

PARENTS

WELCOME To Summer Camp!

Boys & Girls Clubs of Edinburg Rio Grande Valley (BGCE), would like to thank you for allowing your child to attend our program. This promises to be a fun and exciting summer. If at any time you have questions or concerns, please contact one of the following staff at (956) 383-2582.

- **Daisy Martinez**, Chief Executive Officer
- **Sara Lara**, Chief Operating Officer
- **Nick Jimenez**, San Carlos Unit Director
- **Lizbeth Cano**, Legacy Unit Director

MEMBERSHIP CARD Every youth will be issued a membership card. All members are required to bring their CARD DAILY. Members will need their card to check out equipment at the Club and participate in various activities and events. Members are responsible for their card and should have it with them at all times while at the Club. Please ensure your child brings his/her card each time he/she visits the Club. Club members are responsible for lost, damaged or stolen cards. Lost cards can be replaced for \$5.00. Parents will be issued a Parent ID card to be used each time you pick up your child. Only those with the card will be able to pick up your child(ren).

ATTENDANCE Unlike school, attendance at the Boys & Girls Clubs of Edinburg RGV **is not** mandatory, but it is encouraged. Members may attend and participate at their own pleasure. However, if a child refuses to participate in an activity, he/she still must remain with his/her group in their designated area.

OPEN DOOR POLICY Boys & Girls Clubs of Edinburg RGV encourages that members remain at the Club until a parent or responsible adult picks them up however, we cannot legally require a member to stay at the Club. **The understanding on leaving the Club must exist between the parent and the child.** We suggest that parents have a conversation with your child about your decision on when and how your child can leave the Club site. If the child has parental permission to leave at a certain time, it is suggested that the parent provide, for our files, a letter stating that he/she has such permission.

Parents must understand that the Club is **NOT** regulated as a licensed daycare by the State of Texas and that an open campus policy is in effect at all times. Further, the Club is **NOT** responsible for the time or manner in which a child (or ward) may arrive at or leave the facility.

LATE PICK-UP FEES A late pick-up fee of **\$15.00** per child will be assessed 30 minutes after 5:15PM. **Late fee will be charged after 5:45PM.** Fee is payable the same day upon arrival unless payment arrangement is made with the Chief Executive Officer. Service will not be provided after 5:45PM and proper authorities may be notified.

REFUND POLICY Membership fees are **non-refundable and non-transferable. One-day attendance forfeits any refund entitlement. Program fees are non-refundable.** All members must obey all standards of conduct. Behavioral problems that cannot be resolved may result in the member being suspended from the Club without monetary refund.

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF EDINBURG
RIO GRANDE VALLEY

MISSION STATEMENT

To provide opportunity to all youth in a positive caring environment to enable them to become productive, responsible, influential citizens.

SUMMER CLUB SITES

Legacy Unit

702 Cullen,
Rogers & Hwy 281
Edinburg, Texas, 78542
956-383-2582

San Carlos

107 N. Sunflower
Edinburg, Texas 78542
956-383-2582

SUMMER CAMP HOURS

- ◆ Monday –Friday
7:30AM - 5:30 PM

MANDATORY PARENT ORIENTATION

Please be advised that there is a mandatory parent orientation required for all members which can be completed online.



GENERAL GUIDELINES

MEMBER/STAFF RELATIONSHIP If your child has a problem while at the Club, encourage him/her to talk with a staff member, the Chief Operating Officer and/or the Chief Executive Officer immediately. Problems can be resolved only through communicating and cooperating with one another. We ask parents to contact us at the numbers above to discuss any concerns that you might have at any time.

PERSONAL PROPERTY The Boys & Girls Club of Edinburg Rio Grande Valley, Board of Directors, and City of Edinburg, **are not** responsible or legally liable for loss or stolen property or for any bodily injuries incurred and suffered by the member on any Club property or in connection with any activities at any of its facilities, or while engaged in any Club activities away from the Club. Parents are encouraged to talk to their children about leaving all valuables at home including toys, purses, electronics and cell phones.

TELEPHONE USE The Club telephone is for **EMERGENCY USE ONLY**. Cell phone usage, ipads, and/or any electronics is not allowed during regular hours of operations to ensure full undistracted participation by members as well as to avoid the adverse result of lost, stolen, damaged, or misuse of personal property.

FIELD TRIPS Field Trips during the summer are scheduled for Mondays for San Carlos Members, Tuesday and Thursdays for Legacy youth members, and Wednesdays for Jr.Staff. All field trips away from the club require a completed and signed BGCE Travel Permission Slip and current summer Club T-shirt. Field Trips are based on first come first serve basis.

MEALS/SNACKS/CONCESSION Members will be served a free meal at breakfast and lunch daily. Members may also purchase items from the concession stand at a nominal cost. We suggest a concession card be purchased to avoid your child carrying cash. Please keep in mind concession times vary per day per age group.

