



BOYS & GIRLS CLUB
OF GENEVA

**21st Century
After School Program**



Parent Handbook

**Teen Center Program
160 Carter Road
Geneva, NY 14456
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**SACC Director
Membership & Safety
Coordinator
Executive Director**

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Message from the Executive Director

Welcome to the Boys & Girls Club of Geneva. I would like to take the opportunity to welcome you and your family to the Teen Center where “Great Futures Start Here”.

Parental and membership involvement is just as important to our Club-houses as its support from the board of directors, staff and community.

This handbook will explain our policies, as well as highlight several of our programs. For more information, please feel free to contact the Gabrielle Wadhams, School Age Child Care Director (SACC) at 759-6060.

What is the 21st Century After School Program?

The 21st Century Program was a key component of President Bush's No Child Left Behind Act of which funding has continued through the Obama administration. It is an opportunity for students and their families to continue to learn new skills and discover new abilities after the school day has ended.

The focus of this program, re-authorized under Title IV, Part B, of the No Child Left Behind Act, is to provide expanded academic enrichment opportunities for children attending low performing schools. Tutorial services and academic enrichment activities are designed to help students meet local and state academic standards in subjects such as reading and math. In addition, 21st CCLC programs provide youth development activities, drug and violence prevention programs, technology education, art, music and recreation. Counseling and character education are also key components that to enhance this academic program.

Where is the 21st Century Program?

- Boys & Girls Club Teen Center – Geneva Community Center
- Sylvan Tutoring – Geneva Middle School & High School

When is the 21st Century Program at the Club?

The Club will operate as a 21st Century after school care facility:

Monday-Friday 2:30 pm – 7:00 pm on full days of school

Monday-Friday 11:00am – 6:00 pm on half days of school

Monday-Friday 11:30am – 6:00pm on Summer Vacation

How does the 21st Century Grant Affect the Club's Operations?

During the hours of operation for the after school program, the Club operates as an after school care facility. In this program, the club follows state regulations for school age care. A copy of the state regulations is posted on the Parent Board.

Teen Center Operating Hours for Drop In Program

School Vacation/Holiday/Snow Days 11:00 am – 7:00 pm

Times for operations may change according to members choosing.

Weekend Hours To Be Announced

For designated Closings – Inquire at the Membership Desk

What Parents Need to Know

The Boys & Girls Club of Geneva and the 21st Century Learning Centers will not be responsible for any accident to the members while on the Club/Center premises or while engaged in any activities away from the Club/Center.

Sign-Ins

All members, arriving by school bus or by foot, must sign in upon arrival at the Club. When signing in, members write the time of arrival. Walkers: if member does not have parental permission to sign themselves into and out of the school age child care program, the parent/guardian or designated person must sign them into and out of the program.

Absences

Members, who have been absent from school when school is in session, are not allowed to attend the Boys & Girls Club on the day of their absence.

Snack Time

The Club provides a daily snack for members on a daily basis. Members are also welcome to bring their own snacks as long as the Club is notified (to help in our planning for numbers.) Snack is served from 3:00-3:30 and again from 4:30-5:00. Only one snack will be given to each member. After snack is given, members have the opportunity to purchase additional healthy snacks from the Teen Center concession stand. Members are to make sure they clean up after them-selves in order to maintain this privilege.

Bathroom Breaks

Members inform activity leaders of need to use the bathroom. One member at a time per program area can leave the activity to utilize the facilities.

Project Learn

The Club dedicates an hour for homework assistance and educational games and activities. All staff members are assigned to plan and supervise a specific Project Learn activity each day. Members can choose on a daily basis which activities they will participate in. If a parent/guardian requests their child/children to only participate in homework assistance, staff will make sure that the request is honored. Referrals from teachers will also be acknowledged and honored with communication to the parents. Members earn points for a weekly paycheck to use on Fridays at the Club Incentive Store. Members earn points by exhibited positive behaviors, participation and academic involvement. Education and recreation supplies, gift certificates, and special field trip opportunities are just some of the items members will be able to purchase.

Activities and program schedules are posted in each program area. Parents can request a copy of the quarterly schedule at the Front Desk.

Supervision Ratios (*Youth are never left unsupervised.*)

As an After School Child Care licensed after school program, the teen Center follows NYS Office of Children & Family Services' Regulations

Ages 6-9	1 adult to 10 youth
Ages 10-12	1 adult to 15 youth

The SACC program will operate afterschool from 2:30-7:00pm, half days of school from 11:15 – 6:00pm and during summer from 11:00-6:00pm.

