Boys & Girls Clubs of Northeast Florida

Parent Handbook

Club Policies and Procedures

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Revised: May 2026

BOYS & GIRLS CLUBS
OF NORTHEAST FLORIDA

Mission

Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Vision

Provide a world-class Club Experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

Boys & Girls Clubs Code

I believe in God and the Right to Worship According to My own Faith & Religion.

I believe in America and the American way of Life, In the Constitution, and The Bill of Rights.

I believe in fair play, Honesty, and Sportsmanship.

I believe in My Boys & Girls Club Which Stands for all these things.

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Welcome to the Club

Thank you for choosing Boys & Girls Clubs of Northeast Florida. It is an honor and a privilege to serve you, your child, and your family.

It is our goal at Boys & Girls Clubs of Northeast Florida to provide your child not only with a safe environment, but also an opportunity to connect with other members. We strive to inspire and enable your child to enhance their own self-esteem and realize their full potential, by providing national evidence-based programs that emphasize the physical, emotional, cultural and social needs with your child's interests in mind.

Our Programs Focus on Five Core Areas

1. Character & Leadership
2. Education & Workforce Readiness
3. The Arts
4. Health & Wellness
5. Sports & Recreation

It is through these programs and activities that we hope to provide a world-class Club Experience where your child feels safe, valued, connected and engaged.

This handbook is a helpful tool to inform you and your child of the guidelines and expectations of what to expect as a participating member of our Boys & Girls Clubs.

Thank you again for choosing Boys & Girls Clubs of Northeast Florida as your after-school and summer program provider.

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Club Policies

These policies and procedures have been established to ensure that all who encounter Boys & Girls Clubs of Northeast Florida ("Club") will have a positive and safe experience.

Attendance & Waiting List Policy

Members are encouraged to attend as often as possible, but it is required to attend at least two hours per day three days per week during after-school hours and at least three hours per day during Summer Academy hours.

Attendance will be reviewed every two weeks. If your child does not attend the required days, he or she will be put on a waiting list. A parent or guardian will be contacted before removing or adding your child to the waiting list for not attending the required time.

Attendance & Check-In

All members must sign in or scan in as soon as they arrive at their school site, center, or Clubhouse.

Members that have been issued a Club ID card are responsible for bringing it every day. Members who ride the bus will sign in as soon as they arrive to the building.

If a member has a planned absence for the day, the parent/guardian should notify the Club leader of the absence for attendance keeping purposes.

Members who do not attend school may not attend the Club on that same day.

School-Based Activities to Boys & Girls Clubs

This procedure applies to all staff, volunteers, and partners facilitating transitions between school-based clubs and BGC after-school programs.

This practice is to ensure the safe and seamless transition of children from school-based activities to the Club. This particularly applies to programs that are run by school personnel or partners within the same school building as the Club.

To ensure BGC staff are aware of each child's attendance and presence in the building, the following steps must be followed:

Attendance Confirmation

- Upon time of school dismissal BGC members must proceed to the BGC check-in area.
- If a member is expected but has not checked in, BGC staff will follow up with school personnel and/or parents/guardians to confirm the child's whereabouts.

Transition to School-Based Club

- Before a child leaves for a school-based club, they must sign out of BGC and sign in to the school-based club's attendance system.
- The school-based club staff must confirm receipt of the child and ensure they are under supervision.

Membership Eligibility

Individualized Education Plans (IEPs)

BGCNF is not legally required to comply with the agreement made between the child, parent/guardian, and the school.

BGCNF may review IEPs by request and work with the parent/guardian to determine the best course of action to align interventions with IEP recommendations.

Any accommodation must be agreed upon by the child, parent/guardian, and BGCNF in a written document or Support Plan before implementation.

If accommodation cannot be implemented due to undue burden, then it must be communicated to all parties involved and the family may be referred to an external agency for services.

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Disability Inclusion Policy

Commitment to Inclusion

The Boys & Girls Club of Northeast Florida (BGCNF) welcomes all youth into our program and strives to meet the needs of all participants.

We commit to making reasonable accommodations to ensure that all youth may engage meaningfully with the organization's mission.

BGCNF will make no assumptions concerning any individual's abilities or disabilities and will make an individual assessment to determine if BGCNF can meet each child's needs in our program setting.

The submission of an accommodation request does not guarantee approval.

Health and Safety Procedures

Mandated Reporter Policy

The Club is required to report suspected cases of child abuse and neglect to the Florida Department of Children and Family Services.

In accordance with FloridaIllinois statutes, all employees of the BGCNF are "mandated reporters" and in turn, are required to report when they have reasonable cause to suspect that a child seen in the course of their employment has been abused or neglected or they have reason to believe that a child seen in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur.

