



# **OLIVET BOYS & GIRLS CLUB**

**Parent, Guardian & Member Handbook**

Revised 02/08/2019



**OLIVET  
BOYS & GIRLS CLUB**

Parents, Guardians & Members,

The staff of Olivet Boys & Girls Club would like to welcome all new and returning members.

**Our mission** is “to enable all young people, especially those who need us most, to reach their full potential as healthy, productive, caring, responsible citizens.” We strive every day to provide our members access to programming that instills our three core values: Academic Success, Healthy Lifestyles, and Good Character & Citizenship.

We plan to have a great year and hope that all of our members are excited about using their membership to utilize our great programs. We ask that parents/guardians and members read and become familiar with this handbook. Parent/Guardian, Member signature required (pg 17) to complete registration.

Members, parent/guardians and staff members are responsible for understanding and following the policies outlined in this handbook. If you have any questions or concerns about anything in this handbook, please feel free to speak with your Club Director.

Key Points to Know About Olivet Boys & Girls Clubs:

- The Clubs’ facilities are designed and operated exclusively for youth, with the needs and interests of young people in mind.
- Clubs are available daily, after school, summer programming, providing a positive place for kids to go.
- Clubs have dedicated staff of trained professionals who provide guidance and supervision, and serve as role models.
- Clubs are available and affordable to all.
- Olivet Boys & Girls Club creates a sense of belonging and community.

Get excited about Olivet Boys & Girls Club. It is going to

be a great year! Sincerely,

Olivet Boys & Girls Club Administration and Club Staff

## **CODE OF CONDUCT**

In order to promote their physical, intellectual, emotional, and social well-being, Olivet members will adhere to our Club Code of Conduct.

- Have Fun!
- Respect yourself.
- Be truthful to others.
- Play fairly and be honest.
- Applaud the efforts of others.
- Not use inappropriate language.
- Dress appropriately at all times.
- Say only good things about others.
- Use running only for athletic activities.
- Bring your membership card every day.
- Resolve disagreements in a positive way.
- Physical, Verbal & Cyber bullying is prohibited.
- Listen during appropriate times and assemblies.
- Be respectful of other members and their property.
- Be respectful of Boys & Girls Clubs staff and volunteers.
- Participate only in activity areas open to your assigned group.
- Do not use tobacco, drugs, alcohol, weapons or gang colors/logos/gestures.
- Show Club pride by taking care of your Clubs facilities, grounds, and equipment.



Based on the BGCA formula for Impact, programs are developed and implemented to assist our members in achieving Academic Success, Healthy lifestyles & Character and Leadership Development Impact.

### **PROGRAMS AND ACTIVITIES ARE DESIGNED TO PROVIDE GUIDANCE IN THE FOLLOWING AREAS:**

**Academic Success:** Enable youth to become proficient in basic educational disciplines, apply learning to everyday situations, homework support, graduation and embrace technology to achieve success in their education and future career.

**Healthy Lifestyles:** Develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals, social skills and cultivate the competencies to live successfully as self-sufficient adults. We strive to give our members a minimum of 60 minutes a day of physical activity.

**Good Character & Citizenship:** Empower youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image and respect their own and other's cultural identities.

### **Special Programs**

There are special programs and sports leagues that require try-outs. These programs are based on time commitment, ability to follow instructions, and availability. If your child is selected into a special club or program and they do not meet the expectations required, they may be dismissed from program. We ask that if your child is participating in a special club you allow them to stay for the entire program. All participants must be Club members.

- The Arts: Enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts, and creative writing.
- Sports, Fitness and Recreation: To develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social and interpersonal skills.

**HOURS OF OPERATION FOR POTTSTOWN, PENDORA, PAL, MULBERRY, OAKBROOK, CLINTON, CENTER FOR THE ARTS**

On days that the school district releases students early, Olivet Boys & Girls Club will be open to accommodate the members.

- Ages 6-12, 2:30pm-6pm.
- Ages 13-18, 6pm-8pm.



