



**BOYS & GIRLS CLUB**  
OF EDEN-LAKE SHORE

Boys & Girls Club of Eden-Lake Shore  
Lake Shore Clubhouse

W.T. Hoag Educational Center  
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## CLUBHOUSE & MEMBERSHIP GUIDELINES

The Lake Shore Clubhouse hours of operation are 2:30 pm-6:30 pm daily.

### PICK UP PROCEDURES

- Parent/Guardian/Adults picking a member up from The Club will be asked to present Photo ID to confirm that they are an authorized individual to leave The Clubhouse with that member. We also ask that you share this policy with adults who you have listed as authorized to pick up your child, that they need to present photo ID when picking up your child(ren) as well. This is for the safety of our members, please remember to bring photo ID each time you pick up your child(ren).
- Each Parent/Guardian/Adult picking up a member must sign their initials next to the member's name at The Front Desk, before leaving the building with a member.
- Please call ahead in the event of an emergency, or if you know will be late for any reason.
- You will be charged \$15 for every 15 minutes per day (or total of 15 minutes accumulated between multiple days).
- If an adult not listed on the "Authorized to Pick up Your Child" section on will be picking up your child please send in a signed note with your child or call The Clubhouse so we are aware of this. Adults may be added to the "Authorized to Pick Up Your Child" list at any time, by the parent/guardian of the member. Individuals can also be taken off of this list or placed on the "Not Authorized to Pick Up Your Child" list at any time.
- Please DO NOT park in the front circle of the school OR along that sidewalk.
- When pulling in the driveway entrance, park in the lot on the right and enter the building through the door nearest to that parking lot (after 4:00 pm). If picking up your child before 4:00 pm, please park in the same parking lot, but enter the building through the main entrance.
- If a member plans to walk or ride their bike home, please provide written & signed note with applicable dates for permission to leave The Club alone.

### OPEN DOOR POLICY

Boys and Girls Club of Eden-Lake Shore operates under an "Open Door" Policy for all members, **which means that your child may come and go as they please** – We can discourage, but cannot restrict your child from leaving the building if they choose to do so.

Members are required to sign out and alert us of their destination if they choose to leave the building (outside of a scheduled activity). When a member leaves our building outside of a scheduled activity and at their leisure, they are not supervised by staff. If a member signs in on that day upon arrival, he or she must be signed out for the day by a parent, guardian or individual on the authorized list.

### AGES

Members must be between the ages of 7-18 years old.

## DISCIPLINE POLICY

**Strike One** – Verbal warning from a Staff member.

**Strike Two** - Suspension from that program area for the remainder of that day.

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

Physical fighting of any kind (including self-defense) will result in an automatic suspension. Stealing of any kind will also result in an automatic suspension from The Club.

The first suspension will be for 1 day, the second suspension for 3 days and the third suspension will be for 5 days. After 3 suspensions, the member and parents will be required to meet with The Unit Director.

## CLUB OPERATIONS CALENDAR

The Lake Shore Clubhouse follows the Lake Shore Central School District calendar (available on both the District and Club websites). We are closed if school is closed for a holiday. On days where school is on recess, but it is not a holiday, we will offer sign-ups for the club to be open. For these days, there must be a minimum of 15 members signed up to open The Clubhouse. Prices for these days are \$10 per child, per day.

- In the event of an unexpected school closing (i.e. snow day, power failure, emergency, etc.), the Club will be closed.
- In the event of ***after-school activities being cancelled or school dismisses early***, THE CLUB WILL **REMAIN OPEN**.
- In the event that the Club closes unexpectedly we will contact you as soon as possible. To be able to reach families as quickly as possible, please include your email and cell phone number (Text Alert Section) on the membership application for your child(ren).

**1/2 Days of School:** The Clubhouse will open early (at the time of school's dismissal), and will remain open until 6:30 pm. Please remember to send your child with a lunch on these days, as they will not have eat lunch at school (they will eat when they arrive at The Club).

**Programming:** We plan to rotate through 5 Program Cycles throughout the school year (about 9 weeks each). Each program cycle will have new and exciting clubs and activities that we encourage members to participate in. Updated program newsletters will be released at the start of the new program cycle.

## SNACK

A snack will be offered to each member on a daily basis, free of charge. Please note any food allergies on your child's membership application so that we can provide a different snack option to your child, if they are unable to consume the snack provided.

## VALUABLES

**The Club is not responsible for items, including cash, toys and electronics that are lost, stolen or broken at The Club.**

It is recommended that members do not bring valuables to The Club. Should a member bring important/valuable items, they should be kept on them or within sight at all times.

Please use discretion when bringing valuables to the Club.

## HOMEWORK

Our Power Hour room is open daily from 3:15-5:30. Members signed up for our "Homework List" will be required to go directly to the Power Hour room to complete their homework prior to moving to any other program areas within our clubhouse. If you would like to place your child on our "Homework List" please sign them up at The Front Desk.

Grab a copy of our Program Guide for the 2018-2019 school year for info on special events, fundraisers, daily programming and more!