Every instance of child abuse or neglect must be reported.

It is not the employee's position to either investigate the suspicion nor determine the validity. It is, by law, the employee's obligation to report all suspicion.

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One-on-One Interaction Policy Guidance

The following guidance should be used when implementing related policies and procedures.

Definition of One-on-One Interaction

One-on-one interaction is defined as any private contact or communication (including electronic communication) between any Club participant and an adult, including adult staff, minor staff, volunteers, board members and others who might encounter members during regular programming and activities.

Private Contact/Communication

Private contact/communication is any communication, in person or virtual, that is between one youth member and one adult (18 or over) that takes place in a secluded area, is not in plain sight and/or is done without the knowledge of others.

Private places can include but are not limited to:

- Vehicles
- Rooms without visibility to others
- Online chat rooms
- Private homes
- Hotel rooms

Examples of private contact include but are not limited to:

- Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
- One staff member transporting one member in a vehicle.
- Electronic communications (text, video, social media, etc.) between one member and one staff or volunteer.

Prohibition of Private One-on-One

Public contact/communication is any communication or meeting, in person or virtual, that is between at least three individuals, including:

- Two staff and one member
- One staff and two members
- Variations of these combinations

Examples of public contact include but are not limited to:

- Meeting in plain sight of others (e.g., in a quiet corner of an active games room).
- Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
- Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats).

Public places can include but are not limited to:

- Buses
- Airports
- Shopping malls
- Restaurants
- Schools

Guest Policy

A visitor is defined as any person seeking to enter a Club building who is not an employee of the Club or a duly registered participant in a Club program.

All visitors shall report to the front desk when arriving or leaving the Club premises.

Notices are displayed at the building entrance indicating that all visitors are required to register with the front desk.

All visitors shall be requested to wear an appropriate form of identification when on Club premises. Identification will be provided by the front desk.

All Club visitors must comply at all times with Club policies and procedures.

A Level I or Level II Background screening is required for all volunteers interacting with youth.

(NOTE: should this be Level II Background only)??

Dress Code

Members are expected to always maintain appropriate standards of personal cleanliness and dress at all times.

It is the policy of the Club that a member's clothing and grooming should be, in the Club's opinion, appropriate dress for Club activities and appropriate for safe programming.

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The Following Types of Clothing Are Prohibited

- Tank tops, tube tops or tight-fitting or revealing clothing.
- Any clothing that exposes the midriff.
- See-through or mesh clothing, unless worn over other appropriate material.
- Shoes with cleats, flip-flops, or any open back shoes.
- Bare feet at the Club or on the van/bus.
- Biking shorts or short-shorts.
- Garments or accessories which display emblems relating to abusive substances, sexual in nature, and/or obscenities.
- Nothing can be worn on the head while in the Club - no hats of any nature, wraps or scarves (unless as part of religious beliefs).
- Pants/shorts are to be worn, and remain, at appropriate waist level at all times.

Members reporting to the Club improperly dressed may be sent home by Club staff to change clothing.

The Club reserves the right in all situations to decide whether any member is in violation of this policy.

Continual violations of this policy may also result in disciplinary action, up to and including possible suspension.

Personal Property

Member's personal property (such as coats, clothing, bags, lunchboxes, etc.) must be cleared from the Club at the end of each day.

Any articles left are not the responsibility of the Club.

Boys & Girls Clubs of Northeast Florida has adopted a Bring Your Own Device (BYOD) policy for its Clubs.

This policy will allow members to bring many of their own technology devices, including laptops, tablets and/or smartphones, to the Club for educational use in our facilities during approved times.

However, members are never required to bring their personal technology to the Club.

All members will be able to continue to utilize our Club technology equipment, and no member will be left out of a program experience because they do not have a personal device.

- If you would like your child to participate in this program, please read and discuss the Acceptable Use Policy with your child. If you and your child agree, return the permission form to Club staff.
- No action is needed if you do not want to have your child participate.

Cell Phones

1. Phones are a Privilege

- Students who comply shall be allowed to bring phones.
- Students who do not comply will have their privileges revoked.
- Privilege is based on age - for MS and HS only.

