



PARENT/MEMBER HANDBOOK 2023

SERVING BELL COUNTY SINCE 1982

Code of Conduct

One of Belton Christian Youth Center's core beliefs is to provide a safe place to learn and grow. Positive attitudes help keep the center a fun place for your children to be. Below are some simple guidelines that our students are expected to follow:

- Respect yourself
- Play fair and be honest
- Applaud the efforts of others
- Avoid inappropriate language
- Dress appropriately at all times
- Running is reserved for athletics
- Say only good things about others, treating them the way you want to be treated
- Be respectful of the staff
- Resolve disagreements in a positive way
- Listen during appropriate times and assemblies
- Be respectful of other members and their property
- Tobacco, drugs, alcohol and weapons are prohibited
- Participate only in program areas open to your assigned group
- Take care of your facility, grounds and equipment.

We believe that our Center should help project to the community our values and that it should be Christ centered, therefore we hold these principles in high regard and display them through our after-school, summer camp, and athletics programs.

To help us remember our values, we use an acronym; 'BE GREAT'. We strive to live these values every day and teach our youth the importance of being great. 'BE GREAT' stands for:

Be kind

Encourage others

Go above and beyond

Respect yourself, others, and the facilities

Engage in all activities

Actions have consequences

Tell the truth

BCYC Rules

- No alcohol or tobacco is allowed on BCYC property.
- No cursing, profanity, or abusive language is permitted. If you are caught excessively cursing, you will be suspended from the program for 1-2 days.
- NO FIGHTING. Any involvement in a fight will be counseled with parents/guardians and a mandatory 1-day suspension given.
- No running in the building unless deemed appropriate by the staff or in a designated area
- Take care of the equipment! Parents will be responsible for items or property damaged or destroyed by their child.
- Food or drink will not be allowed in the building except in the cafeteria or during special events, such as movie days. Gum is NOT allowed in any BCYC room.
- Daily transportation arrangements should be discussed with your child to ensure they are departing with the appropriate authorized person. All parents must fill out a Child-Pick up form that will stay on file with our Youth Services Director for daily pick-up.
- We maintain a lost-and-found, but any items left over two weeks will be donated to local charities. Please keep up with your child's belongings!
- Members going on a field trip MUST leave and return with the club!
- When dropping off your student, a parent or guardian MUST walk the child to the front desk and ensure that the child is properly signed in before leaving the premises. This is to provide assurance that the children are dropped off safely. PARENTS AND GUARDIANS MUST NOT DROP THEIR CHILD OFF AT THE PAVILION AND LEAVE THE PREMISE.

Supervision, Membership and Volunteers

Our staff are trained childcare professionals. Trained volunteers occasionally support our staff. A staff member and/or trained volunteer will oversee each of our designated program areas. Please take the time to remind your child of the need to follow BCYC rules and directions AT ALL TIMES whether said directions are given by a staff member or volunteer.

Membership is open to youth between the ages of 5 (and in Kindergarten) and 13. An initial membership application must be completed and signed by a parent or guardian and renewed each year. Our registration fee is \$75, which is a one-time payment added to the cost of tuition. Please check with the front office to see what the semester fees are. Annual cost will not be pro-rated for partial year memberships. Our membership year runs from January to December; however, your child must be registered per semester in order to attend the program. Semesters run from August to May, and our Summer Camp is in session while BISD schools are on Summer Vacation. Additional fees may be charged for winter and spring breaks, sports, and/or field trips for members wishing to participate. However, our goal is to always keep costs associated with BCYC membership as low as possible so as to not exclude anyone based on economic circumstances.

BCYC Membership will be renewed EACH SCHOOL YEAR. Memberships DO NOT carry over into the next fiscal year.

The information you provide us with on the membership application is crucial. We ask that every effort be made to present contact information that is both current as well as accurate. It is the parent's/guardian's responsibility to notify us of any changes to this vital contact information in case of an emergency. Membership in Belton Christian Youth Center is a privilege, not a right. As such, **BCYC reserves the right to refuse membership to any child at any time, with or without cause. Membership can be revoked from *any* student at *any* time for behaviors that are consistent and do not align with the BCYC rules.**

We welcome volunteers who wish to share their time and/or talents. If you or someone you know would like to become a volunteer at one of our clubs, please stop by the front office to pick up a volunteer application. Background checks are required of all volunteers prior to being able to

work with our youth members.

