



**BOYS & GIRLS CLUBS
OF NORTH ALABAMA**

Academy

Boys & Girls Club Academy

Parent / Member Policies & Procedures

WHO WE ARE

The hours immediately after school are among the most critical in a child's day. Between **2:30 PM and 6:00 PM**, children are more likely to experience unsupervised time that can lead to risky behaviors. **Boys & Girls Club Academy** exists to provide a **safe, structured, and enriching afterschool environment** during these hours.

With more than **140 years of experience**, Boys & Girls Clubs are national leaders in youth development. The Academy program continues this mission by offering a positive alternative for students enrolled in participating Huntsville City Schools—supporting academic success, healthy lifestyles, and character development.

Children who participate in quality afterschool programs are **less likely to engage in risky behavior** and **more likely to succeed academically**. Boys & Girls Club Academy programs are designed to help students build confidence, develop skills, and prepare for a productive future.

WELCOME TO BOYS & GIRLS CLUB ACADEMY

Boys & Girls Club Academy is committed to providing students and families with a positive experience centered on **learning, safety, and personal growth**. To ensure program success, it is important that parents and students understand and follow Academy policies and procedures.

Parents are encouraged to review this document carefully and discuss expectations with their child. Questions should be directed to the **Academy staff or program administration**.

Students are expected to conduct themselves respectfully at all times—at school, during Academy hours, and while participating in Academy-sponsored activities. Parents share responsibility in supporting these expectations.

STATEMENT OF POLICY

Boys & Girls Club Academy operates with the support of community partnerships and reduced program fees to serve families. Enrollment fees cover only a portion of actual program costs, allowing the Academy to remain accessible while maintaining high-quality services.

STAFF QUALIFICATIONS & SAFETY

- All Boys & Girls Club Academy staff are **trained in youth development, safety, and program procedures.**
 - **Background checks** are completed for all staff prior to employment to ensure a safe environment for all students.
 - Staff receive ongoing professional development to maintain **high standards of supervision and program quality.**
 - All staff are **mandatory reporters** and are required by law to report any suspected child abuse or neglect to the appropriate authorities.
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HOURS OF OPERATION

School Year (Afterschool Program)

Monday – Friday: 2:30 PM – 6:00 PM

Boys & Girls Club Academy will operate on half days for Huntsville City Schools. Days and times are listed below.

Huntsville City Schools Half-Days

11:30 AM – 6:00 PM

SPRING BREAK, FALL BREAK & SUMMER PROGRAMMING

- The Boys & Girls Club Academy **does not operate a program when Huntsville City Schools is closed.**
- Families are encouraged to use Boys & Girls Club of North Alabama locations for programming during these times.
- Program details for these locations can be found at: bgcnal.com

ELIGIBILITY & MEMBERSHIP

- **Grades Served:** Pre-K – 6th
 - **Eligibility:** Students enrolled at participating Huntsville City Schools
 - A completed **membership application** is required prior to attendance.
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PROGRAM FEES

There is a \$30 annual registration fee (non-refundable). We do not offer financial assistance for the Boys & Girls Club Academy.

Full-Time Enrollment: \$65 a week

(Members may attend Monday- Friday (2:30PM–6:00 PM))

Weekly charges will apply to all accounts, regardless of attendance in the afterschool program.

After Tutoring Enrollment: \$56 a week

(Student arrives at 4:00 PM following school-based tutoring)

Weekly charges will apply to all accounts, regardless of attendance in the afterschool program.

Drop-In Rate: \$18 per day

(Attendance is flexible. Parents do not need to pre-select or request drop-in days)

Payment Due Date: Payments are due weekly on Mondays. Members with an overdue balance will not be permitted to attend. For Drop-In attendance, charges will appear on the following week's bill. Payments must be submitted through the MyClubHub parent portal. **Automatic payments** are available; however, a card must be stored on your account for funds to be withdrawn.

Sibling Discount: A 10% discount applies to **full-time and after-tutoring enrollment only**. Discount does **not** apply to drop-in enrollment.

REGISTRATION

Summer Registration begins **April 1st** & Fall Registration begins **July 1st**.

Step 1: Create Your Parent Portal Account

Visit **bgcnal.com/academy** and create a **MyClubHub Parent Portal** account.

Step 2: Complete the Application

Complete all required information for your child, including:

- Parent/Guardian information
- Emergency contacts
- Medical information and allergies
- Authorized pickup contacts
- School and grade level
- Required waivers and permissions

Please ensure all information is accurate before submitting.

Step 3: Select Your Program

Choose:

- Your child's school site
- The membership option that best meets your family's needs

Step 4: Submit Your Application

Review your application carefully and submit it for approval.

Step 5: Application Review

Your application will be reviewed by the Boys & Girls Club Academy staff. Applications are processed in the order they are received.

Please allow 1–3 business days for processing.

Step 6: Approval Notification

Once your application has been approved, you will receive a confirmation notification. If additional information is needed, a member of our staff will contact you.

