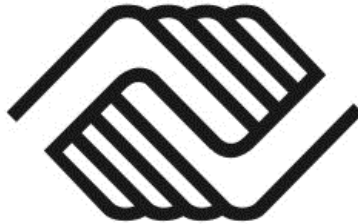


*The **Positive Place For Kids***



BOYS & GIRLS CLUBS
OF THE MIDLANDS

*Parent
Handbook*

Mission Statement

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Boys & Girls Clubs of the Midlands Service Center
2016 Sumter Street, Columbia SC 29201

www.bgcmidland.org

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Greetings Parents and Guardians!

The Boys & Girls Clubs of the Midlands welcomes you to our program. We are excited about helping your child grow socially, educationally and physically while participating in recreational activities and educational opportunities offered in a Club atmosphere.

Staff members are trained and experienced in the youth development strategy and will work closely with youth in five (5) Core Program Areas: **Character & Leadership, Education & Career Development, The Arts, Health & Life Skills,** and **Sports, Fitness, & Recreation** to promote a sense of competence, usefulness, belonging, and influence in the lives of our youth.

Parents or guardians are invited to visit any of our Club locations at any time. If you are interested in sharing your talents or hobbies with Club members please contact the Service Center to obtain the necessary applications to become a Boys & Girls Clubs of the Midlands volunteer.

Philosophy

The Boys & Girls Clubs of the Midlands (BGCMB) believes the services rendered are of vital importance to the growth and development of our youth. The program at BGCMB is committed to providing a quality learning environment that promotes development through all possible resources.

Because we believe each child to be an individual with many talents and gifts, we strive to assist them in reaching their potential. Children will learn to appreciate and respect people of all walks of life. It is our sincere effort to involve family members to participate in the various aspects of our program and exchange information with staff ensuring the safety and welfare of each child.

Staff Qualifications

Our staff is selected based upon their character and desire to improve the lives of children as well as their education and experience in the youth development field. Once hired, every staff member receives extensive training through out the year in the areas of youth development and effective program implementation. Training is ongoing and designed to ensure staff members are current in program policies and procedures as well as acceptable youth development practices. All program staff is required to have state and federal background checks and to have current CPR and First Aid Certifications.

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Types of Services Offered

We offer two ways to participate in Boys & Girls Clubs of the Midlands programs: **After School Care and Summer Camp** and the **Drop in program**. Please see below for specifics and eligibility to determine which service is right for you and your child. Not every unit offers every program.

After School Care & Summer Camp Participants

- Are signed in and out of program by a designated adult.
- May participant in all Club programs that are offered and available.
- May choose from numerous additional programs based upon their interests *at no additional charge*.
- Have first priority to sign up for early dismissal days, school holidays and summer camp.
Transportation to the program is provided from targeted schools to targeted locations (please visit our website or contact the service center for a list of schools and clubs).
Participants in the STAR or LINC programs are Care Participants whose fees are paid for by a grant.

Drop In Participants (offered only at selected locations)

- May come to the program when they want, stay as long as they want, and may leave when they want.
- **DO NOT REQUIRE AN ADULT TO SIGN THEM IN OR OUT OF THE PROGRAM.**
- May participate in all programs and activities at the Club (based upon eligibility) as long as they are a member in good standing, but does not have to participate in any particular program.

Requirements to participate:

- Must live within walking distance of participating location (walking distance is defined as 3 miles or less). See website for list of participating clubs.
- Parents must sign the following waiver:

*I do hereby give my son/daughter permission to attend and participate in activities sponsored by BGCM. I hereby release the Boys & Girls Clubs of the Midlands, its employees, associates, and contributors from liability from any injury, loss or theft incurred by my son/daughter while participating. Futhermore, I hereby authorize medical examination and emergency treatment for my son/daughter by a qualified licensed physician in the event of an accident. **I further understand that BGCM has an "Open Door" policy for drop in participants, meaning my son/daughter may come and go at will.** (This disclaimer is also on the membership application).*

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Fees & Charges

Registration Fees = \$5 if you register on line and sign up for auto draft, \$50 if you choose other payment options.

