

GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS
OF KENNEBEC VALLEY**

**PROGRAM HANDBOOK
2019-2020**

Gardiner Clubhouse
14 Pray Street
Gardiner, Maine 04345
Phone (207)582-8458 Fax (207)582-7902

Chelsea Clubhouse
(Located At Chelsea Elementary School)
566 Togus Rd.
Chelsea Rd, ME 04330
Phone (207) 215-4193

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www.bgckv.org

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The Boys & Girls Clubs of Kennebec Valley reserves the right to amend or add policies under special circumstances. Parent/guardians will be given written notice of all policy changes.

Administrative Staff Directory

Ingrid Stanchfield	Chief Executive Officer
Dawna Gregoire	Chief Operational Officer
Paula Burke	Chief Financial Officer
Nichola Prescott	Food Service Director
Holly Jordan	Teen Center Director
Inez Kelley	Program Director
Elisha Storer	Executive Administrative Assistant
Brenda Deprey	Assistant Child Care Director
Nate Mitchell	Chelsea Clubhouse Program Director
Jessica Phillis	Office Manager
Alicia Wing	Director of Development

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WELCOME

Thank you for choosing the Boys & Girls Clubs of Kennebec Valley to provide care and supervision for your children.

MISSION

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

CLUB PHILOSOPHY

The Boys & Girls Clubs of Kennebec Valley's Club philosophy is that children of all ages are entitled to a safe, positive environment, fun, supportive relationships, opportunities and expectations and recognition.

- **Safe, Positive Environment:** Club staff, facilities, programs and age-appropriate settings create stability, consistency and a sense of physical and emotional safety for members. The Club provides structure and clearly defines acceptable behavior.
- **Fun:** The Club generates fun for members. Members develop a strong sense of belonging through connections they establish with staff and peers. Staff members make the Club feel more like home, fostering a family atmosphere and creating a sense of ownership for members.
- **Family Supportive Relationships:** Club youth develop meaningful relationships with adults and their peers. Staff members actively encourage such relationships. Staff members display warmth, caring, appreciation, acceptance and guidance in their interactions with members.
- **Opportunities and Expectations:** Club youth acquire physical, social, technological, artistic and life skills. The Club encourages members to develop a moral character while reinforcing high expectations and helping members with school and post-secondary education.
- **Recognition:** The Club recognizes and supports young people's self-worth and accomplishments. Staff members encourage youth and provide positive reinforcement as they make improvements and experience successes. The Club showcases young people's achievements.
- **Family Support:** We take our responsibility to you and your family very seriously and work as a team to provide a safe, positive environment for all Club members. Let's work together to make sure your children have a safe place, positive adults, healthy activities, fun, opportunities to help each other and most of all the love and support they need to grow into happy, healthy adults.

CONTACT OF INFORMATION

14 Pray St.
Gardiner, ME 04345
Office Phone 207-582-8458
Fax 207-582-7902
Join us on Facebook
www.bgckv.org
Front Office hours 6:30-5:30

PROGRAM HOLIDAYS

Independence Day - Thursday, July 4th, 2019
Labor Day—Monday, September 2nd, 2019
Columbus Day—Monday, October 14th, 2019
Veteran's Day—Monday, November 11th, 2019
Thanksgiving & Friday after—Thursday & Friday, November 28th & 29th, 2019
Christmas Day—Wednesday, December 25th, 2019
New Years Day—Wednesday, January 1st, 2020
Martin Luther King, Jr. Day—Monday, January 20th, 2020
President's Day— Monday, February 17th, 2020
Patriots Day— Monday, April 20th, 2020
Memorial Day— Monday, May 25th, 2020
Independence Day—Friday, July 3rd, 2020

PROGRAM ORIENTATION

We require all parents to schedule a 30-minute orientation with the Program Director prior to registration for all our child care programs. This meeting will help you and your child transition into our programs. Parents are welcome to visit their child's program at any time without notice. Our open-door policy fosters trust among parents and staff.