Step 7: Pay the Registration Fee

After your application has been approved:

1. Log in to your **MyClubHub Parent Portal**.
2. Select **My Account**.
3. Under **My Membership Applications**, locate your child's name.
4. Under **Actions**, click **Complete**.
5. Follow the prompts to submit your registration payment.

Please note: Your child's enrollment is not complete until the registration fee has been paid. All approved pending confirmations will only be held for 48 hours and then you will have to reapply.

Important Reminders

- Enrollment is **first-come, first-served** and space is limited at each school site.
- Complete all required forms to avoid delays in processing.
- Keep your contact information up to date in the Parent Portal.
- Notify the Academy immediately if your child's emergency contacts, medical information, or authorized pickup list changes.
- Registration is considered complete only after your application has been approved and the registration fee has been successfully paid.

ATTENDANCE

Students may attend Academy programming on the days they are enrolled. Fees remain the same regardless of attendance frequency. Academy hours are available to enrolled students each school day during operating hours.

Check-In and Check-Out Policy

All students enrolled in Boys & Girls Club Academy must be checked in and checked out daily by authorized staff members to ensure student safety and accurate attendance records.

- **Check-In:** Students will be officially checked in upon arrival by designated staff. Attendance will be recorded at the start of each program day.
- **Check-Out:** Students will be checked out by staff at the time of departure. Students will only be released according to the Academy's authorized release procedures. Must be signed out by an authorized parent.
- **Safety & Accountability:** At no time are students permitted to check themselves in or out. This policy helps maintain supervision, accountability, and the safety of all students.

PICK-UP & LATE PICK-UP POLICY

Parents or authorized adults must pick up students by **6:00 PM**.

Late pick-up fees may apply if a student is picked up after closing time. Repeated late pick-ups may result in suspension from the program until the issue is resolved.

SICKNESS POLICY

Students should not attend Academy if they are ill or showing signs of illness (fever, vomiting, etc.). If a student becomes ill during program hours, parents will be contacted and asked to pick up their child promptly.

DRESS CODE

- Closed-toe shoes are required at all times.
 - Appropriate attire is expected to ensure safety and participation.
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TELEPHONE USAGE

Student use of telephones is limited to **emergencies or parent contact requests only**.

EMERGENCY & CONTACT INFORMATION

Parents must provide accurate and current emergency contact information. Any changes should be reported immediately.

In emergency situations, Academy staff may seek medical attention for a student based on the authorization provided in the membership application.

Medication and Emergency Procedures

Our staff are **not trained to administer medication**. However, we have a plan in place for **emergency situations**:

1. Stabilize the child as best as possible.
2. Call 911 immediately.
3. Contact the child's parents/guardians.
4. Notify the Site Director.

If your child experiences an emergency or requires additional assistance, please **see a Site Leader immediately**.

DISCIPLINE & SUSPENSION POLICY

Boys & Girls Club Academy maintains a consistent, fair, and developmentally appropriate discipline policy to ensure a safe, respectful, and supportive learning environment for all students, staff, and families. Discipline is designed to teach positive behavior, encourage accountability, and support student growth.

GRIEVANCE POLICY

Parents are encouraged to address concerns promptly and respectfully.

Steps for Resolution:

1. Contact Academy staff or Program Director
 2. Escalate to Academy administration if unresolved
 3. Submit written grievance if further review is required
- All concerns will be reviewed fairly and confidentially.
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PROGRAM OVERVIEW

Boys & Girls Club Academy offers daily afterschool programming that includes:

- **STEM enrichment** at each afterschool site

- **Homework help & academic support**
- **Physical activity & fitness**
- **Arts & crafts**
- **Social skill development**

All activities are supervised by trained staff in a safe, supportive environment on school campuses families already trust. These programs give children the opportunity to **explore science, technology, engineering, and math**, stay active, and express their creativity while building confidence and academic skills.

Academy for Arts & Academics

4800 Sparkman Drive
Huntsville, AL 35810
256-872-2610

Academy of Science & Foreign Language

3225 Mastin Lake Rd NE
Huntsville, AL 35810
256-872-2766

Blossomwood Elementary

1321 Woodmont Ave
Huntsville, AL 35801
256-872-1980

Goldsmith-Schiffman Elementary

1210 Taylor Road
Big Cove, AL 35763
256-872-3454

Hampton Cove Elementary

261 Old Highway 431
Hampton Cove, AL 35763
256-872-2928

Jones Valley Elementary

4908 Garth Road SE
Huntsville, AL 35802
256-872-3462

Providence Elementary

10 Chalkstone Street
Huntsville, AL 35806
256-872-2066

Monte Sano Elementary
1107 Monte Sano Blvd SE
Huntsville, AL 35801
256-872-2724

Morris Elementary
4801 Bob Wallace Ave SW
Huntsville, AL 35805
256-872-2936