

Boys & Girls Club of La Plata County

Introduction

This handbook is designed to inform members & parents of the policies and procedures of the Boys & Girls Club of La Plata County (BGCLPC). It contains rules by which the Club operates and helpful hints that will make a members experience more enjoyable. Each member & parent should review this handbook as a condition of membership

BGCLPC is a non-profit youth service organization that seeks to help children from all backgrounds develop the qualities needed to become responsible citizens and leaders.

The purpose of the Club is to promote character development in young people by instilling a sense of competence, usefulness, belonging and influence with each member.

Funding for programs comes from business and individual contributions, government/state grants, special events, United Way, the City of Durango, and the low fees we charge for our programs.

Core Beliefs

Boys & Girls Clubs provide youth with...

- A safe place to learn & grow
- Ongoing relationships with caring, adult professionals
- Life-enhancing programs
- Character development experiences

Membership and Fees

Membership is open to all youth between the ages of 6 and 18. A membership form must be completed and signed by a parent or guardian each program year (January 1-December 31). Our membership fee is \$15 per program year.

Our current fee schedule is as follows:

- After School Program: \$15 per year
- Summer Program and School Holidays: fees to be determined
- Additional fees for field trips and specialized classes may apply. These trips and classes are optional for all members.

Personal Belongings

All personal belongings brought to the Club by a youth are the responsibility of that child. BGCLPC is NOT responsible for lost, damaged, or stolen items. Please discourage your child from bringing anything to the Club that is not completely necessary. Items that your child brings to the Club should be clearly marked with their name and must be stored in cubbies. Items that are not collected from our lost-and-found in a timely fashion will be donated to a local charity. Weapons, drugs and

Accidents

The Boys & Girls Club of La Plata County staff work hard to create a safe and secure environment. The completed membership application authorizes the Club staff to obtain medical treatment for a member, if necessary. When a serious injury occurs, the staff calls the parents or emergency contact person immediately. If they cannot be reached, treatment may be provided, but only if deemed necessary by an EMT or physician. Please contact the Club if you have any changes in work or home phone numbers, alternate contact people, or other emergency numbers. Minor injuries, such as cuts and scrapes, will be treated on site. The Club has secondary insurance coverage for accidents occurring during Club sponsored programs or activities.

Food

The Boys & Girls Club of La Plata County understands and appreciates the need for a healthy diet among all of our members. It is our goal to encourage healthy eating habits that promote the well being of our youth. Members are required to bring their own lunches during school out days or breaks that occur during the school year. Water fountains are available at all times to your child. Snacks are also available at the Club for a small charge.

Field Trips

The Boys & Girls Club of La Plata County provides a variety of opportunities for our members to participate in activities off Club property that support our core beliefs and programs. Each excursion requires a signed permission slip and any necessary fees prior to departing. Most sign-ups are taken on a first-come, first-served basis (meaning eligible members who return the required permission slip and fee). Each member must also wear the required Club T-Shirt, which can be purchased at the Club. Members and parents are reminded that all of our Club rules extend to field trips. Members who fail to follow our rules and general Club expectations for appropriate behavior will prompt an immediate call to a parent or guardian to remove that member from the field trip at their own cost. A parent or guardian MUST be available by telephone at all times during any Club sponsored field trip in the event that the staff needs to contact you.

CLUB RULES

BE SAFE

RESPECT THE STAFF

RESPECT OTHER MEMBERS

RESPECT THE BUILDING & EQUIPMENT

HAVE FUN!!!!!!!

Anti-Discrimination Policy

The Boys & Girls Club of La Plata County does not discriminate against any individual with regard to race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status or other protected status. This policy extends to all registered Club members, other youth served, parents, employees, volunteers and the general public.



BOYS & GIRLS CLUB OF LA PLATA COUNTY

PARENT/MEMBER HANDBOOK

MISSION STATEMENT

To provide a fun, safe place that kids can call their own, where they are inspired to reach their full potential as productive, caring and responsible citizens.

