

Boys & Girls Club of the San Luis Valley

Parent and Member Handbook

Our Club Motto:

"We are BGC

Our kindness will shine brighter than a star.

Our pride is strong and so are we.

We are responsible & respectful.

We work as a team.

We encourage others & hold each other accountable.

We can't be broken.

One club.

One team.

One We."



BOYS & GIRLS CLUBS
OF THE SAN LUIS VALLEY



Dear Parents and Guardians,

We would like to welcome you and your child to the Boys & Girls Club of the San Luis Valley (BGCSLV). We are very proud of our organization and feel it is the place where Great Futures begin.

Please know you are always welcome to come to the Club and tour our facility at any time or speak to one of the Executive staff to get more information on what goes on while your child is here.

We also encourage your suggestions on the programs we offer if you see a need we don't address.

We hope you find this handbook very useful. If we have overlooked something that you would like to know, please feel free to call us anytime at 719 589 5252.

Respectfully,

Boys & Girls Club of the San Luis Valley Team

Introduction:

This handbook is designed to inform members & parents of the policies and procedures of the Boys & Girls Clubs of the San Luis Valley (BGCSLV). It contains rules by which the Club operates and helpful hints that will make a member's experience more enjoyable. Each member and parent should review this handbook as a condition of Membership. As one of the most well-known youth organizations in the San Luis Valley, Boys & Girls Clubs provide young people with opportunities to engage in programs that help them achieve academic success, take charge of their health by building healthy habits that stick with them throughout their lives and foster the skills they need to be active in their communities. We ensure that every child that walks through club doors has his or her needs met. By collaborating with families, schools, and other partners in the community, our club is able to provide an environment for learning and growing. Our staff of professionals deliver well-rounded and both nationally recognized and innovative programs to our club members. By tracking participation and results, we are able to continually evaluate our effectiveness.

At Boys & Girls Clubs across the country, our main focus areas include academic success, good character and citizenship, and healthy eating and active living.

BGCSLV is a private non-profit youth development organization.

In order for your child to have a positive and engaging experience at the club, parents are responsible for promoting the privilege of membership, rather than the necessity of go to "the babysitter" or "daycare."

Funding for programs comes from private foundations that support youth development, area businesses and individual contributions, government grants, and special events. The \$10.00 monthly membership fee is affirmation from families that sending a child to the Club is worth the minimal investment.

Membership and Program Information

Membership fees

Membership is open to all youth 6-18. A membership form must be completed and signed by a parent or guardian each program period (May for the Summer Program, and August for the school year program). Members are required to sign in upon entering the Club and will be placed in our computer tracking system. Remember that membership in the Club is a privilege, not a right. Membership fees must be kept current in order for the member to attend.

Current member fees:

School Year Program- \$10.00 per month

Summer program - \$20.00 per week

*Fees are established by the BGCSLV Board of Directors and are subject to change *

Hours of Operation for Club Members

_____ School Year Program Hours:

Monday thru Friday 3:00 PM - 7:00 PM

Early Release days - 12:00 PM - 6:00PM

Full Days - 8:00 AM - 5:30 PM

The Club reserves the right to change its hours and days of operation based on need and/or economic circumstances. All attempts to notify parents in advance will be made. In the event of closure due to inclement weather, Boys & Girls Clubs of the San Luis Valley will follow area school district closures.

Pick-up/Drop-off

During the months of September through May, members will be encouraged to ride the Alamosa School District bus to the Club. BGCSLV is not responsible for members until they have checked in at the front desk.

We ask parents/guardians to physically come into the club to pick up their members. All Club members must be signed out by a parent/guardian or pre-authorized adults, with identification.

