



# *Sarah Heinz House Boys & Girls Club*



*... Youth, Recreation, Character & Service ...*

## ***Full Membership Information Handbook 2017-2018***

<i>What is Sarah Heinz House All About?</i>	<i>p. 2</i>
<i>General Information</i>	<i>p. 3</i>
<i>Attendance Policies</i>	<i>p. 4</i>
<i>Inclement Weather Policy</i>	<i>p. 5/6</i>
<i>Full Members Core Programs Description (Required)</i>	<i>p. 6/7</i>
<i>Dress Codes</i>	<i>p. 8/9</i>
<i>General House Rule's</i>	<i>p. 9/10</i>
<i>Guidelines for Parents</i>	<i>p. 10/11</i>
<i>Permission to Treat and General Release</i>	<i>p. 11</i>
<i>Medication</i>	<i>p. 11</i>
<i>Special Benefits for Full Members &amp; Families</i>	<i>p. 11/12</i>
<i>Special Recognition and Awards</i>	<i>p. 12/13</i>
<i>Special Events Calendar</i>	<i>p. 14/15</i>
<i>Non-Discrimination Policy</i>	<i>p. 16</i>
<i>Core Program Schedule</i>	<i>p. 17</i>



[www.sarahheinzhouse.org](http://www.sarahheinzhouse.org)

## What is Sarah Heinz House All About?

### MISSION:

“To empower all youth, especially those who need us most, to LAUGH, LEARN and LEAD”.

### VISION:

“All children in our community achieve personal success, dream big and positively impact their world”.

The purpose of Sarah Heinz House is to develop and strengthen the leadership, character, and life skills of children and youth, by providing high quality recreational, social, educational, and mentoring programs, which enable full members to reach their highest potential; to use our exemplary programs, facilities and staff as a resource to the larger community”

## CORE VALUES of Sarah Heinz House:

### KIDS FIRST

Kids are our priority and focus. With the relationships built at SHH, we give them a place to belong, feel safe, build confidence, have fun and reach their fullest potential. It’s what we do!

### CHARACTER

Be the best person you can be. Tell the truth, do the right thing and be a positive influence.

### LEADERSHIP

Be a positive influence. To lead is to guide in the right direction. Set a good example by your actions, your attitude and your words.

### RESPECT

Be kind, truthful, and thoughtful. Treat one another the way you want to be treated. Leave each area better than how you found it.

### SERVICE

Be helpful to others. Give freely of your time, energy and attention.

Sarah Heinz House has been serving Pittsburgh area youth since 1901. We are a charter member of Boys and Girls Clubs of America, but we are independent from Boys & Girls Clubs of Western Pennsylvania. While the kids come for fun and friendship, we strive to instill in them the Core Values (see above), and to develop **Healthy Choices, Global Appreciation, and a Value for (lifelong) Learning.**

# ***SARAH HEINZ HOUSE***

## ***General Information:***

**PROGRAM YEAR:**                      **OCTOBER 2, 2017 – APRIL 28, 2018**

**FULL MEMBERSHIP:**

Open to boys and girls between the ages of 6 and in the 1<sup>st</sup> grade through senior year (12<sup>th</sup> Grade)in high school.

Some participants do require additional support beyond the normal scope of our services to be successful. A certain level of maturity and independence is required. I understand and agree that it is the discretion of Sarah Heinz House to discern whether or not a child (including my child) can be successful in SHH programs without additional support beyond the normal scope of services or adult to child ratios. If Sarah Heinz House determines that additional support or service is necessary, and such additional support or service is not available, parents/guardians refuse to secure supports for the child, the additional supports or services needed are unreasonably burdensome, poses a danger to any participant (including my child) or would fundamentally alter the program, then Sarah Heinz House reserves the right, in the best interests of all participants and programs, to decline a participant (including my child) the opportunity to participate in programs. We want all participants to have the opportunity to succeed and to have a positive experience. If my child requires additional support in a school setting, or other afterschool settings, or if s/he normally requires more than 1:10 supervision ratio, I will arrange and participate in an in-person meeting with Staff Member Dan Turkovich or Staff Member Bob Bechtold, before my child may attend any programs so that a determination may be made as to whether reasonable accommodations can be made for my child prior to participation in any program, and when the child could begin participation. SHH welcomes all children and our staff strives to respond to the needs of the youth we serve. We are, however, unable to provide 1:1 care for any child except on an intermittent basis, such as injuries, discipline and personal care needs customarily provided to other children. To the extent it is reasonably able to do so, SHH staff will provide services to youth with disabilities or any special needs in the same manner as services provided for other children of comparable age.

**FULL MEMBERSHIP REQUIREMENTS:** Mr. Howard C. Heinz began Covode House and later Sarah Heinz House over one hundred years ago. The full membership requirement at that time was to **attend weekly “Club” (Life Skills and Social Education activities) Program and “Gym/Swim” (Healthy Choices Program activities (the two “Core Programs”)) on a regular basis.** This requirement remains in effect today, but slightly modified with some additional choices. Keep in mind that full membership is a privilege, and this requirement of **strong attendance and active full membership** is designed for the overall development and wholesome character in our full members.

**FEE:**    \$25 per program year per child,

**\*\*NO REFUNDS ARE GIVEN TO INDIVIDUALS WHO WITHDRAW OR ARE DROPPED OR SUSPENDED FROM EITHER (FULL OR SOCIAL) MEMBERSHIP BECAUSE OF ATTENDANCE OR BEHAVIOR.\*\***

**HOUSE HOURS:**

<u>Monday—Friday</u>	Programs:	3:30pm*-9:15pm, nightly payments end at 9:00pm
	Front Desk Hours:	6:00am-9:00pm
<u>Saturday</u>	Programs:	9:00am-3:00pm, payments end at 2:45pm.