Discipline Policy

The Boys & Girls Club strives to keep the consequences for unacceptable behavior clear, appropriate, and timely. The safety of all members is of utmost importance to us. Our standards, along with the expectation that all members use good common sense, exist to ensure that your child and every other child at the Club can safely enjoy the Club's activities. Any member who disrupts programs or creates a dangerous situation will be disciplined appropriately. Members who do not follow rules can expect to lose privileges and face consequences. First-time offenses are never excused as such and will be handled based on their severity. Parents will be called to remove any member who has failed to curb his or her disruptive behavior and/or is behaving in an aggressive or violent manner that creates a dangerous situation for themselves, fellow members, staff or visitors. If you are called to pick up your child for discipline reasons, it is your responsibility to pick him/her up as soon as possible.

Disciplinary actions may include, but are not limited to, the following:

Verbal Counseling	Time-out
Suspension from Program Area	Loss of Club Privileges
Suspension (one day to two weeks)	Expulsion (permanent suspension)
Contacting the proper authorities	

Members are expected to respond to any discipline action without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and fully expected, by policy, to maintain full control of any situation that occurs in their program area and will not tolerate anything that threatens that control. Also, please understand that sometimes the story that gets home is not always complete or accurate. Children sometimes tend to explain an incident in a manner that will not implicate them or cast blame their way. In addition, staff members, though well trained and experienced, are human, so please call the Club if you have any questions at all concerning disciplinary measures or any other Club activity.

Open Door Policy

The Boys & Girls Club of La Plata County has an OPEN DOOR POLICY. This policy allows members to come and go at any time during the Club's operating hours. Members are required to sign in and out at the front desk each day, however, staff members, under normal circumstances, are not allowed to prohibit a member from leaving the facility per the regulations of the Department of Health Services that govern facilities/programs exempt from licensure as child cares. Thus, it is the responsibility of the child AND parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit. 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 the Club, as the Club cannot be held responsible for the supervision of such youth.

It is important to remember that the Boys & Girls Club is NOT A DAYCARE and is not governed by DHS as a childcare facility.

Membership Cards

ONE membership card will be provided to each new member and renewal member when all application requirements have been met. Members should bring their card to the Club EVERY DAY. Remember that membership in the Club is a privilege, not a right. If members do NOT have their cards, certain privileges to program offerings may be denied. If a club card is lost, a replacement fee of \$1.00 will be charged (see staff for details).

Supervision

Our staff are trained Youth Development Professionals. Trained volunteers often support our staff. A staff member will oversee each of our designated program areas at all times. Please take the time to remind your child of the need to follow Club rules and directions at ALL TIMES, whether said directions are given by a staff or volunteer.

Dress Code

Youth should dress comfortably and wear clothes that allow them to participate in typical Boys & Girls Club activities and programs. We will expect the following...

Footwear: Closed toed shoes must be worn at all times. Flip-flops, sandals, cleats, and Healy's (the shoes with wheels in them) are not to be worn except when allowed for special events. The reason for this is the safety of your children and others in the program. Club members may not be allowed to participate in certain activities if open-toed shoes are worn. The best advice is to wear tennis/walking shoes every day.

Clothing: Inappropriate clothing of any kind is NOT allowed in the Club. Members wearing clothes that are too short, too tight or too revealing in any way or clothes with questionable or distasteful advertising will be asked to change immediately. If the member does not have change of clothes and the Club does not have temporary clothes for them to wear, then a Club staff will contact the parent/guardian to bring different clothes. This judgment will be left solely to the discretion of the Club staff.

Parent/Guardian Code of Conduct

The Boys & Girls Club of La Plata County's staff is happy to help parents/guardians with any questions, concerns or suggestions. We realize that a parent needs to feel his/her child is receiving the best possible programs in a safe environment and has the right to inquire about and observe the facility. Any questions or complaints should be addressed with the Program Director and/or Chief Professional Officer. They will be happy to address the concerns if time permits, or set up a meeting for further review of the situation. However, any persons who engage in disorderly conduct of any kind, such as use of speech/language that is offensive/inappropriate, physical/verbal abuse or threat of harm to any staff/volunteer/member will be subject to removal and possible exclusion from the facility. It is also the responsibility of the parent to notify the Club of any changes in address, contact information or child's health information.

