



**BOYS & GIRLS CLUB  
OF THE PIKES PEAK REGION**

In order to ensure the health, safety, and welfare of all Club members, staff, and volunteers, the Boys & Girls Clubs of the Pikes Peak Region administers the following disciplinary policies and procedures:

1. The Boys & Girls of the Pikes Peak Region enforces the following four Codes of Conduct:
  - a.) Respect yourself and other members.
  - b.) Respect for all staff and volunteers as employees and program leaders.
  - c.) Respect for club facilities and equipment.
  - d.) The following are strictly prohibited:
    - 1.) Cursing, swearing, racial remarks, or any other form of verbal abuse.
    - 2.) Fighting or any other form of physical abuse.
    - 3.) Use, or possession of controlled substances, weapons, and intoxicants.
    - 4.) Smoking, chewing, or any other use of tobacco products.
    - 5.) Music containing inappropriate or suggestive language.
2. Member behavioral infractions related to substance and alcohol use:
  - a.) Staff identification of situation or activity:
    - 1.) Staff or member may witness or observe activity and share with full-time staff.
    - 2.) Staff consultation with involved parties; assess situation, review behavioral contract, expulsion from club and contacting parent. In accordance to guidelines for discipline; item #3.
    - 3.) Suspension: undetermined period of suspension from the Club and return only after a parent / guardian meeting.
    - 4.) Follow-up meeting: staff and family establish behavioral contract and return date of member into the Club.

Note: If the terms of the behavioral agreement are not met by the member and their family, membership rights at the club may be revoked indefinitely.
3. Infraction of any of the above, or any other action deemed inappropriate, may result in the following procedures:
  - 1.) Discussion: warning and description of the inappropriate action and guidance to avoid reoccurrence.
  - 2.) Time Out: seating for specific period in a specific place.
  - 3.) Suspension: a set period of time suspension from the club and return only after a parent / guardian meeting.
  - 4.) Expulsion: removal from the Club for a specific period, indefinitely, or permanently with reinstatement considered following a parent / guardian meeting.
4. Immediate suspension or expulsion may result in any situation where, in the judgment of staff, the safety of any individual is at-risk.
5. Anytime a child is removed from the club, staff will make all efforts to notify a parent / guardian or other responsible family members, or emergency contact.
6. Late pick-up: any member still at the Club upon or after closing will be dealt with in the following manner:
  - 1.) Contact parent / guardian or emergency contact to pick-up member.
  - 2.) Any member not picked up by the scheduled closing time will be charged a \$5.00 late fee per every fifteen minutes late. Late fees must be paid before the child may return to the Club.
  - 3.) After one hour of no parental contact, the Colorado Springs Police Department and the Department of Social services will be contacted. The member will be released to the Police.
  - 4.) Refer to posted fee schedule.
7. Club staff are not responsible for, and will not, provide transportation to and from the club or any other destination.
8. Club staff should be appropriately notified in regards to any medication a member is taking. Club staff are not responsible for administration of medications. All medications should be taking prior or after attending the Club.
9. It is the responsibility of the parent / guardian to assure their child is physically, emotionally, and mentally capable of properly functioning in the Clubs' interactive atmosphere prior to enrolling in membership and daily visitation.
10. The Club is not equipped to effectively deal with profound disciplinary problems. The Club may act as a referral service to other more appropriate agencies and services.
  - a.) The club has an Open Door Policy. Members are free to come and go as they please, however a member may not return to the Club after signing out on a daily bases. Staff does not grant permission to leave nor do we insist that a member stays. Arrival and departure is a matter strictly between parent / guardian and member.
11. The Clubs enforce a dress policy at all locations. Please see posted policy for specifications. Failure to respect the dress code may result in suspension from the club.
12. Boys & Girls Club of the Pikes Peak Region is a private membership organization and Clubs are **NOT PUBLIC FACILITIES**. The Clubs reserve the right to refuse access to any person with or without cause.

I fully understand failure to accept responsibility for inappropriate actions either by myself or my child, may result in corrective action.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Child's Signature