After School Care = Weekly rate of \$50 (\$45 for each additional child), Daily rate of \$17

Before School Care = Weekly rate of \$15, Daily rate of \$6

Early Bird Care (5:00 am drop off) = Weekly rate of \$30, Daily rate of \$10

Early Release Care = Daily rate \$17 (no additional charge for weekly After School Participants)

School Vacation Camp = Daily rate of \$20

Summer Vacation Camp = Weekly rate of \$100 (\$90 for each additional child), Daily rate of \$35

Payment Options:

We proudly offer auto draft for your convenience. We also gladly accept Visa/Master Card payments online and on site, money orders, and checks. We would prefer non cash payments.

Service fees are due (in advance) at the beginning of each week. Checks are to be made payable to the Boys & Girls Clubs of the Midlands. **Failure to pay service fees by Tuesday of each week will result in a \$5 per day late fee.** *Parents that are two weeks delinquent in payments will be required to sign up for auto draft payments to maintain participation in any Boys & Girls Clubs extended care programs.*

Fees are still due when a child is absent for any reason. (A parent is paying for the space a child occupies at the Boys & Girls Clubs of the Midlands). Families who have been enrolled in the program for at least 6 months and whose accounts are up to date are allowed one week of vacation during the school year at no charge. The parents must make those arrangements in advance with Unit Director or Office Manager at the Service Center.

Financial Aid & Subsidy Programs

Financial aid is available for qualifying families. If you qualify, simply bring the required documents to your location and we will adjust your rates.

Military Rates are also available for qualifying families. Please visit our website for forms and eligibility.

ABC Vouchers accepted.

Participants will be charged full rate until financial aid and subsidy forms are completed in full and reviewed by the service center.

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Enrollment Procedures

After School Care and Summer Camp program registration can be done **online** at www.bgcmidland.org, at your school/club or at the Boys & Girls Clubs of the Midlands' Service Center located at:

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1. Two forms of ID (parent/guardian)
2. Membership application and registration fees
Note: *Initial registration will include completing the membership application and Financial Aid Form if applicable. The application is maintained for ready reference in the event of an accident, illness or emergency treatment. Your signature authorizes BGCM to administer emergency treatment. **Only persons listed on this form are authorized to pick up your child.** Exceptions are made when a written note with the parent's signature is provided ahead of time to the Unit Director at the Unit the child attends.*
3. Documents to determine eligibility for subsidy (if applicable).

When the program has reached its capacity, a waiting list is established. Parents will be notified when there is an opening and will be required to complete the registration packet.

Program Dates

The BGCM Service Center and Units will be closed on the following days:

Labor Day
Thanksgiving Day and the day after
Christmas Eve and Christmas Day
New Year's Eve and New Year's Day
Dr. Martin Luther King, Jr. Day
Good Friday
Memorial Day
Independence Day

Programs located on school property are also subject to close at the school's discretion.

If you have any questions about these dates, please see your Unit Director for clarification.

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Child Guidance & Discipline

These guidelines are set to regulate discipline issues at the Boys & Girls Club. Occasionally, a situation may arise which may require the Unit Director or the senior staff to alter this policy according to their discretion to best suit the needs of the individual situation.

Basic Club Rules

- All members are encouraged to present their club cards daily
- Members show respect for themselves, other club members, staff and volunteers, and equipment and supplies.
- No head coverings
- Leave gum & sunflower seeds at home
- Lost & Found will be kept one week, then donated to a thrift store
- Members are to be engaged in positive activities
- All phone usage is limited to emergencies
- Running allowed in gym and playground only
- Members are responsible for their personal belongings. Club is not responsible for lost and stolen items
- All play is to be in supervised areas
- No school-no Club

Issues of Disrespect

Offenses include, but are not limited to:

- Name calling;
- Cursing;
- Walking away from staff;
- Non-compliance to staff requests;
- Disruptive behavior;
- Non-compliance to program area rules.

1st offense per day –Session with Unit Director and/or Department Head

2nd offense per day – Parents notified, work detail (i.e. sweeping, garbage pick-up, etc.)

3rd offense per day – Parents conference, 1 day suspension

Ongoing/regular issues of disrespect or acts of aggression will result with parent conference and potential expulsion for the Boys & Girls Clubs.

Acts of Aggression

These acts include, but are not limited to:

- Bullying;
- Intimidating behavior;
- Damage of equipment.

1st offense – Parents notified, session with Unit Director and/or Department Head

2nd offense – Parents notified, 1 day suspension determined by Unit Director

3rd offense – Parents notified, 2 days suspension

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Fighting

Fighting can be described as any form of unwanted physical contact including slapping, hitting, pushing, pulling hair, biting or pinching. These acts, malicious or not, will not be tolerated on any level. Immediate suspension will occur in all cases.