**Community Sites: (listed below)** All sites will be closed snow days and holiday days. Early dismissals all clubs are open to accommodate their local Elementary School with the exception of Grace Lutheran Church.

Holy Spirit Lutheran Church  
421 Windsor Street  
Reading, PA 19601  
3:00 pm – 5:30 pm  
Riverside Elementary

Rehobeth Seventh-day Adventist Church (Glenside Unit)  
1502 Snyder Street  
Reading, PA 19601  
2:30 pm – 6:00pm  
Glenside Elementary

Grace Lutheran Church  
30 Liberty Street  
Shillington, PA 19607  
3:00 pm – 5:00 pm

Trinity Lutheran Church (Robesonia Site)  
108 S. Robeson Street  
Robesonia, PA 19551  
3:00 pm – 5:30 pm (Conrad Weiser West Elementary School)

Olivet Boys & Girls Club has a ‘closed door policy’ for members under the age of 12. Those will only be released to a parent or guardian unless written permission is granted to the Club to discharge the student without adult supervision.

## **GENERAL MEMBERSHIP INFORMATION**

- Olivet Clubs serve students in grades K-12—youth are divided at each Club based on age groups. Please see hours of operation.
- Membership fee is \$15 per member (except Robesonia Site) for regular programming from September through August; this does not include summer camp.
- Membership year runs from September-June for the Afterschool Program and June-August for our Summer Camp, which has a separate registration fee and weekly camp tuition. Members not going to summer camp may use the Clinton Street pool with their yearly membership.
- Members must sign-up separately for each program (After School and Summer Camp).
- Eligible youth may become members at any time during the membership year but no special discounts will be given due to late registration.
- Membership will be honored at all Olivet Club sites.
- It is the responsibility of the member to check in to the Club everyday upon arrival by presenting their Club card. There is a \$1.00 fee for replacement cards.
- Members are required to show their report card when school performance evaluations are given.

## **SUMMER CAMP (June-August)**

- Summer Camp information will be listed on our website at [Olivetbgc.org](http://Olivetbgc.org), additional fees will be applied.

**No potential member is turned down for an inability to pay. If a hardship exists for your family, please talk with your Club Director. Possible scholarship may be available, however, not guaranteed. Special offers may vary.**

## **OLIVET BOYS & GIRLS CLUB SCHEDULED**

### **CLOSINGS**

Olivet Boys & Girls Club will be closed on these Holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the following day
- Christmas Eve, Christmas Day, or subsequent days if holidays fall over a weekend

In addition, the Club will close periodically to members to allow for:

- Program preparations and building maintenance - 2 weeks at the end of the school year, 2 weeks at the end of the summer camp program
- Professional staff development

- Advance notice of Club closing will be given

### **Inclement Weather**

During inclement weather, Olivet Boys & Girls Club will make every attempt to remain open in order to serve its members. In the case of extremely severe weather, or a State of Emergency, the Club may close. Under those circumstances, information can be found on our Facebook page at <https://www.facebook.com/Olivet.Boys.Girls.Club> or Olivet website at <http://www.olivetbgc.org/>.

Please note all community sites are closed when school is not in session.

### **MANDATED REPORTING**

We value the safety and welfare of each of our members. All states designate certain professionals as mandated reporters. Olivet Boys & Girls Club staff is required by the state to report any suspected child abuse or neglect.

### **NON-DISCRIMINATION POLICY**

The Club is committed to the spirit and letter of all federal, state and local laws and regulations pertaining to equal opportunity. To this end, the Club does not discriminate against any individual with regard to race, color, religion, gender, sexual orientation, age, national origin, disability, veteran status or other protected status. This pertains to members, staff and volunteers.

### **NON-SMOKING AND A DRUG FREE ENVIRONMENT**

All facilities, properties, grounds and events are non-smoking and drug free. Alcohol, prescription, or nonprescription drugs and other substances are prohibited. Everyone is expected to report any smoking or drug use to a staff member immediately.

