



BOYS & GIRLS CLUB OF SEYMOUR

Tots Indoor Playground MEMBER HANDBOOK 2018-2019

Purpose: BGCSEY Tots Indoor Playground is a cooperative group of families who wish to actively participate in their children's early social experience by participating in common activities while providing a safe, nurturing and accepting environment in which children are encouraged to develop social and motor skills through play.

POLICIES AND RESPONSIBILITIES

A. MEMBERSHIP REQUIREMENTS:

1. New and Returning Members must complete an Orientation Tour and Form Yearly
2. Participate in one mandatory cleaning per semester.
3. Pay the semester usage fee.
4. Supervise your own child(ren) at all times when attending the playground, if your child is a member he/she can come into the playground with a care provider, however members needs to make sure that the care provider is familiar with the playground rules/procedures

B. MEMBER ROSTER:

1. Members are responsible for advising BGCSEY when there is a new baby in the family or if there is a change in address, phone number or email so the roster can be updated and new membership cards. Contact tots@bgcsey.org

C. Social Media:

1. BGCSEY has a public Facebook page and the Indoor Playground has it's own page as well. We occasionally use photos from our events/parties and of our equipment in use by members to promote and give information about our co-op.

D. AGE LIMIT:

1. The playground is designed for children 6 months to 5 years. Upon reaching 5 years of age, a child is eligible until they enter kindergarten. Once children phase out we would invite them to join the Boys & Girls Club of Seymour afterschool membership. Children under 6 months will not require a membership.
2. Homeschooled older children may come to the playground to play with a sibling or do homework, but will not be able to ride on the riding toys or climb the play structures due to weight restrictions and safety concerns.

E. FEES:

1. Annual Membership Fees are to be paid before Members are allowed to attend the playground.
2. For the 2018-2019 School year the dues are set for \$30 each semester. This includes 2 adults and 2 children. Additional children will be \$5 each. There will be no proration depending on when you start during a semester.
3. All checks should be payable to "Boys & Girls Club of Seymour". We also accept cash & cards.
4. All Membership Fees are non-refundable if a member fails to complete the orientation tour, cancels their membership, or are dismissed from the playground for not meeting their commitments no refunds will be given.

F. HOURS:

1. Monday through Thursday from 9:00am to 12:00pm.
2. The Playground follows the Seymour School District Calendar for closures. (Holidays and Winter/Spring break.)
3. In the case of inclement weather, if the schools are on a delay or closed, the playground will be closed. In the event of weather closures, the closure will be announced on Facebook.
4. We apologize for any inconvenience. Closures are rare and every effort will be made to communicate as efficiently as possible in the event of an unexpected closure. Please email tots@bgcsey.org with any questions.

G. SIGN-IN:

1. All Members (parents/guardians) must scan in & out each time they attend the playground, including names of children who attended. This provides an accurate record for tracking in the case of exposure to an infectious disease.

2. If your child develops a contagious disease, and has attended the playground, let info@bgcsey.org know so that others who may have been exposed can be notified.

H. CHILD-CARE MEMBERSHIP: We welcome childcare providers with the following provisions:

1. There shall be no more than four children per child-care provider
2. Child-care providers are responsible for getting the families of the children under their care to sign the application, waiver form and the photography release form.
3. The fee for the families will be waived, as long as the child-care provider pays for a membership and performs all membership duties.

I. MEMBER HANDBOOK ACKNOWLEDGEMENT, TOUR COMPLETION FORM

1. All members must read the member handbook and have an orientation tour one time per year.

J. SICK POLICY:

1. Please keep your child at home if they have any of the following symptoms within 24 hours prior to visiting the playground:
 1. Diarrhea, Earache, Fever of 100.4 degrees F or higher, heavy cough/croup, Pinkish appearance of eye or eye with discharge, Sore throat/swollen glands, Unexplained rash, Vomiting or nausea
 2. If you or your child shows symptoms of a contagious disease within 48 hours of visiting the playground, please notify tots@bgcsey.org

K. SAFETY AND OTHER POLICIES

1. You should always enter and exit through the main entrance.
2. To ensure that children do not accidentally wander into the parking lot, parents must accompany their children (regardless of age) into the restroom.
3. Wet or soiled diapers should be taken outside to the dumpsters.
4. Please keep children in the gym only.
5. We ask members to sign a photography release form so we can post photos of our activities on Facebook and on our Website.
 - a. For privacy/safety reasons we do not put captions with children's names on any of the photos.
 - b. Please do not tag your friends in any of the photos.
 - c. You can opt in or out at any time. You can ask us to take down any photos of your child if you have opted out of the photo release.