Gardiner Clubhouse Programs

Hours of Operations

Front office

Monday -Friday 6:30am to 5:00pm

Child Care

Monday-Friday 6:30am to 5:30pm

Teen Center

Monday-Friday 2:00pm to 5:30pm

(extended hours are offered during vacation weeks and other no school days)

PROGRAM DESCRIPTION

EARLY LEARNING PROGRAMS

Inclusive Environment

Early childhood educators at the Boys & Girls Clubs of Kennebec Valley use developmentally appropriate practice and consider the unique needs of all children when planning. Staff will make every attempt to make adaptations or modifications necessary to meet the needs of the children. Although we are unable to provide one-on-one staffing for children we are willing to receive outside services to support the child and work with the providers to support children and families.

Ratios for the classrooms are as follows:

Infant 1 staff to 4 children - 8 children max

Toddler 1 staff to 5 children - 10 children max

Early preschool 1 staff to 7 children - 14 max

Preschool 1 staff to 10 children -20 max

• Infant Care—Ages 6 weeks to around 15 months (YEAR ROUND PROGRAM)

We are required by the State of Maine Child Care Licensing to have immunization records on file for all children ages 5 and under. Please have records ready to submit when you register your child.

Activities include: Playing with toys (age appropriate), dabbling with art, imitating and pretending, enjoying stories and books, tasting and preparing food, exploring sand and water, having fun with music and movement, and outside activities.

Developing routines: Hellos and good-byes, diapering and early toileting, eating and mealtimes, naptime, getting dressed.

We provide: Breakfast, lunch and snack for infants at finger food stage and up.

Parents provide: Breast milk/formula, bottles & nipples (enough for each feeding for the day), diapers, wipes, extra clothing for each day, cereal, stage foods and any specialty foods we do not provide.

• Toddler Care—Ages around 15 months to 3 years (YEAR ROUND PROGRAM)

We are required by the State of Maine Child Care Licensing to have immunization records on file for all children ages 5 and under. Please have records ready to submit when you register your child.

Activities include: We will focus on toilet learning, self help-skills, tooth-brushing and hand-washing. A developmentally age appropriate curriculum with fine and gross motor skills, a variety of arts, crafts, social, and emotional activities will be provided daily. We also offer breakfast, lunch and an afternoon snack.

Parents provide: Diapers, wipes & extra clothes.

• Early Preschool Care—Ages 2 1/2 to 4 years (YEAR ROUND PROGRAM)

We are required by the State of Maine Child Care Licensing to have immunization records on file for all children ages 5 and under. Please have records ready to submit when you register your child.

Activities include: We will focus on toilet learning, self help skills, tooth-brushing, hand-washing, and preparing to become a full-time preschool student. A developmentally age appropriate curriculum with fine and gross motor skills, a variety of arts, crafts, social, and emotional activities will be provided daily. We also offer breakfast, lunch and an afternoon snack.

Parents provide: Diapers, wipes & extra clothes.

- **Preschool—Age 3 to 5 years (Fully toilet trained) (YEAR ROUND PROGRAM)**

The Preschool Program provides a variety of fun and educational activities to help your child feel comfortable learning and playing in a group setting. Your child will be encouraged to explore the world through a variety of activities such as free play, cooking, arts & crafts, music & movement, games and dramatic play. Prewriting and other literacy activities such as number, letter and color recognition foster an early love of learning. Children may bring comfort items to have during rest time. We also require children to bring a change of clothes. We offer breakfast, lunch and an afternoon snack. We are required by the State of Maine Child Care Licensing to have immunization records on file for all children ages 5 and under. Please have records ready to submit when you register your child.

SCHOOL AGE PROGRAMS

Kindergarten—5th Grade (SCHOOL YEAR PROGRAM)

- **Before School**

Before care only. Program opens at 6:30am. Please refer to the bus company for pick up times. Before care does NOT include workshop days, storm days or early release days. *It is before care only!*

- **After School**

Children arrive at the Club afterschool and have a small supper then they will participate in variety of enriching activities such as science, literacy, math, technology, arts, homework and wellness programs. After care does not include morning care if there is a school delay.

