



# **BOYS & GIRLS CLUB**

## **OF HENDERSON COUNTY**

### **Mission Statement**

To inspire and enable young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

MEMBERSHIP HANDBOOK

2021

**To Help You Help Us**

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### Contact Us

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Website [www.bgchendersonco.org](http://www.bgchendersonco.org)  
[Facebook.com/bgchendersonco](https://www.facebook.com/bgchendersonco)

### Administrative & Operations Team:

Julia Hockenberry, Diana Torres, Josh Queen, Angel Chandler

## REGULAR HOURS OF OPERATION

**Administrative office hours:** Monday-Friday 9am-6pm during the school year and Monday-Friday 9am-5:30pm during the summer.

**After school program hours:** Monday-Friday 3pm-6pm

**Summer program hours:** Monday-Friday 9am-5:30pm.

## HOLIDAYS

The Club will be closed for the following holidays:

New Year's Day	Friday	January 1, 2021
MLK Day	Monday	January 18, 2021
Good Friday	Friday	April 2, 2021
Memorial Day	Monday	May 31, 2021
Independence Day	Monday	July 5, 2021
Labor Day	Monday	September 6, 2021
Thanksgiving	Thursday & Friday	November 25, 26, 2021
Christmas	Thursday & Friday	December 23, 24, 2021
New Year's Day	Friday	Dec 31, 2021

Also, the Club will be closed briefly before and after the summer programs. Additional staff training days may be held during the year. Special club closings will be posted in advance on Facebook, on our website, and the announcement screen in the lobby.

**The Club is open many days the schools are closed. Be sure to check our postings about school holidays, early release days, and non-traditional school holidays.**

## BOYS & GIRLS CLUB MEMBERSHIP

Membership at the Boys & Girls Club of Henderson County is open to all boys and girls ages 6-18 regardless of race, color, religion, national origin, gender or sexual orientation. Parents must complete and sign a membership application. Forms are available at the Club and the club's website: [www.bgchendersonco.org](http://www.bgchendersonco.org). **Memberships must be renewed every year.** Membership fee is \$5.00

## PROGRAMS

The Boys & Girls Club provides year-round activities and programs to meet the interests of youth and their physical, emotional, cultural, and social needs.

### Mind

- ❖ *Power Hour* – homework help and academic skills-building activities.
- ❖ *Jr. Staff Training & Enterprise*– training and hiring teens to work at the Club and in the community.
- ❖ *Club Tech* – learning internet safety.
- ❖ *Career Launch* – exploring careers & prepping for the world of work.
- ❖ *Visual and Performing Arts*.
- ❖ *Money Matters* – learning personal finance.
- ❖ *Brain Gain*- Activities that mitigate summertime learning loss.

### Body

- ❖ *Triple Play* – fitness, gym and recreation games/tournaments.
- ❖ *Team Sports* – basketball, soccer & quickball.
- ❖ *Social Recreation and Game Room activities*.
- ❖ *Swimming* – learning water safety and gaining swimming competence.
- ❖ *Field Trips* – recreational and educational trips throughout the region. ***Be aware there may be attendance requirements to earn field trips.***
- ❖ *Triple Play Leadership Club*
- ❖ *Cooking Classes*
- ❖ *Healthy Habits*

### Soul

- ❖ *Youth of the Month & Year* – recognizing and promoting outstanding youth.
- ❖ *Keystone Club* – high school service and leadership activities.
- ❖ *Torch Club* – middle school service and leadership activities.
- ❖ *K-Kids* – elementary school service & leadership activities.
- ❖ *Volunteering & Community Service*.
- ❖ *Smart Moves* – helping youth resist alcohol, tobacco, drugs, sexual activity.
- ❖ *Conflict Resolution* – resolving conflicts and solving problems effectively.
- ❖ *Passport to Manhood* – helping boys grow into successful young manhood.
- ❖ *Girl Talk* – helping girls discover self-worth and build self-esteem.

## **SUMMER PROGRAM**

There are no additional membership fees for the summer program. The club anticipates providing free lunches to all members; however, prior to summer programming, parents will be notified regarding specific lunch procedures. Be aware there may be attendance requirements to earn field trips.

## **MEMBER RIGHTS**

Members have the right to a safe Club with caring and responsible staff. Members may request a conference with Club staff or administrators if they have unresolved problems or concerns with Club operations.

## **MEMBERSHIP CARD POLICY**

Each youth is issued a membership card upon joining and upon renewal. ***All members are required to bring their cards DAILY for admission to the Club and participation in activities.*** Requiring members to bring their card every day is our way of helping children learn responsibility. Members who fail to bring their cards may lose some privileges. Replacement cost for a lost card is \$1.00.

