

After School Program Policy Handbook 2024-2025

Bruce Nichols Boys & Girls Club
1161 Dorr Road, South Beloit, IL 61080
815-389-3634 www.statelinebgc.org

Welcome to Stateline Boys & Girls Clubs Bruce Nichols Location!

Our Mission

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

Membership Fees

Per Member (one child)	\$20.00 per year
Per Family (more than one child)	\$30.00 per year

Monthly Fees

Per Child (6-12 years old)	\$40.00 per Month
Teen Rate (13-18 years old)	\$0.00 per Month

Fees are for regular After School Program Hours 2:30pm - 5:30pm

Monthly fees are not prorated due to late registration or coming into the middle of a month.

Monthly fees **DO NOT** cover for no school days.

No- School Days - Day Passes

For Monthly Enrolled After School Members	\$8.00 per Day/Child
For Club Members Not Enrolled in After School Program	\$10 per Day/Child

Members who have an active membership but are not enrolled in our After School Program may attend for the day by purchasing a pass for \$10.00 to stay between 7:00am – 5:30pm.

No School Day Program Hours 7:00am - 5:30pm

** We follow South Beloit School District 320 Calendar*

No refunds on Day Passes.

Deadlines

All After School Program Monthly fees must be paid in full by the deadline dates for each Month. For members whose monthly program fees are not paid in full by the due date, a late fee of \$25 will be applied/charged to all cash and draft payment accounts. Two charges of this type will result in expulsion from the program.

2024-2025 School Year After School Program runs August 21 – May 23.

Month	Deadline
August	August 21st
September	September 3rd
October	October 1 st
November	November 1st
December	December 2nd
January	January st
February	February 3 rd
March	March 3 rd
April	April 1 st
May	May 1 st

Membership & Membership Cards

All members who join or re-join are required to complete the Stateline Boys & Girls Clubs Membership form and pay the fee of \$20 per member or \$30 for family (more than one child under the same household/address). Membership is valid January 1st – December 31st. Must be renewed at the end of each year regardless of their initial time of registration.

Members are provided with one membership card to take home and another here at the club. Members are required to bring their cards daily to enter the Club. If members forget their card or losses both they will need to purchase a new card for \$1.00 that day to enter the Club.

Member Responsibilities

- All belongings (backpacks, books, jackets, cell phones, etc..) must be kept in cubbies. The club does not provide locks or lockers. All valuables should be left at home. All money should be always in the members' possession (the club is not responsible for any lost or stolen items).
- Snack is given between 3:15 – 3:45pm each day.
- Dinner is given between 4:45 – 5:15pm each day.
- **Food and Drinks are only allowed in the Game Room.**
- Gum is not allowed in the club.
- Members must help clean up after themselves.
- Respect Staff, Club Members and Club Property
- Members are to use club appropriately language and conduct themselves in a club appropriate manner.
- Members are not allowed in Gym Storage Rooms, other storage rooms, Directors Offices or Kitchen.
- Only one club member at a time in the restrooms. (unless indicated by Staff)
- No member is allowed to be in an area without staff supervision.
- All members are required to scan in and out at the front desk.

Pick-up & Drop-off Policy

Dropoff: If members are not dropped off by Stateline Mass Transit Bus System, parents or guardians must come into the club to drop off your child. **No one is allowed to be dropped off before 2:30pm for the After School Program.**

For Both drop-off and pickup, please park.

- Do not just pull up to the club to get as close as possible as this poses safety risks for other parents and children.
- Do Not Park in the Handicap parking space if you do not have a disability place card holder hanging on your rearview mirror.
- Do Not enter through the exit side of the parking lot as indicated by the arrows on the ground.

Pickup: Parents or Guardians must either **come into the building or call the club to pick up their child**, parents cannot contact their child directly from their child's cellphone. If someone other than the club members' parents/guardians are to pick them up, we must have their information on the *Guardian Permission for Alternative Pick-up Form* and they will need to present identification.

Late Pick-up Policy

Participants must be picked up promptly at the end of each program day. **Stateline Boys & Girls Clubs enforces a \$1 per minute late fee per child.** We do not have exceptions to this rule. Fees should be paid to the staff member on duty at the time of pick up or your account on file will be charged.

Please remember that program hours vary throughout the year:
Summer Program Hours 7:00am – 5:30pm

If a child has not been picked up within five minutes of the program end time, staff will: Contact all enrolling parents to ensure a ride is on their way. If parents are not reached, staff will then use emergency phone numbers. If the child has yet to be picked up 30 minutes after dismissal, staff will then call South Beloit Police Department and they will be dispatched to your residence.