We ask that you pick up your member on time. In the event that you will be late to pick up your member please contact the club so we are aware of the situation. 1st time being late will result in a warning and any time after that will result in a **late fee of \$1.00 per minute after closing time.**

Custodial Documents

The following legal documents must be filed with the Boys & Girls club addressing custodial issues:

- Temporary Custody Order
- Termination of Parental Right
- Statement of Guardianship
- Restraining Orders

In the event of custodial arrangements change, it is the responsibility of Parent/Guardian to notify the BGCSLV and provide appropriate and current documentation.

Core Program Areas:

Members will have the opportunity to participate in games and activities centering our core program areas:

- Healthy Eating Active Lifestyle (HEAL)
- Cultural Arts
- Outdoor Adventure Program
- Science Technology Engineering and Mathematics (STEM)
- Power Hour (Homework Support)

Boys & Girls Clubs provide kids and teens:

- Safe, positive, and inclusive environments to learn and grow.
- Opportunities to build positive, meaningful and healthy connections with their peers and adults.
- High-quality strength-based activities and programs to explore and obtain skills necessary to make good decisions.
- Experiences that foster hope, belonging and a sense of purpose.
- Opportunities for youth to lead, contribute their ideas, and be recognized

Code of Conduct

BGCSLV provides a safe place to learn and grow. Positive attitudes keep the club fun. Below are some simple guidelines members are expected to follow .

Club members are expected to **Be**

Generous

Respectful

Empowered

Accountable

Trustworthy

And should remember and follow our CLUB MOTTO

“WE are BGC

Our kindness will shine brighter than a star.

Our pride is strong and so are we.

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One club.

One team.

One WE.”

Behavior Management Policy

The Boys & Girls Club of the San Luis Valley 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.

Membership at the Boys & Girls Clubs of the San Luis Valley is a privilege and not a right and may be revoked based on behavior. Any member who disrupts programs

or creates a dangerous situation will result in a direct consequence. Members who do not follow Club expectations can expect to lose privileges and face consequences.

Please ensure you, as members and parents are aware of the following expectations as acknowledged by signing this membership agreement booklet.

Parents/guardians will be called to remove any member who has failed to correct 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 parent/ guardians are called to pick up child for behavior management reasons, it is their responsibility to pick him/her up as soon as possible or an emergency contact will be called.

Staff may inform parent of behaviors and consequences by providing a written report of the incident. Any follow-up questions are welcomed and will be scheduled with the Unit Director.

Our staff are trained Youth Development Professionals and shall be treated with respect at all times by members as well as parents. In the event that a disagreement arises, staff is instructed to defer parents to Unit Director by setting up an appointment to speak with the Unit Director if the unit director is unavailable they may defer to the Executive Director. Staff should be referring only to the Unit Director or the Executive Director if the Unit Director is unavailable.

The following behaviors may result in a one day suspension of membership:

- Fighting
- Stealing
- Bullying
- Damage to BGCSLV Facility
- Threatening the safety of a BGCSLV Member, Staff or Volunteer
- Possession of Alcohol, tobacco, weapons or any illegal substance/material

Depending on the severity of the incident the suspension can be elevated to any level including membership revocation. **All of the above will require a re-introduction process which may include restorative practices to repair harm.**

Personal Belongings:

All personal property brought into the Club by a member is the responsibility of that member. The Boys & Girls Club is NOT RESPONSIBLE for lost, damaged or stolen items. Please discourage your child from bringing anything to the Club that is not completely necessary. Necessary items, such as backpacks and jackets should be clearly marked with the member's name. BGCSLV does have a lost and found. If items in lost and found are not picked up on a timely basis, will be donated to a local charity.

Food Policy:

BGCSLV serves a healthy after-school snack each day, emphasizing fresh fruits and vegetables. Please inform Club staff of any allergies your child has. Members are required to bring their own lunch when attending for a full day when school is not in session. Breakfast is not provided on non-school days during the school year. We encourage members to bring in healthy snacks, (not soda, Cheetos, takis, etc.).