### **DRESS CODE**

Dresses, skirts, shorts shall be of a length that is conducive to physical activity. Knee length is recommended. These items, when worn as the outer garment, shall extend at least to the tip of the fingers when the arms are held straight at the sides. There shall be no insulting logos or profanity on clothing or accessories. No hats, low sagging pants, undergarments worn as clothing, bare midriffs or see-through clothing will be permitted in the Clubs. In order to participate in gym activities, athletic shoes must be worn.

**For summer:** We ask that parents pack flip flops and sandals in member's bags for swimming field trips. For safety reasons, members wearing open-toed shoes may be denied participation in Club activities. If worn, members will be asked to change into appropriate footwear.

### **PHONE POLICY**

- We encourage all members to know their phone numbers and their emergency contacts phone number.
- With staff approval, members are permitted to use the club phone to contact parents/guardians.
- Parents/Guardians may contact the Club and speak with kids at any time.

- Members are paged to the phone when they have a call. Please keep in mind that it may take them a while to get to the phones as they are participating in activities.
- Due to programming, members may be asked to turn off or silent cellphones.

### **PARENT/GUARDIAN CODE CONDUCT**

- If there are any issues concerning your child at the Club please speak with the Club Director. If the Club Director is not present, please contact the Assistant Club Director.
- Members should be picked up promptly at their dismissal time. See Club hours based on age listed on p-5.
- Please display appropriate behavior when in the Club. Parents are expected to adhere to the member Code of Conduct while on Club property or attending a Club sponsored event. Swearing, alcohol, etc... are prohibited. Parents could be asked to leave the property under these circumstances. Local authorities will be contacted to assist with escorting off the property if need be.
- Positive parent involvement is appreciated and welcomed.
- Due to Pennsylvania state laws, parents who would like to volunteer must complete all necessary background checks and be cleared.

### **CLUB VISITORS**

One time special Club visitors are permitted as long as visits are in an open, supervised space designated by staff. All visitors must check in with Club staff. Guests who participate in on- going visits or assistance must have their state clearances.

### **HEALTH & EMERGENCY PROCEDURES**

It is important that parents and guardians cooperate with the Health & Emergency Procedures. Our regulations are designed to protect the well-being of our members. If your child becomes ill at the Club, parents or guardians will be notified. In an effort to prevent the spread of germs, if your child is not feeling well, please do not send him/her to the club.

In case of an accident involving a member that requires medical attention, the staff will make arrangements so that proper aid is provided. The parents or guardians will be notified. It is also important that parents or guardians notify staff of phone number changes so that this information can be updated in the member's file. Olivet is not allowed to administer medication. If your child needs medication while at the Club, parents are welcome to come and administer.

### **COMPUTER LAB EXPECTATIONS**

- All members are required to take an Internet safety course before accessing the internet.
- Respect for the equipment of the club and its network.
- Members are to notify staff immediately of any disturbing material they encounter on the web or in e-mail.
- Members are NOT to give out personal information (i.e. phone number, full name, address, etc.) on the internet.

- Members are NOT to give anyone their password to any of their accounts or allow another member to use their account to access the internet or network.
- Members are NOT permitted to download any programs to the lab computer.
- Members are NOT to visit inappropriate websites.
- Violation of the policy will result in loss computer privileges.

### **LOST OR STOLEN ITEMS**

Members are responsible for all money and personal items they bring into the Club. The use of personal cell phones, video games and iPods are not permitted without permission. Olivet Boys & Girls Club is NOT responsible for any lost, damaged or stolen items. We ask that you discourage your child from bringing valuables to the Club.

The Club does have a lost and found area. Any items left at the club will be placed in lost and found. We ask parents and members to check this area daily for any lost items. Items not claimed within a month will be donated.

### **BUS CONDUCT/FIELD TRIPS**

- Club members should remain seated at all times.
- Club members should keep all talking at a low volume.
- Club members must keep all body parts and personal objects inside the bus at all times.
- Personal belongings are the responsibility of the Club member.
- Club members should not throw objects in or out of the bus.
- Inappropriate language will not be tolerated on the bus.
- Club members should not climb on or under seats.
- Member to staff chaperone ratio is 10:1
- Stay in your group at all times.
- When on a field trip, members must use the buddy system.
- Return on the same bus you arrived on.
- Permission slips are required for field trips.
- Always display Olivet manners, take pride in your group!
- Have fun!