Afterschool Staff and facilities are not available before 3:30pm.

**Open Campus**

Sarah Heinz House Boys & Girls Clubs is not a custodial care agency, does not have the right or responsibility to keep a child on our campus during our regular program year (unless we think that the child is in danger), and does not assume responsibility for members if or when they leave the facility or campus. Families should discuss with their children the risks of leaving the facility or campus without appropriate permission or supervision.

**REGISTRATION:**

**REGISTER ONLINE:**

- For the first time in our history, Sarah Heinz House registration can be done entirely **online!** Simply go to our **website** on your smartphone, home computer or tablet ([www.sarahheinzhouse.org](http://www.sarahheinzhouse.org)) and click the “Become a Full Member” icon on the homepage OR go directly to this address: <http://www.sarahheinzhouse.org/programs/become-a-member/>. There will be five links, one for each age division. Click the correct **grade level** for your child and fill out the online forms within. You can also sign your full member up for **electives** (extra programs) online, all while registering for membership!
- Within **three business days**, you will receive a **confirmation letter** confirming that we have processed your membership registration and that you may come down during our program hours and join us at 1 Heinz St!
- Please understand that your members’ application has not been **finalized** until you have received your confirmation email. It is **only** after a confirmation email has been sent and received that your member may attend afterschool programming as a full member.

#### CUSTOMIZE YOUR SHH EXPERIENCE:

- Sarah Heinz House has a proud tradition of full members regularly attending two weekly programs: Club and Gym. However, SHH recognizes that families in the 21<sup>st</sup> century may wish to **customize** their experience by **substituting** an “**elective**” course for a traditional Club or Gym. SHH now **invites** families to do so.
- Full members may substitute ONE of their Traditional programs with an elective course from the **same program department (Healthy Choices or Life-Skills)**. We believe this change will allow full members and families to have more **flexibility** while still ensuring that we see all our full members for at least **two** programs per week. Regular (over 50% attendance) must be maintained in any elective substitution in order to remain a full member in good standing.
- If you would like to **customize** your experience in this way, please sign up for the elective while registering for full membership and then **contact** us during regular business hours (posted online) via **phone, email, chat** or by visiting our **front desk!**

**Required Attendance:** Full members are expected to attend programs regularly, especially the requirements / programs counting towards Healthy Choices and Lifeskills requirements. If a full member cannot attend a required program, he or she should call or email Heinz House to excuse themselves from that day’s activity (412-231-2377 or [excuses@sarahheinzhouse.com](mailto:excuses@sarahheinzhouse.com)). (Cathy confirm) This will be noted on the attendance calendars. At certain times of the year (every trimester), attendance records are tallied. **If a full member has not been attending regularly**, she or he will be issued a Warning Letter. This is our way to tell you that we miss you, and try to find out why you have not been attending. At this point, your membership status is OK, and you can still correct the problem. **If you have a second period of poor attendance during the program year, or if your overall attendance in each of your required programs is less than 50%, then your full membership status could be De-Activated, and you could lose full membership privileges.** We do not want that to happen, so call *or email* us to excuse yourself ([excuses@sarahheinzhouse.com](mailto:excuses@sarahheinzhouse.com)), and **communicate with us in advance** if you think you will not be attending regularly...we want to see you here!

**ID BADGES:** Each Member (Full and Social) will be given a photo ID badge/membership card. All members are required to wear their ID visibly at all times except during certain physical activities. For those physical activities, the ID should be treated as a valuable, and may be turned in to the locker room attendant. ID can be clipped onto your shirt, or worn on a string around your neck. The ID badges help to ensure the safety of our members and we thank you ahead of time for your cooperation.

\*\*\*Policy for forgotten or lost ID badges\*\*\*

~ \$2 **each time** for missing or lost ID badges

If a member (Social or Full) enters Sarah Heinz House without their ID badge, they will be charged \$2 and issued a new one that day.

~ Outstanding balance will prohibit any future signups or registrations, until balance is paid off.

**Late Arrivals to class** must have a note from home: It becomes very difficult for an instructor to start and run a program when the participants are randomly showing up late for that program. Any child that shows up more than 10 minutes late for a program, and does not have a written excuse from home, the 3 strike policy will be enforced

- a. Warning
- b. Phone call home to get appropriate clothing or sent home
- c. Child sent home

If a child is asked to leave core program (Gym or Club), they will not be permitted to participate in other programs that day. A parent will be called to pick the child up, and the child may wait in the Great Hall for their ride.

**Dinner is NOT an excuse to be late:** Each day, at designated times, a healthy meal and snack option will be provided to all members free of charge. The meal and snack times were designed to accommodate as many of our members as possible. Due to restrictions on the overall program schedule, these designated times are not flexible. We realize that not every child will be able to take advantage of the dinner program every day. It is the responsibility of the child and the parent to ensure that your child knows their schedule, and plans accordingly. Attending dinner is not an excuse for being late and missing a class or program.

**Bring a GUEST:** Full members may bring a Guest (same age and gender) to attend one club and/or one gym/swim per trimester (fall, winter, and spring sessions). A full member must get permission and a guest pass from the Program Director in charge, at least one day/night before that specific program. Guests may not attend field trips.

**Late Pick up:** All members (full and social) in 1<sup>st</sup> - 4<sup>th</sup> grade must be out of the building weekdays at 7:30pm, unless they are registered to be in a program, participating in a specific paid program, or are being directly supervised by their parent(s). If your child falls into this category, they will be automatically (and promptly) escorted to Babysitting by a SHH associate and be subject to the associated fees. Unpaid fees are considered as outstanding bills for which the family is responsible.

