



**THE BOYS & GIRLS CLUB OF
WASHINGTON COUNTY**

PARENT

HANDBOOK



2024



Welcome

Dear Parent/Guardian,

Thank you for trusting the Boys & Girls Club of Washington County with your child's out-of-school time hours.

We believe in all youth and are passionate about helping shape their path to a fantastic future. In our clubs, your child will have the opportunity to enjoy a variety of after-school activities, while being in a safe, positive environment filled with enriching, unique and fun programs. It is our goal to be a huge part of helping your child develop, learn, and succeed.

In this manual, you will find information regarding our clubs, including hours of operation, safety information, membership and more. If at any time you have questions or concerns, please contact your Club's director.

The best way to have a positive Club experience is to have an open line of communication between parents/guardians and the Club. We value your feedback and suggestions are always welcome.

Welcome to the Boys & Girls Club!!!

Sincerely,

Addie Nardi

CEO

Boys & Girls Club of Washington County

BGCWC At-a-Glance

The Boys & Girls Club of Washington County (BGCWC) is a youth development organization dedicated to promoting health, social, educational, vocational and character development in our members and community. Our goal is to help youth improve their lives by building self-esteem and the values & skills needed to be successful members of our community, both now as children, and in the future as adults.

Founded in 1941 the BGCWC serves more than 800 youth a year from the ages of 6 to 18 throughout Washington and Allegany Counties. Clubs are open every day after school, when young people most need productive outlets and a safe place to learn and grow. The club also holds a 7-week summer camp.

Our Mission

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





Locations

Administrative Offices

Temporary Physical Address

140 W. Franklin St.
Suite 140
Hagerstown, MD 21740
301-733-5422

Mailing Address

805 Pennsylvania Ave
Hagerstown, MD 21742

Hours of Operation

Monday through Friday
8 a.m. – 5 p.m.

Allegany County

Banneker Gardens

326 Frederick Street
Cumberland, MD 21502

Hours of Operation

School Year
Monday through Friday



Locations

Washington County

Elgin Station Unit

40 Elgin Blvd.
Hagerstown, MD 21742
301-393-3981

Frederick Manor Unit

219 Taylor Ave.
Hagerstown, MD 21740
301-790-3125

Jim Deaner Center

1018 Noland Drive
Hagerstown, MD 21740
301-733-6793

PA Ave. Elementary Site (Temporary)

Pangborn Elementary School
195 Pangborn Blvd.
Hagerstown, MD 21740

PA Ave. Teen Site (Temporary)

Northern Middle School
701 Northern Ave.
Hagerstown, MD 21742

Hours of Operation

Monday through Friday
11 a.m. -- 7 p.m.

Club Membership



The BGCWC is a non-profit, membership-based organization. The Club is a youth activity center that offers engaging youth development programs. Boys & Girls Club membership is open to all youth between the ages of 6 and 18 years old. The safety of all Club Members is our #1 priority. A BGCWC membership application must be completed by a parent/guardian either before the youth begins attending the club or after their first visit. There is a \$10 monthly membership fee, with an additional \$5 for members who utilize our transportation.

Late Fees

Late fees are as follows:

- 10-15 minutes after closing--\$15 (Per Child)
- 15-30 minutes after closing--\$30 (Per Child)
- 30 minutes or more after closing--\$100 (Per Child)

If a child has not been picked up within 45 minutes of closing and we are unable to contact either the parent or emergency contact, we reserve the right to contact local law enforcement and/or Child Protective Services.

Clubs Closed:

New Year's Day; Martin Luther King, Jr. Birthday (observed), Good Friday, Memorial Day, Juneteenth (observed), Independence Day, Labor Day, Thanksgiving & the day after, Christmas Eve, Christmas Day & the day after, New Year's Eve

Weather Policy

School Closings: If Allegany County Public Schools and Washington County Public Schools are closed for the day, the respective clubs are also closed for the day.

Early Dismissal: If Allegany or Washington County Public Schools close early, the clubs are also closed and the Club vans do not pick up at the schools.



Safety

Safe Passage Policy

Club Members:

- Must check in and out each day with either the Unit Director or the Youth Development Professional stationed at the entrance of the Club.
- May not leave the Club unescorted unless it is included on their membership application with parent/guardian consent.
- After leaving for the day, Club members will not be permitted to return to the Club until the following day, unless advance approval is given from the Club Director. For example, Members who leave the Club for a doctor's visit or other emergency may be allowed to return at the discretion of the Club Director.

Parents/Guardians:

- Must retrieve child/children from the Club or identify and authorize additional contacts (18 years of age or older), who may pick up their child/ children.
- May provide written authorization for children 11 and older to leave the Club unescorted.
- Must provide written authorization for children 12 and older to escort their younger sibling/family member, under 11.
- Parent/Legal guardian(s) of Club members must make any necessary changes to the membership application in person at the Club member's respective Club.

