



BOYS & GIRLS CLUBS
OF BAY COUNTY

Parent Handbook

Version 2025

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Introduction

Welcome to Boys & Girls Clubs of Bay County! We are excited to have your child as a member of our Club. This handbook is intended to be a helpful, general information guide for parents and members. Inside you will find information on membership, policies, procedures, and guidelines. It is not the intention to cover every policy, procedure, program, activity, or event in this handbook. Contact your local Club for additional information. We look forward to working with you and your child(ren) knowing that together we will make our community a better place. GREAT FUTURES START HERE!

Mission

To inspire and enable all young people, especially those from disadvantaged circumstances, to realize their full potential as productive, responsible, and caring citizens.

Child & Club Safety

Your child's safety is our top priority. If you see any unsafe or problematic situations in our Clubs, feel free to talk to Club staff about your concerns. We also encourage you to let your child(ren) know that they, too, may share their concerns about any potentially unsafe situations with staff as well.

In addition to local safety practices and reporting, there is also a Toll-Free Child Safety Helpline. Through our partnership with Praesidium, one of the nation's leading safety experts, Boys & Girls Clubs of America provides a confidential, toll-free Child Safety Helpline to all current or previous Club staff, members or families to report any incident or situation in which they feel unsafe. To access the Child Safety Helpline, call 866-607-SAFE (7233) or email SafeClub@Praesidiuminc.com.

Each site will have additional contact information displayed if needed on a Hotline Poster.

- ***Parents are strongly encouraged to visit our website that contains all of our information regarding safety, operations, crisis & emergency management.***
<https://bgcbayfl.org/parents/safety-info/>
- All Policies can be furnished upon request.

Membership Information

The Boys & Girls Clubs of Bay County is open for membership to any child 6 through 18 years of age, regardless of race, color, creed, or economic circumstance. Any child wishing to join must complete all forms required and furnish a release signed by a parent/guardian.

All membership fees in the Club shall be for either the Summer Program or After-School Program. All memberships expire at the end of the cycle where new forms are required. Membership is mandatory for participation in Boys & Girls Clubs sports programs as well. If a child is unable to pay the membership fee, summer fees or other fees, he/she should be referred

to the Unit Director to schedule a payment plan. Scholarships are available upon discussion with management.

Membership Participation

The child's participation in activities is a part of being a member. No charge shall be made for participation in regular Club activities. However, there may be a charge for certain foods and field trips. All areas of the Club are available to members, subject to specific policies in the particular areas.

Reasonable Accommodation for Youth With Disabilities

Administrative staff reserves the right to make all program-related decisions on reasonable accommodations for youth with disabilities. The goal of Boys & Girls Clubs of Bay County is to be as inclusive as reasonably possible in providing recreational opportunities for all youth, provided that accommodations that may be required, do not pose an undue hardship on the organization or jeopardize the safety of any youth with a disability or of any other members or employees. By enrolling your child in the Club, you acknowledge that your child has the ability to participate, is able to use the restroom facilities without assistance, and is able to eat meals and snacks unassisted. If there are any questions regarding the ability to participate in our program, Boys & Girls Clubs of Bay County may require an individual assessment. Please note that we are not able to provide one-on-one supervision of your child.

General Club Expectations

- All members must check in as they enter each day.
- Members should bring their membership cards (if available) every day. If a member loses their card, a replacement fee will be charged per occurrence.
- Members must stay in the facility unless participating in a supervised outside activity.
- Club staff are not responsible for any toys, electronics, or personal property brought to the Club.
- Bikes are to be parked only in a designated area. They should be locked by the Club member.
- All injuries or accidents must be reported immediately to the staff.
- Different programs and activities will be available in different areas of the Club.
- Members are encouraged to choose an activity and participate.
- Membership fees are not refundable unless approved by the Area Director or CEO.
- Members should respect Club staff and volunteers.
- Members should respect Club property and equipment.

- Members must practice safety at all times.
- Have FUN!

Discipline

Discipline is essential to creating a learning environment that is positive, supportive, and safe. To create this environment, the following principles for conduct have been set for each Unit:

- Practice the golden rule- treat others the way you would like to be treated.
- This is your Club- help keep it in good shape.
- Use appropriate language.
- When the staff asks for your attention, stop, look, and listen.
- Run only in the gym or outside play areas.
- Keep your hands, feet, and other objects to yourself.

It is not possible to list all of the unacceptable behaviors at the Club, but the following are examples of actions that are not allowed and will result in disciplinary steps:

- Use of inappropriate language and gestures.
- Inappropriate touching, hitting and fighting.
- Presenting a danger to oneself or other members, staff and volunteers.
- Bringing weapons or dangerous articles to the Club.
- Bringing alcohol, drugs or tobacco into the Club.
- Vandalism of property belonging to the Club or that of others.
- Going into off-limit areas of the Club.
- Disobeying rules established for field trips and vehicle rider safety.
- Leaving the group setting without permission.
- Stealing.
- Harassing members, staff and/or volunteers.
- Repeated ignoring or disobeying of staff or volunteer directions.

