

Dear Parents,

Thank you for your interest in the Boys & Girls Clubs of Cherokee (B&GCC). Fill out the attached application and return it to the Club with the annual membership fee.

Applications and Fees – After-School

At the beginning of each year, you will need to update your child's application and pay the **membership fee of \$40.00** regardless of when your child enrolled. **We must keep updated information on the children in case of emergencies so please notify the center if telephone numbers or places of employment change in order for your child's application to be considered complete everything must be filled out and signed and all fees paid in full.** Applications will be marked complete or incomplete by a CYC staff member, incomplete applications will be returned to parent and/or guardian to be completed.

Children with Special Needs

The Boys & Girls Clubs of Cherokee Staff is not trained nor is the facility equipped to serve most children with special needs. Prior to the child's first day at the center, parents must meet with a staff member to develop a plan for the child. Each child will be evaluated on a case-by-case basis to determine if we can meet that child's needs. After 30 days a meeting will be scheduled with the parents to discuss options.

Changes to Contacts & Pick-Up lists

Please notify us if someone needs to be added or deleted from your child's pick-up list. **All pick-up lists must be updated every three (3) months or sooner if there are any changes.** Please send a note if someone picks your child up that is not on your list. The B&GCC Staff will check contact numbers two times per year, if they cannot contact anyone on your contact list, you will be fined \$50.00, and your child will not be allowed to return to the center until numbers are updated and fine is paid. **Then the proper authority will be notified to assure that your child(ren) get to a safe place.** B&GCC will not be responsible for any occurrences that may occur due to lack of updated information or updated contact information.

Custody and Court Documents

We will honor and follow the request of the most recent court approved documentation, which we have on file. If custody or arrangements change it is the responsibility of the child's primary custodian to inform the B&GCC management team and give them a copy of any new documentation.

Report Cards

You are required to provide a copy of each report card throughout the school year. These aid us in receiving grant monies for our prevention and Power Hour programs, this also helps us track the success of our kids and see the impact that we make on your children, and where we may need to concentrate our resources. **All report cards must be turned in within 10 business days after they are sent out.**

Attendance Policy

If your child is absent from attending CYC for 10 consecutive business days without notification of a return date, your child will be considered inactive and moved to the waiting list, and their spot will be filled with the next child on waiting list. **There will be an additional \$40.00 fee to put your child back on the active list.**

School Closings, Early Dismissals, Administrative Leave, and Inclement Weather

Arrival Time - Full Day The B&GCC is open on teacher workdays and early dismissal days for Cherokee Central Schools, Kituwah Academy, Jackson, Swain and Graham County Public Schools. **If Cherokee Schools are closed due to snow or ice, we will be closed unless Tribe is on a 2hr delay. If Tribe is on a 2hr delay, then the CYC will open at 9:30. The Tribe will follow the Cherokee Centrals School inclement weather unless otherwise noted, or administrative leave is granted by the Chief.**

BGCA reserves the right to open later if roads are unsafe for CYC staff. It is the parents' responsibility to call to see when we are open on snow days and/or during any other questionable day, Tribal Inclement Weather Line phone number is 497-7047 or 359-7047. Children must bring their lunch on those days. We ask that you send lunch with your child or bring them lunch by **12:15** noon, please do not send money for lunch. We do have drink machines in the centers; we ask that no drinks be purchased until lunchtime. No outside drinks are allowed in the building.

Days when Schools are closed, we will do our best to open at 7:30am, but no later than 7:45am for children. We ask that you feed your child breakfast and send a lunch with him/her. We will provide an afternoon snack.

In the event that Administrative leave is granted by the Chief due to inclement weather, you will have 30 minutes to pick up your children or make arrangements to have your children picked up. After this time, you will be assessed a \$50.00 fine payable before your child may return to the B&GCC. If we are unable to contact, you or your emergency contacts within this 30-minute window we will call the proper authorities to make sure your child is taken to safety.

