



## **MEMBERSHIP AND PARENT HANDBOOK**

### **OUR MISSION**

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

### **CORE BELIEFS**

A Boys & Girls Club provides:  
A safe place to learn and grow.  
Ongoing relationships with caring adult professionals.  
Life-enhancing programs and character development experiences.  
Hope and opportunity.



### **ZERO TOLERANCE**

The Boys & Girls Clubs of Warwick have a strict zero tolerance policy on:

Drugs, Alcohol & Tobacco products	Weapons of any kind
Bullying/ Violence	Destruction of property

Anyone violating this policy will be expelled from Boys & Girls Clubs activities.

## **5 CORE PROGRAM AREAS**

Character and Leadership Development: Programs in this core area empower youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and others' cultural identities.

Education and Career Development: Programs in this core area enable youth to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to achieve success in a career.

Health and Life Skills: Programs in this core area develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

The Arts: Programs in this core area enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

Sports, Fitness and Recreation: Programs in this core area develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social skills.

### **LOCATIONS:**

The Boys & Girls Clubs of Warwick have three convenient locations:

Norwood Branch  
42 Frederick St.  
Warwick, RI 02888 Warwick, RI 02889

Oakland Beach Branch  
340 Oakland Beach Ave.

Administrative Offices  
42 Frederick St.  
Warwick, RI 02888  
(401) 467-4385  
Fax (401) 467-8028

The CLUB at Cooper  
885 Sandy Lane  
Warwick, RI 02889

Website: [www.wbgclubs.org](http://www.wbgclubs.org)

## **ARRIVAL & DISMISSAL**

### **The CLUB at Cooper is an Open Door Program.**

Once members arrive and sign in to participate in programming, they must remain through the duration of the program. Should they choose to leave, for any reason, they will not be permitted to re-enter the Club.

Members will enter and exit through the main door at the front entrance on Sandy Lane.

Parents/Guardians are not required to enter the building to sign in/out.

## **ILLNESS**

If, at any time during the day, your child does not feel well, we will take their temperature and if it is 100.4 or higher, or they are showing any signs of illness you or other contact will be called for immediate pick up.



A member may not attend any Boys & Girls Club program with any of the following symptoms:

- Fever • Severe cold • Discolored nasal discharge • Diarrhea • Sore throat
- Inflamed or watery eyes • Undiagnosed rash • Vomiting

Parents and/or emergency contacts will be called to pick up their children if children come with or develop any of these symptoms during the day.

## **MEDICAL EMERGENCY PROCEDURES**

In the event of a medical emergency, our staff will assess the situation and act accordingly. We will attempt to contact you first, if the situation allows, otherwise we will call 911 and contact you as soon as we ensure your child is safe and has received the attention they need.

## **RETURNED CHECK POLICY:**

An “insufficient funds” fee of \$30 will be assessed on any and all checks returned to us for any reason (stop payment, insufficient funds, etc.)

The repayment from the returned check + the \$30 fee must be paid in a money order. A second occurrence will result in payments from that point forward only being accepted in a money order.

If the check was payment for a program (Basketball, Child Care, and Summer Camp) participation in the program will be suspended until payment is made.

## **Bully Contract**

The Boys & Girls Clubs of Warwick is an organization that serves youth of our society. Our mission is to enable and inspire youth to reach their full potential and become productive, responsible, and healthy members of society. We believe that everyone should be able to enjoy our programs while feeling safe and accepted, regardless of gender, ethnicity, popularity, intellectual ability, athletic ability, religion, or nationality.

#### **Values Pledge:**

- I promise to be respectful of the Boys & Girls Clubs program rules.
- I promise to be respectful of others' differences.
- I promise to be respectful of others' feelings, property, and bodies.
- I promise to take responsibility for my actions, doing what's right.
- I promise to be honest when I make mistakes and honest when I have not done the right thing.
- I promise to be a caring person to those who participate in the Boys & Girls Club Programs.
- I promise to create a safe environment for my peers.
- I promise to work with my peers to stop bullying at the club.