Failure to comply with these safety rules can result in disciplinary action and/or suspension from bus transportation and future trips.

### **DISCIPLINE GUIDELINES AND PROCEDURES**

The following inappropriate behaviors require members to receive some type of discipline; however, the list is not inclusive:

- Refusing to obey staff.
- Acting irresponsibly or destructively.
- Fighting and bullying.

- Using inappropriate language.
- Making sexual contact or overtures.

### **Bullying Policy**

**Olivet Boys & Girls Club has a Zero Tolerance for bullying. Discipline issues regarding bullying will result in suspension, community service hours and/or law enforcement.**

**Olivet Boys & Girls Clubs is committed to providing all members with a safe and civil environment, and will not tolerate any form of bullying at any Club activity, on or off Club property.**

Bullying shall mean any written, electronic, verbal, physical or social act that willfully harms another. Aggravated bullying shall mean willful harm motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental disability, physical disability, appearance or socioeconomic status.

Staff and volunteers who observe an act of bullying are expected to take immediate, appropriate steps to intervene and report it to their supervisor. If the staff member or volunteer believes his/her intervention has not resolved the matter, they shall report it to his/her supervisor and all incidents will be documented in writing. The Club Director or appropriate staff member will inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying if the issue has not been appropriately resolved.

Depending on the frequency and severity of the conduct, intervention in the form of counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior.

### **Sexual Misconduct Policy**

**Olivet Boys & Girls Club is committed to providing a safe and respectful environment for our members, and will not tolerate any sexual abuse or misconduct toward or by any member.**

Sexual abuse and sexual misconduct shall be interpreted to mean any sexual interaction between a child and another person (including another child) in a position of power over the child. Specific acts may include inappropriate physical contact, viewing pornography, exposing oneself to another person, enticing others to expose themselves, inappropriate language, or any other behavior that is a violation of the organization's Code of Conduct. Violation of this policy will result in suspension or expulsion. In certain cases, the offending member will be reported to the authorities.

### **Levels of Discipline:**

Staff reserves the right to use the following forms of discipline as a result of inappropriate behavior:

#### First- Verbal Warning:

- Creative discipline - using a specific situation and appropriately teaching positive behaviors (Example: if they litter having them learn about the environment, if they are mean to a sibling having them write reasons why they love their sibling, etc.)

#### Second offense- Peer Mediation:

- Verbal Communication - member and staff talk about her/his inappropriate behavior.
- Time out - sitting down with no contact from other members for a set amount of time.
- Clean up duty - picking up trash, sweeping and wiping tables.\_

#### Third offense- Parent Conference:

- Behavior contract - form is sent home with member to be given to the parent/guardian.
- Suspension - member is not allowed to come to the Club for a set number of days. Parent/guardian must be present for reinstatement. If suspended, member cannot attend any other Club or participate in any Club activities.
- Expulsion - member is not allowed to return to any Club.

While Olivet Boys & Girls Club is determined to be there for kids who need us most, we must also ensure that all Club kids are kept safe. Therefore the following are grounds for suspension or expulsion, which include but are not limited to:

- Physical violence towards another member or staff
- Bringing a weapon to the Club
- Bringing legal (medications) or illegal drugs, alcohol or tobacco products to the Club.  
**If legal medications are needed while at the Club, such as epi-pens and inhalers, a doctor's note is required in order for this medication to be brought into the Club. Staff member is not allowed to hold or administer. Please see Health & Emergency Procedures p-8.**
- Intentional maltreatment of facility or equipment (climbing walls in the bathroom, beating table with pool stick, etc.)
- Making discriminatory remarks about another member's race, religion, gender, or sexual orientation
- Continuous disregard for staff instructions
- Multiple violations of Club rules
- Violation of our Bullying or Sexual Misconduct Policies

It is the goal of Olivet Boys & Girls Club to work with parents to correct member behavior. Parents are expected to participate in any long term behavioral issues.

