



**BOYS & GIRLS CLUB**  
OF THE CUMBERLAND PLATEAU

17025 Alberta st.  
Oneida, tn 37841

# FAMILY

## HANDBOOK



WELCOME TO BOYS & GIRLS CLUB



## Justin Sharpe

*CEO Boys & Girls Clubs of the Cumberland Plateau*

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# Welcome Message

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Welcome to the Boys & Girls Clubs of the Cumberland Plateau. We provide a safe place for local youth and teens to learn, play, and grow into their full potential while developing ongoing relationships with caring adult professionals, and experiencing life-enhancing programs that help them excel in school, become leaders, live healthy lifestyles, and plan for success after high school graduation.

We offer youth ages 5-18 years old the opportunity to engage in a variety of activities that promote their psychological, social, and physical well-being. Our organization's programs and services promote and enhance the development of youth by instilling:

- A Sense of Competence
- A Sense of Belonging
- A Sense of Usefulness
- A Sense of Power or Influence

# Our History

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In 2002, The Boys and Girls Club of Scott County was formed as a unit of the Tennessee Valley organization and operated inside two public schools. In 2006, the Boys & Girls Clubs of the Cumberland Plateau was formed and moved into its current location, an independent 45,000-square-foot facility in Oneida, TN.

In 2011, we joined Boys and Girls Clubs across America in adopting the new Formula for Impact. This outcome-driven roadmap is designed to provide fun, engaging age-appropriate programs. These programs target three priority outcomes; Academic Success, Good Character and Citizenship, and Healthy Lifestyles. The five key elements for positive youth development are represented in these outcomes: fun; a safe, positive environment; supportive relationships; opportunities and expectations; and recognition.

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# Our Mission

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

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# Our Vision

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Provide a world-class Club Experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

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## Who Can Join

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Any youth and teen ages 5-18 may join the Boys & Girls Clubs of the Cumberland Plateau while attending PK-12 school. The organization does not discriminate based on ethnicity, religion, culture, gender, economic status, or any other protected group.

## How to Register

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- A pre-application tour of the Club facilities is available to review Club policies, evaluate the environment, and meet youth development staff.
- A parent/guardian must fill out a membership application. Membership applications will need to be renewed on an annual basis.
- Parents/guardians must obtain this family handbook, signed receipt and acceptance of the family handbook, complete the application and health forms, and sign a payment agreement form.

## Fees and Refunds

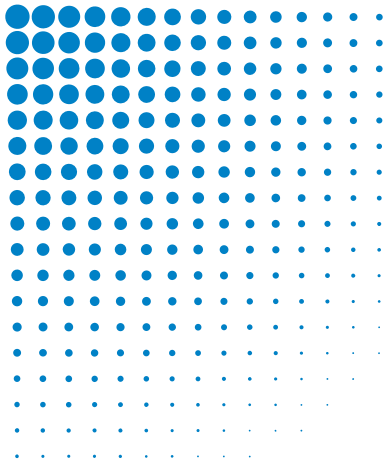
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Boys & Girls Clubs of the Cumberland Plateau uses a sliding scale fee table, taking into account household income and size, to determine fees to be charged for membership. The Tennessee Department of Human Services' parent co-pay fee table for the Child Care Certificate Program is used.

Fees must be paid according to the current payment agreement form on file signed by the parent/guardian or responsible party.

- There will be a \$20.00 fee added to all accounts that are two weeks past due.
- When an account has become three weeks past due all services will be terminated. There will be a \$20.00 fee charged for all returned checks.
- **Rates are subject to change with prior notice to parents.**

**Registration fees are for services rendered and are non-refundable.**



# Locations, Staff, and Hours

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## Boys & Girls Clubs of the Cumberland Plateau

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- Chief Operations Officer: Donika Laxton
- Address: 17025 Alberta St., Oneida, TN 37841
- Phone: (423) 286-9500
- Organization Office Hours: 9am-7pm M-T
- Closes at 6 pm on Fridays and on out-of-school days

### **01** Boys & Girls Club of Scott County

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- Club Director: MaKenzie Owens
- Address: 17025 Alberta St., Oneida, TN 37841
- Phone: (423) 286-9500
- Summer, Breaks, and Inservice: 7am-6pm M-F
- School Year: 3pm-7pm M-T  
Closes at 6 pm on Fridays