Electronic Devices:

BGCSLV is focused on providing skill sets and best practices around emerging technology, social media platforms, among other tech areas. Personal cell phones, iPads, tablets and other devices are encouraged to be left at home. If personal devices must be brought to the club it is our expectation that these devices are only out and used during appropriate times such as free time, recess and if needed for homework, during power hour otherwise personal devices should be put away. The Boys & Girls Club is NOT responsible for damage or loss of any personal property. If member is witnessed using a cell phone or other electronic devices during inappropriate times such as but not limited to program hours, whole club assembly, whole club activities, staff will ask that it be put away. Repeated requests will result in the device being taken away and stored until a parent/guardian picks it up from the staff office

Dress Code:

Youth should dress comfortably and wear clothes that allow them to participate in typical BGC activities and programs. We expect the following: Inappropriate clothing of any kind if not allowed in the Club. If the member does not have a 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 judgement will be left solely to the discretion of the Club staff.

Accidents and Injuries

BGCSLV staff work very hard to create a safe and secure environment. The completed membership application authorizes 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 a physician. Please contact the Club if you have changes at work or home phone numbers, alternate contact people, or other emergency numbers. Minor injuries, such as cuts, scrapes, will be treated on site.

Sick Policy & "Bathroom Accidents"

In the event that your member becomes ill while at the Boys & Girls Club, parent or guardian will be contacted to pick them up as soon as possible. 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.

Any member who has a "bathroom accident" involving soiled clothing while at the Club must be picked up immediately.

Club staff is not allowed to help a child clean up or change his/her clothes.

Please be aware Club members wearing soiled clothes pose a serious health risk to other Club members and staff, and may not remain at the Club.

Medication Policy:

The Club will NOT dispense any medicine to any Member for any reason. Possible exception: If your child has a chronic condition requiring emergency medication such as an epi-pen and/or inhaler. If your child needs an epi-pen or inhaler, please make sure s/he knows how to use and carry it.

Anti-Discrimination Policy

BGCSLV does not discriminate against any individual with regard to race, color, religion, sexual orientation, national origin, age, disability, or other protected status. The policy extends to all registered Club members, other youth served, parents, employees, volunteers, and the general public.

Parent/Member Orientation

Before a child can attend BGCSLV programming, their parent/guardian must attend an orientation with the Unit Director. The orientation will cover hours of operation, programming descriptions and schedules, member and parent code of conduct, discipline policy, dress code, field trips, emergency procedures and special events. It is also a time for parents to ask questions about the program and to tour the facility.

Parent Code of Conduct

BGCSLV are committed to providing a safe and nurturing environment for your child. In an effort to ensure your child's development in a positive way, we ask that you as the parent(s)/guardian(s) agree to the following:

- To make every effort to follow all BGCSLV program policies & procedures as expressed in this handbook. You understand that it is your responsibility to read and comprehend the policies set forth and to follow them to the best of your ability; and ask questions regarding any policy and/or procedure that is not clear to you.
- To strive to support the program in the way you communicate with the members, the staff and other parents.
- To be courteous, use appropriate language and refrain from making threats and taking actions towards any member (yours or others), staff, or other parent(s)/guardian(s) either at or near BGCSLV Clubs or at any BGCSLV Club functions/events.
- To not approach, any member other than your own to obtain confirmation, clarification, or "their view" on BGCSLV Clubs related issues, disputes, or disagreements between members. Such matters must be brought to the attention of the BGCSLV Club Director.
- Do not approach any staff member requesting confidential information in regards to any member but your own.
- To understand there are NO REFUNDS or EXCHANGES on any membership fees.
- Understands that if a parent does not agree with the BGCSLV Parent Code of Conduct, BGCSLV reserves the right to dismiss all access to the club facility.

Parents/guardians must also sign the Member Success Agreement form at the time of the orientation. (see the shared drive for member success agreement document)

Security

At each club site, the following is expected to ensure the security of the facility.