The BGCWC follows all legal custody agreements. A copy of a family's custody agreement must be on file if the club is meant to follow it.



Safety

Emergency Response Drills

The commitment to safety requires established plans to minimize risk should an emergency occur. BGCWC will conduct periodic evacuation and emergency response drills to ensure members understand emergency response procedures and expectations.

Mandatory Reporter

BGCWC is a mandated reporting agency. Employees will report any suspicion of child abuse or neglect to the relevant authorities.



All club members are expected to abide by the BGCWC Code of Conduct, as well as rules and regulations that are set when programming begins. A violation of the rules/regulations may result in an appropriate disciplinary action. Every club member is responsible for his/her own actions.

Club rules are as follows:

1. Play Fairly and Honestly
2. Be respectful of peers and BGCWC Staff
3. Resolve Disagreements in a Positive Way
4. Take care of your BGC facility and equipment
5. The following inappropriate behavior will not be tolerated:

Disruptive, obscene or disrespectful behavior ** Foul or abusive language

Bullying or harassment ** Smoking or being under the influence of alcohol or drugs

Possession of alcohol or drugs ** Stealing ** Willful defiance ** Fighting or horseplay

Destruction of property or vandalism ** Leaving the site without permission

Sexualized behavior ** Computer misuse ** Carrying or concealing any weapon of any kind.

Transportation

Members are often transported to and from the club on BGCWC vehicles. In addition, the club offers special trips. BGCWC prioritizes members safety and as such, enforces the following expectations:

All passengers must:

1. Follow staff instruction at all times.
2. Remain seated, facing forward with the seatbelt securely fastened.
3. Behave respectfully toward all others (horseplay, bullying, intimidation and fighting is not tolerated).
4. Keep voices down. Yelling, screaming or other loud noises may distract the driver.

All passengers must NOT:

1. Vandalize the interior or exterior of the vehicle.
2. Throw things out of the window.
3. Stick things out of the window (including hands, feet or belongings).
4. Make gestures or yell at others on the roadway.

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4. Keep voices down. Yelling, screaming or other loud noises may distract the driver.

All passengers must NOT:

1. Vandalize the interior or exterior of the vehicle.
2. Throw things out of the window.
3. Stick things out of the window (including hands, feet or belongings).
4. Make gestures or yell at others on the roadway.
5. Attempt to open the door until the van driver comes to a complete stop and indicates that it's safe to do so.
6. Behave in any manner that could distract the driver or jeopardize the safety of others.

Club Rules

Smoking/Alcohol/Drugs

Smoking, alcohol use or illegal drugs are prohibited at the Club or any outing or trip. The Club is a smoke-free workplace. In compliance with Maryland law, no person may smoke in any indoor area of a Club facility. In addition, smoking is prohibited on any Club vans.

Weapons

Ownership/possession and/or use of a weapon or replica of a weapon in the Club, on Club premises, in Club vans or buses, Club field trips or any Club activity is prohibited. Prohibited weapons include guns, bombs, explosives and all firearms. Prohibited weapons also include axes, clubs, bludgeons, knives, artificial knuckles, slingshots, firecrackers or similar devices, mace, pepper spray, stun guns, air guns, pellet guns and any item the purpose of which is to inflict bodily harm or cause serious physical discomfort. Bullets and other ammunition for weapons are also prohibited. Violation of this policy will subject the Club member to immediate expulsion. All incidents involving the presence of weapons in the Club, on Club premises, in Club vans or buses, Club field trips or any Club activities in violation of federal or state law shall be reported to the appropriate law enforcement agencies.

Anti-Bullying

The BGCWC is committed to providing a safe and civil environment for all members and will not tolerate bullying at any Club activity.

Bullying shall be interpreted to mean any intentional and unjustified written, electronic, verbal or physical act that is demeaning or abusive to another person. Bullying includes but is not limited to physical or verbal conduct committed with the intention of harming the victim and is shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental disability, physical disability, physical appearance or socioeconomic status.

Staff and volunteers who observe acts of bullying are expected to take appropriate steps to intervene. Club directors will conduct a thorough investigation and involve the Director of Operations to determine the length and scope of any unresolved bullying activity.

Club Rules



Discipline Policy

Members are expected to follow the rules & regulations of the Club. When rules and regulations are not followed, BGCWC corrective actions include verbal and/or written warnings; timeouts; alternative programming for the day; conferences with members and/or parents; suspensions.

Only the CEO of the organization can permanently terminate a membership.