## **ELECTRONICS / TOYS POLICY**

**Keep all cell phones, tablets, other electronic games, trading cards, collections or other valuable items at home.** These items are often distractions to programming. The Club will not be responsible for any items damaged, lost or stolen. Items confiscated by staff can be claimed by parents/guardians at the front desk.

## **SICKNESS POLICY**

Children who are sick must stay home for at least 24 hours after they no longer have a fever without the use of fever-reducing medicines. They should stay home even if they are using antiviral drugs. Any child with any illness or condition that is contagious must stay home until there is no threat of spreading the illness. If a child is sick at the club, parents will be called to pick up the child.

## **SCHOOL ATTENDANCE POLICY**

In order to attend after school programs at the Boys & Girls Club, members must have attended school that day.

## **SAFETY POLICIES**

In case of emergency where member pick-up may not be available at the Club, Member pick-up will be at the gym at Union Grove Baptist Church, located at 901 Robinson Terrace, Hendersonville, NC 28792.

A comprehensive list of Member safety policies can be accessed at <https://bgchendersonco.org/wp-content/uploads/2020/09/MEMBER-SAFETY-POLICIES2020.pdf>

## ATTENDANCE AND LEAVING THE FACILITY

Members must have attended school in order to check in for the after school program. The Boys & Girls Club is not a day care facility. The Boys & Girls Club has an open door policy. That means the staff will not physically stop a child from leaving the facility. The Boys & Girls Club makes every effort to ensure the safety of our members. It is our expectation that members remain with program staff until the programming day is complete or a parent or guardian picks them up and signs them out.

Expectations for attending the Club and leaving the premises should exist between the child and his/her parents/guardians. Please discuss your expectations with your child.

## WEATHER CLOSINGS

The Boys & Girls Club will be closed on days the Henderson County Public Schools are closed for inclement weather. For mid-day weather closings, all students should ride buses home, not to the Club.

## DRESS CODE POLICY

The Boys & Girls Club has adopted a policy similar to the public schools concerning dress code for all ages. Inappropriate clothing of any kind is NOT allowed at the Club. Individuals 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. Inappropriate clothing includes, but is not limited to, bare midriffs, short shorts, spaghetti strap shirts, offensive logos or language on clothing, and sagging pants. **Absolutely no Flip-Flops allowed at the Club.**

## TRANSPORTATION

Throughout the school year, the Boys & Girls Club provides after-school transportation from the following schools: Dana, Immaculata, Mtn. Community, Upward, Clear Creek, Sugarloaf, and Hillandale elementary schools; Apple Valley and Flat Rock middle schools, and East and North Henderson high schools. **Transportation is provided for participating members only. Members are expected to attend daily programs after riding Club transportation.** Bruce Drysdale, Hendersonville Elementary, and Hendersonville Middle will transport children to the Club.

## LATE FEE POLICY

Late fees will be applied after 6:00pm during the traditional school year, and after 5:30pm during summer vacation. **The late fee is \$10.00 the first minute per family. \$2.00 every 5 minutes per child for the first 30 minutes. After 30 minutes, the late fee will increase to \$4.00 per child every five minutes. If your child is not picked up one hour after the club closes and we have not been contacted, law enforcement will be notified.**

## **BEHAVIOR EXPECTATIONS CLUB CODE**

1. Listen
2. Play Fairly & Be Honest
3. Be Respectful of Everyone. Say only Good Things about Others
4. Solve Problems in a Positive Way
5. Take Care of Your Boys & Girls Club
6. Use Nice Language
7. Dress Properly at All Times
8. Fireworks, Smoking, Vaping, Drugs, Alcohol & Weapons Are NOT Allowed
9. Bring Membership Card Every Day

## **DISCIPLINE POLICY**

1. The Boys & Girls Club staff will always be as fair and consistent as possible while dealing with any discipline problems. Club staff will determine appropriate discipline considering the juvenile's age, intelligence, emotional competency, clinical status and past experiences.
2. It is the Boys & Girls Club policy to use an isolation method (such as time-out) in dealing with discipline problems with the child at the club. When using an isolation method, children will never be left alone or placed in a locked room.
3. Snacks and/or meals will never be withheld as a form of punishment.
4. It is the right of any member of the Club's Core Management Team to suspend or expel a child from the Club. Suspensions can be given to members in accordance with established Discipline Guidelines and the staff's decision will be final.
5. A parent/guardian will be notified of a suspension verbally and/or by a written suspension form.
6. We will not physical or verbally assault any member, nor will we use any type of physical or mechanical restraints.
7. Conferences will be held at the request of the parent/guardian or if the Executive Director/Assistant Executive Director feels it is necessary.
  - a. We will ask that all parents support our efforts in teaching your children good behavior and social skills.
8. The Boys & Girls Club administration reserves the right to revoke a child's membership due to excessive and/or disciplinary problems.