MEDICINE/EMERGENCIES The Club cannot and will not administer prescription or over the counter medications of any kind to a member. In the event of an emergency Club staff will secure medical treatment for a member and parents will be expected to assume any and all responsibility for paying medical expenses associated with such treatment. The Club does not provide medical insurance for members.



CHILD SAFETY The safety and well being of all our Club members is our top priority. Boys & Girls Clubs of Edinburg RGV Legacy Unit will continue to implement the parent card pick up and visitor sign in system. Upon arriving in the lobby at the front desk you will need to:

- Present a parent pickup card issued by the Boys & Girls Clubs. One card was provided for free, replacement cards are \$5.00 each.
- If card is not available a valid Drivers License needs to be presented, which will be copied and placed in our file.
- If visiting you must sign in on the visitor log and a visitor sticker will be printed for you to wear while on club grounds. You will then be able to observe your child in the gym or meet with the Club staff.
- Upon exiting, you will need to report to the front desk to check out with your visitor sticker.
- If you are seen at the Club on the grounds without a sticker, a staff member will politely ask you to report to the lobby front desk.

To ensure the safety of all students, parents are not allowed to be beyond the parent zone nor allowed to pick a child up without proper identification.

VAN AND BUS TRANSPORTATION GUIDELINES

Summer Camp pick up service may be available:



In an effort to provide service to our members and upon availability of grants and other funding transportation may be provided this summer. Parents must complete a Van/Bus Authorization form before his/her child can be transported by van and or bus. (See front desk for form).

Club Buses and Vans will be used during the summer for field trips. Field trips may be in the morning or afternoon.

For the safety of all passengers each member will be held to the expectation of the Code of Conduct for Van and Bus Use.

Members may be suspended from Van/Bus service due to misbehavior. There will be no refund of transportation and field trip fees for youth suspended from Van/Bus use.

CODE OF CONDUCT FOR VAN/BUS TRANSPORTATION

1. Youth will conduct themselves in an orderly manner.
2. All youth must be in seats belts when van/bus is in motion.
3. Youth will fill in the van/bus as directed by the Bus Driver.
4. Youth will remain seated while van/bus is in motion.
5. Youth must refrain from loud talking, horse playing, profanity, throwing objects on or from the van/bus or doing anything that may distract the driver's attention.
6. Eating or drinking on the van/bus is not permitted.
7. Member must assist in maintaining a clean van/bus.
8. All body parts must be kept inside the van/bus at all times.
9. Youth will be picked up and dropped off at designated area.
10. The bus/van driver is authorized to assign seats.
11. Any rule broken may result in a suspension of Bus/Van use and/or Filed Trip participation as deemed appropriate by the COO/CEO.

DISCIPLINE POLICY

Discipline is a must if we are to have a safe and valuable program for your child therefore, please discuss with your child the behavior that is expected of him/her. Parents are asked to take the time to sit down and discuss the following rules and consequences with each member to ensure he/she clearly understands them.

CODE OF CONDUCT

All members are expected to always adhere to the Boys & Girls Club Code of Conduct. As a member, I am always expected to:

1. Play fairly and be honest.
2. Bring membership card everyday.
3. Be respectful of Boys & Girls Club Staff
4. Say only good things about others.
5. Resolve disagreements in a positive way.
6. Be respectful of other members and their property.
7. Avoid the use of improper language.
8. Take care of my Clubhouse and furniture/equipment
9. Applaud efforts of other members.
10. Remove hats/bandanas before entering the building.
11. Walk at all times.
12. Participate only in program areas open to your age.
13. Listen during assemblies.
14. Smoking drugs, alcohol and weapons are prohibited.
15. Dress appropriately at all times.
16. The Club is a NO Bullying Zone

DISCIPLINARY PROCEDURES

Members are expected to adhere to the Boys & Girls Club Code of Conduct. There are consequences for unwarranted behavior.

- 1st write up: Warning /counsel by staff
- 2nd write up: Counsel by staff/parent conference
- 3rd write up: Parent conference & suspension up to 3days

**Please note above the Code of Conduct and Disciplinary Actions*

PLEASE NOTE: There will be incidents that are severe enough that suspension or expulsion will be the only choice without a first or second offense.

SUSPENSION POLICY:

- Only the Chief Executive Officer/Chief Operating Officer will decide to suspend or expel a member.
- No member will be suspended from the Club without notification to the parent (s).

• A member may be allowed to remain at the Club until the end of the day for pick up depending upon the severity of the offense.

REFUND POLICY All members must obey all standards of conduct. Behavioral problems that cannot be resolved may result in the member being suspended from the Club without monetary refund.

*The Club **does not refund memberships** and all members must adhere to the Boys & Girls Code of Conduct.*

Behavioral problems that cannot be resolved may result in the member being suspended from the Club without monetary refund.