L. RULES

1. There are a variety of age appropriate toys for infants through preschool ages.
2. Toy Cleans are scheduled monthly throughout the year.
3. For the safety and enjoyment of all, please remember to:
 1. Keep children from "crashing" toys into other children or other toys
 2. No climbing on top of the roofs of riding toys and playhouses.
 3. The mats and toys are expensive to replace, so in order to preserve them, please remind children to stay off of the mats with the riding toys & shoes.
 4. Sharing can be challenging for children. Please take this opportunity to teach your child(ren) to take turns with the toys.
 5. SNACKS: Children may have snacks at the playground if they sit on a bench with a parent.
 6. Bottles and cups must have lids.
 7. Do not feed other children without their parent's permission.
 8. Do not leave food or drinks unattended.
 9. Please do not allow children to walk around with cups and snacks.
 10. Clean up after your child(ren) immediately.

D. CODE OF CONDUCT: The purpose of the code of conduct is to establish clear guidelines for members at all functions or when interacting with other members. It will allow for the removal of members who violate the guidelines established and set forth herein. The final decision will rest with BGCSEY management.

0. Children: Each parent is responsible for their own child's behavior. We are to be respectful of each other's parenting choices. While each parent has their own methods of discipline, it is not acceptable to let your

child continue aggressive behavior at the expense of other participants. Our goal is to create a safe, healthy and positive atmosphere for children and parents.

. **AGGRESSIVE BEHAVIOR:** such as hitting (with hands or objects), pushing, kicking, spitting, hair pulling, pinching and biting are behaviors that will not be allowed.

1. If any aggressive behavior occurs, the parent is required to remove their child from the situation and/or area. After a short time, the child may resume playing.
2. If after a short time the aggressive behavior continues, then that child and parent will be required to leave for the day.
3. If such behavior continues to occur at subsequent visits, the parent will receive a written warning and be put on notice that such behavior is unacceptable and to work on improving that child's behavior.
4. If a child is consistently having behavioral problems that have warranted their removal from the playground, the parent may be asked to refrain from attending the playground until that child's behavior is under control.

1. **Parents:**

. No member shall use obscene or abusive verbal language/physical obscene gestures while attending BGCSEY Tots Indoor Playground.

a. Members shall be considerate and respectful to the property of other members.

b. Members will not discipline or raise their voice to another member's child. It is preferred that you ask the member to address a certain behavior with their own child, but kind and patient redirection or requests are OK. (Example: "please watch out for other kids" or "please keep your hands to yourself")

c. If using social media like Facebook, please do not tag other people's children in any photos taken at the playground. Ask permission to take another member's picture whenever possible.

2. Actions may be taken against any Member who violates the Code of Conduct. Those actions include:

First Offense: Verbal Warning

Second Offense: Written Warning

Third Offense: Termination of Membership

Terminating Membership

3. Should you decide to terminate your membership, please email BGCSEY with your reasons and please contact tots@bgcsey.org.

Child's Name: _____ Birthdate: _____

Address: _____

Phone: _____ E-mail: _____

Parent Name: _____

Additional Child Information:

Child's Name: _____ Birthdate: _____

Child's Name: _____ Birthdate: _____

Child's Name: _____ Birthdate: _____

LIABILITY—I, the parent/guardian, of the minor child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Club of Seymour, Boys & Girls Clubs of America, their representatives, successors, insurers, assigns, or any other person or entity associated with any of the above listed organizations, such as staff, directors, or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, and injury or death and any claim of damages resulting from use of facilities owned or controlled by the above organizations, or participation in activities of said organizations either at or away from the Club.

PHOTO RELEASE—I give my consent for photographs in which my child may appear, for any use needed by the Boys & Girls Clubs.

LOST OR STOLEN ITEMS—I understand that the Boys & Girls Club is not responsible for lost or stolen items.

PARENT HANDBOOK—I have read the Parent Handbook to better understand rules, policies, and procedures.

I have read the completed application, understand the rules of the Boys & Girls Club and request my child(ren) be admitted into membership. All information is true to the best of my knowledge and any false information may bar my child(ren) from membership

FURTHERMORE, I UNDERSTAND MEMBERSHIP IS A PRIVILEGE AND MAY BE REVOKED FOR A VARIETY OF REASONS AND MEMBERSHIP DUES ARE NONREFUNDABLE.

Parent/Guardian Signature

Date