The staff of Olivet Boys & Girls Club reserves the right to make all final decisions regarding disciplinary consequences.

**Suspension policy**

Parents will be contacted immediately regarding suspensions. If the member returns and stipulations of her/his return have not been met, parent/guardian or emergency contact will be notified to immediately pick up that child.

Suspensions are given immediately following the inappropriate behavior, and are to begin as soon as deemed appropriate unless the staff feels the member's parent/guardian must be contacted to pick her/him up the day of the incident.

Club staff is always available to talk about member behavior issues with parent/guardian. Parent/guardian is responsible for contacting staff to discuss member participation.

## **CONTACT INFORMATION**

We want to ensure participation at Olivet Boys & Girls Clubs is a fun and safe experience. If you or your child has any questions or concerns, please feel free to contact our leadership team.

Administrative Office - 610-373-1314

Center for the Arts - 610-373-8910

Richard Bradbury - Director of the Arts  
[richard.bradbury@olivetbgc.org](mailto:richard.bradbury@olivetbgc.org)

Clinton Street - 610-373-4266

Deja Harris - Clinton Street Club Director  
[deja.harris@olivetbgc.org](mailto:deja.harris@olivetbgc.org)

Glenside

Jennifer Torres - Glenside Program Director,  
[jennifer.torres@olivetbgc.org](mailto:jennifer.torres@olivetbgc.org)

Mulberry - 610-376-0756

Jeremiah Giddens - Mulberry Street Club Director  
[jeremiah.giddens@olivetbgc.org](mailto:jeremiah.giddens@olivetbgc.org)

Oakbrook - 610-478-8885

Chris Ninfo - Oakbrook Club Director  
[chris.ninfo@olivetbgc.org](mailto:chris.ninfo@olivetbgc.org)

PAL - 610-376-7229

Ryan Hightower - PAL Club Director  
[ryan.hightower@olivetbgc.org](mailto:ryan.hightower@olivetbgc.org)

Pendora - 610-370-7496

Candice Ninfo - Pendora Club Director  
[candice.ninfo@olivetbgc.org](mailto:candice.ninfo@olivetbgc.org)

Rickett's Center (Pottstown) - 484-945-1020

Nicholas Philippides - Pottstown Club Director  
[Nicholas.Philippides@olivetbgc.org](mailto:Nicholas.Philippides@olivetbgc.org)

Community Sites: Holy Spirit Lutheran Church, Grace Lutheran Church, Trinity Lutheran Church

Christine Barlet - Director of Satellite Sites, [Christine.barlet@olivetbgc.org](mailto:Christine.barlet@olivetbgc.org)  
P-610-478-8885 ex. 208  
Special Initiatives

Katherine Royer - AmeriCorps Program Director  
[Katherine.royer@olivetbgc.org](mailto:Katherine.royer@olivetbgc.org)

Abigail Goldberg - Volunteer Coordinator  
[Abigail.goldberg@olivetbgc.org](mailto:Abigail.goldberg@olivetbgc.org)

Leo Martinez - Outreach/Sports Coordinator  
[leo.martinez@olivetbgc.org](mailto:leo.martinez@olivetbgc.org)

**GREAT FUTURES START HERE**

Olivet Boys & Girls Club  
1161 Pershing Boulevard Reading, PA 19611  
Phone 610-373-1314  
Fax 610-373-8815

For more information about club programs and events please log on to:  
<http://www.olivetbgc.org/>

Don't forget to like us on Facebook:  
<https://www.facebook.com/Olivet.Boys.Girls.Club>

## **MEMBER AND PARENT AGREEMENT**

I have received a copy of Olivet Boys & Girls Club Member's Handbook, which applies to Parents and Guardians as well. By signing below, I acknowledge that I have read, fully understand and pledge to adhere the contents of this handbook.

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Member's Signature

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Date

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Parent/Guardian Signature

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Date