

Boys & Girls Club of the Ozarks

Parent/Legal Guardian Handbook

2010-2011



Boys & Girls Club of the Ozarks

Contact Information

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Autumn Page

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BRANSON

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FORSYTH

Lakes Taneycomo Elks Unit

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Charity Stillings

Interim Unit Director

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REEDS SPRING

Reeds Spring School Site

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Reeds Spring, MO 65737

417.294.2467 (Elementary) and 417.294.2468 (Primary)

Steven Mills

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Boys & Girls Club of the Ozarks

Mission Statement

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

Boys & Girls Clubs' Youth Development Strategy

All programs and activities are designed to maximize opportunities for young people to acquire four basic “senses” which help them build self-esteem and grow into responsible and caring citizens.

A Sense of...

Competence

Usefulness

Belonging

Power & Influence

Boys & Girls Clubs 5 Core Program Areas

The five Core Program Areas provide an overall framework for programming in the Boys & Girls Club.

- **The Arts & Technology**
- **Character & Leadership Development**
- **Education & Career Development**
- **Sports, Fitness & Recreation**
- **Health & Life Skills**



Boys & Girls Club of the Ozarks will never turn away a child due to the inability to pay the required membership fees. Please contact the Front Desk if you are in need of assistance.



Boys & Girls Club of the Ozarks Hours of Operation

<i>After School Program</i>	Time Period:	Aug 23 – May 20
	Daily Operating Hours:	Monday – Friday 3:00pm – 7:00pm
	Full Day Hours:	7:30 am — 6:30 pm
	Half Day Hours:	10:45am – 7:00 pm
<i>Summer Program</i>	Time Period:	June 1– Aug 12
	Daily Operating Hours:	Dates Monday – Friday 7:30am – 6:30pm

Boys & Girls Club of the Ozarks Closing Dates



The Club will be closed in observance of the following holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & Day After Thanksgiving
- Christmas Eve
- Christmas Day

The Club will also be closed:

- One week at the conclusion of the Summer Program (August 16– August 20, 2010)
- The last week of the Year (December 27- December 31, 2010)
- One week prior to the Summer Program (May 23– May 27, 2010)

Snow Days:

- 1st Snow Day:** If schools are closed or **close** early, the Clubs will also be closed!
- 2nd & Subsequent Snow Days:** If schools are closed, the Executive Director will make the decision whether the Clubs will close. In the event of inclement weather, regular Club hours subject to change.

*Please listen to the local radio station (106.3 FM) or call our voicemail for more info!
Please text **BGCO** to **79704** to sign up for Club closings and emergency alerts.*

Staff Training:

- Once quarterly, the Clubs will close for one day for staff training and development.
(Dates to be announced)

Boys & Girls Club of the Ozarks

Fee Information



Program Fees:	School Year Membership	\$30.00 Per member
	Membership Card Replacement	\$0.50 per card
	School Year Bus Fee Taneyville and Hollister	\$50.00 Per Family, Per Semester
	Weekly Summer Fee (First week's payment due at time of enrollment for Summer Program) Members attending Summer School: transportation will be provided free of charge. However, the full weekly fee will be charged for attendance.	\$50.00 Per member
Late Fees:	1-15 minutes Late Fee	\$10.00 Per member
	16-30 minutes Late Fee	additional \$10.00 Per member
	Every 15 minutes there after	additional \$10.00 Per member

* Law enforcement and the Division of Family Services will be notified, if Parent/Legal Guardian is more than 30 minutes late. See Late Fees Section, p. 7

If a member's account becomes delinquent, the following will apply:

Summer fees

Accounts more than two weeks delinquent will result in the member not being allowed to attend the Summer Program until the past due fees are paid and the account is current.

School-year fees

Members who are delinquent will not be allowed to sign up for the Summer Program or renew for the After-School Program until past due fees are paid in full.

