



# **PARENT & MEMBER ORIENTATION GUIDE**

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2524 South Eleventh Street, St. Louis, MO 63104

**GENE SLAY'S GIRLS AND BOYS CLUB OF ST. LOUIS  
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The administrative office will always be able to convey messages to the GSGBC's Staff in the event that you are unable to speak to that particular staff member.

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PARENT AND MEMBER  
ORIENTATION GUIDE**

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## **CLUB INFORMATION**

### **1.0 MISSION STATEMENT**

The mission of Gene Slay's Girls and Boys Club of Saint Louis is to empower boys and girls in the St. Louis metropolitan area, especially those who need us most, to realize their physical, intellectual, and emotional potential.

### **1.01 UNITED WAY AFFILIATION**

The Gene Slay's Girls and Boys Club of St. Louis is a private, non-profit charity and a United Way member agency.

### **1.02 BRIEF HISTORY**

Father Charles P. Maxwell launched the Boys' Club of St. Louis on October 3, 1929 on the second floor of St. Vincent's Parochial School. Under the sponsorship of the St. Louis Catholic Archdiocese, Fr. Maxwell's new club was the first officially affiliated Boys' Club in the State of Missouri. Several high profile and successful fund-raising events helped the Boys' Club of St. Louis take steps to operate as an independent private agency, free from community support, and governed solely by its Board of Directors.

By 1933, the club had an active membership of over 1,200 boys. It had proved itself worthy of community support and was admitted to the St. Louis Community Chest - the forerunner to the United Way. Over the next 30 years, the GSBC moved a number of times before completing and occupying the current 36,000+ square foot facility at 2524 South 11th Street in 1959. In May 2006, to honor Eugene P. Slay, who served as President and CEO from 1993 until his passing in 2011 and dedicated his life to making things better for the kids, the club was renamed the Gene Slay's Girls' and Boys' Club of St. Louis.

### **1.1 PROGRAM DAYS/TIMES**

The Gene Slay's Girls' and Boys' Club of St. Louis After-School Program provides services from regular school dismissal, Monday through Friday, 2:30 PM to 7:30 PM. GSBC's Summer Program provides services Monday to Friday for 6-16-year-old girls and boys club, 8:30 AM to 5:30 PM.

### **1.2 HOLIDAYS, CLUB OFF DAYS, INCLEMENT WEATHER DAYS**

During St. Louis Public School District's inclement weather days, the Gene Slay's Girls' and Boys' Club program will be closed. In addition, GSGBC reserves the right to close based on possible hazardous condition as a result of ice and snow. The City of St. Louis does not clear or treat for ice /snow on 11<sup>th</sup> street. During a tornado, the front-desk computer will have an open webpage to a local weather channel and will continuously monitor for severe weather.

IN THE EVENT OF AN **EARLY DISMISSAL** DUE TO INCLEMENT WEATHER OR ANY OTHER SCHOOL EMERGENCY, YOUR CHILD SHOULD GO HOME EITHER BY SCHEDULED BUS OR BY WALKING (IF CHILD WALKS TO THE CLUB). GSGBC WILL NOT HAVE A PROGRAM ON THESE DAYS.

### 1.3 PARENT/MEMBER POLICY

#### Parental Responsibility:

- All parents or guardians are responsible for their child before GSGBC entry and after GSGBC's departure.
- Please notify GSGBC's Staff when late pick-up is expected.

### 1.31 SUSPENSION OF SERVICES

The Gene Slay's Girls and Boys Club reserves the right to suspend services for any of the following reasons:

- Non-payment of services
- Physical attack, threats, violence by children or parents on any staff member, other parent, children, or school personnel
- Behavior as defined in the discipline section of the parent handbook
- Repeated late pick-up of children

The GSBC also reserves the right to discharge, suspend, and/or terminate a child's membership:

- if deemed appropriate by the GSGBC's Staff,
- if not developmentally and/or behaviorally ready to participate in GSGBC's activities, and
- in the case of failure to provide the correct parent/guardian and member information.

### 1.4 PARENTAL PERMISSION

A signed permission form must be given for all trips away from GSGBC that require travel by the GSGBC's bus. Parents will also be asked to give permission on membership application for photographs to be taken of their child. These photos may be used for marketing purposes. All parents have the right to refuse or rescind permission. GSGBC will make it a priority to have a preference for group photos and will not release names of members in captions.