For all other members (5<sup>th</sup> through 12<sup>th</sup> grade), the building closes weekdays at 9:15pm, and 3:00pm on Saturdays. If a parent or caregiver is late picking up a youth member (after specific times above), then the ADULT MUST COME INTO THE BUILDING and come to the Front

Desk to pick up the child. All members will receive warning the first time they have a late pick-up. Any subsequent late pick-ups could result in program restrictions, suspensions and ultimately expulsion from the program. The following procedures go into effect for Full who are not picked up by the close of Sarah Heinz House.

- FD or Monitor gives Late Pick Up Form to Adult, and enters incident into computer;
- 1<sup>st</sup> time: Form given to adult (warning);
- 2<sup>nd</sup> time: Child may not attend SHH next day;
- 3<sup>rd</sup> time: Member may only attend Gym Swim and Club for 1 wk;
- 4<sup>th</sup> time: Suspension (Program Director would communicate this to Parent)

## **Baby Sitting Service – Extended Care**

Can't get here by 7:30pm to pick up your Starter or Prep? For a reasonable fee, we now offer extended babysitting services!

**When:** Monday – Thursday 7:30 – 9:00PM

**Cost:** \$5 per individual day

\$60 Mon-Thurs for entire trimester/session (Oct/Jan/Mar)

## **Inclement Weather Policy**

We make every effort to keep Sarah Heinz House open during inclement weather. However, for the safety all of our members and staff, staying open isn't always possible. If we need to close or cancel an activity, we will do our best to **broadcast the cancellation or delay on KDKA, WPXI and WTAE television stations and their websites**. Whenever possible, we will also have a message on our **website (sarahheinzhouse.org), Facebook, Twitter and voicemail**. When early morning programs and operations (adult fitness) are affected, we will try to have that information posted to the above venues by 5:15am. **We do not offer "make ups" or refunds** for programs or classes that are missed due to the closing of the facility.

For consistency regarding weather policy, **we will use the status of Pittsburgh Public Schools as a guideline ONLY for CLOSINGS and EARLY DISMISSALS** for our Sarah Heinz House status.

- **DIFFERENT GUIDELINES FOR AM DELAYS: Do NOT follow Pittsburgh Public Schools as a guideline for morning delays.** Please refer to the methods of communication listed above for Sarah Heinz House morning status. If nothing is announced for Sarah Heinz House through those venues above, then we are open on weekdays at 6am for normal operations and program offerings that morning.
- **When Pittsburgh Public Schools is CLOSED due to weather, Heinz House will ALSO be CLOSED for that day, with no program offerings (youth OR adult).** If Heinz House is already open at 6am for morning adult fitness on a particular day before Pittsburgh Public Schools changes their status to closed, then no adult classes will be offered that day, and Fitness Center facilities will close at 10am.
- **When Pittsburgh Public Schools implement an EARLY DISMISSAL due to weather conditions, Heinz House will CLOSE at 2pm and cancel afternoon and evening programs for that day.** Again, any closings or cancellations will be posted and announced as written above.

## **SIGN UP FOR WPXI's CLOSING ALERT**

**To receive a Text Message each time we close, you can sign up for a FREE School Closing Alert** through WPXI. In order to receive the alerts, you must go to <http://www.wpxi.com/sms/signup/> and

complete the necessary information. It will ask you for to input your mobile phone number and to create a password. You will also have to input your phone carrier information (i.e. Verizon, AT&T, etc.) and email address. After doing so, you will have to click on the box titled Sarah Heinz House under the “Business and School Closings” portion. Finally, you have to agree to their terms and services and submit your selection. It will send you an initial text message stating that you registered. **By doing this, every time that we close, you will receive a text message notifying of the closing.**

**These guidelines above are for weather related conditions only.** There may be times when Sarah Heinz House may need to close (or remain open) for some other reason. When this is the case, the school schedule will not affect our schedule, and the Sarah Heinz House status will still be posted onto the venues listed above.

## **Full Members’ CORE PROGRAMS Descriptions**

### **See last page for core programs days and times.**

**Core Programs (Club and Gym/Swim):** Core programs are holistic, interactive, and engaging programs which incorporate tradition, our mission, and the development of global citizens through leadership, life skills, healthy choices, and social competencies.

**Gym/Swim Program Description:** In Gym classes, youth & teen full members will be engaged in a wide variety of physical activities in a safe environment that will encourage future **healthy lifestyle choices** and motor development skills. Full members learn the basic skills for a variety of interesting activities like gymnastics, football, soccer, basketball, hockey, dodge ball, kickball, dance, fitness, some Heinz House games and much, much more!

### **Gym/Swim Program Rules**

2. Gym Swim Dress Code is to be adhered to at all times (athletics shorts and t shirt). It is the Program Director’s discretion whether clothing is too revealing, offensive design, or otherwise inappropriate. A 3 strike policy will be enforced
  - a. Warning
  - b. Phone call home to get appropriate clothing or sent home
  - c. Child sent home
3. All full members **must** go swimming on their gym/swim day. Swimming is not optional. The swim suit is a part of the uniform for gym/swim. (Starters, Preps, & Juniors).
4. **Any participant who arrives more than 10 minutes late to class must have a note from their parent/guardian or or the 3 strike policy will be enforced** (see above).. A note signed by a parent or guardian is needed if requesting an early dismissal from the club program
5. A child without proper gym wear (*Gym Swim Dress Code and swimwear*) may “sit in” on gym class, with permission of the Program Director in charge. Those who are continuously tardy or without uniform will not be given credit for gym.
6. A signed note from a parent or guardian must be given to the Physical Director before class begins if you are to be excused from any part of gym/swim class.
7. No one is permitted in the pool unless permitted by staff or lifeguard.