Full Day Programming Arrival Time

We ask that all club kids be checked in by at least **8:30am** and ready for that day's programming to begin. If you know that you will be later than **8:30am** we ask you to call the center before **8:30am** to inform us of the expected arrival time. Our programming begins at this time and at times we will be transporting kids to other locations and do not have the staff available to leave them behind to wait on late comers. **If arriving after 8:30am you must walk your child inside the building and sign them in. As your child's group may be off the facility grounds, and we may not have a way to get your child to them until they return.**

Late Fees

All Boy & Girls Clubs of Cherokee implement a 3 step late pick up policy. 1st step - **There is a \$2.00 late fee per Child for every minute (60 seconds)** you are late picking up your child, beginning at one minute after the hour. 2nd step – If you are late a second time during the school year or during the Summer program, **there is a \$4.00 late fee per child for every minute (60 seconds)** you are late picking up your child. 3rd step – If there is a third occurrence of being late picking up your child(ren) there will be a flat \$100.00 late fee per child, that will have to be paid in full before your child will be allowed to return to the club. For every late pick up after **the 3rd offense** will be \$100.00 flat fee per child. If this tardiness becomes habitual, we will be forced to expel your child(ren) from the B&GCC program. The clock at the front desk is used to determine late fees. The number of late pick-ups will

be kept through the school year and wiped clean and start over for the Summer program. All fees accumulated during the school year will need to be paid before attending the summer program. After

the Summer Program the number of late pick-ups will be wiped clean and start over fresh again with each new school year. All fees accumulated during the summer program will need to be paid before attending the new school year. If you know you are going to be late, please call us before closing time and we will do our best to work with you, if it does not turn into a habit. In the event that Administrative leave is granted by the chief due to inclement weather, you will have 30 minutes to pick up your children or make arrangements to have your children picked up. After this time, you will be assessed a \$50.00 fine payable before your child may return to the B&GCC. If we are unable to contact, you or your emergency contacts within this 30-minute window we will call the proper authorities to make sure your child is taken to safety.

Signing Out/Signing In

All Parents/Guardians must sign out each child that they are picking up each day, and no one under the age of 18 can sign another child out of the B&GCC. All Parents/Guardians and visitors are required to stop at the front desk and sign the visitor sign in log. For safety reasons all visitors will require a B&GCC staff member or volunteer to escort them throughout the facility while visiting the B&GCC facilities. This is to ensure the safety of all club members, staff, and volunteers. Parents/Guardians and visitors are prohibited to harass or attempt to intimidate club members, staff, or volunteers while visiting or picking up their child(ren). If you or a family member are disrespectful, threatening, or disruptive toward the staff, then this will result in being banned for thirty (30) days. If this continues to happen then legal action will be taken.

Emergency Drills

We will perform at least 4 emergency drills each year that could include Fire, Tornado, Active Shooter, etc... These drills could include loud alarms and flashing lights. We will try to give you at least 48 hours' notice of these drills.

Emergency Notifications

- In the event that the Cherokee Youth Center must be closed due to an emergency or disaster, the Local Club Leadership Team will issue the notice of the closing by way of Email, Text, and/or Telephone.
- If the CYC is expected to be closed prior to normal operating hours, staff should call the Tribal weather hotline (828) 497-7047 or (828) 359-7047 or watch television broadcasts for updates. However, notifications can also be made via a phone tree or text messages to notify all members and staff that the facility is closed.
- If the facility is closed during normal operating hours, an announcement will be made to the staff and a hotline telephone message will be made by the Local Club Leadership Team to the membership and staff.

Teens Signing Themselves Out

Any Teen who is over the age of 16 and has permission to sign themselves out and states they will be leaving the CYC/Teen Center building will be escorted out of the building by the Teen Center Youth Development Professional-YDP. For Safety reasons the Teen must leave the building; they will not be allowed to hang out on the premises, after they have signed themselves out. Teen members will be allowed to sign themselves out for a short period of time (30 minutes) to go to the store or to buy their lunch then return to the Teen Center. If the Teen member is still present at the CYC/Teen Center

during Monday or Thursday or Saturday clubs, they will have the option to participate with a club or they must leave the building. If at any time the YDP suspects the Teen member is abusing their privilege to sign themselves out of the CYC/Teen Center, the Teen members Parent/Guardian will be contacted. This Policy has been put into effect to ensure the safety of both the Teens and other Club members.