When infractions of the Boys & Girls Clubs of Bay County rules occur, they can be addressed using the following measures:

Timeouts

Timeouts are used to give the child an opportunity to sit out of an activity and “rest” a moment until he/she is calm enough to rejoin the activity.

Exclusion from Activity

This is another measure, more stringent than timeouts. A member must behave responsibly at the Club or he/she cannot participate in all Club privileges. Staff members may exclude the child from their department for a definite time period. After consultation with the Unit Director, the child may be excluded from other activities as well (such as field trips, etc.). Withholding lunch or snack will not be used as a discipline method.

Working off the Infraction

It is possible to set up a specific work program whereby the child can work off the infraction.

Removal from Club

If at any time a child's actions warrant immediate removal from the Club, staff may, in consultation with the Unit Director, contact the parents/guardians immediately to come and pick the child up.

Suspension

Repeated violations of Club rules and/or a serious infraction will lead to suspension. The length will be determined by the seriousness of the infraction. Suspension signifies that the member is not displaying cooperation and that membership in the Club is being jeopardized.

Expulsion

A serious infraction and/or repeated suspensions and violations of Club rules will lead to total expulsion from the Club. Expulsion is at the discretion of the CEO in consultation with the Unit Director and Area Director. A letter will be issued to the parents/guardians outlining this action.

Personal Property

Boys & Girls Clubs of Bay County is not responsible for the loss or damage to members' personal property. We do not recommend that members bring personal possessions of value to the Club, including but not limited to game systems, tablets, toys, jewelry, cell phones, portable electronics, large amounts of money, etc.

If you wish for your child to have a cell phone on them, please explain to them that they are to only use it for emergencies or when permitted by the Club's Director.

Dress Code

All members are encouraged to dress in a manner that allows full participation in our programs (open-toed shoes and sandals are strongly discouraged).

The following types of clothing are prohibited:

- Anything that promotes drug use, alcohol, violence, racism, etc.
- Clothing that demeans women, men, or any other group.
- Gang symbolism and attire.
- Hats inside the Club.
- Clothing that exposes the midriff.
- Sagging pants that expose underwear.

The above items are general guidelines. Please contact your Club's Director for any further restrictions.

Health Information/Medication

In order to maintain a healthy environment, sick children will not be permitted in the Club. If a child becomes ill during programming, a parent, guardian or authorized person will be called to pick the child up. In case of a communicable illness (e.g., ringworm, pink eye, lice, chicken pox), the member will not be able to return until an administrator has received a release note from the doctor. If your child has allergies, asthma, or any other medical need, please provide an emergency plan for staff to follow in order to better assist your child. ***It is the policy of the Boys & Girls Clubs of Bay County that we do not administer any form of medication.***

Emergency Medication

Policy prohibits Boys & Girls Clubs of Bay County to administer prescription or over-the-counter medication of any kind. This includes skin cream, sunscreen, and insect repellent. If your child requires emergency medication, such as an inhaler or Epipen, you are required to provide the medicine in its original packaging and a letter from your child's doctor. All emergency medications will be locked up at your child's Club. **(Medicines that are out-of-date or not in the clearly labeled original container will not be permitted.)** Should a situation arise where your child needs their emergency medication, Club staff will allow your child access to it and allow him or her to administer the medication themselves. **Club staff will not administer medication to a child unless your child is unable to physically administer the medication, i.e., a severe asthma attack or anaphylactic shock.** Parents will be notified immediately when a child needs access to their emergency medication.

Emergency Club Closures

It may be necessary to close the Club on short notice due to circumstances that compromise the safety of our members and employees (e.g., severe weather conditions). Boys & Girls Clubs of Bay County will follow the Boys & Girls Clubs of Bay County's Crisis Management Plan. Please feel free to call the Club for additional information.

Field Trips

Field trips are a privilege, not a right. A Club member's behavior plays an important role in determining whether or not they will be invited to attend a field trip.

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

While on the field trip, all Club members must behave positively both on the bus and at the trip destination. Should your child(ren) display negative behavior while on the trip, he or she may be restricted from attending trips in the future.

Technology Guidelines

Club members are responsible for appropriate behavior on the Club's computer network. Communications on the network are often public in nature. General Club rules for behavior and communications apply. It is expected that users will comply with Club standards and the specific guidelines set forth below. Club members are advised never to access, keep, or send anything that they would not want their parents or Club staff to see.

- Do not use a computer to harm other people or their work.
- Do not damage the computer or network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass in another person's folders, work, or files.
- Do not insert any flash drives, jump drives, or other media devices without prior staff review and approval.
- Notify a staff or volunteer immediately if, by accident, you encounter materials that violate appropriate use.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if appropriate use rules are violated.

The use of the network is a privilege, not a right, and may be revoked if abused.

Bring Your Own Device (BYOD)

Personal mobile devices, such as smartphones, tablets, and laptops, may only be used during Club sanctioned programs that require such devices to be used.