DISCIPLINARY ACTIONS:		Consequence
OFFENSE	DISPOSITION	
Cell Phone/IPODS/MP3/IPADS, other electronics	Held by staff & return to parent	
Rude or disrespectful	Verbal reprimand to expulsion	
Refusal to follow instructions	Counseling with youth and parent	
Tobacco	Conference with parent	
Class/group disturbance	Conference with parent	
Damage or destroy property	Suspension and/or restitution from parent	
Gambling	Conference with parent to suspension	
Club disturbance	Conference with parent to suspension	
Profanity/Vulgar/Inappropriate Gestures, Hand/Body signs	Conference with parent to suspension	
Indecent Exposure/Obscene Material	Conference with parent to expulsion	
Inappropriate Bodily Contact both male & female	Conference w/ parent to expulsion	
Threats to staff	Suspension to expulsion	
Weapons	Suspension to expulsion	
Failure to accept disciplinary actions	Suspension to expulsion	
Violence (fighting)	Suspension to expulsion	
Repeated Violations (misbehavior)	Suspension to expulsion	
Loitering/Trespassing	Suspension to expulsion	
False Information	Suspension to expulsion	
Drugs	Expulsion	



COMPUTER NETWORK & INTERNET Access Acceptable-Use Policy



A United Way Agency

Responsible Computer Use Guidelines The Boys & Girls Clubs of Edinburg RGV computer network and Internet access are available to members to enhance their educational experience and become literate in an increasingly technological world. The purpose of this Responsible Use Guidelines is to foster the appropriate use of that network and the Internet. *The following Guidelines apply to all users whenever they access the Boys & Girls Club's network connection.*

Educational Purpose BGCE RGV network has been established for educational purposes limited to classroom activities, career development, and independent scholastic research on appropriate subjects. BGCE RGV network has not been established as a public access service or a public forum. The Club has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the Club's Student Behavior Standards when accessing the network. You may not use BGCE RGV network for commercial purposes. This means you may not offer, provide, or purchase products or services through this network. You may not use the BGCE RGV network for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

Unacceptable Uses Personal Safety You will not post personal contact information about yourself or other people. Personal contact information includes (but is not limited to) home, school, or work addresses and telephone numbers. You will not agree to meet with someone you have met online without your parent's approval. A parent or guardian should accompany you to this meeting. You will promptly disclose to the Program Supervisor or any other Club staff member or adult volunteer any message that you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities You will not attempt to gain unauthorized access to the BBGC RGV network or to any other computer system through the BGCE RGV network. This includes attempting to log on through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing." You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses. You will not use the BGCE RGV network to engage in any illegal act, including but not limited to arranging for the purchase or sale of drugs or alcohol, engaging in criminal activity, or threatening the safety of another person.

System Security You are responsible for your individual user account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify the Chief Executive Officer or any other Club staff member or adult volunteer if you have identified or witnessed a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Inappropriate Language Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful forms of communication. This applies to verbal and written language, diagrams, photographs, representations, videos or any other form of communication. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him or her messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy You will not re-post a message that was sent to you privately without permission of the person who sent you the message. You will not post private information about another person.

Plagiarism and Copyright Infringement You will not plagiarize works that you find on the Internet. Plagiarism is taking ideas or writings of others and presenting them as if they were yours. You will respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Copyright law can be very confusing. If you have any questions ask the Educational Supervisor or a qualified staff member.

Inappropriate Access to Material You will not use the BGCE RGV network to access material that is profane or obscene (pornographic), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature). A special exception may be made for hate literature, if the purpose of your access is to conduct research, and both your teacher and parent or guardian approve. If you mistakenly access inappropriate information, you should immediately tell the Chief Executive Officer or any Club Staff member or volunteer. This will protect you against a claim that you have intentionally violated this policy. Your parent or guardian should instruct you if there is additional material that he or she thinks would be inappropriate for you to access. BGCE RGV fully expects you to follow your parent's or guardian's instructions in this matter.

Your Rights BGCE RGV network is considered a limited forum, similar to the school newspaper and therefore the Club reserves the right to regulate that forum for valid educational reasons. The Club will not restrict your speech on the basis of a disagreement with opinions you are expressing. You should expect only limited privacy of the contents of your personal files on the Boys & Girls Clubs of Edinburg RGV system. This situation is similar to the rights you have in the privacy of your locker. An individual search will be conducted, if there is a reasonable suspicion that you have violated these Guidelines, the Boys & Girls Clubs of Greater Edinburg RGV Behavior Standards, or the law.

Disciplinary Actions Members who violate the Responsible Use Guidelines may be denied future Internet and/or

A Parental Authorization and Acknowledgment Form must be signed and on file before your child may attend the Camp. Once the card is submitted and your fees are paid your child will receive their card giving access to all BGCE programs.