Discipline Policy:

Attached is your copy of our discipline policy. Please keep the policy for your records. We do enforce the policy and need your support. We support the Cherokee Central Schools both Public and Private Schools discipline policies also, if a child is in out of school due to suspension, they may not attend the Club on those same days. We also enforce the same dress code for the students. If a student wears something that is considered inappropriate or offensive by a staff member they will be asked to change, if they refuse, they will be sent home. **If a child is suspended twice during the summer, they will not be able to participate in the end of summer trip.**

Boys & Girls Clubs of Cherokee Discipline Procedures

LEVEL ONE (1) OFFENSES:

INAPPROPRIATE BEHAVIOR and/or DISRUPTIVE BEHAVIOR

- **Cursing**
- **Yelling**
- **Teasing**
- **Not keeping hands to self**
- **Non-sexual harassment of any kind**
- **Picking on others**
- **Stealing**

1st Offense – Warning/Time Out and/or light cleaning duties: cleaning tables, chairs, sweeping, etc.

2nd Offense - Contact Parents, quiet time for remainder of the day

3rd Offense - Suspension for One (1) day

4th Offense - Suspension for Three (3) days and **re-entry fee of \$50.00**

5th Offense - Suspension for Five (5) days and **re-entry fee of \$100.00**

LEVEL TWO (2) OFFENSES:

BULLYING and/or DISRESPECTFUL BEHAVIOR

- **Verbal Bullying of any kind**
- **Cyber Bullying of any kind**
- **Spreading gossip about others**
- **Talking back to staff**
- **Spitting**
- **Insubordination- not following the reasonable direction of a staff member.**
- **Being out of classroom or designated area without a pass**

1st Offense - Contact Parents, quiet time, and cleaning duties: cleaning tables, chairs, sweeping, etc.

2nd Offense - Suspension for One (1) day

3rd Offense - Suspension for Three (3) days and **re-entry fee of \$50.00**

4th Offense - Suspension for Five (5) days and **re-entry fee of \$100.00**

LEVEL THREE (3) OFFENSES:

PHYSICAL, MENTAL, EMOTIONAL and/or SEXUAL HARRASSMENT

- **Fighting**
- **Excessive teasing**
- **Inappropriate touching of any kind**
- **Pushing, Tripping, or hitting another person with the intent of causing harm**
- **Throwing anything at another person with the intent of causing harm**
- **Making threats of causing harm to another person**

1st Offense – Contact Parents immediately: Suspension for remainder of Day and one (1) full day.

2nd Offense- Three (3) day suspension with **re-entry fee of \$50.00**

3rd Offense – Expulsion for a period of time (at discretion of Management Team) and a **re-entry fee of \$100.00**

LEVEL FOUR (4) OFFENSES:

UNACCEPTABLE BEHAVIORS AND ACTIONS

- **Possession and/or use of tobacco products**
- **Possession and/or use of any type of illegal drugs**
- **Possession and/or use of any type of prescription drugs without a valid prescription**
- **Possession and/or use of any type of alcohol**
- **Leaving CYC/SYC/TEEN Club grounds without permission and/or being signed out.**
- **Possession or any type of weapon – gun, knife, explosive, etc....**
- **Causing an injury to another person**
- **Damaging, Breaking, Stealing and/or Wasting CYC/SYC/TEEN Club supplies and/or equipment**

1st Offense – Contact Parents immediately: Suspension for remainder of Day and Three (3) day suspension with **re-entry fee of \$50.00**

2nd Offense – Expulsion for a period of time (at discretion of Management Team) and a **re-entry fee of \$100.00**

3rd Offense – Immediate expulsion from the CYC/SYC/TEEN Club program.

We reserve the right to skip any offense, depending on the severity of the act. Depending on severity of offense we may contact outside authorities.

Re-entry requirements for any offense will be determined on a case-by-case basis by the B&GCC Management Team. These can include re-entry fees, B&GCC training, parent conferences, professional referrals, and costs of repair and/or replacement of damaged property. Re-entry fees must be paid before the club member may return.

* The Boys & Girls Clubs of Cherokee is a place where children can come to feel safe, where they are not vulnerable to the carelessness of others. Please discuss this discipline policy with your child/children. **We reserve the right to skip the 1st and 2nd offense, depending on the severity of the act.** Depending on severity of offense we may contact outside authorities.

Parent/Guardian Signature: _____ **Date:** _____

Club Member: _____ **Date:** _____

For B&GCC Staff use only: Check disciplinary: Level of Offense # _____

BOYS & GIRLS CLUBS of CHEROKEE

B&GC of Cherokee Staff: CODE OF CONDUCT

Since every action has a reaction (positive or negative), club members must accept the responsibility for their actions. Members will not engage in any action that interferes with their right to participate in center activities. The Boys & Girls Clubs of Cherokee Staff will handle behavior management of center activities; the appropriate Supervisors and/or Center Manager will handle chronic misbehaviors. The B&GCC staff will always be as fair as possible while dealing with any discipline problem.