1. In order to use the Boys & Girls Club BYOD services, members and parents must review and sign the BYOD Acceptable Use Policy. This is considered a legally binding agreement.
2. Members will take full responsibility for their device and keep them with them at all times. Members may not lend their device to any other Club member or staff. The Club is

not responsible for the security of the device or loss/damage/theft of a personally owned device.

3. Members are responsible for the proper care of their personal device, including any cost of repair, replacement, or any modifications needed to use the device at the Club.
4. Members should only use their device to access services, networks or files relevant to Club-sanctioned programs. Members should only use the features of their device, including, but not limited to, taking or transmitting pictures, videos, location information or others, in accordance with program offerings.
5. Members may not use their device to access, share, display, or record materials that are obscene, offensive, inappropriate or contain foul language.
6. Members may not use the device to record, transmit or post pictures, videos, or other information of or about a person or persons at the Club. Nor can any images, videos, or other information recorded at the Club be transmitted or posted at any time without the express permission of Club staff.
7. The Club reserves the right to inspect a member's personal device. Parents/Guardians will be notified should any such inspection take place. If suspect material is found on a member's personal device, said device will be stored securely by Club management until parent/guardian comes to the Club to retrieve it.
8. Members must comply with staff requests to shut down or turn off the device when asked. Failure to do so may result in the member being barred from bringing personal devices in the future.
9. Violation of any Club policies, administrative procedures or Club rules may result in the loss of use of the device at the Club or disciplinary action.

Any violation of the policy or guidelines may result in revocation of technology privileges and possible further disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership, or, if applicable, referral to law enforcement or the Department of Children and Families.

Please be advised that that our Clubs are closed for the following holidays:

New Year's Day-Martin Luther King Day-Memorial Day-Juneteenth-Independence Day
Labor Day-Thanksgiving-Day After Thanksgiving-Christmas Eve-Christmas Day-Day After
Christmas

Clubs will be closed both at the conclusion of the after school program and conclusion of summer program for maintenance and program planning. The Club will communicate exact closure dates in advance so that you can plan accordingly.

Please note that we keep the days we close to a minimum. If the Clubs must close any other days, sufficient notice will be provided when possible.

Boys & Girls Clubs of Bay County 850.573.5606~www.bgcbayfl.org~ P.O.Box 914 Panama City, FL 32402

Locations

C.C. & Vivian Moore

Oakland Terrace Men's Club
1900 W. 11th St.
Panama City, FL 32405
Phone: (850)319-0845
Email: ccmoore@bgcbayfl.org

Frank Brown Park

Frank Brown Park
16200 Panama City Beach Pkwy
Panama City Beach, FL 32413
Phone: (850) 236-3030
Email: ckeisker@bgcbayfl.org

L. Charles Hilton

Oakland Terrace Men's Club
1900 W. 11th St.
Panama City, FL 32405
Phone: (850)319-0845
Email: ccmoore@bgcbayfl.org

Lynn Haven

Lynn Haven Sports Complex
2201 Recreation Drive
Lynn Haven, FL 32444
Phone: (850) 866-2195
Email: lynnhaven@bgcbayfl.org

Tyndall Academy

Tyndall Academy
7800 Tyndall Pkwy
Tyndall AFB, FL 32403
Phone: (850) 832-2013
Email: tyndall@bgcbayfl.org

Aquatics Center

Aquatics Center
3404 W. 19th Street
Panama City, FL 32405
Phone: (850) 704-5789
Email: aquatics@bgcbayfl.org

Joseph R. Chapman, Jr.

Margaret K. Lewis School
203 N East Ave
Panama City, FL 32401
Phone: (850) 628-9290
Email: chapman@bgcbayfl.org

Parental Acknowledgement Form

I have received and read the Boys & Girls Clubs of Bay County Parent/Member Program Handbook. I acknowledge that the information contained within has been explained to me and my child. I understand that the receipt of this handbook acknowledges that my child and I will adhere to all policies and procedures. I further understand that failure to follow any of the outlined policies and procedures could result in my child's removal from the program.

I request my child be admitted to the membership in Boys & Girls Clubs of Bay County. It is expressly understood and agreed by the undersigned that Boys & Girls Clubs of Bay County is not liable for the loss of property or injury. I release all rights to all photographic material that Boys & Girls Clubs of Bay County might use for promotional activities without obligation to me or my child. I also grant Boys & Girls Clubs of Bay County permission to authorize and obtain emergency medical care in case of illness or injury when neither parent/guardian is available to grant permission.

I fully understand and agree to all of the conditions stated in this Parent Handbook and on this form. I have counseled my child to conform to the rules and the authority of the employees of Boys & Girls Clubs of Bay County. I understand that my child's membership in Boys & Girls Clubs of Bay County may be suspended or cancelled at any time. Actual consequences are determined on a case-by-case basis and are at the discretion of the Operations Director or Unit Directors.

Child Information/Parent Signature

Child(ren) Name(s): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

