



**Boys & Girls Club of Lawrence
Parent Handbook**



Welcome to the Boys & Girls Club of Lawrence
"The Positive Place for Kids."

Below you will find the rules and regulations of the club. If you have any questions at any time feel free to speak to a staff member.

Hours of Operation

Monday-Friday - 3:00pm - 8:00

Members ages 7 - 9 must be picked up by 6:15pm

All members 10 & up must be picked up by 8:00pm

Saturday -Special Programs Only

Snow days - Call First - 978-683-2747

Vacations -8:30am - 3:30pm

Summer - 8:30am - 3:30pm (there is a limited number of members that can attend summer program)

Below are penalties for violation of this late pickup policy.

1st Time- Written Warning **2nd Time** - 1 Day Suspension **3rd Time** - 2 Day Suspension
Suspensions double any time thereafter.

Memberships are **\$40.00 per child**, cash or check.

NO REFUNDS. It is valid until June 31st.

Please register for summer program starting June 15th. Space is limited, 1st come 1st serve.

Memberships will then need to be renewed in September.

If the child is allergic to any foods, we cannot accept the application without a letter from the child's doctor stating what they're allergic to.

A Birth certificate is required for children age 7.

All new members will need to attend a swimming orientation.

See swimming schedule for days and times.

Memberships may be taken away for a number of reasons. Below are some of these:

- Damage of club property
- Cell phone use is not allowed except in designated areas
- Theft
- Physical or violent behavior towards other members or staff
- Sexual harassment or inappropriate touching
- Bullying other members
- Repeat violation of rules

Parents and new members will be given a tour of the Club, including an explanation of the rules and regulations of each area.

For more information regarding our Safety policies visit: <http://www.lawrencebgc.com>

The club has an "**Open Door Policy**." This means members may exit the building whenever they please and the club is not responsible for them once they do leave. You need to tell your child to stay in the building. **NO STORE TRIPS**

- We supply tons of sports equipment; the kids are not allowed to bring their own.
- Skateboards/longboards and/or skates/rollerblades are not allowed in the building; we will not store the above items.
- We serve super at 5pm Monday-Friday. We do not serve food on Saturdays.
- **All members must bring their membership card every day and show it at the front counter.** This card is needed for games and numerous other programs. There will be a \$1.00 charge for anyone who needs to purchase new plastic card. Failure to bring card or money may be cause for suspension.
- Parents or visitors must check in at the front counter. You may not pass the front counter without a visitor's pass
- Members must attend school in order to attend the club. **No school - No Club - No Excuses!**
- Club does not allow **PDA (Public Display of Affection)** - Violators may be suspended.

Club is not responsible for LOST or STOLEN items. Money, phones & jewelry must be checked in at the front counter in order for it to be safe. Locks must be removed from lockers nightly or they will be cut.

- No game systems, tablets, iPods will be allowed at club
- Not hats may be worn in club
- If sandals are worn, sneakers must also be brought to club
- Food **MUST** be kept in designated areas only!

Club Phone Procedures

A club phone will be available for calling home for pick up and emergencies only! Please arrange your pick up time with your child before they get to the club.

Program Highlights

The club offers numerous programs in the following core areas:

Character & Leadership
 Education & Career Development
 The Arts
 Sports & Fitness
 Health & Life Skills

Please see program guide for more details.

Kids get to choose the programs they are interested in. They are not mandatory!

Homework Help - Is available but not mandatory unless your child is part of the Academic-Basketball Program.

The clubs cell phone policy is to encourage kids to get involved in fitness and programs. If your child is on their phone for whatever reason they are missing out on the great experiences that the club has to offer. Also Pictures and videos of other members is a blatant violation and will not be tolerated.

The club has a lot to offer. It is a privilege to have a membership here!

Ways Parents May Get Involved

- 1-Donate Money
- 2-Join the "Parents Committee"
- 3-Volunteer for Special Events