### **02** Boys & Girls Club of Robbins

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- Club Director: Elizabeth Carrol
- Address: 355 School House Rd., Robbins, TN 37852 (Old Cafeteria - Robbins Elementary)
- Phone: (423) 627-2435
- Summer, Breaks, and Inservice: Closed
- School Year: 3pm-6pm M-T



BOYS & GIRLS CLUBS  
OF THE CUMBERLAND PLATEAU

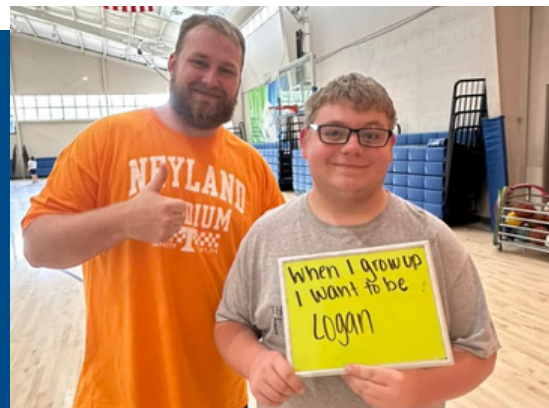
COMMITMENT  
TO SAFETY

# Child Safety Is Job No. 1



The safety of young people at Boys & Girls Club is always our top priority. Youth who are mentally and physically safe are better able to learn, grow, and thrive. Boys & Girls Club works continuously to enhance safety policies, practices, and training to ensure they are centered on youth and teen's needs. There is nothing more important to us than keeping children safe and protected.

Boys & Girls Club does not tolerate inappropriate behavior of any kind, including child sexual abuse or misconduct. From strict adherence to policies and guidelines within Club facilities and staffing structure, to equipping young people with the critical thinking and social-emotional skills to make healthy, safe choices, ensuring Club members are safe is the first step to their success.



# Safety Measures

All of our staff are selected because of their experience, education and qualifications. Most importantly, all of our team members are dedicated to providing your child(ren) with positive and memorable experiences and are committed to the mission of the Boys & Girls Club. All personnel working at our Clubs are screened to ensure no conviction of, admission to, or evidence of, acts of child abuse, molestation or neglect and drug or alcohol abuse. We run local, state, and national background screenings, as well as, check the national sex offender website for all staff and volunteers. We are a drug-free workplace.



## Background Checks

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Mandatory annual criminal background checks for staff and volunteers.



## Mandatory Reporting

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Boys & Girls Clubs are required to immediately report any suspected abuse or victimization to the appropriate authorities and then to Boys & Girls Clubs of America.



## Safety Committees

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Board- led Safety Committee elevating safety to the highest level of governance, and are required to fulfill the same responsibilities at every Club.



## Mandatory Safety Assessments

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Clubs are required to complete a mandatory annual safety assessment.



## Continuous Enhancement

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Continual updates to Clubs' sexual abuse prevention policies, practices, and trainings that align with best practices of healthcare and school-based settings.

**Parents and Guardians can review all safety policies and procedures at the Front Desk or by request at [info@bgcoco.org](mailto:info@bgcoco.org)**

# Health & Safety

## Overview

State regulations require us to maintain a health history for each child. All children must have a complete and current immunization record on file at the school as listed on the application. We ask that you use fair judgment in bringing your child to the Club. If he/she appears unhealthy or has symptoms of being sick, please consider the health of the other children, staff, and parents. If a child is determined to be ill by staff, after the Club contacts the parent/guardian, an authorized individual must pick the child up promptly.

## Contagious Disease

If the child has a confirmed case of a contagious disease, he/she must be kept at home. The facts regarding the condition must be reported to the club so a notice can be posted within the Club. Strep throat, pinworms, viral infections, lice, infected ears, eyes, and/or sinuses, measles, mumps, chicken pox, scarlet fever, diarrhea, and impetigo are among conditions categorized as highly contagious. A doctor's note may be requested to provide proof of treatment and establish a date the child can safely return to Boys & Girls Club.

## Medicine Policy

State law requires that any medicine be kept in its original container with the child's name on it. Please complete a medication release form, available at the Club. A parent or guardian must complete this form.

## Injury or Illness While at the Club

The health and safety of your child is our top priority, yet young people may occasionally suffer a minor injury during the day. If this should occur, an accident report will be completed by your child's Club staff and given to you at the end of the day. A copy of the accident report is also on file at the Club.