2. Designated Times/Spaces

- Before and After Set Club Activities
- In-between Breaks
- Only in designated areas (Teen Room, Cafeteria)
- No phones in bathrooms, period

3. Nonnegotiable

- NO pictures or videos to be taken at all
- NO cyber bullying
- NO sexting
- NO use of BGCNF WiFi for personal use

4. Consequences

- Phone may be confiscated
- Phone may be returned home
- Loss of privilege altogether

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5. Rights & Responsibilities

- BGCNF is not responsible for loss, damage or if stolen
- BGCNF has the right to take the phone
- BGCNF has the right to view content if believed to possess inappropriate content
- Can be reported to police (sexting, pornography, cyber bullying)

Restroom Policy

- Only one member is to be in a stall at a time.
- Members will use quiet voices ("inside voices").
- Members will leave stalls unlocked after use.
- Members will keep all areas and fixtures as clean as possible and will not use excessive toilet paper.
- Members will wash and dry hands appropriately after using the restroom.
- Use water appropriately, soap and hand dryers/paper towels appropriately.
- Use hand sanitizer if hand washing is not an option.
- Members will refrain from playing or climbing and will respect the privacy of others at all times.
- Members will not bring cell phones in the bathrooms.
- Members will report problems to the closest adult. (When in doubt, don't flush.)
- Unit Director will schedule appropriate times for bathroom breaks for staff & members.

We discourage restroom trips during Power Hour periods; but, if a member finds it necessary to go to the restroom during times other than the class break, the member must first have permission from the Teacher/YDP and then will be expected to follow the rules for responsible restroom behavior.

The member may be accompanied by an adult or teacher-chosen partner.

All Club staff will closely monitor restrooms.

Question: If adult/teacher chosen partner accompany member to the restroom, does that violate the no 1X1 policy? Should there be 2 individuals accompany the member to the restroom?

Staff restrooms are designated as separate facilities from members when possible.

If staff and members must use the same facilities, the Unit Director will have designated scheduled usage times for staff and members.

At no time should staff and students use the restrooms at the same time.

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Investigation & Searches

To ensure its ability to conduct member safety efficiently and effectively and to protect itself against the unauthorized use and removal of Club property, the Club may conduct internal investigations including inspections, searches and audits on Club premises.

The Club reserves the right to conduct a routine inspection, search or audit at any time for Club property or Club-related information.

The Club reserves the right to inspect the following, including but not limited to:

- Personal property brought onto or taken from the premises
- Any schoolwork
- Restroom or storage areas
- All Club vehicles
- All desks, lockers, computers, etc. that are within the member's possession or control

A routine search or inspection may result in the discovery of personal possessions or those of others.

Members are discouraged from bringing into the Club items of personal property they do not want revealed to management.

Under certain circumstances, the Club will attempt to obtain parent/member consent before conducting a search or inspection, but the Club may not always be able to do so.

If a member becomes aware of any theft, misuse or unauthorized removal of Club property, he or she is directed to notify the Unit Director immediately.

The theft, misuse or unauthorized removal of Club property is cause for immediate discipline, up to and including expulsion from the Club.

Injury

The Club wants all locations to be safe and injury free.

As a result, all members should always use common sense to avoid accidents and injuries and should pay attention to all safety rules and practices.

If a member is injured, that person should report the injury immediately to Club staff, no matter how minor the injury may appear.

This is important not only to ensure that the member receives proper and timely medical treatment but also make certain that any unsafe condition can be remedied.

Members who participate in, or are aware of, activities that create a danger to themselves, other members or others in the Club will be subject to disciplinary action, up to and including immediate expulsion.

Remember, safety is everyone's responsibility.

Distribution of Medication

Club staff ARE NOT ALLOWED at any time to dispense any type of medication or prescription to a member attending the Club.

The member must be able to self-administer their own medication.

Medication must be in the original prescription bottle with the member's name clearly marked on the medication.

Club staff WILL NOT BE RESPONSIBLE for reminding the members when to take medication.

Illness

The Club may refuse admittance to members and/or send members home from the Club due to any illness that keeps them from fully participating in the program.

If a member has a fever of over 100.4 degrees or has a communicable disease (see list below), he or she will not be permitted to attend the Club that day.

A parent/guardian will be notified to immediately pick up member(s).

After notification, parents/guardians (or emergency contacts) must pick up the ill member within 2 hours.

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Examples of Specific Illnesses Where a Member May Be Denied Access to the Club

- Fever greater than 100.4 degrees
- Skin rashes
- Live head lice
- Ring worm
- Strep throat
- Chicken pox
- COVID
- Cough or shortness of breath

Smoking

Smoking is prohibited in all Club facilities, vehicles and areas where program activities are conducted.

Substance Use Policy

Members are expected to conduct themselves in a safe, respectful, and professional manner at all times while participating in any organization-related activities, events, programs, or while on organization premises.

The use, possession, distribution, or being under the influence of illegal drugs, controlled substances not prescribed to the individual, alcohol, or misuse of legal substances is strictly prohibited during any organization-sponsored activity or while representing the organization.