Club Hours

BCYC's office is open from 10 a.m. to 6 p.m. and the BCYC's After-School Program runs from 3 p.m. to 6 p.m., Monday through Friday. Any closings or temporary change of operating hours are posted on the front door at least 24 hours prior to the modification. BCYC will be open from 7 a.m. to 6 p.m. most days that school is not in session (i.e., school holidays, spring break, summer vacation, etc.). On school "early out" days, BCYC hours will be 12 p.m. to 6 p.m. Please contact Belton Christian Youth Center for more information.

The exceptions to this are BCYC-recognized holidays on which BCYC will be CLOSED, including: New Year's Eve, New Year's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day, the day following Thanksgiving, Christmas Eve, Christmas Day, and any other day as posted. BCYC reserves the right to change its hours of operation based on need and/or economic circumstances. If such changes occur, parents/guardians will be notified in advance.

THE CLUB WILL NOT BE OPEN ON DAYS THAT THE LOCAL SCHOOL DISTRICT IS CLOSED DUE TO BAD WEATHER

Additionally, there may be days when it is necessary to close BCYC due to unforeseen circumstances such as training, emergency repairs, inclement weather, etc. Again, when such instances arise, we will do our best to post this information so as to mitigate any inconvenience this may cause.

Please be sure to pick your child up by the posted closing time. The hours of operation for Belton Christian Youth Center are 3:00 p.m. to 6:00 p.m., Monday through Friday. **As of April 1st, 2021, a late fee of \$10.00 will be charged for children who are picked up after 6:00 p.m., and an extra dollar will be charged for every additional minute after 6:10 p.m.** Belton Christian Youth Center 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.

If you choose to drop your child off at our facilities rather than being transported by BCYC, please do not drop them off any earlier than 3 p.m. We will not have program staff on site to supervise them until that time.

At pick up, parent or guardian **MUST** be listed on the approved pick-up list. This is to ensure that students are leaving with the appropriate and designated guardian. **Persons under the age of 18 will not be permitted to pick up children unless prior authorization in written form is given by a legal guardian.** We are a licensed facility, and therefore have the right to ask for identification at any time. Anyone not on the list will result in a phone call being made home for confirmation, but please try to call us to inform us of any pick-up changes.

Personal Belongings and Electronics

Our phones are for BCYC business only. Students will only be allowed phone usage on a limited basis. Our lines need to remain open in the event of an emergency. Please make any necessary arrangements **BEFORE** your child comes to BCYC so that you do not have to call the front office and your child does not have to call you.

Students may bring a phone to BCYC, however, please discuss with your child how to appropriately use and store their phone. Again, we ask that phones do not become a distraction during our program and ask that your student leave any electronics in his or her backpack. If phones are being used inappropriately or become a distraction, our staff will collect the phone and give it to the Youth Services Director to give to guardians during pick-up time.

All personal belongings brought into BCYC by a youth are the responsibility of that youth. Belton Christian Youth Center is **NOT** responsible for lost, damaged or stolen items. Necessary items, such as backpacks and jackets, should be clearly marked with the youth's name. Items that are not collected from our lost-and-found in a timely fashion will be donated to a local charity.

Handheld devices, such as tablets and video games, are strongly discouraged. However, if students choose to bring them, we ask that they not bring them out during program time so that they can be engaged in the activity. If they become a distraction during the program, similarly to cell phones, they will be taken up and given back to guardians at pick-up time.

Members are discouraged from bringing cell phones, I-Pods, handheld games, and similar items. Belton Christian Youth Center is NOT RESPONSIBLE for personal items brought into BCYC.

Accidents:

BCYC strives to maintain a safe and secure environment. There is an assumed risk in many of our core programs, including but not limited to, sports, gym time, and outdoor time. Our trained staff is attentive to providing the safest environment possible. The completed membership packet authorizes BCYC staff members to seek medical treatment for a member, if necessary, and that any associated costs for such care is the responsibility of the parent or guardian.

Belton Christian Youth Center does NOT provide medical insurance for members.

In the event a member requires medical attention, the staff will call 911 immediately and THEN call the parents/guardians or alternative emergency contacts. This is one more reason why updated contact information is your responsibility and is crucial to your child's well-being.

Infestation or Contagious Conditions

Any and all suspected transferable infestations or transmittable contagious conditions will be addressed fully in the following manner and without exception:

- Parents will be contacted for immediate removal of the member from BCYC facilities
- Proof of treatment from a healthcare facility AND written approval from the Youth Services Director is required before the child will be allowed back into BCYC.
- Contagious conditions and infestations include but are not limited to:
 - Lice
 - Strep throat
 - Pink Eye
 - Impetigo
 - Etc.