In the event of a medical emergency, or an accident requiring medical treatment, we will:

- Contact you immediately
- Contact the emergency person(s) listed, if we are not able to reach you
- If you are unavailable and the emergency person cannot be reached, the child will be transported to the hospital.



# Food Programs

## Overview

During the school year, your child will be given an after-school snack and/or a hot dinner. This program is funded through the Department of Agriculture and is subject to their guidelines for nutritional content. For the summer months, your child will receive a morning snack, and an afternoon snack or hot lunch. There is no additional charge for these.

### **CACFP: Building for the Future**

This facility participates in the Child and Adult Care Food Program (CACFP), a Federal Program that provides healthy meals and snacks to children receiving daycare.

Each day more than 2.6 million children participate in the CACFP at daycare homes and centers across the country. Providers are reimbursed for serving nutritious meals, which meet USDA requirements. The program plays a vital role in improving the quality of care and making it more affordable for low-income families.

In accordance with civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

- mail: U.S. Department of Agriculture  
Office of the Assistance Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- fax: (202) 690-7442; or
- Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## Meals

CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Dinner	Snacks
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or Bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or Bread Fruit or Vegetable

For the most current menu and food program schedule. Please visit the front desk of your Club site.

## Holidays and In-Service Days

During the school year, on days school is out for planned or unplanned closures, holidays, or in-service days please provide a lunch for your child(ren). Only one snack or meal will be provided.

## Summer Months

At-risk afterschool Programs continuing operation over the summer, will receive two reimbursed meals through the Summer Food Service Program (SFSP).

# Responsibility & Consequences

Every Parent/Guardian and Club member is responsible for his/her own actions. The Club has three basic rules that everyone must follow. These three rules will help to ensure the safety of all participants and will also contribute to creating a fun, positive, and memorable experience at the Club. The three rules are:

1. Have respect for yourself and other parents/guardians and members
2. Have respect for all Club property and equipment
3. Have respect for all staff and volunteers

The following behaviors are strictly prohibited:

- Swearing
- Verbal abuse
- Fighting or any other form of physical abuse
- Harassment or Bullying
- Discriminating language based on race, color, religion, sex, and national origin
- Use or possession of controlled substances, weapons, or any tobacco product is strictly prohibited

If a parent/guardian or Club member has been accused of or found to have engaged in any of the aforementioned behaviors, Club staff will investigate the situation immediately, and determine appropriate steps based on their findings.

Consequences may range from documentation and a verbal warning to an indefinite suspension from Boys & Girls Club and Club-sponsored activities.

These rules and prohibited behaviors include Parents/Guardians and Club members participating in our sports leagues. If at any point a Parent/Guardian, Club member, athlete, or spectator is asked to leave Boys & Girls Club facilities and sponsored events, that individual must comply immediately or face more severe consequences up to and including removal by local law enforcement.

Should your child break any of the aforementioned rules, the following corrective action steps will be taken:

1. Redirect the child to an appropriate activity
2. Informal guidance by a staff member with the child (discussion of inappropriate behavior and reinforcement of rules).
3. A phone call to parent/guardian.
4. Club suspension.
5. Parent conference with staff for severe or repeated offenses.

## Bullying

Our Clubs are committed to maintaining a safe, respectful, and enjoyable environment for members; therefore, the Boys & Girls Clubs of the Cumberland Plateau does not tolerate bullying. Any individual engaging in such behavior will be subject to disciplinary action. Bullying can be a single incident or can occur over some time. Club staff are trained to recognize and address direct and indirect bullying, as well as a variety of bullying forms. There are four main forms of bullying:

- Verbal (teasing, threats, name-calling, inappropriate language, inappropriate gestures, etc.)
- Physical (hitting, shoving, punching, tripping, property damage, etc.)
- Digital/Cyber (inappropriate posts, photo sharing, text messages, etc.)
- Relational/Psychological (social exclusion, rumors, intimidation tactics, etc.)

## General Grievance Procedure

The parent/guardian of any child having a grievance resulting from any action within the Club or Club activities shall follow these procedures for submitting a grievance:

1. The grievance shall be verbalized to the Club Director within five (5) days of the action.
2. The Club Director has 48 hours to respond to the parent/guardian's grievance.
3. If the Club Director cannot handle the grievance or if the parent/guardian is unsatisfied with the resolution, the parent/guardian shall contact the Chief Operations Officer and provide a verbal or written grievance. The grievance must be submitted within five (5) days of the response by the Club Director.
4. The Chief Operations Officer has ten (10) days to handle the grievance with the parent/guardian at this level.
5. If the parent/guardian is unsatisfied with the handling of the grievance at this level, the parent may request a meeting with the CEO or his appointed designee for a final review of the grievance within five (5) days of the response of the Chief Operations Officer. The CEO or his appointed designee has up to fifteen (15) days after the formal meeting to review the action and any additional information. The decision by the CEO or his appointed designee shall be final.