1. Project a safe image

- Keep grounds neat and free of trash and debris.
 - Maintain landscaping and eliminate hiding places
 - Remove graffiti within 24 hours.
 - Signage to be posted establishing the jurisdiction of the club.
2. There will only be one entrance into the Club for members, parents/guardians and visitors.
- The front desk is to be positioned to engage and identify all who enter
 - Barriers are to be used, if necessary, to prevent people from entering unnoticed.
 - Lock or otherwise secure other points of entry or exit.
 - Members will never be allowed to open a locked entry door for a person wanting entry into the facility.
3. Front desk staff will:
- Identify all persons before admitting them into the Club by asking for ID.
 - Require parents/guardians and visitors to be escorted by staff or volunteers.
 - Record all persons entering and leaving the Club.
 - Verify that repeat visitors have been properly screened.
 - Notify local law enforcement immediately if an unauthorized person is attempting to pick up a member than notify the Unit Director who will notify the CEO
4. The Club interior will be easy to observe with few, if any, visual restrictions.
- Establish key observation points with clear lines of sight.
 - Remove posters or other items that restrict observation into a space from interior windows.
 - Discourage gatherings in restrooms, stairwells or other isolated spaces.
5. Club members' personal belongings will be secured and will not contain items that are harmful to other members.
- Members' personal belongings are to be stored in an observable room or individual storage bins.
 - Members' will not be allowed to carry backpacks with them while in the Club.
6. Staff and volunteers will exhibit a clear presence.
- All staff are to convey a sense of professionalism in their manner and work.
 - All staff are to adhere to the dress code.

Child Abuse Policy and Procedure The Boys & Girls Clubs of the San Luis Valley is committed to protecting the safety of its members. As professionals working with children, *the Boys & Girls Clubs staff is mandated by state law to report incidents of child abuse and neglect of members with whom they work.* The Boys & Girls Clubs of the San Luis Valley supports this mandate and requires all full and part-time staff to follow applicable procedures when warranted.

Child Abuse must be reported when it is discovered, this is interpreted to mean within twenty-four (24) hours of when the abuse and/or neglect is discovered or suspected. The staff person identifying the situation must:

- Inform the immediate supervisor.
- The staff and Club Director complete a Child Abuse and Reporting Form.
- The incident is reported to the Program Director. The Club Director will then call 1-800-252-5400. If the Club Director is not available, the employee is responsible for making the call. Reporting may also be done via the Internet at www.TxAbuseHotline.org.

Outside Agency Involvement BGCSLV is a mandated reporter for child abuse and neglect. The Clubs also have a zero-tolerance policy for illegal activities. Because of this, BGCSLV will report any suspected abuse and/or neglect to the Colorado Department of Human Services, and police will be called if a child engages in illegal activities at the Clubs. In these cases, parents will also be contacted, either by the Club or the public agency that is involved.

Child Pick-up Procedures One of the Clubs' primary concerns is the safety and well-being of the children we serve. Our pick-up procedures are designed to protect the children we serve.

In the case of an individual who is not authorized but who claims the parent has given him or her permission to pick up a child, staff will contact the parent for verbal authorization. The parent will be asked to update the pick-up authorization form in their child's file at their earliest convenience.

Signing In

It is the responsibility of the Site Assistant to make sure all members are signed in each day. For sites without a Site Assistant, it is the responsibility of the Unit Director.

Signing Out

Staff are responsible for ensuring members are picked up by an authorized adult. Each member's parent/guardian is to fill out a form listing the individuals authorized to pick up their child each day.

Copies of any legal documents prohibiting an individual from signing out a member must be kept in the member's file. Each time a member is picked up from the club by someone other than the guardian or regular designee, staff are responsible for checking the adult's ID to make certain the member is leaving the club with the authorized adult listed on the member form. Parents/guardians may authorize a member to walk, by completing a *Permission for Child to Leave*

Facility Form included in the membership packet. The form is maintained in the member's file and the member remains on the walker list until informed by the parent/guardian that the member is no longer eligible to walk. Members must sign out on the sign in/sign out sheet. The sign in/sign out sheet must contain the member's name, member's initials and time of departure.