The Teen Center will also operate as a drop-in program when school is not in session. The Club will follow Boys & Girls Clubs of America's Guidelines:

Instructional:	1 adult to 20 youth
Drop in:	1 adult to 25 youth
Group Clubs & Teams:	1 adult to 15 youth
Field trips	1 adult to 8 youth

Outdoor Play Area and Sports Field Use

Staff will position themselves between the outdoor activity areas and the retention pond, of which normally holds approximately two feet of standing water. Youth will be instructed to stay away from and out of the pond at all times. This area will be monitored by staff during all outdoor activities for compliance with this rule. Youth will always be accompanied by staff during outdoor activities.

Field Trips

Parents must sign a permission slip in order for members to participate in any trip. All permission slips must be turned in the day prior to the trip.

First Aid

The Club provides sick or injured members with an area away from other youth. This supervised area is behind the front membership desk and/or the program office. All illnesses and first aid related incidents are recorded in the medical log kept at the front desk. All staff are required to fill out an accident form for any accidents occurring in their areas. For serious injuries needing medical attention, staff will call 911. Parents will then be notified.

Incident Report/Behavior Log

All incidents of poor behavior are entered in the behavior log. Serious incidents of behavior are reported in writing to the SACC Director and the Executive Director by providing a copy of the report to them. See Discipline Policy for specifics on behavior.

Transportation Home

The family is responsible for providing transportation home. We ask that members be picked up by the designated closing time (see Hours of Operation). A shuttle van is available on a limited basis and only for members who have no other mode of transportation.

Boys & Girls Clubs of America

The Boys & Girls Club of Geneva is affiliated with the Boys & Girls Clubs of America. Our local Club has been open for operation since 1996 and follows the same mission as the national organization.

Mission

The mission of the Boys & Girls Club of Geneva is to connect and empower all people in our community, especially young people who need us most,
to reach their full potential.

Formula For Impact

The Club provides 5 key elements for positive youth development:

- A Safe, Positive Environment
- Supportive Relationships
- Fun
- Opportunities and Expectations
- Recognition

Through these elements, coupled with high yield activities, targeted programs and regular attendance, the club will empower youth to realize academic success, good character and citizenship along with healthy lifestyles. Through these outcomes, members will:

Graduate from high school ready for college, trade school, the military or employment

Be an engaged citizen involved in the community, register to vote, and model strong character

- Adopt a healthy diet, practice healthy lifestyle choices and make a lifelong commitment to fitness

Character & Leadership Development

.....empowers youth 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 others' cultural identities.

**Torch Club * Keystone Club * Youth of the Year *
Youth For Unity**

Education & Career Development

.....enables youth to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to achieve success in a career.

**Project Learn * Power Hour * Skill Tech * Career Launch *
Money Matters * Jr. Staff**

Health & Life Skills

...develops youth's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

**SMART Moves * Street SMART * SMART Girls * Passport
To Manhood * Triple Play: Healthy Habits**

The Arts

...enables youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

**Art Room Activities * Fine Arts Exhibit * Drama Matters* Club
Tech: Digital Arts ***

Sports, Fitness, and Recreation

.....develops fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social skills.

**Triple Play: Games Room & Gym Activities * Sports Leadership
Club * Skill Building & Competition Basketball League**

Expectations & Guidelines

Members receive an orientation to the program which includes the following topics:

Club Rules, Club Tour/Hazards, Discipline Policy, Injury and Illness Policy, Emergency Evacuation, Out of Club Trips, Lost Member Plan

A copy of the orientation manual is available at the membership desk upon request.

We Are Not Responsible For Personal Belongings

- Members may leave cell phones and other valuable belongings, within reason, at the front desk
- Cubbies are available for members' coats and book bags
- Members are discouraged from bringing Ipods, electronic games and anything else of value

Dress Code

- To prevent harassment, halter tops bearing mid-drifts, low-cut revealing clothing, short shorts, and see-through clothing are prohibited. Shirts with inappropriate images or messages are not allowed in the Club.
- Sagging pants will not be tolerated
- Wear appropriate shoes in the gym
- Guys must always wear a shirt outside of the gym
- Personal hygiene is always encouraged

Eating Areas

- Eating and drinking are permitted in the café (beside games room in front of concession) during snack and concession time
- Eating outside of snack time is only permitted during specific program activities
- Always put your trash in the garbage and recyclables in the recycle bin

Entrances & Exits

- Members must enter and exit from the front doors, unless with staff. Please see Sign In and Sign Out Policies.