The BGCWC strives to work through situations with members to teach them alternative ways to handle difficult situations. However theft, vandalism, possession of weapons or drugs, violent behavior or threats of violence will lead to immediate suspension. Law enforcement will be contacted in severe cases.

Parent Behavior

All parents/guardians are expected to abide by the rules and regulations in relations to manners, respect, sportsmanship and cooperation with Club management. Parents should feel free to voice ideas, suggestions or complaints in a professional manner without fear of reprisal or retribution to Club Directors or the Administrative team.

Abusive actions (verbal or physical) by parents or guardians of Club members towards other Club members and/or Club staff will not be tolerated and may result in the parent/guardian and/or Club member being suspended or expelled from the Club.



Club Rules

Personal Belongings

The Club is NOT responsible for personal possessions brought into the Club. The Club does NOT assume responsibility for any lost or stolen items.

Cell phone or items of personal technology (iPods, iPads, MP3 players, tablets, etc.) are only to be used at the discretion of the Club Director. BGCWC employees will not be held liable for wireless communication devices that are lost or stolen.

Club Tech

Club members have access to the Internet and although precautions are taken, it is possible that youth may access inappropriate content. Parents are asked to reinforce responsible Internet use at home and support any consequences resulting from inappropriate actions at the Club.



Video Surveillance

The BGCWC recognizes that maintaining the safety and security of Club members, staff, volunteers and Club property is best implemented with a multi-faceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by Club personnel, it can provide an additional layer of protection. Video surveillance, without audio recording capabilities, may be utilized in and around the Club facility and on Club property. Video surveillance shall be in accordance with the applicable laws pertaining to such use.

Video surveillance equipment will not be used or installed in areas where Club members, staff and parent/guardians have a reasonable expectation of privacy, such as restrooms. The Club shall notify Club members, parents/guardians, staff and the public that video surveillance systems are present by signs prominently displayed in appropriate locations throughout the facilities and grounds and provide any other notification or consent as required by applicable law.

The use of video surveillance on Club grounds shall be supervised and controlled by the CEO and partner agencies (Hagerstown Housing Authority, Cumberland Housing Authority, Washington County Public Schools). The actual recording equipment will be maintained in an area that is locked and secure only to be accessed by authorized personnel. Video data is recorded and stored digitally. Video recording data is considered confidential and secure. Access to live and video recorded data is strictly limited to the CEO and Director of Operations. These authorized personnel are trained in video surveillance policy and how video data should be used during any official investigation. Video recording data may be used as evidence that a Club member, parent/guardian, staff member, volunteer or other person has engaged in behavior that violates state or local law, policies and/or Club rules. Video footage is subject to production by a valid subpoena or other court order.

Member Health

Illness/Injury

If a child becomes ill or injured while in our care, the parent will be notified to come and pick up the child. You or someone you designate should pick up the child within one hour. If your child displays signs of a communicable disease (including but not limited to head lice, pink eye, stomach flu, etc.) they must be picked up immediately. Children being treated with antibiotics for a contagious disease should not return to our program until he/she has been using the medication for 24 to 48 hours.

Medication

Prescription and/or non-prescription medicine will NOT be administered or kept for Club members by any Club staff. Exceptions would be for emergency devices such as inhalers and epi-pens. Emergency plans of action forms from prescribed doctor need to be submitted and approved by the Club Director.





INTERPRETATION OF THIS HANDBOOK

The purpose of this Handbook is to provide an overview of the BGCWC's policies and procedures governing the operations of the Club and the relations between the Club and its Members and their Parents.

The provisions of this Handbook are not intended to create any contractual or legal rights in favor of any Member or Parent nor any contractual or legal obligations or liabilities on the part of the Club. Membership in the Club is at all times voluntary, and the Club may terminate the membership of any Member or the participation of any Parent at any time, with or without cause.

The Club reserves the right to add, delete or modify the policies, procedures and provisions of this Handbook at any time whenever it deems necessary or advisable. Except as otherwise stated in this Handbook, no employee of the Club has the authority to alter or waive any provision of this Handbook, either generally or in specific instances. Similarly, no oral statements or representations by anyone can change the provisions of this Handbook.

By signing on the following page, I acknowledge that I have read and have accepted the foregoing limitations.



BGCWC POLICY AND PROCEDURE COMMITMENT

I have received and read the entire Boys & Girls Clubs of Washington County Program Policy and Procedure Manual included in this Parent Handbook and understand my commitment to the program. My child/children have read, or I have read the Manual to him/her/them and he/she/they understands the policies and procedures. We both understand that failure to follow the procedures and policies may result in termination of enrollment. We have agreed to accept the policies detailed in the Parent Handbook.

Please Sign Before

Signature of Parent/Guardian

Date:

Printed Name of Parent/Guardian

Name of Club Member(s)