It is the policy of the B&GCC to be consistent with the Cherokee Central Schools and the Public Schools discipline policies. Therefore, no member will be allowed in the center or on center property during out-of-school suspension or expulsion. The B&GCC will also support the schools during suspension of student privileges.

1. It is the right of the B&GCC to suspend or expel a child from the Boys & Girls Club. A parent/guardian will be notified when suspension is finalized.
2. We will not physically or verbally assault any member, nor will we be subject to physical or verbal abuse.
3. Staff members will not be in direct contact with any club members on social media. All contact will be made at the club or through the club members' parents/guardians.
4. Staff will not post any names or pictures of club members on their personal social media, without written permission from the club members' parents/guardians.
5. It is the Boys & Girls Clubs of Cherokee policy to use an isolation method, meaning, we will pull your child aside when dealing with discipline problems while the child is at the center.
6. We will Investigate and discuss all problems in order to come to a sound conclusion of the problem.
7. Conferences will be held with parents when necessary.
8. Suspension can be given to members as a result of any type of discipline problems.
9. The B&GCC Staff's decision will be final.
10. We ask that all parents support our efforts in teaching children good behavior skills and social interaction.
11. If our Discipline Policies do not work with a child, we will ask the parents to remove the child from the Center.
12. Sexual Harassment, Inappropriate touching and/or Harassment of any kind will not be tolerated.
13. At no time will a child be left alone, unattended or without supervision.
14. We will dress in a uniform and professional manner with Approved CYC/SYC/Teen Club shirts and appropriate pants or shorts.

These policies are important to the success of operating a quality youth organization. We will enforce these policies in order to make the center a positive place for our children.

Depending on severity of incidents the Cherokee Tribal Police Department, Juvenile Services, DSS, or other appropriate service providers may be called for assistance.

Boys & Girls Clubs of Cherokee member, and Parent/ Guardian Code of Conduct

1. I will go to a B&GCC supervisor or Manager if I have a concern about a Youth Development professional.
2. I will follow the B&GCC policies and the Parent Handbook.
3. If I have any questions or concerns, I will call or meet with the CYC Manager, CYC Unit Supervisor, and/or Teen Unit Supervisor.
4. I will refrain from making derogatory comments or negative gossip against the B&GCC staff and/ or volunteers, this includes posting negative comments on social media, and instead will discuss any and all concerns with the CYC Manager, CYC Unit Supervisor, and/or Teen Unit Supervisor.
5. I will refrain from walking down the B&GCC hallways without authorization and will not ever approach a child other than my own, no exceptions.
6. I understand that the Boys & Girls Clubs of Cherokee implements Power Hour, a homework-based program that allows Club kids to work on their homework. I also understand that as a parent I am solely responsible for my child's homework and the monitoring of my child's homework. I exempt the B&GCC employees and volunteers of any responsibility for my child's homework completion. * Please speak with your child's group leader for a schedule of Power Hour days and times.
7. I understand that the B&GCC implements various programs that are designed to encourage my child to reach their full potential, as productive, caring, and responsible citizens.
8. I understand that I am responsible for turning in my child's report card every quarter of the school year.
9. I will support the decisions that the B&GCC makes regarding my child, and if I have a Concern or Question, I will address it to the B&GCC supervisors or Manager.
10. I will inform the CYC staff if any information from their child's application changes, this includes updating my contact numbers and pickup list whenever there is a change. I will also bring any custody and/or legal paperwork that needs to be on file for club members. It is understood that the CYC staff and volunteers will not be responsible for any charges or occurrences that may happen due to lack of updated information.
11. I understand that I must donate 8 hours of volunteer service per calendar year to the Cherokee Youth Center Boys & Girls Club.
12. I understand that the B&GCC staff would like to leave work on time, to be with their own families. So, I will make every effort to pick up, or arrange for my child(ren) to be picked up by closing time, on any given day.
13. I also understand that this code of conduct applies not just to me, but to anyone who is picking up my child(ren) from the B&GCC, no matter if that person has signed below.
14. All participants parties must be civil and respectful to CYC staff while entering and signing out club members. (Actions, language, etc.....) **CYC has the right to suspend my services if I or anyone on the pick-up lists fail to comply with the Parent/Guardian Code of Conduct**
15. Must go to CCS, SCS, NKA, and SMS websites to get the School Year Calendar Schedule for closing or early dismissals. If any schools are closed, then CYC will be opened from 7:30 – 5:00

I agree to follow the Code of Conduct and I will not verbally or physically abuse, assault, harm or harass any Boys & Girls Clubs of Cherokee members, staff, or volunteers. If any issues arise, I will follow the chain of command of the B&GCC to resolve any conflicts and/or Concerns. I also understand that this code of conduct applies not just to me, but to anyone who is picking up my child(ren) from the B&GCC, no matter if that person has signed below.