How to Gain Respect, Recognition & Incentives

The Club provides incentives and gives recognition by awarding members with Club points. When members earn Club Points, they will receive a paycheck at the end of each week and will be able to spend earnings in the Club Incentive Store or save in the Club Bank towards higher valued items. The Staff like to “catch” members doing great things such as:

- Treating other members as they want to be treated
- Taking care of the equipment
- Cleaning up after themselves or others
- Being honest
- Respecting staff /listening to staff
- Helping other members or showing them kindness

Club points are not awarded to members seeking rewards. Members need to give staff an opportunity to recognize them when they do great things.

Member of the Month

Members of the Month are chosen from:

- Participation in daily activity
- Interactions with staff
- Interactions with peers
- Displays of leadership, positive attitude
- Education and recreation achievements

Staff nominates and displays members from their areas weekly. Members are chosen from members of the week by staff review of well-rounded participation and behavior throughout all program areas. Chosen Members of the Month for each will have their picture displayed above the front desk and receive certificates/memento at the Youth Recognition Night during Boys & Girls Club Week, the beginning of April each year. Those honored will be from the previous calendar year.

Joining Torch and Keystone Leadership Clubs

All members have the opportunity to join the leadership clubs within The Boys & Girls Club. These clubs have elected leaders, help with special projects, perform community service and provide leadership to their peers.

Discipline Policy for Club Operations

The Boys & Girls Club is very tolerant of behavior. This means we make every effort to give guidance to members and non-members that visit the Club in both good and bad behavior situations. All staff members are trained in this discipline policy as follows:

- Address behavior with child/children, explaining the safety issues involved and trying to re-direct the behavior through positive activity.
- If they do not respond by working through the conflict or changing the behavior during the first step, then staff will seek assistance from co-workers to address behavior.
- If the behavior continues, the SACC Director is notified. The SACC Director may issue a warning to the child, or impose a consequence up to and including suspension from the club. The Club Manager will take into account the severity of the behavior and whether prior problem behavior has occurred with the child.

Poor Behavior Includes the Following:

- Not following Staff instructions/guidance for safety
- Swearing/Use of Profanity (including body language)
- Lying & stealing (anything that is not bought or brought by oneself is considered stealing)
- Improper use of equipment (throwing on ground/floor, not returning to proper place or damaging)
- Teasing/calling names or making fun of others
- Not keeping hands to yourself
- Horse playing
- Wearing Inappropriate clothing (pant sagging, suggestive clothing/tight shirts, super short shorts, clothes with suggestive sayings or drug/alcohol slogans)
- Bullying of any kind will not be tolerated

Serious Behavior includes the following:

- Fighting
- Throwing objects at others
- Threatening to do bodily harm
- Blatant disrespect towards staff instructions/guidelines
- Bullying of any kind will not be tolerated

Suspensions

Suspension for repeated or substantial poor behavior (see section above) can be handed out by the SACC Director. In all cases the Executive Director will be made aware of the suspension and may be called upon to help with the procedures for re-entry to the Club. The Executive Director may be called upon to meet with the member prior to suspension with the intent of accentuating the efforts to correct the poor behavior. In cases of serious behavior as mentioned above, the consequences are as follows:

First Violation	1 Day away from Program
Second Violation	3 Days away from Program
Third Violation	6 Days away from Program
Fourth Violation	30 Days away from Program

After the fourth violation occurs, the executive director will discuss with all management staff and then notify parents what the duration of the consequence will be and what might be the steps/requirements expected of youth and parents in order for the youth to return to the program. This final suspension could result in a youth to lose his/her membership for the year.

Staff reserves the right to skip these steps, when serious behavior places the child or other youth in danger, and will directly notify the Executive Director.

** In all of the above consequences, parents/guardians are notified, as parent involvement is important for a healthy relationship between all three: Child, Parent & Club.

Volunteer Opportunities for Parents/Guardians

In order for us to be successful in providing a positive youth development program, we are asking for parent volunteer for community service and club activities.

The Boys & Girls Club is in great need of volunteers in the following areas:

Tutoring during Project Learn Power Hour
Chaperones for Dances and Incentive Events
Family Events
Basketball League Coaching & Concessions
Musselman Triathlon
Annual Golf Tournament

Beautification Projects at both Goodman Street & Teen Center
Instruction of skills for activities:
Examples: Chess, Ping Pong, Fine Arts, Career, Sports
Mentoring
Deepening Impact Assessment Forum

We are also open to other ideas you may have for volunteer opportunities with our Members.

We encourage parents to become active in volunteering for The Boys & Girls Club as it strengthens the partnering relationship that will ultimately result in your child's or children's success.

Contact Gabrielle Wadhams for Volunteer Information
315-759-6060