## REGISTRATION/MEMBERSHIP

### 2.0 CLUB MEMBERSHIP

The Gene Slay's Girls and Boys Club is open to 6-16-year-old boys and girls for both the After-School and Summer Programs.

### 2.1 REGISTRATION FORM AND FEES

A parent or guardian must fill out a membership intake form, provide necessary documentation, and pay program fee for each child *prior to admission* to GSGBC. For members attending Humboldt School, a form giving permission to pick up the student from that school is required. The membership fee is **\$60.00** for the After-School Program and **\$75.00** for the Summer Program. Parents will receive a tour of the building and an orientation to programming. *Early drop-off is \$75.00 for the Summer Program (for a total of \$150/child).*

### 2.2 REFUND POLICY

Membership and Summer Program fees are ***non-refundable***. Memberships are neither transferable from club to club nor member to member.

## **2.3 PICKUP/LATE FEE**

The Gene Slay's Girls and Boys Club After-School Program closes at 7:30 PM, Monday thru Friday; Summer Program closes at 5:30 PM, Monday thru Friday.

- All children MUST be picked up by the close of each program.
- If a child is not picked up prior to the close of the programs, a \$2.00 per minute increasing fine will be assessed and MUST be paid within 48 hours.
- Excessive lateness can result in a fine. GSBC reserves the right to determine the amount and severity of the fine.

## **2.4 CONFIDENTIALITY**

It is the policy of the Gene Slay's Girls' and Boys' Club to respect and safeguard your privacy and to use information that you give us in a confidential and responsible way. We will ensure the confidentiality of each GSGBC member by following all regulations regarding parent/guardian access, staff access, storage and disposal of GSGBC member files.

## **PROCEDURES/POLICIES**

### **3.0 EMERGENCY CLOSING**

In case of an emergency, Gene Slay's Girls' and Boys' Club Staff will call parents or emergency contacts to pick up members.

### **3.1 INTEREST TO PARENTS**

At the time of registration, parents are given a packet of information. During the year, GSGBC will make available information that may be of interest to parents. The topic may be health issues, transitioning activities, nutritional information, etc. We hope that you find this information useful.

### **3.2 ACADEMICS/SPORTS**

The Gene Slay's Girls' and Boys' Club wishes to develop your child's gross and fine motor skills. We also encourage critical and analytical thinking. The academic curriculum and sports programs implemented in the Summer Program are based on the premise that all children should have most of their needs met through a child-centered developmental program. Once your child has enrolled in GSGBC, you and your child become a part of our family. Your child is taught how to have respect for other members of the family through play, meal/snack interaction, and problem solving. Through supervised, individual attention and planned activities, the child has the opportunity to develop socially, emotionally, physically, and intellectually. GSGBC continuously promotes self-confidence and social interactions.

Learning standards are used as a resource for staff in academic planning. Sharing your child's report card grades and Missouri Assessment Program (MAP) scores would be beneficial to us as we assist with your child's academic success.

#### **3.21 PORTFOLIOS**

Academic portfolios are kept for students attending GSGBC programs and participating in the Blueprint for Reading Success Program. Portfolios are a collection of materials that illustrate an individual child's growth and development over time. Portfolios can help the GSGBC's staff in program planning and implementation, help children reflect on their experiences at GSGBC, and can also help parents stay in touch with their children's growth and development.

### **3.22 POOL POLICY**

All lifeguards at Gene Slay's Girls' and Boys' Club are certified by the American Red Cross. Records of each employee's American Red Cross certification are kept in their respective files.

During the school year, one lifeguard is on-duty when the pool is in operation. When client participation exceeds 16 children two lifeguards are scheduled. During the summer program two lifeguards are on-duty at all times. Members are required to participate in swimming lessons during Summer Program, unless otherwise granted written exemption by Program Manager.

### **3.23 NO DUNKING POLICY**

Gene Slay's Girls' and Boys' Club has always had a no dunking policy: Members are not allowed to dunk basketballs for any reason. Dunking is defined as a basketball player jumping up and manually guiding the ball through the hoop – many times this action includes pulling on the rim of the hoop. If a member is found dunking or performing any other activity that could potentially destroy the basketball hoop, the member will be asked to leave the gym. Additionally, if a hoop is damaged, the member is responsible for paying in full to have the hoop repaired or replaced (\$1,600).