- **Before & After School**

This is a combination of both the Before school and After school programs. Your child must be registered in After School or Before & After School care to attend early release days, storm days or workshop days.

MIDDLE SCHOOL / HIGH SCHOOL PROGRAMS

- **Teen Center—Youth 6th through 12th Grade (SCHOOL YEAR PROGRAM)**

Once youth arrive at the Club, they have the option to participate in many different activities. A monthly calendar is available for a list of activities. Members can also participate in the CLC program. The 21st Century Community Learning Center offers students (grades 6-8) additional services, activities, and tutorial help in the areas of math, sciences and literacy with certified teachers and top students from the area high school. *Grades 6-8 must be registered as a Teen Center member to be enrolled in the CLC program. Financial assistance is available if needed.* The Teen Center is open on scheduled early release days. Please check the Teen Center room for postings of scheduled trips for those days.

Days Closed:

The Teen Center is closed on storm days and non-scheduled Early Release Days due to storms or power outages. The Teen Center follows the MSAD 11 school calendar. The last day of the Teen Center is the last day of school.

Vacation Weeks:

During vacation weeks additional costs may apply for scheduled field trips. Please see monthly calendar for these events. Cash may be required for some trips.

Check in / Check out:

Closed Door: After arrival at the Club, students must remain at the Club until picked up by a parent or guardian.

Open Door: After arriving at the Club members may depart from the Club on their own at any time, however students **must** sign in and out. Once they sign out they may not return for the day.

CHELSEA CLUBHOUSE PROGRAMS

Hours of Operation

Monday-Friday 6:30am to 8:00am

Mon, Tues, Thurs, Fri. 2:30pm to 5:30pm

Wed. 1:30pm to 5:30pm

CONTINUED ON NEXT PAGE

CHELSEA CLUBHOUSE PROGRAMS

SCHOOL AGE PROGRAMS

Kindergarten—8th Grade (SCHOOL YEAR PROGRAM)

- **Before School**

Before care only. Program opens at 6:30am. Club programming takes place in the gym where children await for school to start at 8:00am. Morning care is strictly mornings. Morning do not include early release days, snow days or workshop days.

- **After School**

Afterschool children have a small snack then they will participate in variety of enriching activities and wellness programs. After care does not include morning care even if there is a school delay.

- **Before & After School**

Combination of both before school and after school programming. Your child must be registered in After School or Before & After School care to attend early release days, storm days or workshop days.

SHUTDOWN WEEKS

August 19th– 23rd,2019

December 23rd-27th,2019

Payment is not expected for shutdown weeks. Payment is expected during all other weeks (even if your child is not attending) to hold his/her spot in the childcare program.

SUMMER PROGRAMMING

Full day program for children age 5 entering Kindergarten through 12th grade. The summer program takes place at the Gardiner Clubhouse. You may sign your child up for one week or all the weeks offered. It is based on the need of the family. Children in all programs will participate in arts and crafts, outside activities, team building activities and attend field trips. Please see summer calendar for field trips. Summer information comes out in the spring. All current members must re-register to attend any summer program. Your child will not be able to attend the program without a completed registration packet. Scholarships are also available at this time for summer assistance.

REGISTRATION PROCESS

1. Complete all forms in the registration packet, which includes registration form and food program form.
2. All Forms must be brought to the front office. All forms need to be the original forms. We do not except faxed or photo copied forms.
3. Submit all completed registration forms, appropriate fee and completed scholarship application (if applicable). Registration forms will not be accepted without fee.
4. Supply verification of updated immunization records for all children 5 and under.
5. Set up appointment with program director to tour the Club and review program policies.

STORM DAYS OR POWER OUTAGE

Childcare programs (infant through 5th Grade) will be open on storm days unless power outages or treacherous road conditions warrant closure. Closure announcements will be made on *92 Moose, WABK, Channel 6, Channel 13 and our Facebook page* by 6:00 a.m. Members are still obligated to pay for storm days. Teen Center is closed on storm days. If a power outage or severe storms occurs while children are in care, The Club's will remain open for a reasonable amount of time. The Club's reserves the right to close upon the severity of each situation.