1st offense – 1-5 days, 1 day minimum

2nd offense – 2-5 days, 2 day minimum

Assault & Extended Suspension

- Any fight where police need to be called will be considered assault. Members who assault other members, volunteers or staff will be suspended for 1 month - 1 year. Both parents and youth will need to attend counseling before being reinstated as a member.
- Burglary & vandalism – 6 months – 1 year. Restitution and community service may be required to be re-admitted to the program.
- Weapons brought to Club – 6 month – indefinite.
- Sexual Assault – 6 months – indefinite. Counseling may be required to be re-admitted.

Programs located on school property are also subject to all rules and laws enforced by the school.

Unit Policies & Procedures

Smoking

To create a safe and healthy environment for the children, smoking is not allowed inside the building or on any BGCM premises.

Emergency Procedures

The following procedures will be taken when children develop health problems or become severely injured while in the program:

1. Parent will be contacted of the condition of the child.
2. The Unit Director will recommend whether a child is to be removed from the Unit or allowed to remain.
3. Following an injury, an accident report will be written and kept on file. Parents will be provided with a copy.
4. In extreme emergency situations, an ambulance will be dispatched. Parents will be notified.

Allergies and Medical Conditions

It is **imperative** that you indicate any allergies to food, medications or any medical conditions which may affect your child's well-being on their membership application. The staff will be made aware of these allergies and conditions.

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Drop-off and Pick-up Procedures:

Parents will be expected to wait with their child until a staff person arrives at the Unit. Children must not be left alone. **Each child must be signed out by their parent, guardian or others authorized by the parent.** Parents must designate this information on the After School Care application. It is the parent's responsibility to change or update the files as needed. It is important that the information remains current in the event of an emergency. **Parents must come into the building to pick up and sign out their child(ren).**

Field trips

Field trips are one of the most exciting parts of our program. They are opportunities for vivid and memorable learning experiences. Children are eligible for field trips based upon behavior and participation. There are no additional fees for field trips. All field trips require signed parental permission slips by the date of the event.

Daily Schedule

Hours of Operation-Monday-Friday

After School Care

2:30 p.m. - 6:30 p.m. - Regular School Days

12:00 p.m. - 6:30 p.m. - Early Release Days

Summer Camp & School Holidays

7:30 a.m. - 6:30 p.m.

Late Pick Up Fees

All youth must be picked up by 6:30 p.m. A late fee of \$5.00 per child for every 15 minutes will be enforced. Your child may not return to the program until all fees are paid.

Drop In

2:30 p.m. – 6:30 p.m. – Regular School Days

2:30 p.m. – 6:30 p.m. – Early Release Days

10:00 a.m. – 6:30 p.m. – Summer and School Holidays

Teen Center

6:30 p.m. – 8:30 p.m.

(Please call Service Center for Teen Center locations)

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Operating Policies

Food

A nutritious, USDA approved snack is provided for each child during the After School Care program. Breakfast, lunch and an afternoon snack is provided to Summer Camp participants. In accordance with USDA rules, food must be eaten on the premises during the regulated times (the only exception is pre-approved field trips).

Sick or Injured Children

Sick children will be refused admittance and or sent home from the Club due to any illness that keeps them from fully participating in the program. After notification, parents must pick up the ill child within (2) hours.

Medication Policy

Boys & Girls Clubs of the Midlands staff will administer medication to Club members only if there is a signed medication authorization on file. Staff may not dispense over-the-counter medication and only medication prescribed by a doctor, in its original container, labeled with the Club member's name, will be administered. Expired medications will not be administered. Medical authorization forms are available at the Boys & Girls Clubs of the Midlands Service Center and at the Club.

Special Needs Children

Boys & Girls Clubs of the Midlands will provide service to special needs children that are able to function within our existing program structure and staffing ratios. Our staff is not specially trained or equipped to program for children not able to function in our existing environment. The Unit Director will make the final determination as to whether the child is able to function successfully in our program.

Responsible Computer Use Guidelines

The Boys & Girls Club of the Midlands (BGCM) computer network and Internet access are available to members to enhance their educational experience and become literate in an increasingly technological world.