In the case that an individual claims the parent/guardian has given them permission to pick up a member but is not on the authorized list, staff will first contact the parent/guardian for verbal authorization. The parent/guardian will be asked to update the pick-up authorization form at their earliest convenience.

Two Staff with One Member.

In the event that one member is left at the end of the day, two staff must remain with them until they are picked up. Staff are to never be alone with members.

Medication

BGCSLV does not administer over the counter or prescription medication of any kind to members.

Field Trips

Throughout the field trip planning process staff will keep in mind the age, ability, and safety of the members. A field trip that is safe for 8th graders might not be safe for 2nd graders. In addition, staff will set expectations and rules based on the age and ability of members.

Before The Field Trip

- Ensure there is a signed permission slip for each member that includes emergency contact information.
- Use the buddy system
- Staff will not sleep, be on their phones or read while going to or from the destination. Focus on the members safety and health.
- Before leaving the facility, give a brief synopsis to members of behavior expectations and consequences of misbehavior for the locality and the order of events. Then end with something to the effect of, "and HAVE FUN."
- Staff will keep a list of participants and permission slips at all times during the trip.
- Staff will ensure that payment for the trip is made.
- Staff will have a copy of emergency contacts for all participants.
- Members will be instructed to have a water bottle, sunscreen (if you will be outdoors), and appropriate clothing.
- Know who is allergic to bees or other insects and have an Epi-pen.
- Take a First Aid Kit.

- Walk around the vehicle (are tires low? Any dents or leaks?) and check the interior of the van (are there holes in seats? Do seat belts work? Is there trash?) before loading members.
- Follow all van and transportation policies as established by Club policies and procedures.
- Eating or drinking in the vehicle is not allowed.

Once You Arrive

Review expectations.

Members may use public restrooms if staff have checked bathrooms beforehand (to ensure they are as safe as possible and there are not individuals loitering in the area) and they go in pairs, not friendship pairs necessarily. When possible, make a restroom break at arrival to avoid having members going off on their own. Remind them that going to the restroom is a necessity; but the public restroom is not a place to make friends or do anything at all but going to the bathroom. Make sure they understand where they are to meet the group and take note of the time they leave and should be back.

Trips to the Swimming Pool

On swimming field trips, a swim test must be conducted prior to the youth getting in the water. Swim tests are good for 1 year.

Basic Swim Test: This is an example of a swim check. Staff may modify this check to fit their needs. To swim in the deep end of the pool, and to use the slide or the diving board require the following:

1. Swim across the shallow end of pool, if successful, move to the deep end.
2. Jump into water that is over the member's head and return to the surface.
3. Swim one pool length (25 yards) unassisted and without rest. Swimmer must maintain positive body position (legs will not drop past 45 degree angle) for the entire distance. Start swimmers at the deep end and travel to the shallow end (if they tire they may be able to stand).
4. Tread water for one minute, turn on their back, float briefly, then swim (either on front or back) to the side and exit the pool.

A shallow water competency (if cannot complete deep test) test consists of the following:

1. Swimmer is placed in a horizontal position on their back by the testing guard.
2. Swimmer must then stand up (regain a vertical position).
3. Swimmer is then placed in a horizontal position on their front by the testing guard.

4. Swimmer must again stand up (regain a vertical position).
5. If a patron cannot regain a vertical position from either a back or front floating position they are considered a non-swimmer.

Deep-water swimmers can have access to all the pool amenities as long as they remain in audio and visual contact of their assigned staff member. They must use the buddy system. They can be monitored from the side or from within the pool.

Shallow water swimmers can only have access to the pool areas where water is only as deep as chest- high. They must use the buddy system and they must remain within audio and visual contact of their staff member. They can be monitored from the side or from within the pool. They cannot go into a pool that has higher than chest deep water.