BOYS & GIRLS CLUBS of CHEROKEE INFECTIOUS DISEASE POLICY

The Boys & Girls Clubs of Cherokee, because of its nature, is a place where children may be exposed to contagious diseases. In order to reduce the risk of giving an infection to other children, and for your own child's protection, the following policy has been adopted by the B&GCC:

- **COVID – 19:** You will need to keep your child home if they are showing any of these symptoms,
 - Cough
 - Fever
 - Sore Throat
 - Fatigue
 - Body Ache
 - Runny Nose
 - Excessive sneezing
 - Allergy/Cold Symptoms
 - Shortness of breath or difficulty breathing
- If tested positive for COVID, they must complete a **five (5) quarantine, must wear a mask for five (5) days after quarantine. (Subject to change.)**

Fever: Any child with a temperature greater than 100 degrees should be kept at home until the temperature is below 100 degrees or a note is brought from the child's doctor stating he/she is not contagious. Should your child arrive at the B&GCC with a temp over 100 degrees you will be contacted to pick your child up as soon as possible.

Vomiting/Diarrhea: Any child who is actively vomiting or having diarrhea (5 or more watery stools per day) should be kept home until vomiting/diarrhea has been stopped for at least 24 hours.

Rash: Since there are many causes of a rash, any child with an undiagnosed rash should be kept at home until the rash clears or the child's doctor writes a note stating they are not contagious.

Specific Illnesses/Reasons for exclusions:

Strep Throat: If strep throat is diagnosed, the child should be treated with antibiotics. They may return to the center after one full day of antibiotics and their temperature is less than 100 degrees.

Pinkeye (Conjunctivitis): A medical provider should evaluate any child with red, sore eyes. If he/she is found to have pinkeye, he/she should be treated with antibiotic drops and may return to the center after one full day of treatment if the eyes are not actively draining.

Head Lice: Any child found to have live bugs should not be sent to the center until the day following treatment and the head is completely free of bugs. We implement a **"No Live Bug**

Policy” all bugs must be removed from the hair before the child is readmitted. Consult your doctor or pharmacist for treatment. (Refer to Page 10)

Impetigo/skin sores: Any child with open, crusted, weepy sores on the skin should seek medical attention. If the sores are found to be impetigo or another infection, the child should be kept at home until he/she has taken antibiotics for 24 hours or brings a statement from their doctor stating they are not contagious. This shall not apply to non-infected cuts, lacerations, or abrasions.

If the B&GCC staff feels that your child has symptoms of any infectious or contagious ailment your child will be placed in a designated area, and you will be contacted promptly.

* Please see the Child Pick up due to illness, discipline, or any other emergency situations policy

These policies are important to the success of operating a quality youth organization. We will enforce these policies to make the center a positive place for our children. Depending on severity of incidents the Cherokee Tribal Police Department, Juvenile Services, DSS, or other appropriate service providers may be called for assistance.

BOYS & GIRLS CLUBS of CHEROKEE

“No Live Bug Policy”

Head Lice: Any child found to have head lice should not be sent to the center until the day following treatment and all nits/eggs/bugs are completely removed. We implement a **“No Live Bug Policy”** so all live bugs must be removed from the hair before the child is readmitted. Each child will need to be accompanied by an adult upon returning. A staff member will recheck the child's head. If the child is not free of live bugs, they will be sent home with an accompanied adult. They will not be able to ride the bus to the Youth Center at this time.

We will have head checks at least once each month. If your child is found to have live bugs you will be contacted to pick them up immediately. Please keep your emergency contacts and pick up information updated. You are required to show proof of purchase of treatment by turning in the box top and/or receipt after treating your child's head.

We are sorry for any inconvenience this may cause however it will be strictly enforced. These policies are important to the success of operating a quality youth organization. We will enforce these policies to make the center a positive place for our children.