Open Door Policy

This policy applies to members 13-18 years old; if members fall into this age category, they are free to leave the club, but they are not permitted to reenter that same day without an adult. This allows members to come and go at any time during the Club's program operating hours under the following conditions:

1. Children may arrive and depart with approved pickup or advance approval of a parent or guardian.

2. Children may leave the program on their own only if a walking waiver form is signed and returned by a parent or guardian.
3. Once members leave the building, they are not allowed back in on the same day unless approved by Unit and Program Directors and they are brought back by an authorized adult.

Members 12 years and younger need to be dropped off and picked up by a parent or guardian or authorized adult or the parent needs to sign off on the member walking home (*walking waiver form*). If a member leaves our facility without parent permission, we will notify the parent and call non-emergency.

Thus, it is the responsibility of the child and the parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit. Supervision is not provided once the child leaves our facility.

Please note that youth are not allowed on the Club's grounds during operating hours unless they are signed in and participating in Club activities. Members should not be dropped off prior to the opening of any facility, as the Club cannot be held responsible for the supervision of such youth.

Refunds

There will not be refunds given on any fees paid for any reason. Members should attend the months that they have been registered for. Monthly fees are not transferable or dividable from month to month or from member to member. **No Exceptions.**

If A member will not be attending a month they are registered for, as stated on the Bank/Credit Card Draft Authorization form; payment authorization continues indefinitely and automatically until canceled by the person signing the authorization. Draft cancellations require a 15-day notice.

Financial Assistance

We realize that families sometimes need help accessing our services and have established a scholarship program to support those that demonstrate the need. Club scholarship funds are limited, distributed fairly, and granted on a first-come first-served basis. Application Processing takes up to a week.

Meals

We offer club members a free snack from 3:15 to 3:45pm daily throughout the school year program. We also offer members a free dinner daily at 4:45 – 5:15pm.

Members **Do Not** have access to microwaves or refrigerators.
Members **CAN'T** take any snack or dinners home.

Medication

Parents/guardians are responsible for filling out and signing the SBGC Medication Consent Form. Medication needs to be labeled with the child's full name and date and time to distribute. SBGC Staff will document the date, time and amount of medication the child is given each day on the Medication Consent Log. SBGC staff will fill out the medication log at the Club as well as on any field trips. **On field trip days, Staff are not responsible for holding onto member medication and giving the medication to the child at the correct time.**

If your child has severe allergies, they will need to carry an epi pen on them. If your child needs to use an inhaler, please make sure they bring it to always be used.

Field Trips

All field trips are optional. If a member is interested in attending a certain field trip, they will need to have that field trip paid for by the due date. Some trips may limit the number of members attending a field trip. Those trips will be noted on a field trip flyer. For members who are attending a field trip need to be on site and in attendance at least 30 minutes before the bus or van leaves. **Please pay attention to whether the bus or club van is leaving from a Beloit Location or South Beloit Location.** Those who are attending a field trip will be expected to wear the Boys & Girls Club t-shirt. **If a member is not in a Boys & Girls Club t-shirt, he or she will not be able to attend.** On field trips your child is responsible for holding and taking medication. Our BGC staff do not assume the risk or responsibility of holding on to or passing medication to members on fieldtrips.

If the member is unable to meet behavior expectations on the field trip (outlined in our behavior policy/Transportation Agreement) they will not be able to attend the next field trip. If the member continues to disregard the behavior policy, they will no longer be able to attend field trips.

Personal Belongings Policy

The Stateline Boys & Girls Clubs is not responsible for any lost, missing, stolen or damaged items. Cubbies are available for member's usage; however, all items need to be removed daily. Bikes are to be locked up on the bike rack. ***Valuables such as tablets, cameras, gaming devices should be left at home as well as all items not allowed at the club as stated on our banned items document.*** All items' members bring to the club must have their names on it. Cellphones are the member's responsibility; staff are not responsible to hold on to a member's cellphone or personal items nor are they responsible to search the facility for lost or stolen items. All items left behind each day are placed in our Lost & Found located in the lobby.