### **3.24 HOMEWORK/ACADEMIC PARTICIPATION POLICY**

During the After-School Program, Gene Slay's Girls' and Boys' Club requires that members spend at least 45 minutes doing homework or a related activity each day before engaging in another activity. Similarly, all-day members of the Summer Program are encouraged to attend academic workshops 3 or more times per week, unless they are enrolled in summer school. In addition, *all* members are required to participate in swimming lessons (unless otherwise exempt per Program Manager) during the Summer Program (See 3.22 – Pool Policy).

### **3.3 FIELD TRIPS**

Gene Slay's Girls' and Boys' Club includes off-site field trips, when applicable, throughout the year. The safety of all GSBC members and staff is of utmost importance to GSGBC during off-site field trips.

1. Permission forms will be signed by the parent/guardian of each GSBC member that will attend the off-site field trip, before the group departs GSGBC facility.
2. Parents/guardians will be informed of the location, date, departure, and returning times of each field trip.
3. GSBC members are expected to follow GSGBC rules during field trips and follow the rules provided to them by the GSBC staff in control of the field trip.
4. GSBC reserves the right to discharge any GSGBC member from field trips due to inappropriate behavior. Inappropriate behavior will be described as:
  - a. Physically harming another GSGBC member or any GSGBC staff
  - b. Deliberately refusing to follow the guidelines set for GSBC members before the field trip begins
  - c. Intentionally destroying GSGBC and field trip location property
  - d. Consistently using inappropriate language

Gene Slay's Girls' and Boys' Club will do its best to create a fun and safe environment for GSGBC members during off-site field trips. We ask that parents/guardians of all members prepare their child for field trips by reminding them of the rules presented in this policy.

### 3.4 TRANSPORTATION

Transportation is not provided by GSGBC at the end of the day. Parents are responsible for coming in and signing out their child at the front desk, by the close of the programs. (See 1.3-Program Days/Times and 2.4-Late Fee Pick-up)

## MEMBER INFORMATION

### 4.0 CHILDREN WITH SPECIAL NEEDS

The Gene Slay's Girls and Boys Club takes pride in its compassion for all people, regardless of disabilities and special needs. Due to operational and physical restraints, GSGBC is unable to serve all children. GSGBC operates without a registered nurse. It is because of this reason that GSGBC cannot provide extensive support to youth with severe physical disabilities. Severe physical disorders can be described as conditions that require an attendant to work with the youth consistently throughout the daytime program. GSGBC will provide mental health support including assessment and referrals.

In some cases, a child's growth and development is measured with developmental assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice.

If the parent/guardian of a child with a physical or emotional disability believes that their child will prosper within the GSGBC environment, they are encouraged to address their concerns with the Director of Programs, at registration.

### 4.1 PERSONAL BELONGINGS

GSGBC is not responsible for the loss or damage of any personal items brought to GSGBC. Although we do provide a storage area for items such as backpacks, the student is ultimately responsible for his/her own belongings. Backpacks must be stored in a designated storage area. All items brought to GSGBC may be temporarily removed to a GSGBC's staff member's custody at the discretion of the staff member. No toy guns, electronics, pocketknives, or weapons will be allowed. All other items will be allowed with permission from staff.

### 4.2 RELEASE OF CHILDREN

Your child signs in upon arrival and be signed out each day by an authorized adult. An adult is defined as a person at least 18 years of age. No child will be allowed to leave the building with any person who has not been pre-approved by the parent and indicated in advance to staff personnel. The adult responsible for picking up a child **MUST** come in to the facility and personally sign the child out. Only members 13 years of age or older **with signed permission from their parents** will be allowed to leave the facility without an adult.

### 4.3 MEALS/SNACKS

The Gene Slay's Girls' and Boys' Club participates in the United States Department of Agriculture (USDA) Child and Adult Care Food Program.

- Please notify the Gene Slay's Girls' and Boys' Club personnel of any food allergies or special requirements for your child.
- One low calorie snack and drink will be provided for each member at approximately 2:30-4:00 PM, during the After-School Program. An evening meal is also available for GSGBC members at 6:00 PM (parent/guardian sign-up is required).
- Breakfast, Lunch and Snack are provided during the Summer Program:



Breakfast is served daily from 8:00 AM to 9:00 AM; lunch is served daily from 12:00 PM to 1:00 PM; snack is served daily from 3:00 PM to 4:00 PM.

