



**BRIGADE
BOYS & GIRLS CLUB**

PARENT &
MEMBER
HANDBOOK

www.brigadebgc.org



Our History

In 1896, five boys gathered at the Immanuel Presbyterian Church for the first meeting of the Wilmington Boys' Brigade, a new club started by Colonel Walker Taylor. A prominent Wilmington businessman and civic leader as well as an officer in the North Carolina Militia, Taylor was eager to serve the troubled youth of Wilmington and to help them discover and develop their talents. On February 14, 1896, his vision became a reality.

By the early 1900's the Brigade had grown to more than 500 members and urgently needed a new facility. In 1950, a new clubhouse was constructed on South Third Street and designated the "Harry B. Register Unit." In 1972, a second clubhouse was built in the Sunset Park area.

On June 14, 1987 a brand new 13,200 square foot clubhouse opened at its current location on Vance Street. By the early 1990's, the Club had nearly 1,000 members and a new youth building was constructed and opened in 2001.

In the year 2000, the Club expanded its services into Pender County and in the year 2015, the Club merged with Boys & Girls of Greater Onslow County. Today, more than 2,100 youth are served by the Brigade Boys & Girls Club in 12 locations in Southeastern North Carolina.



CEO Welcome

It is my honor and privilege to welcome you and your child to Brigade Boys & Girls Club. For over 120 years, we have been providing young people experiences to reach their full potential as productive, caring, and responsible citizens.

At Brigade Boys & Girls Club, kids and teens walking through our doors find a welcoming and supportive place to spend their out of school time. We pride ourselves not only for our incredible array of programs but also for the caring and well-trained staff that both run these programs and serve as positive adult role models for our members.

We are an organization who believes we are stronger together and look forward to working with your family.

Angie Hill

Chief Executive Officer

Mission Statement

“To inspire and, through character development, enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.”



Administrative Offices

New Hanover County

Brigade Boys & Girls Club
2759 Vance Street
Wilmington NC, 28412

Phone: 910-392-0747 or 910-791-4282

Onslow County

Brigade Boys & Girls Club
1911 Gum Branch Road
Jacksonville, NC 28540

Phone: 910-455-9003

Senior Leadership Administration

Angie Hill, CEO

Desiree Bryant, Director of Finance & Business Administration

Jamie Howell, Director of Human Resources & Grant Compliance

Allison Mayfield, Director of Development & Communications

Keith Williams, Onslow County Executive

Keith Whitaker, New Hanover County Executive



Club Site Locations

Onslow County:

Clyde Erwin Elementary
323 New River Drive
Jacksonville, NC 28540
910-340-6361

Dixon Middle School
118 Ridge Field Avenue
Sneads Ferry, NC 28445
910-340-1558

Heritage Elementary
7444 Richlands Highway
Richlands, NC 28574
910-934-3925

Lighthouse Baptist Church
253 Burgaw Highway
Jacksonville, NC 28540
910-660-1218

Richlands Elementary
415 Cow Horn Road
Richlands, NC 28574
910-340-2391

Sand Ridge Elementary
868 Sand Ridge Road
Hubert, NC 28539
910-340-6364

Stateside Elementary
132 Stateside Boulevard
Jacksonville, NC 28546
910-934-7002

Summersill Elementary
250 Summersill School Road
Jacksonville, NC 28540
910-340-6360

New Hanover County:

Carl B. Brown, Jr. Youth Center (grades K-5)
2759 Vance Street
Wilmington, NC 28412
910-392-0747 ext. 106

Montgomery-Register Teen Center (grades 6-12)
2759 Vance Street
Wilmington, NC 28412
910-392-0747 ext. 104

Houston Moore Housing Authority
1601 S. 13th Street
Wilmington, NC 28401
910-471-5494



Hours of Operation

Morning Care Hours:

Our hours of operation for morning care are from 6:30am-8:30am, Monday-Friday. Currently morning care is only available at our Richlands Elementary Club site.

After School Hours:

After school program hours vary by site. Currently hours from Monday-Friday are:

New Hanover County:

- Carl B. Brown, Jr. Youth Center: 2:00pm-6:30pm
- Montgomery-Register Teen Center: 3:00pm-7:00pm*
- Houston Moore: 2:00pm-6:00pm

*Teen nights occur every Friday from 7:00pm-10:00pm during the school year beginning in October. Please check the Teen Center calendar for more information.