If a parent/guardian fails to participate in a grievance meeting or hearing required by this policy, the grievance will be deemed withdrawn. Failure by the parent/guardian at any step of the process to appeal a grievance to the next step within the specified time limit will be considered an acceptance of the decision at the current step unless the parent/guardian has notified the position of authority at the next step of a delay, the reason for the delay, and the authorized individual has consented in writing to the delay. Attempts to skip steps in the grievance procedure will result in no further steps being taken and the parent/guardian and Club member must comply with the decision at the current step.

## Dress Code

A dress code is in place at the Boys & Girls Club that reflects the standards members may be subject to at school and in the workplace. All Boys & Girls Clubs members should adhere to the following dress code:

- Clothing shall be worn as they are designed – pants secure at the waist, belts buckled, no underwear as outerwear, no underwear exposed, etc.
- Clothing that is too tight or revealing when standing, bending, sitting, or moving is unacceptable.
- Sexually implicit or explicit clothing, bikini and tank tops and spandex clothing (kinds of clothing usually worn at beaches and while engaging in recreational activities) are not appropriate.
- Garments and/or jewelry that display or suggest drugs, alcohol, weapons, tobacco, sex, or vulgar-related wording/graphics or may tend to provoke violence or disruptions shall not be worn.
- Gang paraphernalia, clothing, jewelry, tattoos, or other insignias that display, suggest, provoke, or may tend to provoke violence or disruptions are not allowed.
- Paraphernalia, clothing, jewelry, tattoos, or other insignias that display or suggest racist and/or discriminatory themes are not allowed.
- Footwear must be worn at all times.

Any member determined to be dressed inappropriately will be asked to cover up or a parent, legal guardian, or responsible adult will be called to pick up the child.

## Personal Items

If at all possible, have your child leave all personal items at home. These items include electronic devices, toys, games, etc. We will not be held responsible for the loss, theft, or damage of these items if brought to the Club. Please label personal items that need to be brought (ie water bottles..etc)

## Book Bags, Coats, and Other Items

Encourage your child to place their book bag, outerwear, and other personal items in the designated area where they should remain for safekeeping. This will cut down on lost or misplaced backpacks.

If your child is missing an item, it may be located in the lost and found items. Please contact the Club Director or see the front desk for assistance recovering lost items. Lost and found will be donated or disposed of monthly. Boys & Girls Club will give notification of this on social media pages and parent reminder apps where available.

# Attendance Policy

At the Boys & Girls Clubs of the Cumberland Plateau, we provide a safe, positive, inclusive environment for youth to go to when schools are out. To maximize our program's effectiveness and serve members who are committed to learning and growing at our clubs, we require members to attend our program at least 3 days a week for 2 hours per day during the school year and at least 3 days a week for 5 hours per day during the summer.

Statistics have shown that our programs are more impactful if this formula for attendance is followed. Club members, given enough time, will be able to fully participate in:

- Homework Help and Tutoring
- Regular Physical Activity
- Healthy Snacks and Meals
- And Other Academic Enrichment Activities

We understand that situations occur and that other activities may have to be prioritized at certain times of the year. Please let your Club Director know if your child will be absent for an extended amount of time, or if they will miss any days regularly for school activities, vacations, holidays, etc.

It is never acceptable for Club members to leave immediately upon arrival from school on Boys & Girls Club transportation. All members must present themselves at the front desk to be signed in and a parent must sign them out consistent with normal procedures. Leaving with a Club member directly off the bus presents roster errors and is a safety risk to your child(ren) and others. Interfering with Club transportation and drop-off policies and procedures may result in cancellation of Club membership.

If your child does not attend regularly, and there has not been communication from a parent/guardian, they will be removed from our roster, and membership may be canceled. We want our youth to thrive and be active participants in our Clubs, so if you are unable to meet our attendance requirements, we will have to open up the registration spot to others who may have been put on a waitlist due to capacity.