- Additional snacks may be brought into GSGBC and eaten in designated areas with the approval of the GSGBC Staff.
- Parents must send a lunch with their child when GSGBC is open on Professional Development Days, and during winter and spring breaks. Failure by the parent to send youth to GSGBC with a lunch provide will result in suspension of youth until parent can fulfill their role.

#### **4.4 ILLNESS/EMERGENCY**

If a child becomes ill while at GSGBC, a GSGBC staff member will attempt to contact a parent or guardian and the child will be sent home for the following:

- vomiting
- uncontrollable or persistent cough
- evidence of any infectious disease
- diarrhea
- appearance of acute illness or complaint of severe pain
- Temperatures at 100 degrees or higher

Parents may not bring a child to the Gene Slay's Girls' and Boys' Club if the child has:

- strep throat which has not been treated with an antibiotic for 24 hours;
- any rash or acute onset associated with fever or symptoms of illness;
- an oral temperature of 100 degrees or higher;
- persistent vomiting and/or diarrhea in the 12 hours before the child comes to the Club;
- head lice.

Once the child has been diagnosed with one of the above, we must receive notice from your doctor saying that the child can be allowed back in GSGBC. In the event of any case of communicable disease at GSBC, parents will be notified.

Children who become ill at GSGBC will be separated from the other children until a parent/guardian/assigned adult arrive to pick them up.

##### Illness or Emergency:

- If a child is ill or injured, GSGBC will attempt to contact a parent or guardian and, if necessary, seek emergency medical attention.
- At the GSGBC Staff's discretion, a parent, legal guardian, or assigned person may be required to pick up the ill or injured child.
- In the case of an emergency, GSGBC will attempt to contact the parent/guardian, legal authorities, or emergency medical attention as needed. If necessary, GSGBC may relocate students to a safe location if the situation requires doing so.
- In case of true medical emergency with your

#### **4.41 COMMUNICABLE DISEASES**

Children must be kept at home when they have any communicable disease (e.g., measles, mumps). It is the parent or guardian's responsibility to report any communicable disease to our office so that we may notify all other parents. GSBC will notify all participants verbally and with a letter when a communicable disease is detected.

#### **4.42 MEDICAL EMERGENCIES**

The GSGBC's Staff will act in the best interest of the child.

#### **4.5 INCIDENT REPORTS**

An incident report will be filled out for serious injuries, head or eye injuries, and behavioral issues. You will be asked to sign it and may have a copy for your records. A copy will also be placed in your child's file. If your child receives 3 incident reports, you may be asked to attend a meeting with the Director of Programs and a Staff Member.

### **CODE OF CONDUCT**

#### **5.0 DISCIPLINE**

The Gene Slay's Girls' and Boys' Club programs promote positive behavior in children through consistent expectations and setting of limits, predictable routines and procedures, and developmentally appropriate activities for children. Harsh verbal or physical treatment (e.g. bullying, hitting, shaking, etc.) of a child is not permitted. Children are not denied any portion of their snack at GSGBC as punishment or for negative behavior at other times of the day. We want the children to feel good about themselves and the other members of the GSGBC's community.

Limits are set to insure the safety of each child and the safety of the group; to protect the rights of the individual child and the rights of the group; to provide a positive atmosphere where a child gradually takes control of himself/herself and takes responsibility for his/her actions when acting alone or in a group. A serious disciplinary problem is defined as one in which a child is hampering the smooth flow of the program either by requiring constant one-on-one attention; inflicting physical or emotional harm on another child; physically abusing staff or being unable to conform to the rules and guidelines of the program.

When conflicts arise, it is our goal to resolve the conflict through effective communication. If the conflict continues:

- 1) A child may not be allowed to participate in a particular activity where the conflict is occurring; the child may be required to be separated from other students and/or staff for a period of time.
- 2) If a student breaks a GSGBC rule, he may have certain privileges (i.e., basketball, swimming) withheld for a certain period of time as dictated by a staff member.
- 3) If the child's misconduct is severe enough or if there is still an unresolved conflict, the parent or guardian may be contacted, and the child may be suspended or terminated from the GSGBC.
- 4) Any physical attack, threats, or violence performed on the GSGBC's staff or other GSGBC participant, an immediate dismissal from the GSGBC will occur.

NOTE: Disciplinary problems will be reported to the parent verbally and in written form. These reports will be maintained in the child's folder.