Discipline Policy:

Belton Christian Youth Center strives to keep the consequences of unacceptable behavior clear, appropriate and timely. The safety of ALL members is of utmost importance to us. Our standards, along with the expectation that all members use good common sense, exist to ensure that YOUR child and EVERY child at BCYC can safely enjoy activities. Any member who disrupts programs or creates a dangerous situation will be disciplined appropriately. Members who do not follow rules can expect to lose privileges and face consequences. First-time offenses are never excused as such and will be handled based on their severity. Parents will be called to remove any member who has failed to check his or her disruptive behavior and/or is behaving in an aggressive or violent manor that creates a dangerous situation for themselves, fellow members, staff or visitors.

When a member is suspended, it is his/her responsibility to let you, (the parent/guardian) know. A phone call may be made to you if time allows. Please understand that it is very difficult for the staff to interrupt programming to call you and speak at great length about behavior that has already occurred and led your child to suspension.

Disciplinary actions may include, but are not limited to:

- Verbal counseling
- Time-out
- Suspension from a specific area within BCYC
- Loss of BCYC privileges
- Suspension
- Expulsion (i.e. permanent suspension)
- Contacting the proper authorities

**Please note that any time a law is broken in or around BCYC or it is suspected that a BCYC member or guest of a BCYC member has broken the law and fled to BCYC to avoid the authorities, the Police will be notified immediately. Belton Christian Youth Center is NOT a haven or refuge to those committing illegal acts or fleeing from authorities.*

Members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and are fully expected by policy to maintain full control of any situation that occurs in their program area and will NOT tolerate ANYTHING that threatens that control in appearance or manner. Also, please understand that sometimes the story that gets home is not always complete or accurate. Children sometimes tend to explain an incident in a manner that will not implicate them or cast blame their way. In addition, staff members- though well trained and experienced- are human, so please call BCYC if you have any questions at all concerning disciplinary measures or any other BCYC activity.

Your support and involvement as the parent/guardian is vital to our success as childcare professionals.

Dress Code

Youth should dress comfortably and wear clothes that allow them to participate in typical BCYC activities and programs. As with all policies of BCYC, BCYC and the Youth Services Director has the discretion to add to these policies if needed for the safety and care of our members.

Jewelry: Due to risk of injury, members should not wear excessive jewelry, oversized earrings or oversized necklaces.

Footwear: Shoes and socks must be worn at all times. Flip-flops, sandals and cleats are discouraged, as are any open-toed shoes for safety reasons. BCYC students may not be allowed to participate in certain activities if open-toed shoes are worn. The best advice is to wear tennis/walking shoes every day.

Clothing: inappropriate clothing of any kind is NOT allowed at BCYC. Members wearing clothes that are too short, too tight, or too revealing in any way or clothes with questionable or distasteful advertising will be asked to change or leave immediately. This judgement will be left solely to the discretion of the Youth Services Director. BCYC adheres to the BISD clothing regulations so please keep that in mind for the program day.

Swimwear: Girls may wear appropriate 1-piece or 2-piece swimsuits. Boys will not be permitted to wear blue jean shorts or cut off shorts; boys wearing such swimwear will not be permitted to participate in swimming activities and **any fees paid will not be refunded**. Additional restriction may apply. Please see Youth Services Director for any questions.

Late Fees

It is the responsibility of the parent/guardian of any member in attendance of BCYC to stay on top of any fees or payments due. The hours of operation for Belton Christian Youth Center are 10:00 a.m. to 6:00 p.m., Monday through Friday. **As of April 1st, 2021, a late fee of \$10.00 will be charged for children who are picked up after 6:00 p.m., and an extra dollar will be charged for every additional minute after 6:10 p.m.**

Child care payments at Belton Christian Youth Center are due the first of every month for care to be given in the upcoming week. **As of April 1st, 2021, a late fee of \$15.00 will be charged to families who do not pay within 5 days of their invoice.**

Transportation

After-school transportation is provided as part of BCYC tuition fees, and BCYC picks up from all BISD elementary schools.

By registering for the semester and signing the release waivers, parents give their permission for their child to be transported using BCYC vehicles. Also, in case of emergency, parents give their permission for the supervisor or other authorizing staff person to call an ambulance or physician, at the parent's expense, any time he/she deems it necessary for the welfare of BCYC members. Parents should realize BCYC is only the organizer of activities and programs and is not to be held liable for injury or medical expenses incurred by a child while participating in the activities. Please stress to your child that he/she should follow all instructions from an adult supervisor. Please also understand that a strict discipline policy **WILL** be enforced and any misconduct will immediately remove the BCYC member from this and all other transportation opportunities **WITHOUT refund**. Funds paid for bus fees (if applicable) will not carry over from one month to another, as space is limited.