8. Showers are required after all gym activities and before entering the pool
9. No horse play or running permitted in shower, locker room, or pool areas.
10. Heinz House cannot be held liable for belongings lost or stolen from your locker. All valuables should be checked in with the locker room attendant. You may also bring a lock for a locker to be used when you are in a gym program. We recommend you leave valuables at home.
11. Food, drink, and/or chewing gum are not permitted during program.
12. Cell phone use is prohibited in the locker room and gymnasium.
13. All children are expected to be respectful and participate in all activities

### **Dress Code for GYM / SWIM**

1. *Athletic Shorts, T Shirt, athletic socks and tennis shoes* must be worn in all the physical education activities (gym). It is the Program Director's discretion whether clothing is too revealing, offensive design, or otherwise inappropriate. A 3 strike policy will be enforced
  - a. Warning
  - b. Phone call home to get appropriate clothing or sent home
  - c. Child sent home

**Bathing suits (your own) must be worn in the swimming pool.** Bathing Suits are also considered as part of the Heinz House gym/swim uniform. Bathing suits are not to be worn under gym clothing. Long hair should be tied back in the swimming pool. Bring your towel!

All jewelry (rings, bracelets, watches, earrings, necklace, etc.) must be removed prior to entering the gymnasium and pool for safety reasons.

**Club Program Description:** Club is a required core program, offered once each week by division for all full members. The purpose of club is to have fun, meet and interact with many different people in the same age group, and **develop social skills and life skills**. Each division is broken into smaller groups of 8-12 children, led by a weekly adult volunteer. Each division does a variety of programs throughout the year. Every child will get the chance to participate in a service project, environmental activities, craft projects, teambuilding activities, learn about etiquette and other life skills, go on field trips, and try out many of the programs Heinz House has to offer.

### **Club Program Rules**

1. Club Dress Code is to be adhered to at all times. A
  - a. Warning
  - b. Phone call home to get appropriate clothing or sent home
  - c. Child sent home
2. Any participant who arrives more than 10 minutes late to class must have a note from their parent/guardian or the 3 strike policy will be enforced (see above).
3. A note signed by a parent or guardian is needed if requesting an early dismissal from the club program
4. Cell phones must be turned off during club. If you need to contact your child, please call the front desk at 412-231-2377.
5. Chewing gum is not permitted in the club program
6. All coats and bags should be left in the cubbies and not brought to the club room.

7. All children are expected to be respectful and participate in all activities

### **Dress Code for CLUB....Club is a “dress-up” program.**

The purpose of dressing up for club is to learn how to dress up appropriately. In the future, you will have to dress up for things like work, interviews, events, and other activities and this helps you practice dressing in an acceptable manner and becoming comfortable in those clothes.

**Starters and Preps may wear:** Sweaters, blouses, jeans, dresses, skirts, or dress pants. Turtle neck sweaters, button-down collared shirts, shirts with a collar, and clean jeans, dress slacks, or dress shorts (Oct. & April) may also be worn.)

**Juniors and Up may wear:** Business casual attire. Examples of this are as follows: Dresses, skirts, slacks, polo shirts, blouses, sweaters, turtle neck sweaters, shirts with a collar, and slacks, or dress shorts (Oct. & April). Shirts must be tucked in. Pants must be worn at the waist. Leggings are permitted only if worn with a dress. Acceptable shoes are sandals (In the months of October and April ONLY), dress shoes, boots, and tennis shoes. “Dress Down”, or more casual days, will be communicated in advance by the Program Directors and in the Bulletin.

**Juniors and Up may NOT wear:** Jeans or jean shorts, spaghetti strap shirts or dresses, yoga pants, t-shirts, jerseys, pants that are sagging or too baggy, sweatshirts, sweatpants, shirts with words on them, midriff revealing clothing, workout clothes, leggings without a dress over them, and flip flops.

## **General Heinz House Rules for All Members (Full & Social)**

1. **Respect – Respect of oneself, peers, adults, policies, and the facility itself** is an expectation at SHH. This includes members, parents, and guests. If you disrespect someone or something at SHH, or do not following the rules, you will be addressed, and it could affect the membership status of the related member. If a volunteer addresses someone, they deserve the same respect given to a fulltime staff member. Please serve as a role model and treat others with respect.
2. A full member **MUST attend** their required Club or Choice Lifeskills program once a week, and required Gym/Swim or Choice Healthy Choices program once a week, to meet their full **membership requirement** or he/she could be deactivated from membership.
3. **Food, Snacks, and Beverages** are to be consumed **only in the café on the 2<sup>nd</sup> floor**, except on special occasions as designated by staff.
4. **Membership etiquette:** both parents and members are expected to follow the etiquette expectations of Sarah Heinz House. Disrespectful, abusive or disruptive behavior is not permitted. **Families who are disrespectful** or do not follow SHH’s rules will be subject to suspension or expulsion from membership.
5. The telephone in Great Hall is available for members to call home, when given permission. No personal or extended conversations. This is the only phone available for members.
6. **CELL PHONE POLICY:**
  - not really needed at Heinz House, but they are permitted, WITH rules:
  - no usage in Locker Rooms, Restrooms, or program areas;
  - no photos or videos without that person’s permission (every time); this includes posting on any and all social media outlets
  - refusal to follow these rules is also defiance; disciplinary action is staff discretion;

