2019-2020 Parent & Member Expectations & Guidelines

The Boys & Girls Club of Elgin would like to welcome you to our family! The Club provides a safe, fun and affordable place for your kids to go during out-of-school time to connect with caring, trained professionals and engage in enriching programs and activities.

Check-In & Personal Belongings Policy
All members must sign in or scan in as soon as they arrive to their school site or the Clubhouse. Members that have been issued a Club ID card are responsible for bringing it every day to scan in. Members who do not have their Club ID card with them will not have access to certain Club privileges for the day. Replacement cards are free and will be provided the next day upon request. All hats, backpacks, coats, and any other extra items should be checked into a cubby or other designated area upon arrival at the Club. All cell phones, other electronic devices or excessive currency must be kept in backpacks unless otherwise permitted by a staff member for a specific circumstance.

Household & Emergency Contacts
We ask that you keep household and emergency contacts up to date. Please inform the receptionist or site director of any changes to contact information. A member will not be allowed to leave with anyone who is not listed as an emergency contact or authorized for pick up.

Late Pick-Up Policy
Please arrange for your child to depart the Club by closing time. You will be charged $10 the first 15 minutes past our closing time per family, and $1 for every additional minute. If you are charged a late fee, your child may not return to Club activities until all fees have been paid or prior arrangements have been made. The Boys & Girls Club of Elgin reserves the right to contact the appropriate authorities for assistance when members are not picked up by a reasonable time and after all emergency contact alternatives have been exhausted.

School Attendance Policy
Members who do not attend school in any given day, may not attend the Club on that same day.

Guest Policy
For security and safety reasons, we don’t allow members to bring guests that are not BGCE members during normal program days nor during vacation or non-school days.

Food Policy
To prevent issues with allergies with sharing food, the Boys & Girls Club of Elgin will not allow outside food to be eaten at the Club. Every day, all members are given the opportunity to eat hot, nutritious, and balanced meals from our kitchen. If your child has a food allergy, please request the separate Food Allergy form from the director. The form must be completed by a doctor. Food and drinks may only be consumed in designated areas. All gum and candy must be kept in backpacks or it will be thrown away upon entering the building.

Phone Use
Members may use the Club phone to contact parents or guardians or vice versa.

Computer & Technology Use
All members are expected to use Club computers and/or personal devices for educational and entertainment use only. Using the computers and/or personal devices to access controversial, vulgar or obscene content is strictly prohibited. A member’s computer privileges may be revoked if they are unable to responsibly use the Club computers.

Code of Conduct
- Listen to and respect staff and volunteers at all times.
- Use respectful language. Foul language, profanity and name-calling are not tolerated.
- Remain in a supervised program area at all times. Wandering the halls or loitering in the lobby is not allowed.
- Notify a staff member before leaving a program area/room.
- Keep hands and feet to yourself. Play fighting, rough-housing and public displays of affection are not allowed.
- Respect the Boys & Girls Club facility, property and equipment. Vandalism will not be tolerated.
• Ask permission before leaving to use the restroom. Visit the restroom one at a time. Loitering is not allowed.
• Avoid loitering outside of the building.
• Tobacco, alcohol, and other drugs are not permitted on Club property or in the surrounding neighborhood. Anyone suspected to be under the influence will be asked to leave the Club immediately.
• Weapons are not permitted on Club property and will be confiscated if discovered.
• Bullying, in any shape or form, will not be tolerated. Members are expected to report issues or conflicts to a staff member or volunteer immediately.
• Fundraising or selling of items is not allowed during program hours.
• Gym shoes must be worn in the gym or during physical activity at all times.

Transportation Policy
The Boys & Girls Club of Elgin provides transportation to members by picking up and dropping off at designated locations (please see site director for current locations), and for local fieldtrips. All members that ride the bus must understand and follow all rules. If a member cannot follow the rules, they will not be able to ride the bus in the future. Please understand that transportation at the Club is a privilege.

Bus Rules
• All Clubhouse rules apply to members who are riding the bus
• Members must remain seated until the bus stops and instructed by the driver to depart
• No eating or drinking allowed
• Members must speak at a reasonable volume – please refrain from shouting
• Members must keep hands and all body parts inside the windows
• Members may not open or attempt to exit through the emergency door

Discipline Policy
As disciplinary issues arise; they are handled on a case by case basis. For less severe offenses, members will be given a fair consequence while at the Club. For more severe offenses, parents will receive a phone call and may need to participate in a parent conference before the member can return to the Club again. Members who refuse to comply with the Club rules may be suspended until further notice.