Non-swimmers will remain with a staff member at all times (meaning you will have to get in the water with them) and will only have access to the kiddy pool. Ideally, parents provide non-swimmer with flotation devices.

Inclement/Severe Weather and Other Emergency Closings

The CEO or his/her designee may close the Club due to inclement weather or emergencies (on days other than regularly scheduled holidays).

If the Alamosa school district closes due to inclement weather, depending on how severe the Club may close as well or resume regular hours. Full-time staff will be required to report to the administrative office on days when their site is closed unless the office is closed by the CEO.

If the decision to close is made when members are present in the Club, staff will contact parents/guardians to pick up members immediately. If staff are unable to contact the parent/guardian, they must use the emergency contact. Staff must remain with members while maintaining the staff to member ratio, until all members are picked up.

Extreme Heat or Cold

Staff will use discretion when planning outside programming during the summer and winter months due to extreme temperatures. Staff will conduct all programming inside during days when the weather is extremely hot or cold. In heat, staff will ensure members are adequately hydrated. Likewise, staff will ensure club members are fully dressed in appropriate winter clothing (coat, gloves, scarf, etc.) during cold weather.

Staff shall hold programming inside when:

1. There is rain or snow.
2. There is any observation of thunder or lightning.
3. There is an extreme heat warning in effect (Heat index 105° or above).
4. The temperature or wind chill is at or below 24 degrees Fahrenheit.

Heat is one of the leading weather-related killers in the United States, resulting in hundreds of fatalities each year. National Oceanic and Atmospheric' heat alert procedures are based mainly on Heat Index Values. The [Heat Index](#), sometimes referred to as the apparent temperature is given in [degrees Fahrenheit](#). The Heat Index is a measure of how hot it really feels when [relative humidity](#) is factored in with the actual air temperature. To determine the

For Heat Index temperature, look at the Heat Index Chart at <http://nws.noaa.gov/os/heat/index.shtml>

Since heat index values were devised for shady, light wind conditions, exposure to full sunshine can increase heat index values by up to 15°F. Also, strong winds, particularly with very hot, dry air, can be extremely hazardous.

Volunteers

BGCSLV is always on the lookout for volunteers to help us fulfill our mission. To ensure the safety of our members and to ensure their fit with the organization, the following processes will be followed:

Application Process (One Time Visit)

1. Potential volunteers will complete the volunteer application.
2. The application goes to the Unit Director who then passes it on to the Director of Finance.
3. The Director of Finance will review the application.
4. The Director of Finance will conduct a National Sex Offender Registry search on the individual.
5. The Director of Finance will review any findings.
6. If results are in compliance, the Director of Finance will approve the individual to be at the site for a one- time visit.
7. The Finance Director will be informed of the decision and the individual will be called by the Unit Director.
8. Once the initial contact has been made, the Director of Finance will pass the individuals information on to the Unit Director.
9. From there, it is the Unit Director's responsibility to reach out to the individual and finalize the details.

ROLE OF PARENTS/GUARDIANS

Parents and guardians play vital roles at the Boys & Girls Club of the San Luis Valley Alamosa. It is important that the parents and guardians be involved with the growth and development of each member. For volunteer opportunities please check our website or call us at 719-589- 5252.. By signing below you acknowledge that you understand the rules and policies of the Boys & Girls Club of the San Luis Valley and request that your child be admitted into membership. You may detach this sheet from the handbook and take the handbook with you so you and your child can read the policies, and keep as a reference. You acknowledge that you will explain the rules to your child if any questions arise. You may contact the Club Director if you require further explanation.

Parent/Guardian Signature

Date

ROLE OF MEMBER

I understand that by breaking the rules and policies of the Boys & Girls Club of the San Luis Valley may be grounds for suspension or loss of membership privileges. I also agree to act like a productive, responsible and caring citizen. By signing this you agree to honor the Club Rules and Policies during activities whether at the Club, on a field trip, in a Club vehicle, or at a Club sponsored event.

Member Signature

Date