The purpose of these Responsible Use Guidelines is to foster the appropriate use of that network and the Internet. The following Guidelines apply to all users whenever they access the Boys & Girls Club's network connection.

Educational Purpose

The BGCM network has been established for educational purposes limited to classroom activities, career development, and independent scholastic research on appropriate subjects.

The BGCM network has not been established as a public access service or a public forum. The Club has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the Club's Student Behavior Standards when accessing the network.

You may not use the BGCM network for commercial purposes. This means you may not offer, provide, or purchase products or services through this network.

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You may not use the BGCM network for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

Unacceptable Uses

Personal Safety

You will not post personal contact information about yourself or other people. Personal contact information includes (but is not limited to) home, school, or work addresses and telephone numbers.

You will not agree to meet with someone you have met online without your parent's approval. A parent or guardian should accompany you to this meeting.

You will promptly disclose to the Educational Director or any other Club staff member or adult volunteer any message that you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities

You will not attempt to gain unauthorized access to the BGCM network or to any other computer system through the BGCM network. This includes attempting to log on through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."

You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

You will not use the BGCM network to engage in any illegal act, including but not limited to arranging for the purchase or sale of drugs or alcohol, engaging in criminal activity, or threatening the safety of another person.

System Security

You are responsible for your individual user account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

You will immediately notify the Educational Director or any other Club staff member or adult volunteer if you have identified or witnessed a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Inappropriate Language

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful forms of communication. This applies to verbal and written language,

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diagrams, photographs, representations, videos or any other form of communication. You will not post information that could cause damage or a danger of disruption.

You will not engage in personal attacks, including prejudicial or discriminatory attacks.

You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him or her messages, you must stop.

You will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

You will not re-post a message that was sent to you privately without permission of the person who sent you the message.

You will not post private information about another person.

Plagiarism and Copyright Infringement

You will not plagiarize works that you find on the Internet. Plagiarism is taking ideas or writings of others and presenting them as if they were yours.

You will respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Copyright law can be very confusing. If you have any questions ask the Educational Director or a qualified staff member.

Inappropriate Access to Material

You will not use the BGCM network to access material that is profane or obscene (pornographic), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature). A special exception may be made for hate literature, if the purpose of your access is to conduct research, and both your teacher and parent or guardian approve.

If you mistakenly access inappropriate information, you should immediately tell the Educational Director or any Club Staff member or volunteer. This will protect you against a claim that you have intentionally violated this policy.

Your parent or guardian should instruct you if there is additional material that he or she thinks would be inappropriate for you to access. The Boys & Girls Club fully expects you to follow your parent's or guardian's instructions in this matter.

Your Rights

BGCM's network is considered a limited forum, similar to the school newspaper and therefore the Club reserves the right to regulate that forum for valid educational reasons.

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The Club will not restrict your speech on the basis of a disagreement with opinions you are expressing.

You should expect only limited privacy of the contents of your personal files on the BGCM system. This situation is similar to the rights you have in the privacy of your locker.

An individual search will be conducted, if there is a reasonable suspicion that you have violated these Guidelines or the law.

Disciplinary Actions

Members who violate the Responsible Use Guidelines may be denied future Internet and/or network privileges for a defined period of time, or be subject to other disciplinary measures as set forth by the Educational Director and members of the Boys & Girls Club staff.

This Section Must Be Signed By a Parent or Guardian
for All Members under Age 18

As a parent or guardian of this student, I have read the Boys & Girls Club of Midland’s Responsible Use Guidelines (located in the Parent Handbook). I understand that access to the Boys & Girls Club Network and the Internet is designed for educational purposes and the Boys & Girls Club has taken available precautions to educate members on appropriate educational materials. In the case where the Boys & Girls Clubs is using the computer resources of a partner agency (school, church, government agency), I understand that the partner agency’s policies also apply.

However, it is understood that no matter how much supervision and monitoring that the Club can offer, there will always be the possibility of my child coming into contact with inappropriate material, and I will not hold the Boys & Girls Club of the Midlands or their partner agency responsible for materials acquired on the network.

Parent/Guardian Signature

Date

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**National Programs offered at
Boys & Girls Clubs of the Midlands**

Boys & Girls Clubs provide quality youth development programs after school and during the summer months. Throughout a typical after school program week our members will be able to choose from over 30 programs that are age, gender and developmentally appropriate after they have finished their homework. During the summer months we will offer over 25 programs daily. Programs will be offered in five core areas: Character & Leadership; Education & Career Development; Health & Life Skills; the Arts; and Sports, Fitness & Recreation. There are no additional fees for any of the programs or field trips offered by the Boys & Girls Club.

