



**BOYS & GIRLS CLUB**  
Of Lake Shore

## *GUIDELINES*

### SUPERVISION

The Club employs one full-time and several part-time staff members to supervise and direct programs for our members. We attempt to maintain a ratio not to exceed 1:20 at all times. However, we can not provide supervision beyond our immediate area in front or in back of our building. The Boys and Girls Club of Lake Shore Unit has an “open door” policy for all youth, **which means that your child may come and go at will** but with your help members in grades 5 and under have parent pick-up only. **With that, please provide your child with some guidance/rules in terms of where they are allowed to go outside our facility.** Children in 6<sup>th</sup> grade and older must sign out each time they leave the Club. However, we suggest that when your child is at the Club that he/she stays at the Club. **Please help us enforce this rule!!!**

### CLUB CLOSES PROMPTLY AT 6:30 PM

#### **When picking up your child, please...**

- Be responsible and do **NOT** be late...staff are not available after 6:30 PM
  - Please call ahead in the event of an emergency if you know will be late for ANY reason
  - You will be **charged \$15 for every 15 minutes** you are late for pick-up
  - Make arrangements ahead of time if you need a trusted friend/relative to pick up your child and send a signed note with him/her to the Club on that day
- Inform front desk staff or Unit Director of anyone you would like added to your trusted adult pick-up list (or specify if anyone is **NOT** allowed to pick up your child)
- Do **NOT** park in the front circle of the school OR along the sidewalk
- When pulling in the school driveway, park in the lot on the right and enter the building at the near door
- Do **NOT** ask your child to exit the building and meet you at the curb
- Come into the building to pick up your child and help (s)he gather their things
- **All members must** tell the front desk staff when they are leaving the Club

*Belonging to the Club is privilege, not a right - please respect it!*

### BEHAVIOR POLICY

The club employs the “3 Strike Rule” with regard to member discipline. In all infractions of the Club Code, the staff will attempt to provide members with...

**Strike One**...A Warning!

**Strike Two**... Suspension from that program area. We will **attempt** to notify you

**Strike Three**...Suspension from the Club

The Parent will be notified and asked to pick their child up.

**Fighting of any kind, including self-defense, will result in an automatic suspension.**

*Your assistance and cooperation will help us make the Club a safe and orderly place for our members to have fun!!*

### VALUABLES

**The Club is not liable for items, including cash, or electronics that are lost or stolen at the Club.**

It is recommended that members do not bring valuables to the club but if the need does arise, they should be kept on them or within sight at all times. Due to space constraints and a lack of secure locations, members' belongings may **NOT** be kept in the office or staff room. Please use discretion when bringing valuables to the Club.

**If it is too valuable to lose,  
it is too valuable to be here!!**

## **KEEP THIS FOR YOUR RECORDS**

### **Dear Parent/Guardian,**

Welcome to the Boys & Girls Club of Lake Shore! We are honored that you chose the club for your children. We ask that you please read the following important notes about our Clubhouse..

**Club Operations Calendar:** The BGCLS follows the Lake Shore Central School District calendar (available on both the District and Club websites). We are closed if school is not in session. ***In the event that enough parents register in advance (at least 15), the Club WILL be open full days over holiday breaks at a cost of \$15/day (per child) \$10 for each additional child of the same family.***

- In the event of a ***full-day school closing*** (i.e. snow day, power failure, emergency, etc.), the Club will be closed.
- In the event that ***after-school activities are cancelled or school dismisses early***, THE CLUB WILL ***REMAIN OPEN***.
- In the event that the Club closes unexpectedly we will contact the schools and make our best effort to contact our families. For your convenience, on your membership application please include your email, phone number for Global Connect, and the best available contact person so we can inform everyone in a timely manner.

**Membership Dues:** ***\$125/child*** for the entire school year. Limited scholarships are offered – please refer to the membership application for details. Payment plans are available and must be pre-arranged with the Director and a credit card on file. ***Payment is due on the first day a child attends the Club. We are no longer providing the free month of September.*** Instead, any prospective new member may attend the Club for 1 full week any time during the year (free of charge) as a trial period.

**1/2 Day Early Dismissal:** This year the fee to attend early extended hours at the Club will be ***\$15/child (per day) \$10 for each additional child of the same family.*** Sign-up sheets will be made available in advance and payment is due up-front. Kids that are not registered will not be able to stay. Please remember to send your child with a lunch or money to buy lunch from the Snack Shack on these days.

**Volunteer Fee:** A mandatory volunteer fee of ***\$75 will be charged per family.*** Once you complete your volunteer hours (3-4 hours), you can choose to donate the \$75 to the Club or you will be issued a refund check. All checks will be written within a month of volunteering. For record keeping purposes you will not be able to roll your volunteer fee into your account. Some of our volunteer opportunities include: Connors 5K Weiner Run (Sept.), Monster Bash (Oct.), Spaghetti Dinner (Jan.), Meat Raffles (Nov. & Mar.), Outdoor Adventure Raffle (April), Chicken BBQ (May), or Club Carnival (June).

**Mandatory Fundraising Fee:** Each family will be responsible for ***selling a minimum of \$40 worth of tickets*** for any of our excellent fundraising events: ***If you do not sell tickets for one of the club events, your family will be charge the fundraising fee of \$40. This fee is added to your account in September but is not due until June. Accounts my show a \$0 balance to receive a refund check and register for next program cycle.***

*Please understand that in order to keep our membership fees low and to keep our doors open the Club must be successful in its fundraising endeavors. Your child's membership fee only represents less than 10% of the Club's expenses associated with their participation. Our Club is only open because of fundraising, donations, grants, and your contributions!*

With your assistance, we are looking forward to another successful, fantastic year here at the Club! As always, we thank you and this outstanding community for its support in allowing us to make the Club a “positive place for kids”. If you have any further questions about the Club or you would like more information, please feel free to contact our Unit Director, Greg Waszak, or our Program Director, Emily Raymond at ***926-2119*** or via email at ***bgc@lscsd.org***

***Find us on Facebook for current events!***

**KEEP THIS FOR YOUR RECORDS**

**IMPORTANT**: All information regarding the *Club's pertinent current events, news, reminders, and volunteer and fundraising opportunities* will be posted on the quarterly club newsletter available by the front desk, as well as included in our various handouts that are sent home, and on our website ([www.bgclakeshore.org](http://www.bgclakeshore.org)) and **Facebook page**. Please be sure to stay up to date by reading ALL fliers given out by our front desk staff. Please **register for our Text Alert Notifications** by adding your cell phone number and cell provider in the appropriate section of the membership application. In addition, **providing your e-mail** on the application will allow you to receive electronic Club notifications.