#### **Anti-Bully Pledge:**

- I will not bully others. I will not be mean to my peers. I will not call them names, pick on them, exclude them from group activities, try to turn others against them, or emotionally hurt them.
- I will not bully others. I will not physically hurt peers. This includes pushing, shoving, hitting, and spitting.
- I will not bully others. I will not take part in cyberbullying. I will not say or do mean things to others over social media or text messages. I won't circulate or "like" hurtful messages or videos.
- I will not bully others. I will not watch, laugh, or join in when a friend or peer is mean or hurtful to others. I will speak up or tell an adult.

#### **I understand that bullying of any form will result in the following disciplinary actions:**

- 1<sup>st</sup> offense: Written warning
- 2<sup>nd</sup> offense: Write up and call with parent/guardian
- 3<sup>rd</sup> offense: Write up and 1-day suspension
- After 3<sup>rd</sup> offense expulsion from the program is up to the discretion of the Director.

**\*Depending on the severity of the situation suspension may be immediate\***

Youth Name: \_\_\_\_\_

Youth Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **GENERAL CODE OF CONDUCT**

In order to create an environment that is positive, safe, supportive and effective, the following principles for conduct have been set for the Club:

- Keep your hands, feet and other objects to yourself
- When a staff member asks for attention, members should stop, look and listen
- Practice the Golden Rule - Treat others the way you would like to be treated

**THIS IS YOUR CLUB!! TAKE GOOD CARE OF IT!**

### DISCIPLINARY POLICY

Members will be advised of what behavior is acceptable and unacceptable and why. Time-out is the primary form of discipline. The child will be set apart from the situation, while being supervised. After sitting in a quiet area, they will be allowed to rejoin the rest of the group for play and activity. If a child presents himself/herself as a danger to themselves or others, or if inappropriate behaviors continue, discipline may result in dismissal for the day, suspension, up to and including expulsion. (If you are contacted for one of the above consequences – your child must be picked up within a half hour)

### CHILD ABUSE AND NEGLECT – DUTY TO REPORT

The Rhode Island mandated child abuse and neglect reporting law states that any person who has reasonable cause to know or suspect that any child has been abused or neglected as defined in § 40-11-2 or has been a victim of sexual abuse by another child is mandated to, within twentyfour (24) hours, report that information to the Department of Children, Youth and Families

(DCYF). DCYF has set up a 24-hour hotline to receive such calls. That number is 1-800-RICHILD. Please remember, reporting a suspicion of child abuse and neglect is not an accusation. It is simply reporting a concern to the authorities, who will make a determination of the situation.

### WEATHER RELATED EARLY SCHOOL DISMISSALS /CANCELLATIONS



We follow Warwick Public Schools notification on school closings:  
Please check the local news and radio for weather related cancellations We will also post updates on our website  
([www.wbgclubs.org](http://www.wbgclubs.org)) and Facebook Page  
Or sign up to receive a text when we close at  
[http://www.turnto10.com/jar/weather/closings\\_and\\_delays/](http://www.turnto10.com/jar/weather/closings_and_delays/)



**The Boys & Girls Clubs of Warwick will be closed on the following holidays:**

Labor Day  
Columbus Day  
Veteran's Day  
Victory Day

Thanksgiving Day  
After Thanksgiving  
Christmas Day  
New Year's Day

MLK Day  
President's Day  
Memorial Day  
Juneteenth

**The Club at Cooper will also be closed on the following days/weeks:**

Rosh Hashanah  
Yom Kippur  
PD-DL Days  
Day Before Thanksgiving

Winter Recess  
President's Day Break  
Good Friday  
Spring Recess

## PARENT COMMENTS/CONCERNS

Your comments, ideas and concerns are always welcome. We will provide program evaluation sheets on an annual basis, but encourage your feedback at any time. Please feel free to discuss concerns with the Branch Director and/or call the Administrative offices at 467-4385

Mike Murdock

Branch/Music Director - CLUB at Cooper

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Be sure to visit our Website, and Facebook pages:



<https://www.facebook.com/theClubatCooper>

<http://www.wbgclubs.org>