7. **No refund policy:** Any participant who is suspended or removed from membership due to behavior, conduct or attendance will not be refunded or reimbursed membership or program fees.
8. When **inside Sarah Heinz House**, we ask that you **please consider removing ballcaps or outdoor hats (including hoods)** in honor of Sarah Heinz. This practice is part of our culture and tradition. This rule is **required of members, staff and volunteers, and requested of guests (but still the guest's choice)**.
9. Coats and gym bags should be put in a cubby located in the lobby or hallway outside the fitness center. Do not leave items on the floor. Every evening, left over items will be placed in the lost & found.
10. **Proper clothing in general** must be worn at all times in the Great Hall, Lobby and Games Room areas: pants, dress shorts, skirts, dress shirts, casual shirts and tee-shirts (including in-house league shirts) are acceptable. Warm-ups and athletic clothing are acceptable, but they should not be worn after gym use. Sleeveless shirts are not permitted for boys. Pants must be worn at the waist at all times. Shoes must be worn. If the outfit is too revealing for Club or Gym, then it should not be worn in Heinz House (staff discretion). See club guidelines. Clothing with offensive words, anything advertising drugs, alcohol, weapons, cults, or gangs, **WILL NOT** be tolerated, and is not permitted on the campus.
11. Proper clothing should be worn for scheduled Open Gym (Program Director discretion and flexibility): Tennis shoes, shorts, tee shirts, tank tops, sweat clothes/warm-ups. Inappropriate imprints on clothing and clothing that is revealing in any way will not be permitted (staff discretion). Showers are recommended after Open Gym. Dress code for unplanned gym activities is staff's discretion.
12. Do not leave valuables in bags or coats. Check valuables with locker room attendants.
13. The Original Lobby (separate from the Great Hall) is generally for quiet study, conversation and table games.
14. Members not in scheduled activities must stay in the Great Hall, Café, Lobby, or Games Room areas. Members found outside of these areas when not in a program may be asked to leave. If it becomes a pattern, they will be disciplined accordingly.
15. **No foul language** is permitted.
16. **Smoking, alcoholic beverages, illegal drugs or drug paraphernalia, or prohibitive offensive weapons are NOT permitted** on Sarah Heinz House campus.
17. No running in the building except in the gym and on the playfield (with supervision).
18. **Starter and Prep (1<sup>st</sup>-4<sup>th</sup> grade) members are not permitted in the building after 7:30pm** unless participating in registered activity. At the conclusion of the activity, the member must be directly supervised by parent or adult guardian, or report to the babysitting program, or go home.
19. The fire exit stairways from the 3<sup>rd</sup> and 2<sup>nd</sup> floor to the East Ohio Street door are only to be used in case of a fire or fire drill.
20. When the **fire alarm** sounds, everyone must leave the building and remain at the designated area (upper Playfield) until they receive additional instructions from a staff member or the fire chief. **DO NOT LEAVE THE CAMPUS PROPERTY!!!**
21. A permission form signed by a parent or guardian is required for every youth attending any field trip sponsored by Heinz House.
22. A note signed by parent or guardian is required if requesting an early dismissal of a member from a registered or core program.
23. Littering is not permitted.
24. No Heelies, skates, skateboards, or bicycles are allowed to be used on Heinz House property after arrival.
25. Be respectful of the café and others who use the café. Please **clean up after yourself** and make sure your area is clean before you leave. "Leave No Trace"!
26. Chewing gum is not permitted in Club or Gym/Swim, locker room, or pool areas.
27. It is the strict policy of Sarah Heinz House that **discrimination will not be tolerated**.

28. Heinz House is not responsible for any lost or stolen items unless they are items checked into the Locker Room Attendant during gym or swim programs.

## **Guidelines for PARENTS**

1. **Lead by example.** Failure to respect the policies or personnel, disruptive behavior, slander and/or libel (defamation in writing or print) could result in loss of membership privileges for your child(ren). If you need to address an issue with staff, please call, email, or respectfully approach the Front Desk and request to meet with the appropriate staff member.
2. Sarah Heinz House is a **SMOKE-FREE CAMPUS**, for the safety of the children and the environment.
3. Parents and visitors are only permitted in the Great Hall and 2<sup>nd</sup> floor Café. They **may not travel throughout the building**. Restrooms for parents/visitors are located on the second floor outside of the new gym.
4. **DO NOT park in front of the building or in the turnaround circle.** This area is for “active” pick-up and drop-off only, not for waiting. Parking in this area causes traffic jams, it is an inconvenience, and a danger, to everyone. Please park in a designated spot in one of our parking lots (upper or lower), or continue moving around the circle until your child comes outside.
5. Encourage your child(ren) to put his/her belongings in the designated cubbies. **Valuables should not be brought to the House.** However, if your child must bring something of value, encourage them to turn it into the locker room attendant, and not put it in their locker or cubby. Heinz House is not liable for lost/stolen property not properly turned in to staff.
6. Lost and Found – Any belongings that are left in the building at the end of the day, will be placed in the lost and found. Please see a full time staff member or the building monitor to inquire about something in lost and found.
7. We encourage the members (not their parents) to call to excuse themselves from program. This is teaching them responsibility and phone speaking skills.
8. Parents should feel free to take advantage of our café by eating a meal or snack while waiting for your child. We only ask that you please do not take an entire table. We have limited seating and our members need a place to eat their meal.

**Contraband**- the Club maintains a zero-tolerance for weapons, illegal drugs or paraphernalia, cigarettes and alcohol. Contraband will be confiscated; violators may be expelled and referred to appropriate authorities. Individuals suspected of being under the influence of drugs or alcohol will not be permitted to enter the facility and/or may be asked to leave if they are suspected of being under the influence.

**Potential Danger to Members**- Sarah Heinz House may also impose a long-term suspension or expel any member it deems to be potentially dangerous to its other members, staff or volunteers. Dangerous behavior outside of the Club which may be deemed as criminal, abusive or threatening may also result in suspension and/or expulsion.