You will have 30 minutes from the first phone call to pick up your child. If you are longer than 30 minutes, there will be a \$50.00 re-entry fee to pay before the child can return.

TECHNOLOGY ACCEPTABLE USE POLICY

CLUB MEMBER USAGE

Before a member will be allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy

and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club purposes shall include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Authorized use: Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate use: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: The Cherokee Youth Center reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

Loss and damage: Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club. Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;

- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a member is told to stop sending communications, that member must cease the activity immediately.

Cyberbullying: Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Monitoring and inspection: The Cherokee Youth Center reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs (local name) reserves the right to inspect and/or review personally owned devices that are brought to the Club.

Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections, but the member may be barred from bringing personally owned devices to the Club in the future.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Clubs (local name) reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club's internet service.

Loss and damage: Members are responsible for keeping the personal device with them at all times. Staff are not responsible for the security and/or condition of the member's personal device. Furthermore, the Club shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Parental notification and responsibility: While the Cherokee Youth Center Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for The Cherokee Youth Center to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the Cherokee Youth Center Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Cherokee Youth Center Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Club-owned-and-operated technology: Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Digital citizenship and technology safety training: All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

STAFF AND VOLUNTEER USAGE

Before a staff member can use Club technology equipment or a personal device, he/she shall read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices: Shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices: Shall include any and all staff-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club Purposes: Shall include but are not limited to the delivery of program activities, accessing sanctioned training or career development opportunities, communication with experts and/or authorized Club staff and for Club purposes or management of other Club activities, such as member check-in or incident reporting. Staff are expected to act responsibly and thoughtfully when using technology resources. Staff bear the burden of responsibility to ask their supervisor when they are not sure of the permissibility of a particular use of technology prior to engaging in that use.

Authorized use: Personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate use: Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: The Cherokee Youth Center reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may disciplinary action up to and including termination

Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of the staff member's personal device.

Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Inappropriate communication includes but is not limited to:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or sexual content or disrespectful language or images typed, posted, or spoken by staff or members.
- Information that could cause conflict.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking others.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Communication that promotes the destruction of property, including the acquisition of weapons or other destructive devices.

If a staff member is told to stop sending communications, he/she must cease the activity immediately. Staff must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online.

Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others. This behavior is cyberbullying, which is defined as bullying that takes place using existing or emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club staff, Club members or community is subject to disciplinary action.

Examples of cyberbullying include but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Use of embarrassing pictures, videos, websites, or fake profiles.

Communication with Club members: Staff may never use personal devices to communicate directly with a single Club member. Proper protocol dictates that all communication between staff and Club members must include an additional staff member and at least two Club members. This also includes overnight events such as Keystone Conferences and Youth of the Year events.

Monitoring and inspection: The Cherokee Youth Center reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may be subject to disciplinary action up to and including termination.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. The Cherokee Youth Center reserves the right to monitor communication and internet traffic and to manage, open or close access to specific online websites, portals, networks, or other services. Staff must follow Club procedures to access the Club's internet service.

Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of any staff member's personal device.

Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Password and access: To prevent unauthorized access, devices must lock themselves and require authentication using the strongest features available on the device. A minimum standard would require a typed password of at least six characters or numbers, though some devices utilize fingerprint or other biometric technologies.

Disallowed apps and/or websites: This organization does not allow staff to access the following apps and/or websites during work hours: [INSERT LIST, IF APPLICABLE].

BOYS & GIRLS CLUBS of CHEROKEE Stolen/Lost Property

The B&GCC Staff and Volunteers are not responsible for any lost/stolen personal items brought into the facilities. Parents, please encourage your child(ren) to refrain from bringing expensive toys, games, gifts and/or money.

BOYS & GIRLS CLUBS of CHEROKEE School Year - Lunch Fee Policy

At 12:15pm each child that doesn't have lunch will be given a lunch provided by the B&GCC and parents and guardians will be charged \$10.00 for each lunch provided. Lunch begins at 12:00 noon for all club kids. Calls will not be accepted regarding late lunches. No exceptions.

Summer – Lunch Fee Policy

During the Summer Sessions of the CYC, Lunch times will be from 12:00 – 12:45 for all club members. Therefore, lunch should be provided by 12:15. If your child does not have lunch by 12:15, then CYC Staff will provide lunch for them, and the parent will be charged a \$10.00 Lunch Fee. This must be paid within 10 business days.

Child Pick up due to illness, discipline, or any other emergency situations policy.