PAYMENT POLICIES



United Way
of Kennebec Valley

United Way Scholarships

United Way of Kennebec Valley grants the Club funding each year to assist families who are experiencing hardship or family emergencies. Assistance is determined by need. Please ask for an application if you need assistance. When applying for summer scholarships all applications need to be in by the 4th Friday of May. Application packets must be complete in order to be processed.

Vacation Week

The Club's are open December, February and April vacation weeks for child care families. **Payment for these weeks are expected even if your child does not attend.** Please check Teen Center calendar for information about days opened, trips and fees. For children enrolled in the school age programs (K-5) the fee is \$125.00 if your child attends. If your child does not attend, you are required to pay your regular weekly fee. The time from when school ends and summer camp begins is considered a vacation week and parents will be charged accordingly.

Payment Methods

The preferred method of payments is ACH (Automated Clearing House: The weekly payments thru debit authorizations are withdrawn directly from your account on Friday mornings). Any changes to your ACH need to be made a week in advance. Please see the Chief Financial Officer to make other arrangements if you are unable to pay by ACH.

This payment is for upcoming week of service. If fees are not received on Friday services will not be available to you on Monday, but payment is still expected to be made. Payments are required every week even if your child does not attend besides the two weeks the Club is shutdown, one in August and the other in December. Dates of those shutdowns are posted on page 6. The Club also accepts payment assistance from Aspire, TANF and child care subsidy Programs.

Non-Sufficient Funds (NSF)

Checks returned or returned ACHs for non-sufficient funds (NSF) will be charged a \$25.00 fee on top of the returned amount, which must be paid in cash or money order within five business days. Personal checks will no longer be accepted for any Club programs after two NSF checks.

ALL RATES ARE EFFECTIVE JUNE 1ST 2019

Individual Program Fees

Infant: Resident Cost: \$175.00 per week / Non-Resident Cost: \$200.00 per week

Toddler: Resident Cost: \$165.00 per week / Non-Resident Cost: \$190.00 per week

Early Preschool: Resident Cost: \$165.00 per week / Non-Resident Cost: \$190.00 per week

Preschool: Resident Cost: \$145.00 per week / Non-Resident Cost: \$170.00 per week

School Age

Resident Cost: Before-Care \$50.00 per week (non-resident cost \$75 per week)

MORNING CARE DOES NOT INCLUDE EARLY RELEASE DAYS , WORKSHOP OR SNOW-DAYS—STRICTLY BEFORE CARE

Resident Cost: After-Care \$65.00 per week (non-resident cost \$90 per week)

DOES NOT INCLUDE SCHOOL DELAYS

Resident Cost: Before- & After-Care \$80.00 per week (non-resident cost \$105 per week)

Resident Cost: Summer & Vacation Weeks \$125.00 per week

Non-Resident Cost Vacation Weeks \$150.00 per week

ALL NON RESIDENTS MUST PROVIDE THEIR OWN TRANSPORTATION.

Teen Center:

Resident Cost: \$75.00 for school year

Non-Resident Cost: \$25.00 per week

Resident Cost: Summer Vacation Weeks \$125.00 per week

Non-Resident Cost: Summer Vacation Weeks \$150.00 per week

ALL PROGRAM FEES ARE EXPECTED TO BE PAID ON TIME AND IN FULL

CHILD AND ADULT CARE FOOD PROGRAM (CACFP) & AT-RISK MEAL PROGRAM

*****Gardiner Clubhouse*****

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

The CACFP program reimburses a portion of the expenses related to providing healthy meals (breakfast, lunch) and snacks for your child ages six weeks through preschool; and breakfast for children in the school-age before care program. The At-Risk After School Meals program reimburses a portion of the expenses for an after school meal and snack for all school-age children through age 18 during the school year. Menus are provided on a monthly basis.