### **Permission to Treat and General Release**

By signing their registration paperwork, parents give permission for Sarah Heinz House to treat member with basic first aid when necessary. Except in the event of an emergency, it is the parent’s discretion and responsibility to proceed with additional medical treatment beyond basic first aid. In event of emergency, if parents cannot be reached, then parents give permission for staff to call paramedics, and for health care providers selected by the staff to order X-rays, routine tests and treatment for the health of the youth or teen member. Also in the event of an emergency when parent cannot be reached, parents give permission to the health care providers selected by staff to provide whatever treatment they deem necessary until such time as parent is reached.

Parents further understand, acknowledge and agree to waive, release and discharge Sarah Heinz House, and all those affiliated with the organization, from any and all claims of liabilities for harm, personal injuries or damages of any kind, which arise out of or relate to their child's participation in activities. Parents also expressly release and discharge Sarah Heinz House, and those affiliated with the organization, from any liabilities or claims associated with the rendering of, or failure to render, any type of emergency, medical and/or first-aid services. Parents further agree to indemnify and hold Sarah Heinz House harmless for any harm, injury or property damage resulting from or arising out of their child's actions.

**Medication is not administered or stored at Sarah Heinz House.**

Sarah Heinz House is not a custodial care agency. Staff are trained in and provide only Basic First Aid and CPR. We do not have a nurse employed on-site. If a member is not feeling well and/or unable to participate, staff will attempt to contact the parent or guardian listed on the registration documents. It is the parent's responsibility to arrange and implement any medical treatment or care beyond basic first aid.

## **Special Benefits for Heinz House Full Members**

**Bulletin:**

A monthly newsletter is mailed to all members. Please take the time to read it carefully. It is up to you to read the BULLETIN and note the information concerning you and your division. Keep the staff informed of address and phone number changes, so you do not experience any problems receiving your BULLETIN or other notices.

**Family Swims:**

Family swim times are offered to the immediate family of Heinz House full members. They are offered on Saturday afternoons and select Friday evenings.

**Kitchen:**

Sarah's kitchen and café will be open for all members' free meals throughout the year during posted times. The kitchen will NOT be serving food for purchase, at least at the beginning of the year...only the free meal for members. Keep your eye on the bulletin for more information about the kitchen.

Each day Heinz will be offering one free meal and free snack to each member (social or full) that is here to participate in the daily activities. The times for these programs are as follows in October\*:

**“Dinner Time” Monday – Friday 4:30 – 6:00pm; Saturdays 11:00am -12:30pm**

**“Snack Time” Monday – Friday 6:30 – 7:30pm; Saturdays 1:00am - 2:30pm**

**\*times subject to change after October.**

Free dinner and snacks will not be given outside of these times due to restrictions on the food service program. STUDENTS ARE NOT PERMITTED TO MISS THEIR PROGRAM IN ORDER TO EAT. PLEASE MAKE SURE YOU AND YOUR CHILD REVIEW HIS/HER SCHEDULE, AND ALLOW

TIME TO EAT AND ALSO BE ON TIME FOR PROGRAM.

Sarah's Kitchen is also offering Cooking Classes! Full members will have the opportunity to learn cooking and nutrition basics. Check the Master Schedule for more details on dates and time.

### **Family Friday Night Specials:**

Each Friday, our staff will host a Friday Night Special Event where we invite both our full members and their families to attend. See monthly bulletin for specific details.

### **Baby Sitting Service – Extended Hours**

Can't get here by 7:30pm to pick up your Starter or Prep? For a reasonable fee, we now offer extended babysitting services! For details, see page 5.

## **Special Membership Recognition/Awards**

### **Loyalty Pin / Opening Meeting**

This pin is a seven sided emblem of Sarah Heinz House, which symbolizes: Youth, Recreation, Character, and Service. It is a symbol of pride, loyalty, and achievement. Boys and girls may earn a pin of this emblem by maintaining good attendance, good behavior, and taking an active part in club and gym/swim program over a period of years. We begin counting with the Prep years. The Starter years are excluded. The bronze pin is for full members with a strong three year record. A silver pin is awarded for five years. A gold pin is given to those with seven years of successful full membership. The loyalty pin is the badge of a successful member. Loyalty pins are given out at the **Annual Opening Meeting in November**. Club dress is required at this affair.

### **Gold Shields**

When a full member is "caught doing something good," they receive a Gold Shield. They place it in the special bin. At the end of each month, one Gold Shield is drawn. The winner receives a special prize and is recognized in the monthly bulletin. At the end of the year, the full member who has earned the most Gold Shields receives a prestigious award at Awards Night.

### **Oratorical Contest Winners**

The Intermediate and Junior Division competes in the traditional Oratorical contest in the spring of each program year. This public speaking event offers this age group an opportunity to learn public speaking and

### **Academic Honor Roll/ "A" Drive**

Each semester, full members have the opportunity to submit their report card for our 'A' Drive. A goal will be posted, and if met, a party will be held to celebrate at the end of the year. Any full member who has submitted their report card is invited. All participants in good standing are recognized on our Academic Honor Roll. In order to be listed on the AHR for that period, you must submit that quarters' report card by the deadlines listed below. **We will still accept report cards after the deadline, but cannot guarantee the name will appear on AHR lists.** All those who qualify are **recognized at the Annual Opening Meeting in November**. Anyone who earns a 4.0 will also receive a t-shirt at the meeting.

**2016-2017 deadlines** : 1<sup>st</sup> report period due by- Dec.10<sup>th</sup>, 2<sup>nd</sup> report period due by- Feb.25<sup>th</sup>, 3<sup>rd</sup> report period due by April 29<sup>th</sup>, and 4<sup>th</sup> report period due by- June 30<sup>th</sup>.