The Boys & Girls Clubs of Cherokee reserves the right to charge a re-entry fee to parents who do not pick their child up in a timely manner when they are called from the B&GCC due to illness, discipline procedures and/or other situations when a child needs to be picked up promptly. A thirty (30) minute grace period will be given.

No exceptions. This includes not getting answers from primary contact person or emergency contacts.

The re-entry fee will be \$50.00 for each situation.

Cherokee Youth Center Programs:

Program: Project Learn

Objective: Project Learn consists of five components:

- 1) Homework helps and tutoring.

- 2) High yield learning activities
- 3) Parental involvement
- 4) Collaboration with schools
- 5) Incentives

Program: Smart Moves

Objective:

Smart Moves Core Module: This targeted health promotion program focuses on building social-emotional skills such as effective communication, decision-making, and refusal skills. As such, the program addresses many of the risk and protective factors that may determine whether young people engage in risky health behaviors such as e-cigarette and opioid use.

Smart Moves Emotional Wellness Module: This targeted program focuses on positive coping strategies that build three cognitive-behavior skills most linked to helping youth avoid negative thought patterns and negative behaviors. These skills are self-regulation, impulse control, and stress management. Participating youth will build an effective toolbox for self-management and coping. Once they master these foundational skills, youth will be ready to apply the knowledge and practice the behaviors covered in Smart Moves: Core.

Program: Triple Play

Objective: Triple play is a suite of three targeted programs intentionally written to build the skills, attitudes, knowledge, and behaviors essential to an overall healthy lifestyle.

Program: Healthy Habits

Objective: Build your healthy eating skills.

Program: Power Hour

Objective: Power Hour helps Club youth achieve academic success by providing homework help; High-Yield Learning Activities and encouraging them to become self-directed learners.

Program: Summer Brain Game

Objective: Developmentally appropriate, project-based learning experiences are designed to keep young people engaged throughout the summer. Club or Youth Center youth can stay on track while having fun with their peers, exploring new topics and ideas, and learning important skills along the way.

Program: Youth for Unity:

Objective: In Youth for Unity’s comprehensive, broad-based set of activities, Club facilitators help members appreciate themselves as unique and special individuals; understand our society’s diversity; and recognize bias and unfairness, laying the groundwork for young people to take personal leadership in confronting bias and combating prejudice, bigotry, and discrimination.

Program: Money Matters

Objective: Money Matters promotes financial responsibility and independence among Club members ages 13-18 by building their basic money management skills.

Program: Goals for Growth

Objective: Goals for Growth is a goal-setting program for 8- to 12-year-old children. It contains 10 sessions and is designed for use with groups of 12 to 15 members. The main objectives are:

- To provide guidance and motivation to help members set and achieve at least 20 goals.
- To create opportunities for members to practice the skills necessary to set and achieve goals.
- To enhance self-esteem through successful goal-setting experiences

Program: Street Smart

Objective: The program is based on the understanding that helping youth avoid harm is about more than teaching youth to say “no” to their peers, standing up to bullying and avoiding gangs. Young people also must learn to be aware of their own hurtful or controlling behaviors- however unintentional they are- and to practice positive ways of resolving differences. To this end, Street Smart has three foundational goals:

- Reduce the frequency of thoughtless and mean behaviors among peers.
- Foster personal and social strengths to help youth cope with conflicts.
- Build positive connectedness and relationships as a web of support.

Program: Smart Kids

Objective: The primary goal of smart kids is to provide children with the knowledge, skills, and self-esteem to help them avoid risky behaviors and situations, including involvement with alcohol, tobacco, and other drugs.

Program: Triple Play. Social Recreation

Objective: Part of the Triple Play suite of programs, Social Recreation builds social-emotional skills in the Game room and beyond.

Program: Triple Play. Healthy Habits

Objective: Part of the Triple Play suite of programs, Healthy Habits teaches you about healthy eating.

Program: Smart Girls

Objective: Targeted curriculum ensures girls get the right information and the right support at the right time. Separate modules are specially tailored to three distinct age groups: 8 to 10, 11 to 13, and 14 to 18. The interactive, engaging, small-group sessions engender camaraderie, while also encouraging each girl to explore and express her individuality through discussions, hands-on games and activities, role-play, take-home challenges and activities, and collaborative decision-making and problem-solving.