In addition to the behavior guidelines for all BCYC transportation, we have a ZERO TOLERANCE POLICY for all of the following:

- Failing to follow the driver's instructions
- Failing to be courteous to others
- Fighting, bullying, taunting or disrespecting others, or misusing equipment
- Standing on the bus, sitting on knees, or having legs in the aisles
- Shouting or yelling on ANY BCYC vehicle
- Throwing anything
- Foul or suggestive language or discussion
- Tobacco, alcohol, drugs or weapons.

Food

BCYC understands and appreciates the need for a healthy diet among all of our members. It is our goal to encourage healthy eating habits that promote the well-being of our youth. BCYC has a strict NO-NUTS policy that we ask each member to respect. Please keep food and drinks out of the area where such items are prohibited (library, computer lab, gym, etc.). Water bottles are strongly recommended during the summer months when temperatures can exceed 100 degrees, and are encouraged even more due to the closing of public drinking fountains on campus because of the COVID-19 pandemic. If your child has any dietary restrictions, please provide a doctor's note so accommodations can be made through our Food Program Coordinator.

Sports Programs

Belton Christian Youth Center offers the following organized sports to our members, at an additional cost. Please check with our Athletics Coordinator, Shelby Jasso, for more information such as fees, times, and schedules.

Our sports offered include:

- Volleyball – Spring and Fall
- Basketball – Winter
- Soccer – TBD

Athletics Coordinator:

Tommy Bruce

(254) 624-6090

tommy@beltonyouth.com

Parent Concerns

Parents/guardians are encouraged to contact the Youth Services Director in order to discuss any concerns or complaints relating to BCYC operations. In most cases, these types of issues can be handled between the parent and the director. The Youth Services Director is responsible for the reporting of any concerns or complaints of consequences to the Executive Director immediately either by email or phone. If the parent wishes to submit a written complaint or the Director does not resolve the concern or complaint, they should go to the front office of BCYC and ask for a “Concern/Complaint Written Report” form and follow the instructions on the form for the submission of their concern or complaint to appropriate BCYC administration.

Open-Door Policy

Belton Christian Youth Center has an OPEN-DOOR POLICY. This policy allows members to come and go at any time during BCYC’s operating hours. Staff members, under normal circumstances, are not allowed to prohibit a member from leaving the facility if the guardian picking the member up is on the approved pick-up list. Thus, it is the responsibility of the child AND the parent/guardian to determine, understand, and enforce whatever arrival and departure methods they see fit. Please note that youth are not allowed on BCYC’s grounds during operating hours unless they are signed in and participating in BCYC activities. Members should NOT be dropped off prior to the opening of any facility, as the Belton Christian Youth Center cannot be held responsible for the supervision of such youth.

Contact Information

TOM REVILLA, EXECUTIVE DIRECTOR

tom@beltonyouth.com

KIDRON CROSBY, YOUTH SERVICES DIRECTOR

kidron@beltonyouth.com

TOMMY BRUCE, ASSISTANT DIRECTOR

tommy@beltonyouth.com

AUBRY PATTERSON, HUMAN RESOURCES

aubry@beltonyouth.com

Parent Signature

PLEASE RETURN THIS PAGE TO BELTON CHRISTIAN YOUTH CENTER

I have read and agree to all terms, conditions, and rules stated in the Belton Christian Youth Center Parent Handbook. I agree to help my child follow the guidelines and policies set forth in the handbook and any amendments in the handbook along with the other policies and procedures of Belton Christian Youth Center. I understand that any violation of the policies in this handbook could result in termination of my child's membership.

I am aware that the contents of the guardian handbook are presented as a matter of information and that the handbook can be amended at any time. I am also aware of the late fees that can be added to my account if I fail to complete the payments for my child in a timely manner or fail to pick up my child before 6:00 p.m., and that failing to pay late fees could end in termination of my child's membership to BCYC.

I understand and agree that the handbook is for informational purposes only and is not intended to create a contract, nor is it a contract of membership to BCYC or continuing membership between my child and Belton Christian Youth Center. I also understand that neither the handbook nor any policy of Belton Christian Youth Center is a guarantee or promise of membership or continuing membership. My membership status with Belton Christian Youth Center has been fully explained and I understand that I can contact BCYC with any questions I may have regarding Belton Christian Youth Center policies at any time.

PARENT/GUARDIAN PRINTED NAME

PARENT/GUARDIAN SIGNATURE

DATE