### **Awards Dinner**

This annual dress-up affair recognizes the members for various achievements they have accomplished throughout the program year. Awards are given for Perfect Attendance, Game Room Challenges, Athletic Sport Leagues, Varsity Athletic Teams, Divisional Tournaments, Physical Fitness Challenges, and the Most Outstanding Girl and Boy in the both the Program and Physical Education departments. (This recognition is different from the Recognition Dinner, and selection of the top 25.) Awards are given for all of these programs plus any additional recognition, as determined by the program staff.

### **Youth of the Year Program**

The National Youth of the Year program, Boys & Girls Clubs of America's premier character and leadership initiative, recognizes outstanding contributions to a Club member's family, school, community and Boys & Girls Club: as well as

memorization skills. Qualifiers compete to gain recognition and receive a special award presented by the American Legion. The best male and female speakers of the Oratorical Contest are invited to present their speech at the Recognition Dinner.

personal challenges and obstacles overcome. Teen Participants are chosen on local and state levels, culminating with five regional winners meeting in Washington, D.C., to compete for the National Youth of the Year honor.

### Recognition Dinner

This prestigious event, Sponsored by the Alumni Association, is to recognize and honor the Most Outstanding twenty-five male and twenty-five female full members for the year. Full members are chosen on the basis of their attendance, attitude, participation in activities, leadership, and service. Invitations are mailed early in April. This is a dress-up affair.

### SAR: Most Outstanding Male and Female Member

These two individuals are selected from the Top Fifty boys and girls who are invited to the Recognition Dinner, based on Attendance, Attitude, Leadership, Service, and Participation. . They each receive the S.A.R. (Sons of the American Revolution) medal, representing Outstanding Citizenship. These outstanding citizenship medals are presented during the annual Recognition Dinner.

### Most Days Attended

This award has become very prestigious, and it goes to the full member who attends SHH for the most days during the program year. The award is a Heinz House Shield, impressively encased in a shadow box frame, uniquely created, designed and donated by a longtime volunteer and alumnus of Sarah Heinz House.

## *2017-2018 Calendar (Tentative)*

### September

Labor Day – CLOSED	Sept 4	
Online Membership Registration & Extra Prog Sign-Ups	Sept 12	6:00pm
• In Person Registrations	Sept 12	6:00-8:00pm
Ongoing Online and In-Person Registration	Sept 13	*Online or Business Hours
• Continues until deadline February 24		
Community Day / Open House	Sept 15	6:00-8:30pm
Preschool Registration Online	Sept 16	10am-1:00pm
Volunteer Training	Sept 26	6:00-8:00pm
PT Staff Shadow & Paperwork	Sept 27-28	6:00-8:00pm
PT Staff Shadow & Paperwork	Sept 30 (day)	12-2pm

### October

<b>PROGRAMS BEGIN (School Age Members)</b>	Oct 2	
(No Preschool Programs until NEXT WEEK)		
<b>PRE-SCHOOL Programs Begin</b>	Oct 9	
Family Fall Fest	Oct 13	7:00-9:00pm
Teen Night (Haunted House Field Trip)	Oct 20	9:00-11:00pm
Intermediate Social	Oct 24	7:30-8:30pm
Junior Halloween Party	Oct 25	7:00-8:00pm
Middler / Senior Social	Oct 26	8:00-9:00pm
Starter/Prep Halloween Party	Oct 27	5:30-7:00pm

Building OPEN – Normal Programs	Oct 28
CLOSE 2pm – Happy Halloween	Oct 31

## **November**

Teen Night (Danica)	Nov 17	9:00-11:00pm
Meet the Staff	Nov 20	6:30-7:30pm
Annual Opening Mtg. (Loyalty Pins)	Nov 20	7:30-8:30pm
No Regular Programs (special events only)	Nov 21-22-23	
Building Decorating/Family Dinner	Nov 22	see Nov Bulletin for details
CLOSED - Thanksgiving Holiday	Nov 23-24-25	Sarah Heinz House Closed
Extra Program Sign Ups – Jan Programs	Nov 27	see Nov Bulletin for details

## **December**

Holiday League Tournaments	Dec 8 & 9	see League Director for details
1 <sup>st</sup> Report Cards Due	Dec 9	
Last Day of Regular Youth & Teen Programs	Dec 9	
<b>*Heinz House CLOSED until Jan 2, except for special events</b>		
Attendance Check #1 (last day counted toward Warns)	Dec 9	
Holiday Play Rehearsal	Dec 11 & 12	
Holiday Play Performance	Dec 13	See Dan for details
Robotics “VEX” Tournament	Dec 15	at Heinz House during day
<b>Adult Fitness – Last Day structured classes*</b>	Dec 15	ask Bob Bechtold for details
*facilities & MWF Lap Swim still available most weekdays of holiday break		
Winter Holiday Break	Dec 18-Jan 2	No regular Afterschool Programs
Christmas – No Adult Fitness	Dec 25	Sarah Heinz House Closed

## **January 2018**

New Year’s Day (observed)	Jan 1	Sarah Heinz House Closed
<b>Full Program Resumes (Winter Session)</b>	Jan 2	
CAMP – Boys Camp Weekend (teens)	Jan 13-14-15	
Girls Fun Night @ Heinz House	Jan 13 (eve)	
<b>Martin Luther King Day - CLOSE 2pm</b>	Jan 15	no afterschool programs
Teen Night (Dan)	Jan 19	
Purse Bingo – Keystone	Jan 21	
YOY Finalist Speeches	Jan 25	
Staff In Service Day	Jan 31	no afterschool programs

## **February**

Campaign for Others	Entire Month	
Extra Program Signups – March progs	Feb 12	begins - see Feb Bulletin
Teen Night	Feb 16	9:00-11:00pm
<b>President’s Day – CLOSE 2pm</b>	<b>Feb 19</b>	no afterschool programs
Basketball League Tournaments	Feb 23 & 24	see League Director for details
Attendance #2 – last day counted (twd Warns & Deact.)	Feb 24	
2 <sup>nd</sup> Report Cards Due	Feb 24	
Last Day for Member Registration	Feb 24	
Spring Trimester Begins	Feb 26	