This Policy Applies To

- All meetings, events, and programs
- On-site and off-site activities
- Travel or lodging associated with organization activities

Violation of this policy may result in disciplinary action, up to and including suspension or termination of membership, at the discretion of the organization.

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Food Policy

To prevent issues with allergies, the Club discourages members from bringing outside food and drink to the Club.

If members are allowed to bring outside food and drink, it must be consumed in a designated location (usually the cafeteria) and at designated times.

All gum and candy must be kept in backpacks.

Every day, all members are given the opportunity to eat provided meals or snacks.

If your child has a food allergy, please document that allergy on the membership form.

Members with allergies or food restrictions will be allowed to bring food from home for mealtimes.

Computer & Technology Use

The Boy & Girls Club recognizes that technology is a tool for instruction which should facilitate and enhance the members educational goals.

Internet access is one of the technology tools that can provide positive learning experiences for students.

Because of the unique nature of Internet, the staff will provide guidance and instruction to members in the appropriate use of that resource.

Those responsible for member Internet access will monitor its use so that maxim instructional benefit will result.

The Boys & Girls Club electronic network is part of the curriculum and is not a public forum for general use.

Members should not expect that email or files stored on Boys & Girls Club servers will be private.

The Boys & Girls Club reserves the right to log technology use, to monitor fileserver space utilization by members, and to examine members' files and materials as needed, and at its discretion.

Members must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by people outside, or from persons inside the Boys & Girls Club.

Members are expected to demonstrate good behavior on school computer networks just as they are in a classroom or a school hallway.

General school rules for behavior and communications apply.

All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete BGCA-provided digital citizenship and technology safety training annually.

Youth Members Will

- Use or access Boys & Girls Club technology only for educational purposes.
- Comply with copyright laws and software licensing agreements.
- Understand that email and network files are not private.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology.
- Maintain the integrity of technological resources.
- Abide by the policies and procedures of networks and systems linked by technology.

Youth Members Will Not

- Access, download, create, send or display offensive messages or pictures.
- Use harassing, offensive, obscene or defamatory language.
- Harass or attack others.
- Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs.
- Spread computer viruses.
- Violate copyright laws or software licensing agreements.
- Use others' passwords or accounts.
- Misrepresent themselves or others.
- Trespass in others' folders, work, or files.
- Reveal their personal address or phone number, or those of other users.
- Use District technology for non-school purposes or personal financial gain.
- Use technology for any illegal purpose or activity.

Boys & Girls Club Site Phone

Members may use the site phone to contact parents/guardians or vice versa upon request.

Late Pickup Policy

Any member(s) that is picked up more than 5 minutes after the posted Club closing time will be considered a late pickup.

The clock located at the main Club office will be used to determine the time.

The parent/legal guardian is responsible for any late pickups by any other individual picking up any members.

1st Late Pickup

Warning: Unit Director will advise parents that all Club members are expected to be picked up by a parent or authorized guardian.

This may vary by location during the school year.

The pickup time is 5:00 p.m. for Summer Academy and 3:00 p.m.

(Please note pickup times may be subject to change.)

2nd Late Pickup

Written Warning: Parent must sign out their child with the accurate time of pickup on the late pickup form.

The clock located at the Club office will be used to determine the time.

3rd Late Pickup

Suspension: Consistent late pickups without significant communication may lead to suspension or membership cancellation from the program.

Note: The Organization reserves the right to contact appropriate authorities for any assistance necessary for failure to pick up.

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Transportation Expectations & Procedures

Bus/Van Behavior Policy

Failure to comply with the following regulations may result in a member being denied the privilege of riding the bus/van, at the discretion of Club staff, for a minimum of one day to an indefinite maximum.

Some offenses on the bus/van may also result in suspension from the Club.

To preserve the safety and welfare of our members, it is imperative that members obey the rules of the bus driver and the Club staff.

The bus/van is considered an extension of the Club grounds.

Parents and members must understand that Club bus/van transportation is a privilege of the members and NOT a right.

Violations of This Policy Include

- Unnecessary loud noise
- Safety violations
- Eating, drinking, littering
- Failure to remain seated
- Vandalism
- Hitting/kicking the seat of others
- Unacceptable language
- Disorderly conduct when loading and unloading
- Fighting or provoking a fight
- Not keeping hands to self
- Refusing to follow driver's instructions
- Purposely diverting driver's attention
- Throwing objects around or out of the van
- Refusing to wear a seat belt
- Any behavior the Club staff or driver deems inappropriate

Procedures for Violations

1st Offense

Conference with member and Parent conference

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2nd Offense

Suspension from bus/van privileges

3rd Offense

Loss of bus/van privileges

The safety of our members is our primary concern.