Food program applications must accompany registration cards for all children, even if the applicant does not meet income eligibility for the food program.

Children with food allergies must complete a Dietary Restriction and Substitution Statement with a physician's signature before the Club can provide alternate meals. Alternative meals will not be provided by the Club if food substitutions are by parental or child's choice. Meals and snacks can be provided by parent or guardian on any or all occasions.

SUMMER FOOD SERVICE PROGRAM

The Summer Food Service Program (SFSP) was established to ensure that children continue to receive nutritious meals when school is not in session. The U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) administers the SFSP at the national level; and the State of Maine Department of Education at the State level. This program reimburses a portion of the expenses related to providing a healthy lunch and afternoon snack to all children age 18 and under. The Boys & Girls Clubs of Kennebec Valley is an open site.

HEALTH & MEDICATIONS

Health

1. Please keep our staff informed as to the health and well being of your child.
2. After exhibiting diarrhea, vomiting or a fever due to an illness children may not attend. Keep your child home for at least 24 hours after their symptoms are not present.
3. If your child has a fever it should be gone without having taken a fever-reducing medicine before returning to daycare.
4. A fever is defined as 101° F
5. A note from the child's physician declaring the child is well and free of communicable disease may be required to return to the program after severe infections or at the Director's request
6. If your child becomes ill while with us: We will contact the parents or the emergency contact person if the parent can not be reached to pick up your child.
7. A health policy form will be completed when a child leaves the Club due to an illness both the staff and the parent/guardian must sign the form.

Medication

1. We will administer prescription medication on parent's request.
2. These medications must be in the original container labeled with the physician's directions and the child's name.
3. Parents must complete and sign a medication authorization form. If this form is not complete, the medication cannot be given to the child.
4. No over the counter medication will be given such as Tylenol, cough liquid, etc. without written consent from child's physician.
5. All medications will be stored out of reach from any children and will be administered by an adult regardless the age of the child.

Head Lice Policy

All cases of head lice need to be reported to the staff in your program as soon as you have identified the problem. The names of children will be kept confidential. If your child has been treated for head lice they will need to have a head check by a experienced staff member before returning to the program. Children must be free of nits before returning to Club programs.

DRUG AND ALCOHOL FREE ENVIRONMENT

- There is no smoking of any kind on Club property or Club Youth events which includes but not limited too vaping, juuling, cigarettes or marijuana.
- NO alcohol on Club property, buildings the Club uses or at Club Youth events.
- Picking up children is not allowed if you are under the influence of drugs or alcohol.
- The Police Department will be called if you attempt to pick your child up under the influence of drugs or alcohol.
- All Club properties and events are DRUG AND ALCOHOL FREE ZONES

CONSEALED WEAPONS

The Club does not allow any concealed weapons on Club ground or in the buildings used by any Clubhouses except by law enforcement officers.

TRANSPORTION TO AND FROM SCHOOL—Gardiner Clubhouse

The Club contracts MSAD#11 to provide transportation from the Club to and from school. Children are the responsibility of MSAD#11 from the time they board the bus until they are dropped off at school or at the Club.

In the event a child doesn't return to the Club on the bus as planned, the following will occur:

1. MSAD#11 transportation will be contacted to see if the child was dropped off at a different location.
2. Parents will be contacted to clarify that the child should have gotten off the bus at the Club.
3. It is very rare that children are dropped off at the wrong stop. In the event that should happen the parent and the Gardiner Police Department will be notified.

ARRIVAL & DEPARTURE

Your child has the right to be safe and protected, therefore we require:

- All children must be checked in with the appropriate staff **each morning** and checked out **each afternoon**. The Club uses electronic attendance, please use scan card when available.
- Entrance to the Club's is through the front doors of the building.
- Parents are asked to be dressed appropriately while at the Club's.
- If your child will not be attending for any reason, please call the Club your child is enrolled in and inform staff of their absence. We are required by the State of Maine Child Care Subsidy Program to report two unexplained absences within one month.
- Please turn off your vehicle when dropping off and picking up your children. We do not want the liability of any one getting injured by an unattended vehicle.
- Children may not leave the building by him/herself or with someone who is not listed on the child's registration form. A phone call or written permission from the parent will be expected when a situation should arise. (Open door teens are excluded from the statement above.)
- Only adults over the **age of 18** may sign a child in and out.