#### **5.01 BULLYING**

The Gene Slay's Boys' Club is committed to providing all students with a safe and civil environment in which all members of the community are treated with dignity and respect. Children who are bullied, harassed, intimidated, or fearful of other children may not be able to take full advantage of the opportunities offered by the After School/Summer Programs. (academic, vocational, social, and emotional). Bullying and harassment can also escalate into more serious violence. To that end, GSGBC has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur.

## **ADDITIONAL INFORMATION**

### **6.0 PARENT PARTICIPATION/COMMUNICATION**

The involvement of the whole family in any youth program is imperative for it to be successful. GSBC looks for every chance to incorporate parents into its existing programs.

#### **Parent-Staff Communication:**

Parent-Staff Communication often occurs at arrival and departure of children. At the sign-in table, you will find the daily sign-in/sign-out sheets, important parent information sheets, flyers for upcoming events, parent newsletters, suggestion box, and other special notices.

Three times per year, we distribute **parent, staff, and child surveys**. Because we know you are busy, we try to make the surveys easy to fill out. Please take the time to give us your feedback on our staff and program. If at any other time, you have a comment, suggestions, or concern, please share them with the Club's director or the office staff.

#### **Field trips:**

At times, GSGBC will schedule fieldtrips after school and during the summer program. If you are interested in volunteering, please call the main office.

### **6.1 PARENT PHONE CALLS**

GSGBC has a membership phone that is used for communication between GSGBC and parents. Due to the number of children GSGBC, parents should limit their calls to the children during our After-School Program hours. During the Summer Program, **no incoming phone calls are permitted to GSGBC members**. This is due to daily average attendance. However, your child does have access to the membership desk phone.

In the event of an emergency, please call the Membership Desk phone number. Our first priority is the safety of your child and we must keep the phones open for emergency phone calls. You are always welcome to visit GSGBC.

### **6.2 ACCEPTANCE ENROLLMENT POLICY**

The Gene Slay's Girls' and Boys' Club Programs are offered to all school age girls and boys 6-16 years old. Enrollment is subject to constraints of space and staffing. GSGBC strives to make the program one that provides for the safety, well-being, development, and success of each child enrolled. For this reason, the GSGBC has set forth the following procedures and policies that must be adhered to and supported.

Parents must complete a GSGBC registration form annually. They must also complete an emergency contact form at the beginning of the school year. A completed financial agreement will also be given to the parents.

**GENE SLAY'S GIRLS AND BOYS CLUB OF ST. LOUIS**  
**PARENT/GUARDIAN AGREEMENT**

PLEASE SIGN AND RETURN WITH MEMBERSHIP APPLICATION

1. Parent/Guardian will pay Gene Slay's Girls' and Boys' Club a non-refundable registration fee of \$60.00 per child for the After-School and/or \$75.00 per child for the Summer Program.
2. Policies and terms shall be effective from the time of initial enrollment through the duration of Program.
3. The Program reserves the right to terminate enrollment without notice should child's or family's presence jeopardize the health, safety, or well-being of other children, families or staff.
4. Parent/Guardian represents and warrants that he/she has provided full and accurate information to the Program on all registration forms he/she has completed in connection with his/her child's enrollment.
5. Parent/Guardian further represents and warrants that he/she has read and understands the policies and procedures set forth in this Parent Guide and shall abide by them, as now or hereafter amended.
6. Parent/Guardian shall indemnify the Program, the Corporation, its directors, officers, agents, and employees harmless from any loss or liability incurred as a result of his/her breach of any representation or obligation of Parent/Guardian under this agreement.
7. Parent/Guardian understands that medications and special needs will be evaluated on a case by case basis.
8. Parent/Guardian acknowledges that members are no longer allowed to leave for any other purpose than to return home. They can only leave with an GSGBC staff escort.
9. GSGBC reserves the right to request member's report card at any time.
10. Parent/Guardian understands that all-day members of the Summer Program are encouraged to attend 3 or more times per week. In addition, *all* members are required to participate in swimming lessons (unless otherwise exempt per Program Manager) during the Summer Program. *Membership may be suspended for inadequate attendance.*

I \_\_\_\_\_ have received, read, and understood the information contained in  
**PARENT/GUARDIAN PRINTED NAME**

the Gene Slay's Girls and Boys Club of St. Louis Parent and Member Orientation Guide. My child and I agree to abide by the rules and regulations of the Gene Slay's Girls and Boys Club of St. Louis.

\_\_\_\_\_  
**PARENT/GUARDIAN SIGNATURE**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**GSGBC MEMBER'S NAME**