Onslow County:

- Clyde Erwin Elementary, Lighthouse Baptist, Summersill Elementary and Stateside Elementary: 2:30pm-6:00pm
- Heritage Elementary, Richlands Elementary, Sneads Ferry and Sand Ridge Elementary: 2:30pm-6:30pm



Early Release School Days:

Opening for early release days vary by site, depending on facility availability. Currently hours and sites for early release are:

New Hanover County:

- Carl B. Brown, Jr. Youth Center: 12:00pm-6:30pm
- Montgomery-Register Teen Center: 1:00pm-7:00pm
- Houston Moore: 12:00pm-6:00pm

Onslow County sites closed.

Summer Camp/ Teacher Workdays:

Full program days for summer camp and teacher workdays vary by site. Onslow County sites are not open for teacher workdays due to the unavailability of the school facility. Please check with your local County office on which sites are offering summer camp.

New Hanover County:

- Carl B. Brown, Jr. Youth Center: 7:00am-6:00pm
- Montgomery-Register Teen Center: 8:00am-6:00pm
- Houston Moore: 11:00pm-5:30pm (teacher workdays only; summer camp is held at Youth & Teen Centers)

Onslow County (summer camp only):
7:00am-6:00pm

Intersession

Intersession operations for year-round schools vary by site. Currently only our Clyde Erwin Elementary site is open for intersession, from 7:00am-6:00pm.

For other sites serving year-round schools, the child is welcome to attend the Club during normal after-school program hours.



Club Closings

Brigade Boys & Girls Club acknowledges the following holidays and is closed for Club operations:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve through New Year's Eve

The Club reserves the right to close for professional development and training days. These dates will be posted at each Club site. Due to the number of children we serve, phone calls will not be made.

Inclement Weather

To ensure the safety of all Club members and Club staff, Brigade Boys & Girls Club follows the local County School inclement weather policy. If schools are closed due to inclement weather, so is our Club.

If schools have early dismissal or cancel after-school activities due to inclement weather or unforeseen circumstances, the Club will also be closed.



Club Member Expectations

The programs and activities of Brigade Boys & Girls Clubs are designed to promote positive youth development. To ensure a fun, positive and safe Club environment, every Club member must commit to the following simple rules:

1. Pay attention
2. Follow directions
3. Be kind, courteous and friendly

If a Club member breaks a rule, Club staff will work with the member to understand which rule they violated and how they can work to correct it. The methods Club staff will use include:

1. Verbal warning
2. Time-out/cool down in activity area
3. Individual guidance with Club staff
4. Referral to Site Director

If a child is consistently behaving inappropriately and is disruptive that it creates an unsafe environment for themselves, other Club members or Club staff, the Site Director will request a meeting with the parent/guardian and a temporary suspension may be placed. Duration of the temporary suspension will be based on the severity of incident. The following actions are strictly prohibited and will result in an immediate suspension:

- Foul language including verbal abuse
- Fighting or any other form of physical abuse
- Inappropriate and/or sexual conduct
- Theft
- Bullying of any type
- Use or possession of controlled substances, weapons, tobacco or alcohol products



Parent/Guardian Commitment

To ensure the utmost safety for your child...

Please list **all** individuals on the membership application who have the authority to pick up your child. Additions and deletions from the membership application must be done online; we cannot take any changes over the phone. We will not release your child to anyone who is not listed as an authorized contact in the Parent Portal.

- If you are experiencing a custody issue we require a copy of all custody paperwork. This documentation will be kept private in our files, which is under locked key.
- A photo ID is required to pick up a Club member
- Any and all information changes (address, phone number, contacts, etc.) should be done online through our parent portal
<https://parentportal.brigadebgc.org/>

Personal Belongings

Brigade Boys & Girls Club is not responsible for personal belongings that are damaged, lost or stolen. Please do not bring phones, electronics, toys, sports equipment, etc. to the Club.

Please clearly label your child's backpack and other belongings to help us identify them, as it is not unusual for two or more children to have the same backpack.