If other pick up arrangements have been made a signed and dated note from the child's parent or guardian is required. The person may need to provide identification such as a driver's license or state I.D.

- All programs close promptly at 5:30 p.m. There is a \$20.00 late fee for every 15 minutes that you are late.
- Late pick up is not an option. Late pick up will result in immediate termination from club programs.

SUPENSION AND DISMISSAL POLICY

The Boys & Girls Clubs of Kennebec Valley reserves the right to dismiss or suspend enrollment of any child for the following reasons:

1. Behavioral problems that continue after being properly addressed (see "Code of Conduct" page 12).
2. Failure to comply with the policies in this handbook.

The decision to suspend or dismiss a child from the program will be made at a mandatory meeting convened by the Program Director and the Director of Operations. Failure to attend this meeting will result in immediate termination of membership and/or participation in the Club's programs or services.

CHILD GUIDANCE POLICY

All children and staff at the Boys & Girls Clubs of Kennebec Valley deserve a positive and safe environment. All participants are asked to show respect for others and their belongings.

EMERGENCY/PERTINENT INFORMATION

The Club must be notified of any changes to emergency numbers and/or pertinent information as soon as possible. It is very important to have phone numbers and information that are up to date and someone available to respond in the event of an emergency.

TOYS AND PERSONAL ITEMS FROM HOME

We ask that all children leave toys and personal items at home. Child Care members may not use cell phones, mp3 players/iPods, DS's or any other such electronic devices while in our care. The Club is not responsible for any lost or stolen items while children are in our care.

FIELD TRIP RESTROOM POLICY

If a child has to go to the restroom while the bus is in transit they will need to wait until the bus driver can get off the next exit or next available restroom. The bus will not pull over to the side of the road nor are children allowed to urinate in containers on the bus. If a child has an accident on the bus it will be dealt with as quietly as possible.

TOILETING

All children enrolled in Preschool through Teen Center programs must be completely toilet trained in order to enroll. If an accident were to occur, the parent or guardian may be called to come to the Club and take care of the situation.

STAFF

Qualifications

As professionals, we take pride in sharing with families the responsibility of providing love and support for each child in our care. Each child is supported in a secure, nurturing environment. Their environment encourages healthy, social, emotional, physical and intellectual development. Our staff meet the qualifications set forth by the Department of Health & Human Services' Licensing Rules.

Child Abuse and Neglect

As required by the State of Maine Child Care Licensing, if staff has a strong reason to suspect child abuse and neglect, the situation will be reported to the State of Maine Department of Protective Services without prior parental notification. All staff are mandated reporters of suspected cases of child abuse and neglect. A copy of the State of Maine Care Licensing Regulations regarding abuse and neglect is available in the main office.

LEAVING THE PROGRAM

If you are withdrawing your child from any Club programming we require you to complete a two week notice form. Payment is expected for the last two weeks of care even if your child does not attend. When leaving the Boys & Girls Clubs of Kennebec Valley, you must be in good standing to enroll at a later date and/or to participate in any sports programs affiliated with the Club.

APPROPRIATE ATTIRE

All members need to wear appropriate attire while at the Club. We have all age groups here at the Club. All programs go outside throughout the entire year and need to come to the Club prepared. We understand that not all children are comfortable in bathing suits while on field trips or onsite, (but children should not be wearing long pants and sweatshirts on a hot summer day.) There are many health risks that accompany over and under dressing. Members may be sent home if they do not come prepared or if they are not willing to change into appropriate clothing.

COMPUTER USE

The Gardiner Clubhouse has wireless internet for Teen Center members. The Club's policy is very similar to MSAD 11's policy. The rules are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with The Club's policies and these rules may result in loss of computer and Internet access privileges, disciplinary action, and/or legal action.