All of our programs are designed to be fun while meeting the identified needs and interests of the participants. Our programs are based upon a proven youth development strategy that promotes a sense of belonging, usefulness, competence and influence in the participants. Many of our programs are curriculum based and have been designed and proven effective by experts in the youth development field and then tested in local communities throughout our country by our national office, Boys & Girls Clubs of America. Other programs are designed by our local staff to meet the specific needs and interests of our members. Boys & Girls Club provides programs weekly in the following areas.

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Character & Leadership

The Character & Leadership Development Core Program empowers youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and others' cultural identities. Examples include:

Keystone Club helps young people ages 14-18 develop good character and effective leadership skills. Keystoneers elect officers and implement activities in areas of: service to Club and community, character & leadership development, education, career exploration, unity, free enterprise and social recreation.

Torch Club is a chartered small group leadership and service Clubs for boys & girls ages 11-13. Torch Club members learn to work together to implement activities in service to Club, community, education, health and fitness, and social recreation.

Youth of the Month/Year is designed to promote and recognize service to Club and community, academic performance and contributions to family and spiritual life.

Education & Career Development

The Education & Career Development Core Program Area enables youth to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to achieve success in a career. Examples include:

Dragon Fly Quest shows Club members ages 10-15 how to conduct their own investigations using a scientific method. Dragon Fly Quest builds members skills in science, math, and language arts and helps members think critically about the world around them as they explore topics that appeal to them.

Goals for Graduation introduces academic goal setting to Club members ages 6-15 by linking their future aspirations with concrete actions today.

Power Hour helps Club members ages 6-14 be more successful in school by providing homework help and tutoring and encourages members to become self-directed learners.

Ultimate Journey leads Club members ages 6-12 on a fun-filled journey into the beautiful and amazing world of plants and animals. Through participation in games, crafts and discovery activities, members develop an awareness of the environment.

NetSmartz Tech program provides Club members with state-of-the-art software; new programs and resources that will help Club professionals build members computer skills and integrate technology in all core program areas.

Career Exploration encourages Club members ages 13-18 to assess their skills and interests, explore careers, make sound educational decisions and prepare them to join our nation's ever-changing work force.

Job Ready prepares members ages 14-18 with specific skills to secure employment and be successful in the workforce.

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Health & Life Skills

The Health & Life Skills Core Program Area develops young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults. Examples include:

SMART Moves is a prevention program that helps young people resist alcohol, tobacco and other drug use, as well as premature sexual activities. The program's component include: SMART **Kids**, ages 6-9; SMART **Start**, ages 10-12; SMART **Stay**, ages 13-15; and SMART **Parents**.

Passport to Manhood promotes and teaches responsibility to male Club members ages 11-14. Passport to Manhood represents a targeted effort to engage young boys in discussions and activities that reinforce positive behavior.

SMART Girls is a small group program that enhances girls' physical and emotional well-being and increases their self-esteem. SMART Girls meet the developmental needs of two age groups: 8-12 and 13-17.

Cavity-Free Zone aims to increase Club members' awareness of good oral hygiene to improve their dental health.

Street SMART is a program that counteracts the negative lures of gangs, violence and "street" influences on young members ages 11-13. Street SMART helps to build awareness and resistance skills, so the Club member can develop the confidence and knowledge to make intelligent choices.

The Arts

Programs in this area enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual basics, crafts, performing arts and creative writing.

Fine Arts encourages artistic expression among Club members ages 6-18 through drawing, painting, printmaking, collage, mixed media and sculpture displayed at local and regional exhibits.

Image Makers encourages Club members ages 6-18 to learn about the world of photography while engaging in activities related to black and white, color and digital processes.

Sports, Fitness, & Recreation

The Sports, Fitness & Recreation Core Program Area develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social skills. Examples: Intramural Sports, Individual Sports, Tournaments, Games Room Activities, Fitness Testing.

Fitness Authority promotes fitness for all youth through fun, weekly activities and annual competitions on local, regional and national levels.

Triple Play a Game Plan for Mind, Body and Soul, members will develop an understanding of a healthy lifestyle and improve their physical fitness.

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