e., permanent suspension)
- Contacting the proper authorities

### **Discipline Policy, cont'd**

*\* Please note that any time a law is broken in or around the Boys & Girls Club or it is suspected that a Club member, parent or guest has broken the law, 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. Please do not show up at the Club with alcohol on your breath or impaired by drugs.*

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 cast 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. Please feel free to call the Club with concerns regarding your child's behavior or any discipline that was taken.

### **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. Cell phones are not permitted in the Club, with the exception of in the teen room and at teen nights. Any necessary phone calls should be made from the Club phone only.

### **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. Items that are not allowed include: cell phones, CD players, radios, MP3 players, etc. 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.

### **Medication**

The Boys & Girls Club is NOT allowed, by policy, to dispense, store and/or oversee medication of any kind, including all non-prescription medications. Any medication that may need to be given should be administered before coming to the Club.

### **Accidents**

The Boys & Girls Club of Cape Cod strives 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.

### **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. Our Club has a designated area for eating. Please keep food and drinks out of the areas where such items are prohibited (teen room, computer lab, gym, etc.). Members are encouraged to bring their own healthy snacks and drinks (please note that refrigerators &

microwaves are NOT available). Water-fountains are available at the Club. Water bottles are strongly recommended during the summer months, when temperatures can exceed 80 degrees.

### **Volunteers**

Volunteers are an integral part of the Boys & Girls Club experience. We welcome volunteers who wish to share their time and/or talents. If you, or someone you know, would like to volunteer at one of our Clubs, please stop by a Club site to pick-up a volunteer application. Background checks are required of all volunteers prior to being able to work with our youth members. Volunteers are never left alone with children and must sign in and out when arriving or leaving the Club.

### **Programming**

The Boys & Girls Club of Cape Cod expects to be the best youth development organization on Cape Cod. Our staff is made up of trained youth development professionals who are hired for their engaging, energetic and enthusiastic skills. We want our members to come to the Club each day, attracted by the programs and the staff that lead them.

Programs at the Boys & Girls Club fall under Five Core areas – Character & Leadership Development, Education & Career Development, Health & Life Skills, The Arts, and Sports, Fitness & Recreation

### **In accordance with the Massachusetts Department of Early Education & Care (EEC) we are required to provide you with the following information in regards to the Boys & Girls Club of Cape Cod:**

1. In order to provide you & your children with flexible hours & an affordable program, this is a drop-in program. Your child may attend whenever we are open for their age group.
2. Our after school program is not licensed by EEC or any other state agency. We adhere to Boys & Girls Clubs of America standards for safety and supervision that frequently align with those of EEC. Our staff are required to be CPR & First Aid Certified.
3. Our after school program is a “drop-in program” which requires we have an “open door policy”. Children may arrive at or depart from the program at any time during their time here—because EEC regulations prohibit us from holding children in the Club if they want to leave, however, every attempt will be made to delay their departure while a phone call is placed to the parent and we do not inform the children about this rule imposed on us by EEC.
4. We are not responsible for the care or supervision of children beyond program closing time.

In accordance with these requirements, we do not ask for ID from parents/guardians when picking up members because members are required to sign themselves out of the program, not the parents. This is one of the reasons it is very important that members bring their membership cards at all times.

Should you have any questions about these regulations please speak with Lloyd Wilson Jr. or Ruth Provost.

### **Contacting Us**

Please do not hesitate to speak to the Director of Operations whenever you have a question or a concern. We hope you will always start by contacting the staff or Unit 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 unit-level, please know that parents/guardians may always contact the Executive Director of the organization. Our phone number is 508-477-8845 and the email is [info@boysgirlsclubcapecod.org](mailto:info@boysgirlsclubcapecod.org).

Thanks for joining the Boys & Girls Clubs of Cape Cod – The Positive Place for Kids. We look forward to serving you and your children!