

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUB  
OF BEND**

## Child & Club Safety

# PROTECTING OUR KIDS

# PARENT CODE OF CONDUCT POLICY

<b>CATEGORY:</b> Child Safety	<b>APPROVED:</b>
<b>APPROVING AUTHORITY:</b> BGCB CEO	<b>LAST UPDATE:</b>
<b>CONTACT:</b> BGCB CEO	<b>NEXT REVIEW:</b>



## Child & Club Safety

# PROTECTING OUR KIDS

## BOYS & GIRLS CLUBS OF BEND PARENT CODE OF CONDUCT

The purpose of the Boys & Girls Clubs of Bend (BGCB) is to provide children of our community with an opportunity to participate in a variety of Programs & Activities and after-school youth development while promoting the values of honesty, integrity, good sportsmanship, cooperation, teamwork, and fair play. This Parent's Code of Conduct identifies the standards of conduct needed to support the objectives of BGCB and to provide our Club members, their families, our volunteers, and our staff a right to a safe, positive environment for all who come through our doors.

All parents/guardians are expected to abide by the rules and regulations in relation to manners, respect, sportsmanship, and cooperation with the Club staff. BGCB has established rules and regulations for the convenience and protection of all of its Club members, parents/guardians, and staff. Parents/guardians should feel free to voice ideas, suggestions, or complaints in a professional, non-threatening manner. A Club member will not be released to any parent/guardian suspected to be under the influence of a controlled and or illegal substance.

BGCB will not tolerate verbal or physical abuse of any person on the premises or at any BGCB event.

A violation of any of the rules/regulations is considered misconduct and appropriate disciplinary action will be initiated. Disciplinary action could include but, is not limited to suspension of the Club member and/or no-trespassing order for the parent/guardian.

As a parent of a BGCB member, I understand the impact I have on the lives of children involved in our programs. My impact is not only upon my children but upon other children, parents, volunteers, and staff, whether directly or indirectly. The examples I set and the attitudes I take are the driving forces in **creating a positive atmosphere**. It is this positive atmosphere from which our kids can best build self-esteem and develop character.

### Therefore, I will:

- Respect the rights and property of others
- Treat all staff, adults, and other youth with respect
- Speak appropriately and courteously
- Seek positive alternatives to verbal and physical conflicts
- Support the organization, its programs, and its staff
- Value all cultures and individual differences equally

INITIAL: \_\_\_\_\_

- Model appropriate language and behavior at all times
- Remember that children learn best by example
- Arrange for my child to be picked up before BGCB’s closing time
- Teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence
- Ensure that I and my child treat other Club members and staff with respect regardless of national origin, race, creed, color, sex, ability, or socioeconomic standing
- Respect the staff and their authority during programs, and if I have a concern, I will take time to speak respectfully with staff at an agreed-upon time and place
- At all times, follow facility rules and regulations and respect the properties of others
- Promote child growth and development in a positive and supportive manner
- Register my child for programs, events, and/or activities prior to registration deadlines and I will honor those deadlines if I miss them for any reason
- Tell the truth in my verbal and written communications regarding any and all Club matters
- Respect BGCB’s scholarship process, which is personalized to each family that needs it based on household income via appropriate financial documentation, household size via accurate reporting by parent/guardian, and the federal poverty line
- Make program fees payments on time, every time, or I will have a personal conversation with BGCB’s Business Manager to make appropriate arrangements for payment
- Understand that BGCB staff work as quickly as possible to address my needs; I will exercise patience with any decision-making process

I understand that if I violate this Code of Conduct, Club policies or procedures, or Federal, State or Local laws, ordinances or rules, *then I may be subject to probation, suspension, dismissal or denial of all Club-related activities/properties/facilities with the BGCB or other disciplinary action deemed appropriate by the CEO and/or board-led safety committee.*

**Documentation/Reports**

The Club will not release any Club documentation, reports, or audio/video files. All Club documentation and or reports remain the sole property of the Boys & Girls Clubs of Bend.

I have this day received a copy of BGCB’s Parent Code of Conduct, and I understand that I am responsible for reading the policy and procedures described within it.

I understand that the policy may be modified by the Club at any time.

I understand that my child(ren)’s membership privileges and my access to BGCB or Club events may be suspended or revoked if I do not honor the Parent Code of Conduct:

**CLUB MEMBER(S) NAME(S) (Please Print):** \_\_\_\_\_

**PARENT/GUARDIAN NAME (Please Print):** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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