If your situation changes, we will always welcome our youth back to the Club provided space is available. Thank you for your support and understanding.

# Operation Schedule

Club hours of operation may vary, depending on the Club location, during the school year and summer months. Please refer to the Club Fact Sheet for specific hours of operation. Please note: Transportation is not provided by all of our Clubs

## School Year

During the school year, most Clubs are open Monday through Friday for after-school programs. Each year Clubs will be closed briefly for after-school planning and preparation. Parents will be notified of specific closure dates in advance.

## Summer Program

During the summer, all Clubs with Summer Programs are open Monday through Friday. Each year, Clubs will be closed briefly for summer planning and preparation. Parents will be notified of specific closure dates in advance.

## Holidays

Boys & Girls Club will be closed for these holidays unless otherwise noted:

- New Year's Day
- Good Friday
- Memorial Day
- Week of Independence Day - Monday through Friday
- Labor Day
- Thanksgiving Day- Thursday and Friday after
- Christmas Eve (Abbreviated)
- Christmas Day
- Day after Christmas (Abbreviated)

If one of the observed holidays falls on a Saturday, it will be observed on the preceding Friday; if one falls on Sunday, it will be observed on the following Monday.

## Inclement Weather

In the event of inclement weather, the Boys & Girls Club will make every attempt to open. Club Leadership will assess safety and travel conditions to determine hours of operation at least two hours before normal operating hours for out-of-school time. Please be mindful of social media posts and/or call the Club for updates regarding operation information. Transportation will not be provided on days the school system does not open.

## Transportation

After-school pick-up is available at selected schools. Please check with the Club Director or the Front Desk for details. All rules, responsibilities, and consequences apply while being transported in a Boys & Girls Club vehicle. Boys & Girls Clubs of the Cumberland Plateau reserves the right to remove a Club member from the bus service for violation of the rules and responsibilities or failure to designated pick-up locations on time. In the event a member is removed from the transportation service, the parent/guardian will be given written notice and will be responsible for alternate transportation arrangements.

Transportation is not offered on days schools are closed for breaks and summer.

## Signing In and Out

**Arrival:** Please accompany your child to the Club and deliver the child directly to a staff person to sign the child in. Please contact the Club if your child is going to be absent for 3 days or more.

**Departure:** When picking your child up from the Club, please make sure you notify a staff member that the child is leaving the Club and sign the child out. Your child(ren) cannot depart directly from Boys & Girls Club transportation.

**Closing Time:** We ask that parents cooperate in picking their children up on time. If an emergency arises, causing a delay, we ask that parents contact the Club as soon as possible when it is safe to do so.

## Pick Up Policy

Members are not allowed to leave the property without prior written permission, or a phone call from the parent or guardian. Members may only leave with adults who are on the authorized pick-up list.

When communicating information over the phone, please give staff your name and the name of the person picking up your child. You may be asked for your social security number, for identification purposes. We ask that you let the person picking up know, that for security measures, we will ask for some form of identification. Changes to the authorized pick-up list can only be made by the registering parent and in person. We will not accept changes to the authorized pick-up list over the phone. **When picking a member up, we ask that parents remain in the lobby, or designated pick-up area, until the member is called to go home.**



Members must be 16 years of age or older, possess a valid driver's license, and have prior written permission from a parent/guardian to sign themselves out.

If an authorized adult arrives at the Club to pick a member up, and in the opinion of the staff, appears to be under the influence of drugs (either prescription or non-prescription), or alcohol, or appears otherwise impaired, the following steps will be taken:

- A contact from the approved list will be called to arrange alternate transportation.
- If the impaired adult refuses to cooperate and takes the child against the wishes of staff, the police will be called and given the license number of the vehicle being driven by the impaired adult.

### **Late Pick-up**

A late pick-up fee will be incurred if a child is not picked up beyond 5 minutes of the Boys & Girls Club's closing time. The late fee is \$1 per minute, per child. In addition to a late fee, the following actions will be taken:

- A verbal warning will be given on the 1st infraction.
- A written warning will be given on the 2nd infraction.
- On the 3rd infraction, the child will be suspended from the program for 2 days.
- On the 4th infraction, the child will be suspended for a week or 5 program days.
- On the 5th infraction, the child will be suspended indefinitely.
- Each infraction will have a probation period of 90 days. During that time any further non-compliance with the late pick-up policy will result in further corrective action up to and including termination of Club membership.