Sick Policy & “Bathroom Accidents”

The Program Director or Chief Professional Officer will notify a parent/guardian if a member becomes ill while he/she is at the Club. The member will be asked if he/she is “sick enough to need to go home?” If the member states that he/she is sick enough, the parent/guardian will be called. Arrangements MUST be made to have the member picked up as soon as possible after notification. Any member exposed to a contagious disease will be allowed back into the Club only after official authorization from a physician. DO NOT send a sick child to the Club- PLEASE make other arrangements.

Any member who has a “bathroom accident” involving soiled clothing while at the Club MUST be picked up immediately. Club staff are not allowed to help a child clean up or change his/her clothes. Please be aware Club members wearing soiled clothing pose a serious health risk to other Club members and staff and may not remain at the Club.

Medication Policy

The Club will ONLY hold ONE day’s worth of medication for a member and ONLY with the proper authorization form. Medication must be in the original container with the member’s name and the time of dispensation printed on it. We will NOT accept any medicine for which we do not have an authorization form on file. Members are responsible for remembering to get their medication at the appropriate time from the Program Director or their designee.

Phone Calls

The Boys & Girls Club of La Plata County does not permit the use of the Club phone or staff cell phones for personal use. Our lines need to remain open in the event of an emergency. Please make any necessary arrangements before your child comes to the Club so that you do not have to call the Club and your child does not have to call you.

Parent Orientations

All members and parents MUST attend an orientation before your child will be able to participate in the Boys & Girls Club of La Plata County. During this orientation, parents and members will have the opportunity to discuss any of our policies and how the program will operate. After orientation, all members will receive their membership cards.

Financial Assistance

Financial assistance is available upon request to those that qualify. Limited funds are available for financial assistance so all requirements must be met to receive assistance. A financial assistance form must be filled out in full for each family. A copy of the most recent pay stubs from each income earner in the household must be turned in with the application and/or proof of any income the household. Employers will be contacted to verify earnings. You children CAN NOT be registered for the After School or Summer Program until your financial assistance status is determined.

dangerous materials prohibited. Electronics are only permitted during approved times and may be confiscated by the staff and returned to the parent at pick-up.

Club Hours

The Boys & Girls Club of La Plata County is open for after-school programming for youth ages 6-18 from 3:00pm-7:00pm Monday-Thursday and 1:00 pm to 6:00 pm Fridays. The Club is open from 7:30 am to 6 pm on many days when school is not in session (ie. School holidays/breaks and our summer day camp). Please check with the Club for hours on days when school is not in session (i.e. school holidays/ breaks and our summer day camp). Please see Club calendar for Club daycamps and closures.

The Club reserves the right to change its hours and days of operation based on need and/or economic circumstances. If such changes occur, parents/guardians will be notified in advance. Additionally, there may be days when it is necessary to close the Club due to unforeseen circumstances such as emergency repairs, inclement weather, etc. The Club will automatically close if 9R schools cancel classes due to weather. Again, when such instances arise, we will do our best to post this information so as to mitigate any inconvenience this may cause.

Please be sure to pick-up your child by the posted closing times. Late fees will be charged for members left after closing. These fees, when imposed, must be paid before the member(s) will be allowed to return. The Boys & Girls Club of La Plata County reserves the right to contact the appropriate authorities for assistance when members are not picked-up by a reasonable time AND after all emergency contact alternatives have been exhausted.

Participation

Members are required to stay with their assigned group at all times. Members are encouraged to participate in activities centered around our core areas of Academic Success, Good Character and Citizenship and Healthy Lifestyles. The Club is dedicated to introducing children to a wide array of programs to help develop the whole child.

Drop-Off & Pick Up Procedures

Members should be dropped off in the designated-drop off area directly in front of the City of Durango Recreation Center’s main entrance. They should then walk down the sidewalk and enter the Boys & Girls Club through the main doors on the east side of the building. If you choose to walk your child into the Club you may park in any available space within the parking lot. Please do not block the entrance to the Recreation Center.

For the safety of Club members, it is suggested that parents enter the building to pick up their child. Please utilize marked spaces within the parking lot and remember that there is no parking in the designated drop-off area in front of the Recreation Center. These procedures are designed for the safety of all users and to minimize potential problems that might occur with the shared use of the parking lot.