Program: T.R.A.I.L to Diabetes Prevention

Objective: The T.R.A.I.L. program addresses both notions in a comprehensive manner. In addition, T.R.A.I.L. will gradually impact the prevention of critical diseases noted in the Steps initiative: diabetes, obesity, cancer, heart disease and stroke. To help reduce such diseases, the Steps initiative is focused on addressing lifestyle choices such as poor nutrition, physical inactivity, tobacco use and other risk-taking behaviors. The components of the T.R.A.I.L. programs are strongly centered on learning to make positive lifestyle choices.

Program: Be A Star Bullying Prevention

Objective: Evidence shows that many bullying prevention programs don't work to stop bullying because youth lack the skills necessary to navigate the complexities of their lives. Evidence also shows that what does work is building skills and changing the social climates in which youth spend time. This is the work of Social and Emotional Learning (SEL).

Program: UPS Rode Code

Objective:

*Explore common risks to young drivers and passengers; understand how you can decrease your risk; and practice your new skills with the UPS ROAD CODE VR DRIVING SIMULATION.

*Learn safe driving techniques- the Five Viewing Habits and 10 Point Commentary- that UPS teaches its own drivers

*Compete with your team in the UPS Road Code Challenge to reach the finish line!

BOYS & GIRLS CLUBS OF CHEROKEE
Specialty Clubs

As of right now (2025) the Cherokee Youth Centers operational hours are 7:30 – 5:00

Club members will need to be here no later than 8:30 on full days.

CYC will be closed on all Tribal Admin/Holidays

Cherokee Youth Center and Teen Club: (Subject to change)

Afterschool days and hours starting FY24/25 School Year (August):

Monday – 2:30pm to 5:00pm

Tuesday – 2:30pm to 5:00pm

Wednesday – 2:30pm to 5:00pm

Thursday – 2:30pm to 5:00pm

Friday – 2:30pm to 5:00pm

If any schools are closed the Cherokee Youth Center will open at 7:30 and close at 5:00

Summer Program Days and Hours: (Subject to change)

Monday - 7:30am to 5:00pm

Tuesday - 7:30am to 5:00pm

Wednesday - 7:30am to 5:00pm

Thursday - 7:30am to 5:00pm

Friday – 7:30am to 5:00pm

All Summer Fees must be paid in full by Friday, May 9th, 2025, **No Exceptions!** All payments are to be made at the Cherokee Youth Center. (Cash or check only) Please make checks payable to: Cherokee Youth Center

***Hours will change periodically due to weather, school closing, early release, etc. We will make every effort to notify you of those changes, but it is your responsibility to read posted time changes!**

We will be open to children on all School Workdays, early release days, breaks, etc. However, we will close for Tribal Holidays and Admin. Days or Inclement Weather announcements.

The Boys & Girls Clubs of Cherokee is a Tribal Program. When the Executive Office grants administrative leave for inclement weather, or other approved leave the CYC/B&GCA will close at those times as well.

2025 Annual Fees:

\$40.00 for each club kid KG – 12th grade.

2025 Summer Fees:

Ages: 5 – 12yrs old \$250.00 for each club kid.

Ages: 13 & up \$200 each club kid.

There will be no sibling discount this year.

Late Lunch Fees:

\$10.00 per child (Lunch must be here by 12:15)

Scan Fees:

\$2.00 (If they do not have their card to scan in upon arrival)

\$5.00 for each new card

Late Pick Up Fees:

1st time - \$2.00 a minute

2nd time - \$4.00 a minute

3rd time - \$100.00 a minute

Flat \$100.00 so forth after 3rd time

Boys & Girls Clubs of Cherokee

Matt Hollifield – Manager - 359-6279
Stephanie French – CYC Unit Supervisor - 359-6276
Natasha Junaluska – Teen Club Unit Supervisor – 359-6277
Zachary Chekelelee – Snowbird Unit Supervisor - 346-6985
Sierra Davis - Administrative Assistant - 359-8113

PO Box 455
1501 Acquoni Rd.
Cherokee, NC 28719

(828) 359-8113 CYC

(828) 346-6900 SYC

www.cherokeeyouthcenter.com

Facebook: **Cherokee Youth Center BGCA**

Snowbird Youth Center

The Cherokee/Snowbird Youth Centers are a Tribal Program

If you have any questions, please do not hesitate to contact us. Orientations will be scheduled for all members' parents/guardians. We look forward to working with you and your family.

*Thank You,
CYC Management*