Dress Code

To ensure your child's safety and ability to participate in all program activities, the following dress code is enforced:

- Closed –toe shoes must be worn at all times. No flip flops, sandals or slides are allowed.
- No hats allowed inside the Club.
- Tank top straps must be at least two fingers in width
- Shorts must be appropriate length, a minimum of fingertip length when your arms are extended down your side.
- No midriff shirts, yoga pants or tight/revealing clothing
- No sagging/loose clothing
- For swimming activities in summer camp, swimming attire must be worn (swim trunks for boys and one piece bathing suits for girls)

Grievance Procedure

Our staff members make every effort to work with parents/guardians to solve any problems or concerns. If you have concerns or questions about the care your child is receiving or an incident that has occurred, please share these concerns with the Site Director.

If there is still an issue after meeting with the Site Director, please contact the County Executive and, if needed, a meeting can be requested and scheduled with the CEO.



Membership

To better serve your child all Club members must be enrolled in school; kindergarten-12th grade in New Hanover County and K-8th grade in Onslow County. Preschoolers, even those served in an Elementary school, cannot enroll in our program.

Our organization follows the school calendar, therefore for our summer Camp program; the minimum age requirement is a rising 1st grader. If your child just completed pre-K, they will not be able to enroll into our program until they begin Kindergarten in the fall.

To better track Club member's attendance, each Club member will be issued a Club membership card. This card should be brought to the Club daily as it will be used to check-in and check-out of the building.

If your child misplaces or loses his/her membership card, we are happy to replace it for a nominal fee of \$1.00, so please keep the card in a safe place.

Fee Policies

All program fees are paid through the online parent portal. Brigade Boys & Girls Club does not accept cash or check for payments.

Program fees are to be made monthly by the 5th of each month. If payment is not received after the 5th of the month, a \$10 late fee will be added to your account. If payment is not received by the 15th of the month, the child will be suspended for 5 club days from the date of payment.

We encourage our parents to use the recurring payment option on our parent portal to avoid late fees or temporary suspensions due to missed payments.



For any field trips that have associated costs for entry and activity, the payments must be made in cash to your Site Director.

Finally, please note that a late fee of \$1.00 per minute per child will be charged after the posted closing time. Late fees must be paid before your child returns to the Club.

Please call if you are running late to inform staff of your situation. If after closing time the child is still at the Club, Club staff will call all contacts listed on the membership application. If we are unable to get in touch with any contacts after 30 minutes, the Club reserves the right to contact local law enforcement.

Medications

Club staff is only allowed to provide basic First Aid care to Club members. Club staff will not dispense or administer any medication, over the counter or prescribed, to Club members. Staff may hold prescription medication as long as there is both parent authorization and the prescription has the child's name. The medication will be kept by the Site Director in a safe, locked location. It is the Club member's responsibility to ask for the medication as Club staff is not responsible for remembering medication times and schedules.

In the event a child gets hurt or feels ill, the Club staff will notify the parent accordingly. If a true emergency occurs, 911 will be contacted immediately followed by a call to the parent/guardian. Club staff is not allowed to transport hurt or ill children.



Meals

Provision of snacks and meals vary by site based on facility capabilities. Currently, the following meal service includes:

New Hanover County:

- Carl B. Brown, Jr. Youth Center: Free snack and dinner provided daily in after-school program and free breakfast and lunch daily in summer camp
 - For teacher workdays, free snack and dinner are provided. Lunch costs are \$2.50 per child. Child has the option of bringing their lunch from home.
- Montgomery-Register Teen Center: Free snack and dinner provided daily in after-school program and free breakfast and lunch daily in summer camp
- Houston Moore: Free snack provided daily in after-school program
 - For teacher workdays, lunch costs are \$2.50 per child. Child has the option of bringing their lunch from home.

Onslow County:

- One free snack provided in after-school program
- Two free snacks provided daily during summer camp
- Some summer camps will have access to lunch services provided by the Onslow County School system. Please check with your summer camp Club site for more information on this availability.

Club members have the option of bringing additional snacks from home. We ask that snacks are eaten at designated break times directed by Club staff.

THANK YOU FOR CHOOSING



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BOYS & GIRLS CLUB**

**WE LOOK FORWARD TO WORKING WITH YOU
TO INSPIRE AND ENABLE YOUR CHILD TO
BECOME A PRODUCTIVE, CARING,
RESPONSIBLE CITIZEN.**