### **Field Trip Policy**

Before any Club member participates in a field trip, he or she must have a signed permission slip that gives parent/guardian consent. Club members with documented disciplinary action within one week of the scheduled day of the field trip may not be eligible to participate in that field trip.

### **Use of Club Member Name and Image**

Boys & Girls Clubs of the Cumberland Plateau may use the first name and image of Club members in marketing materials to promote our programs and services unless otherwise specified by a parent/guardian in the membership application.

## 21st Century Community Learning Center (CCLC)

Funding for the 21st CCLC program is provided by the US Department of Education under Title IV, B of the Elementary & Secondary Education Act.

The 21st CCLC program provides federal funding to establish or expand community learning centers. These centers provide students with opportunities for academic enrichment, youth development, and family support during non-school hours or during periods when school is not in session. The overarching goal of the program is to provide students, particularly those who attend schools in need of improvement, with academic enrichment opportunities and support services to help them meet state and local standards in the core content areas.

### Approved Activities

21st CCLC programs provide a broad array of services, programs, and activities that are designed to reinforce and complement the regular academic program of participating students. Such activities/programs may include:

<b>Remedial Education</b>	<b>Recreational Activities</b>
<b>Academic Enrichment</b>	<b>Technology Programs/Telecommunication</b>
<b>Math &amp; Science Activities</b>	<b>Expanded Library Hours</b>
<b>Arts &amp; Music Activities</b>	<b>Parent Involvement/Family Literacy</b>
<b>Limited English Proficient Classes</b>	<b>Drug &amp; Violence Prevention</b>
<b>Tutoring &amp; Mentoring Programs</b>	<b>Counseling Programs</b>
<b>Assistance to Trust, Suspended, or Expelled Students</b>	<b>Character &amp; Entrepreneurial Education</b>

## 21st CCLC Eligible Participants

These eligibility guidelines are only for participation in the 21st CCLC extended learning program and do not represent eligibility for the entirety of programs and activities offered by Boys & Girls Clubs of the Cumberland Plateau.

1. Youth and teens 5-18 years old and enrolled in elementary or secondary school;
2. 50% of students enrolled **must** also meet one of the following criteria:
  - qualify for free/reduced lunch;
  - be at risk of educational disadvantage and failure due to circumstances of abuse, neglect, or disability;
  - be at risk of state custody due to family dysfunction;
  - be enrolled in and attending a public school failing to make adequate yearly progress (AYP)
  - be attending a public school, including a public charter school, instead of a public school failing to make AYP as a result of parent choice; or
  - be at risk of failing one or more subjects or are behind grade level by at least one year.

## 21st CCLC Program Priorities

Extended Learning Programs established are designed to reinforce and complement the regular academic program of participating students. All activities are educationally based. Such programs include:

1. Services to students on an average of 15 hrs. per week
  - Grades K-6 Minimum 12 - 15 hours per week of programming.
  - Grades 7-12 Minimum 10 - 12 hours per week of programming.
2. Reading skills development and enhancement;
3. Math or science skills development and enhancement;
4. Academic mentoring or tutorial assistance; and
5. Sports or leisure opportunities.

## 21st CCLC Rules & Regulations

The 21st CCLC Extended Learning Program implemented by Boys & Girls Clubs of the Cumberland Plateau and its Club sites, adheres to the Club's guidelines and disciplinary policies for all Club members and participants.



# Family Handbook Acknowledgment

The Boys & Girls Clubs of the Cumberland Plateau is honored to provide youth development services for your child. We strive to enable all youth, especially those who need us most, to realize their full potential as productive, caring, and responsible citizens. However, parents, legal guardians, and members must abide by the rules and regulations outlined in this document to participate in our programs. This orientation guide is in place to ensure the safety and well-being of the children placed in our care and to provide the best Boys & Girls Club experience possible for all of our members.

Membership is voluntary and parents/guardians can choose to opt their child out of any program offered at any time. Boys & Girls Clubs of the Cumberland Plateau reserves the right to revoke membership of any child who fails to meet the standards set forth by this document.

If for any reason you have a complaint or concern about the Boys & Girls Club, one of its staff members, or about a situation that occurred while your child was at the Boys & Girls Club facility, please contact your respective Club Director or the organization's COO at (423)286-9500.

Please print and sign your name below, where indicated, to confirm receipt of the Parent and Membership Orientation Guide.

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Date:

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Signature of  
Parent/Guardian