We are asking for the cooperation and assistance of parents and members to prevent violations and ensure member safety.

Field Trip Rules

Members are asked to follow all field trip rules and expectations listed below.

The Club reserves the right to revoke a member's field trip privileges due to behavior issues or misconduct.

- Members must have a signed permission form on file to attend field trips.
- Members must be on time for the trip.
- Staff will review expectations with members before departing for the trip.
- Additional safety expectations may apply depending on the type of field trip.
- Members cannot be dropped off or picked up from the field trip.
- All drop-off and pick-up must take place at the Clubhouse.
- The Club is not responsible for lost or stolen personal items.
- BGCNF shirts are required for all field trips.

Member Code of Conduct

Staff will fill out an incident report or discipline referral for each of the following incidents.

Members will be redirected to a more positive activity or program, placed in timeout, be restricted from activities, or be suspended, depending on the severity and frequency of the following incidents:

- Swearing
- Bullying
- Mistreatment of Club equipment

- Eating/drinking in undesignated areas
- Not following instructions
- Being disrespectful toward staff, members or visitors
- Disrupting Club programming
- Inappropriate behavior

The Following May Result in Immediate Suspension

- Fighting
- Excessive bullying
- Threatening staff, members or guest
- Vandalism
- Endangering self, staff, members and/or guest
- Bringing a weapon to the Club
- Extreme inappropriate behavior

Parent/Guardian Code of Conduct

As a parent/guardian of a Club member, I understand the impact I have on the lives of children involved in our programs.

The examples I set and the attitudes I take are the driving forces in creating a positive atmosphere.

It is this positive atmosphere from which our youth members can best build self-esteem and develop character.

I understand that my inability to follow the code of conduct may result in being denied access to a club.

Therefore, I Will

- Refrain from use of alcohol, drugs or tobacco products prior to and during the time I am at a Club site.
- Refrain from bringing firearms onto Club and/or school property.
- Refrain from profanity.
- Refrain from verbally, physically or psychologically abusing any member, staff, volunteer, or individual working at the Club.
- Teach and demonstrate respect to all Club members, staff, and volunteers.
- Follow facility rules and regulations, and respect at all times the properties of others.
- Promote child growth and development in a positive and supportive manner.

Discipline Procedures

These policies and procedures have been established to ensure that all who encounter Boys & Girls Clubs of Northeast Florida will have a positive and safe experience.

When having to discipline members, we believe that prevention is the most helpful.

These helpful hints will be referred to as assistance in preventing incidents from happening.

- Positive discussion with members to redirect the young person to an activity or program that is of interest to them.
- If appropriate and needed, use restorative practices to decrease inappropriate behaviors.
- Meeting with the parents/guardians and the members.
- Suspension from the Club after all positive redirection efforts have been exhausted.
- Termination of membership from the Club.

Examples of Discipline

Redirection

After speaking to the young person about inappropriate behavior, staff will redirect them to an activity or program that is of interest to the young person.

Timeout

- Staff will designate an area for "timeout" where they are able to supervise the member.
- Members will serve a minimum of one (1) minute per year of the member's age.

Club Service

- Members are not to clean with any chemicals (i.e. bleach, glass cleaner, etc.)
- Members will serve a maximum of one (1) hour of service to the Club on the day of the incident.

Suspension

- Under no circumstances are members to be sent home without a completed incident report and contact with a parent or legal guardian.
- Unit Directors must make the decision for suspension.
- Automatic three (3) days of suspension after three (3) incident reports have been written throughout the membership year.
- All members will begin each year with zero (0) incidents (Fresh Start Policy).

- Suspensions are only to be issued after all positive redirections have been exhausted.

Termination of Membership

The Unit Director must notify the Area Director and submit an incident report and/or referral before membership termination occurs.

Area Directors will determine if expulsion is necessary after completing a full and thorough investigation.

Helpful Tips

For Parents

- Bring an I.D. with you when you come to pick up your child(ren).
- For safety reasons, always make sure your child(ren) wears his or her Club shirt on field trip days.
- Club shirts help identify members during trips.
- Send children to the Club with appropriate clothing and footwear.
- Always update your file with BGCNF.
- Fundraisers and events are run throughout the year.

For Members

- If members choose to bring electronic devices or personal items to the Club, the Club is not responsible if these items are lost, stolen or damaged.
- Please be sure to take all personal items home at the end of the day.
- The Club will not be responsible for items left in the building.

For more information about Boys & Girls Clubs of Northeast Florida, please visit bgcnf.org.

GREAT FUTURES START HERE.