



**BOYS & GIRLS CLUBS**  
OF LINCOLN/LANCASTER  
COUNTY

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## **Boys & Girls Club of Lincoln/Lancaster County**

### **Member Check In/Out Compliance Policy**

#### **Middle School Member Pickup Policy**

Member pickup will take place at The Boys & Girls Club. Parents or guardians for all middle school members must come into the Club to get their student. If someone else is to pick them up, the directors must have written instructions directly from the parent or legal guardian. Please do not phone in to tell your student you are outside unless this has been previously approved by the site Program Director.

#### **Late Fee**

Parents/Guardians are expected to be timely in picking up their child from the Club. A late fee of \$1 per minute each minute after 10 minutes after the clubs have closed.

If a child has not been picked up within 10 minutes of the program end time, staff will:

- Contact all enrolling parents to ensure a ride is on their way
- If parents are not reached, staff will then use emergency phone numbers
- If the student has yet to be picked up 30 minutes after dismissal, staff are instructed to call Child Protective Services.

If Parents/Guardians know they are going to be late, please notify BGC Administration. Frequent recurrences will require Executive BGC memo of understanding (MOU).

In the case of repeated late pick up, BGC of Lincoln/Lancaster reserves the right to remove the participants from the programs they are enrolled in. We regret that program fee refunds cannot be given under these circumstances.

***(The members will not be able to return to the club until the fee has been paid.)***

## **Emergency Pick Up Incidents**

In case of an emergency and your student needs to be picked up due to, but not limited to, sickness, behavioral issues and site emergencies there will be a 45-minute timeframe in which your student will be required to be picked up or staff is notified to call Child Protective Services.

## **High School Member Check In/Out Policy**

1. **Check-In/Check-Out Requirement:** All high school members must check in with a staff member upon arrival and check out before leaving the facility. This process will be recorded in our MyClubHub system, allowing us to keep an accurate record of attendance.
2. **Personal Responsibility:** By checking out independently, high school members acknowledge their responsibility for leaving the Club in a safe and timely manner. We encourage students to communicate with their parents or guardians regarding their departure and arrival plans.
3. **Parental Communication:** We recommend that parents or guardians discuss and confirm after-school plans with their high school students to ensure clarity and peace of mind.
4. **Emergency Situations:** In the event of an emergency, staff will attempt to reach a parent or guardian using the contact information provided in the member's profile. If your student needs to be picked up due to, but not limited to, sickness, behavioral issues and site emergencies there will be a 45-minute timeframe in which your student will be required to be picked up or staff is notified to call Child Protective Services.
5. **Immediate Departure:** Once a student has been checked out, they must promptly exit the premises through the designated exterior doors.

**Restricted Access:** Students are not permitted to re-enter or access any other part of the school building after being checked out unless prior arrangements have been communicated

## **Open Door Policy**

The Boys & Girls Club of Lincoln/Lancaster operates on an Open Door Policy. This policy allows members to come and go at any time during the Club's program operating hours under the following conditions:

- Children may arrive and depart with approved pickup or advance approval of a parent or guardian.
- Children may leave the program on their own only if a walking waiver form is signed and returned by a parent or guardian.

Once members leave the building, they are not allowed back in on the same day unless approved by the site Program Director. Members are required to sign out.

Thus, it is the responsibility of the child and the parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit. Supervision is not provided once the child leaves our facility.

Please note that youth are not allowed on the Club's grounds during operating hours unless they are signed in and participating in Club activities. Members should not be dropped off prior to the opening of any facility, as the Club cannot be held responsible for the supervision of such youth.