Fighting, and other acts of violence and illegal activities lead to automatic suspensions from the Club.

The discipline policy is important to the success of operating a quality youth organization. Rules will be enforced to make the club a positive place for all children.

**STAY UP TO DATE WITH  
ALL DEVELOPMENTS**

**TEXT:**

**@adbhkh**

**To: 81010**



**BOYS & GIRLS CLUB  
OF HENDERSON COUNTY**





# ***Building For The Future***

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

## Meals

CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (two of the four groups)
<ul style="list-style-type: none"> <li>• Milk</li> <li>• Fruit or Vegetable</li> <li>• Grains or Bread</li> </ul>	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Meat or Meat Alternate</li> <li>• Grains or Bread</li> <li>• Two different servings of Fruits or Vegetables</li> </ul>	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Meat or Meat Alternate</li> <li>• Grains or Bread</li> <li>• Fruit or Vegetable</li> </ul>

## Participating Facilities

Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

**Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.

**Family Day Care Homes:** Licensed or approved private homes.

**Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.

**Homeless Shelters:** Emergency shelters provide food services to homeless children.

## Eligibility

State agencies reimburse facilities that offer non-residential day care to the following children:

- children age 12 and under,
- migrant children age 15 and younger, and
- youths through age 18 (19 if birthday in school year) in afterschool care programs in needy areas.

## Contact Information

If you have questions about CACFP, please contact one of the following:

### **Sponsoring Organization** **Child Nutrition Program, Inc.**

<b>Charlotte Office</b> 741 Kenilworth Ave. Suite 102 Charlotte NC 28204 704-375-3938 800-352-1547	<b>Fayetteville Office</b> 2130 B Hope Mills Road Fayetteville, NC 28304 910-667-5511 800-206-6864
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**CACFP Unit Manager**  
 Dept. of Health and Human  
 Services Division of Public  
 Health Nutrition Services  
 Branch 1914 Mail Service  
 Center Raleigh, NC 27699  
 919-707-5759

**USDA** USDA is an equal opportunity provider and employer

# WIC

## CHILD NUTRITION PROGRAM, INC.

Charlotte Office  
704-375-3938/800-352-1547

Fayetteville Office  
910-867-5511/800-206-6864

THIS INFORMATION IS TO BE GIVEN TO ALL ENROLLED CHILDREN'S FAMILIES Do you need healthy food and eating tips for you and your child? **Get help from the WIC Program!**

### What Does WIC Provide?

If you are eligible for WIC, you will receive at no cost:

- \* food instruments to buy healthy foods
- \* eating tips for you and your child.
- \* breast feeding support
- \* referrals to health care and community resources

### What Foods does WIC provide?

\*cereal      \*milk      \*juice      \*eggs      \*cheese      \*infant formula  
\*dried beans and peas      \*peanut butter  
\*tuna and carrots (breast feeding women only)      \*infant cereal

### Who is WIC for?

WIC is for:

- \* children up to five years of age
- \* pregnant women
- \* breastfeeding women who have had a baby in the last 12 months
- \* women who have had a baby in the last six months
- \* infants

### To be eligible for WIC, you must also:

- \* meet WIC income guidelines. (All kinds of families qualify for WIC. You may be working or not. You may be single or married. You may live with your parents. You may be a student.)
  - \* have a health risk factor based on:
    - height and weight
    - blood test low for iron
    - health history
    - diet history

### How can I get WIC services?

Call your local health department, or to find the phone number for the closest WIC office, call 1- 800 -FOR -BABY, (1-800-367-2229).

Visit the WIC website at: [www.nutritionnc.com/wic/index.htm](http://www.nutritionnc.com/wic/index.htm)

### Tell a friend about WIC!

WIC is an equal opportunity employer.

State of North Carolina, Department of Health and Human Services, Division of Public Health,  
Women's and Children's Health Section, Nutrition Services Branch

**Place this document in every Parent Sign-Up Package**

**CACFP Civil Rights Complaint Procedure  
Child Care Homes and Centers Non-Discrimination  
Statement**

**Child Nutrition Program Inc.**

**North Carolina CACFP Sponsor # 7484  
704-375-3938 800-352-1547**

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**If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).**

**Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).**