Computer Use is a Privilege, Not a Right

Member use of The Club's computers, school laptops, cell phones, tablets, any Internet capable devices, networks, and Internet services is a privilege, not a right. Compliance with the Club's policies and rules concerning computer/Internet use is mandatory. Members who violate these policies and rules may have their Internet/computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. The Program Director/Director of Operations/Chief Professional Officer shall have the final authority to decide whether a member's privileges will be limited, suspended, or revoked based upon the circumstances of the particular case. All Club policies, rules and expectations concerning member conduct and communications apply when members are using computers/Internet. Members are also expected to comply with all specific instructions of staff or volunteers when using the computers/internet at the Club.

The Club uses filtering technology designed to block materials that are obscene or harmful to minors and child pornography. Although The Club takes precautions to supervise member's use of the internet, parents should be aware The Club can't reasonably prevent all instances of inappropriate computer and Internet use by members. The Club is not responsible for the accuracy or quality of information that students obtain through the Internet while at The Club.

All members enrolled in MSAD 11 schools have been educated about online behavior, including interacting on social networking sites, chat rooms, the dangers of engaging in "hacking" and other unlawful online activities and issues surrounding "sexting" and issues surrounding cyber bullying awareness and response. The Club expects the same Internet use behavior at The Club as when the member is in school.

Prohibited Use

The user is responsible for his/her actions and activities involving the computers, equipment, networks, and Internet services. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

Accessing Inappropriate Materials—submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.

Illegal Activities- use of The Clubs computers, networks, and Internet services for any illegal activity or that violates other Club policies, procedures and/or Club rules.

Violating Copyrights– Copying or downloading copyrighted materials without the owner's permission.

Plagiarism– Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in school work, the author, publisher and web site must be identified.

Copying Software— Copying or downloading software without the express authorization of the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties.

Malicious Use/Vandalism— Any malicious use, disruption, altering, or harm to the Club's computers, software, equipment, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

Unauthorized Access to Chat Rooms/News Groups/Blogs/Networking/Email sites-Accessing chat rooms or news groups without specific authorization from the supervising staff.

Members cannot have food or drinks in the Lab

Zero Privacy

The Club retains control, custody, and supervision of all computers used at the Club including school laptops, cell phone, tablets and other internet capable devices from home. The Club reserves the right to monitor all computers/devices and Internet activity by members. Members have no expectation of privacy in their use of computers, including e-mail and stored files.

Member Security

A member shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising staff. Members should never meet people they have contacted through the Internet without parental permission. Members should inform their supervising staff if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

BEHAVIOR EXPECTATIONS

All children and staff deserve a positive and safe environment. All members are expected to show respect for other and their belongings by accepting the following Code of Conduct.

Code of Conduct

1. Child receives a verbal warning to discontinue disruptive behavior. A description of acceptable behavior is provided at this time.
2. Child received an appropriate break in a place away from the situation, but within sight of the staff.
3. If disruptive behavior continues, child will be removed from the activities being offered. Parent will be given a written incident report, at the end of the day, outlining the disruptive behavior.
4. If the child's behavior is extremely disruptive or unsafe parent/guardian will be called to come and remove child from the program immediately.
5. If all of the above have been exhausted, a meeting will be set for parents, child and program staff to discuss the child's continued attendance in Club programs.
6. Zero tolerance of drugs, alcohol, tobacco and violence, immediate dismissal may occur as a result of any of these issues at the Club or on Club trips.

CLUB SPORTS PROGRAMS

Fall

Youth Soccer—Age 3 through 6th Grade

Youth Cheering—Kindergarten through 5th Grade

Youth Madness Basketball—3rd Grade through 5th Grade

Spring

Youth Lacrosse—Kindergarten through 8th Grade

Youth Softball—Age 6 through 12

3 on 3 Madness Basketball—2nd Grade through 11th Grade

Summer

Track & Field—Age 7 through 14

One on One Basketball Training with Shana

Free Summer Basketball Clinics—Kindergarten through 8th Grade