



## Child Care Operations of Scott Johnson Boys & Girls Club

The Boys & Girls Club of Walker County conducts before- and after-school activities on the Scott Johnson Elementary School campus from 6:30A to 7:30A and from 3:30P to 5:30P during regular school days.

The Boys & Girls Club is open to all children who attend Scott Johnson Elementary School and are in good standing with Huntsville ISD. **Membership in the program is granted on a first-come, first-served basis, and dues are \$10 per week per family paid monthly.** No child is turned away for an inability to pay.

**Before school drop off is between 6:30A-7:15A in the bus drop area by cafeteria. Parents are required to sign their child(ren) in. After 7:15A all Boys & Girls Club participants will be directed to the front drop off line due to bus arrival safety.**

**After school pick up is between 3:45P-5:30P in the bus drop area by cafeteria. Parents are required to sign their child(ren) out. If you need to pick your child(ren) up before 3:45P you will be directed to the front pick-up line due to bus departure safety.**

The Center Director for the Scott Johnson Boys & Girls Club is SJE Principal, Delanise Taylor. The Site Director is Brooke Burns, she can be reached, between the hours of 3:30 and 5:30 on school days.

The BGC Executive Director is Michelle McKenzie. The BGC Director of Operations is Jackie Pace. They can be reached at 291.6054 from 8:30A to 5:30P, Monday through Friday or via email at [jackiepace@rocketmail.com](mailto:jackiepace@rocketmail.com).

All records for BGCWC members and staff will be kept and maintained at Scott Johnson Elementary School, including health, emergency and immunizations records. A copy of the liability insurance policy for BGCWC will be kept on file at SJE for parents' inspection.

Each child in the program will be supervised at all times by Boys & Girls Club staff and volunteers. Morning participants will have the option of receiving a free breakfast. Morning activities will include homework help, supervised games, and low organized crafts. Every child will receive a free snack before the after-school program each day. After-school activities will include three 40 minute segments consisting of Power Hour (homework help and/or tutoring), physical education and an enrichment class.

Children will not be transported off-site for BGCWC activities, but they will be allowed to play outdoors on occasion. Medication will not be dispensed to children by BGCWC staff, volunteers or teachers. Medication will be dispensed only by the Huntsville ISD school nurse during regular school hours.

All established rules of behavior for HISD students will be in effect for the duration of the before-school and after-school program each day. Discipline of children will be conducted in a consistent, fair and compassionate manner, and will be utilized to encourage children to feel good about themselves and others. Children who require discipline will be encouraged in a positive way to exercise self-control and respect for themselves and others.

The Scott Johnson Boys & Girls Club has licensure by the Texas Department of Family & Protective Services to provide quality care to your child during his/her before or after school time. Requirements in the following areas will be met according to established and approved Huntsville ISD policy:

- Procedure for notification of injury or illness;
- Orientation and training of new employees (in-house);
- Emergency and safety procedures and drills;
- Health and sanitation guidelines;
- Authorization for child pick-up;



More on Back, Sign & Return

- Dispensing of medication;
- Hearing and vision requirements; and
- Dispensing of USDA (NSL) snacks.

Requirements in the following areas will be ensured and/or met by the Boys & Girls Club of Walker County:

- Submission of all criminal background checks and reviews through the offices of TDFPS;
- Submission and review of all back ground checks for volunteers; and
- Orientation of all volunteers.

Criminal background checks on all paid staff and regular volunteers will be conducted through Huntsville ISD and the Texas Department of Family & Protective Services. Checks conducted through TDFPS will be repeated every 24 months.

Parents may visit, observe and/or participate in their child(ren)'s activities and program operations at any time. Please check in at the front desk and secure a visitor's pass prior to entering the main school building.

Parents will be notified of any changes in programming, monthly payment, or upcoming events through memos sent home with child, posted flyers or emails.

A copy of the minimum standards for operation and the most recent licensing inspection report are available to all parents and may be reviewed at the front desk between the hours of 3:30P and 5:30P on regular school days.

Parents may contact the licensing office for Family & Protective Services in Conroe at 936.525.2181, or on the FPS Child Abuse Hotline at 1.800.252.5400, or on the website at <http://www.dfps.state.tx.us/>.

<b>Signature</b>		
<b>Date</b>		
<b>Comment(s)</b>		
<b>I am a.....(circle what applies)</b>		
<b>Parent</b>	<b>Teacher</b>	<b>Volunteer</b>

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