Lost & Found Policy

Members are to turn in any article(s) or item(s) of value to the staff in charge at the front desk. All other items are to be put into the lost and found bin. All items found in the building or on the grounds at the end of the day will be placed in the lost and found bin. Lost items will be donated or tossed in the trash at the end of each month or summer session. **Please note it is NOT the club's employee's responsibility to find members' lost items. It is the members' and their parents' responsibility to look through the lost & found bin for any lost possessions.**

Dress Code Policy

Club members must wear gym shoes when participating in gym activities or outdoor activities where feet need to be covered. All clothing which displays logos or monikers that promote drugs, alcohol, violence, gangs, sex, racism etc. must not be worn. Shoes, pants, shorts, must always be worn and clothing must not be revealing and must be worn appropriately. Members who fail to meet the dress code standards may be subject to dismissal.

Behavior Problems

Members are expected to follow SBGC rules & regulations. Members are to respect the staff, other members, and the visitors/ volunteers who enter our building and off grounds when on field trips. Members who fail to follow the SBGC rules will be disciplined according to the behavior displayed. If the behavior continues the member may be subject to suspension or unable to sign up for future programming. (summer & afterschool)

When a member is suspended from SBGC, a staff will contact the parents/ guardians. Arrangements must be made for that member to be picked up immediately. A meeting between the Unit Director and the members' parent/guardian may take place depending on the severity of the situation. If a meeting is required, it will be to decide if/when that member will be allowed back into the SBGC Building for programming.

*Member rules and responsibilities are listed under the Membership & Membership Cards Policy. Parents can request a club rules list.

Transportation

It is the parents/guardians' responsibility to ensure members are dropped off and picked up promptly. SBGC Staff members are **NOT** permitted to give members a ride home. Parent/guardians/authorized adults consistently not following this policy are subject to penalties such as SBGC staff calling non-emergency, or members may not be permitted to attend or register for future programming year.

SBGC travels by school bus or club van(s) for field trips, please make sure to drop off your child/children on time otherwise they will be left behind.

Sick Policy

If a member should become sick during the day, SBGC will contact the parent or guardian to come pick up the child.

Club Phone Use

If there is a medical or behavior emergency, staff will contact parent/guardian(s).

The Club will only allow club members to use our club phone for emergencies only. Some examples may be and are not limited to the following, member is ill, member has a migraine, broken bones etc.

Member Cellphone Policy

Members who choose to bring a cell phone or other device to the club are solely responsible for keeping it safe. The Club is not responsible for theft, loss, or damage of any device.

Parent/guardian(s) are encouraged to call the Club directly to communicate with their child or in the event of an emergency. Parents are advised to refrain from directly contacting their child(ren) via their personal cellphones during club program hours. Instead, all communication should go through the designated club channels to ensure proper monitoring and to minimize program disruptions. This policy helps maintain a focused and productive learning environment for all club members. Members can always use their phones to communicate with caregivers but are also expected to participate in planned programming activities.

In the event that a member's phone is preventing them from participating in programming, them being disrespectful to staff/members, invades others' privacy (recording/taking pictures, volume of music, explicit music, vulgar language), and or causes disruption, the club will take disciplinary action. The members' phone will be confiscated upon violation and placed in the Unit Directors or another secure office. Members can retrieve their phone when they leave the building. The members will then need to meet with the Unit and Program Director to review the phone policy.

Cell phones and all functions within the cell phone (i.e. cameras and all other applications with the use of cameras) are prohibited in the following areas unless permitted by a staff: Art Room, Computer Lab, Teen Room, Game Room, Gymnasiums, Restrooms, and all other area's pertaining to the club including outdoors.

After Reading all policies, please sign the After School Program Policy Acknowledgement Parent Signature Page.



AFTERSCHOOL PROGRAM POLICY HANDBOOK SIGNATURE PAGE

After reading the Afterschool Program Policy Handbook, please sign the appropriate lines below and return the form to the Front Office.

We/I, the parent(s)/guardians of _____
have read and understand the contents of Stateline Boys & Girls Clubs – Joel Barrett Location Afterschool Program Policy Handbook. We agree to follow and abide to the Stateline Boys & Girls Clubs Policies. We understand that the organization reserves the right to amend policies and procedures when necessary, and that we will abide by changes. Any changes made to the policies will be distributed by each club location under the Stateline Boys & Girls Clubs Organization. The Afterschool Program Policy Handbook is not an enrollment contract.

Signature of
Parent/Guardian _____
Date _____

Signature of
Parent/Guardian _____
Date _____

Please Note: Signature is required by all legal parent(s) and or guardian(s).

Thank you, very much!