## March

Summer Program Registration Begins	Mar 1*	*tentative
Spring Leagues cancelled	Mar 2-3	
Robotics VEX Tournament	Mar 3	at Heinz House
Penny War Tally / Winner Announced	Mar 6	
Oratorical Contest	Mar 6	See Dan or Dedra for Details
<b>Heinz House CLOSED 2pm</b> (due to off site event)	Mar 8	no afterschool programs
Steak & Burger Special Event (off Site, by invitation)	Mar 8	
Spring Leagues begin	Mar 8-9	See Deon for Details
Penny War party	Mar 16	
Rec Dinner Invites Sent	Mar 16	
Teen Night	Mar 16	9:00—11:00pm
Boys Fun Night (Eve)	Mar 17	see Bulletin for details
Volunteer Dinner (by invitation)	Mar 20	no afterschool programs
<b>-Building Closed after 2pm except Vol Dinner</b>		
Spring Break – no reg afternoon or evening programs	Mar 26-31	no afternoon or evening progs
Staff In-Service Day – CLOSE 2pm	Mar 27	
CLOSED 2pm	Mar 29	
CLOSED ALL DAY	Mar 30-31	

## April

Health Fair (required – all Starters & Preps) (counts for Starter & Prep G/S attendance this week)	Apr 4	
Award Dinner Invites Mailed	Apr 6	
Girls Camp Weekend	Apr 14-15	
Teen Night	Apr 20 *	*tentative – see April Bulletin
Recognition Dinner (Top 50) RSVP Deadline	April 21	2:30pm
Attendance #3* – last day counted (twd Warns & Deact)	Apr 28	
*could affect member fees/summer		
COMCAST CARES DAY	Apr 28	*tentative—see April Bulletin
3 <sup>rd</sup> Report Card Due	Apr 28	
Award Night RSVP	Apr 28	2:30pm
End of Year Cookout	Apr 28	
<b>Last Day of Regular Programs</b>	<b>Apr 28</b>	
Dance Pictures	Apr 29	

## May

Dance Recital (off Site)	May 2	More Info TBA
Staff In-Service , 1-9pm tentative	May 3	
Recognition Dinner (by invitation, off site)	May 4	7:00pm
May Madness LEGO Robotics Competition	May 5	at Heinz House during day
(probable) Highmark Walk	May 12	tentative
Awards Banquet	May 16	

## June & July

Camp Set Up	June 8-9-10
<i>Pgh Pub Schools Last Day</i>	<i>June __</i>
CAMP Women Weekend	June 15-16-17
Fathers' Day Picnic @ Heinz House Camp	Jun 17

Day Camp		Jun 18 –Aug 10
Resident Camp	Boys	Jun 21-Jul 11
	Girls	Jul 14- Aug 3
4 <sup>th</sup> Report Cards Due		June 30

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**Sarah Heinz House Non-Discrimination Policy**

It is the policy and strict intention of the Sarah Heinz House that no member or employee of Sarah Heinz House discriminates against any person on the basis of race, color, religion, gender, gender identity, sexual orientation, ancestry, national origin, handicap or disability. It is the strict policy of the Sarah Heinz House that any discrimination will not be tolerated. Furthermore, any act of discrimination that Sarah Heinz House becomes aware of will be dealt with by a fair and prompt investigation into the matter.

**Disagreement with any of the policies** in this handbook or other membership documentation must be presented in writing to Charley Chmura, Director of Operations, and may result in declined membership and/or participation.

**Girls Core Programs 2017-2018**  
**Division Grade—Groups, Days and Times**

	<b>Club</b>	<b>Gym Swim</b>
<u>Starter Girls:</u> Age 6 (1 <sup>st</sup> )-2 <sup>nd</sup> grade	Monday 5:30-6:30pm	Tuesday 5:30-7:00pm
<u>Prep Girls:</u> 3 <sup>rd</sup> - 4 <sup>th</sup> grade	Thursday 6:30-7:30pm	Monday 6:00-7:30pm
<u>Junior Girls</u> 5 <sup>th</sup> -6 <sup>th</sup> grade	Wednesday 7:00-8:00pm	Tuesday 7:00-8:30pm
<u>Intermediate Girls:</u> 7 <sup>th</sup> -8 <sup>th</sup> grade	Tuesdays 7:30-8:30pm	Monday 7:30-8:30pm
<u>Middler/Senior</u> 9 <sup>th</sup> - 12 <sup>th</sup> grade	Thursday 8:00-9:00pm	Wednesday 8:00 – 9:00pm

**Boys Core Programs 2017-18**  
**Division Grade—Groups, Days and Times**

Starter Boys:  
Age 6(1<sup>st</sup>)-2<sup>nd</sup> grade

Prep Boys:  
3<sup>rd</sup>-4<sup>th</sup> grade

Junior Boys:  
5<sup>th</sup>-6<sup>th</sup> grade

Intermediate Boys:  
7<sup>th</sup>-8<sup>th</sup> grade

Middler/Sr. Boys:  
9<sup>th</sup> – 12<sup>th</sup> grade

**Club**

Monday  
5:30-6:30pm

Thursday  
6:30-7:30pm

Wednesday  
7:00-8:00pm

Tuesday  
7:30-8:30pm

Thursday  
8:00-9:00pm

**Gym Swim**

Friday  
5:30-7:00pm

Wednesday  
5:30-7:00pm

Thursday  
5:30-7:00pm

Thursday  
7:30-8:30pm

Wednesday  
8:00-9:00pm