Boys & Girls Club of the Ozarks

Guidelines

1.	Members must bring their membership card daily.
2.	Always be courteous and respectful to all staff, other Club members, volunteers and guests. Disrespect of any kind will not be tolerated!
3.	Running is allowed in the gym and on the playground only.
4.	All members are expected to show “Club Pride” by helping take care of equipment and the facility, and by using both properly.
5.	Shoes must be worn at all times.
6.	Members should stay in designated area(s) where staff are present. Members must always ask permission to leave designated area(s) or to be at the Front Desk. Members must stay in the building at all times, unless accompanied by staff or Parent/Legal Guardian.
7.	Gum is not allowed in any area of the building. All food must be kept in designated eating areas (i.e., kitchen, snack area).
8.	Members are encouraged to participate in all activities. All members are expected to demonstrate fairness and sportsmanship while involved in any activity.
9.	Ask staff for permission to enter cubbies.
10.	Be truthful to others.
11.	Profanity and other verbal abuse will not be tolerated.
12.	Keep hands, feet, and all other objects to yourself.
13.	Theft or the destruction of Club property, or the personal belongings of another Club member or staff member will not be tolerated.
14.	Extortion; the demand of something of value from another in return for or in connection with protection from bodily harm is not acceptable.
15.	Weapons, tobacco, alcohol or drugs are not allowed on the premises.
16.	Gambling of any kind is never allowed.
17.	Inappropriate touching, lewd gestures, public displays of affection and/or sexual harassment is strictly prohibited.
18.	Buying, selling or trading personal items is not allowed.
19.	It is recommended personal items be left at home and not brought to the Club. NOTE: The Club will not be responsible for any lost or stolen items.

Boys & Girls Club of the Ozarks

Late Fees

If a Parent/Legal Guardian arrives after closing time, a \$10 fee will be assessed for every 15-minute time block. If the Parent/Legal Guardian is more than 30 minutes late and all attempts to reach a Parent/Legal Guardian, and all attempts to reach emergency contacts listed have failed, the child will be considered abandoned and the local Police Department and Division of Family Services will be notified. This also applies to members dropped off before 7:30 am. A member who has been dropped off early or picked up late three times may not be allowed to continue to attend the Club and indefinite suspension may be deemed necessary by the Directors.

Membership Cards

Every child will receive one complimentary membership card at the time of enrollment. Additional cards can be purchased for \$0.50. Membership cards are required in order to check-in and check-out daily, as well as for checking equipment in and out. *Without a card, members will not have access to some Club activities.* Members should respect their cards. Lost or stolen cards should be reported promptly and re-purchased within 24 hours.

Check-In & Check-Out Procedures

Upon arrival or at departure each Club member is required to scan themselves or report to the Front Desk that he/she does not have a card and needs to be scanned in. *Members without a membership card will be processed separately to allow for manual scanning; members must also be manually scanned out of the Club.* Members must always be accompanied by their Parent/Legal Guardian upon drop-off and pick-up. Any person other than the Parent/Legal Guardian picking up a member, must be designated at the time of enrollment, or have written and/or verbal permission from the Parent/Legal Guardian. Photo ID verification is required.

Visitors

Your child may bring a friend to the Club as a one day visitor. An application will need to be completed to provide the Club with the visitor's contact information. Visitors may use Club privileges one time without charge. Club members may invite as many different friends as they like. If a visitor would like to return, he/she must enroll and pay all applicable fees before participating in any Club activities.

Snow and Inclement Weather

When Forsyth Schools are closed due to snow or inclement weather, the Club will also be closed. Subsequent days closed will be based on the severity of the weather and road conditions (Executive Director will determine if Club is to remain open or closed). If area schools close early, the Club will also close. For updates, please text **BGCO** to **79704**, call our voicemail at 336-2420, or listen to KRZK 106.3 FM. NOTE: In the event of severe weather, the Club will take appropriate measures to keep members as safe as possible. Members that are already on Club premises during severe weather will not be allowed to leave until the severe weather warnings are lifted or the Club Directors deem it is safe for members to travel.

Cubbies

Cubbies are available to Club members to store all articles brought into the Club. Please remove all items nightly. Cubbies should be kept clean and free of graffiti. The Club is not responsible for lost or stolen items. Items that are too large should be placed on top and any item found on the floor will be placed at the Front Desk. Members must have permission before entering their cubby.

Boys & Girls Club of the Ozarks



Health Services

Members who become ill or injured at the Club are required to notify the nearest Staff member or report to the Front Desk immediately. First-aid will be administered as necessary. Club members who have a fever of 100 degrees or more, vomiting or diarrhea, will require immediate pick up. In the event of serious injury or illness requiring emergency medical treatment, the Parent/Legal Guardian will be notified immediately. Members sent home for fever, vomiting, or diarrhea must be symptom-free for 24 hours before they may return to the Club. Members with chicken pox, strep throat, staph infection, pink eye, or **any other** communicable disease must not attend the Club while contagious. Any member who has any condition that is contagious will need to be picked up immediately. We refer to the State of Missouri's Department of Health and Senior Services policies regarding these diseases. Please see a Director with any questions.

We do not dispense any type of medication, either prescription or over-the-counter. If a member is required to take medication during Club hours, please make arrangements to have medication dispensed by a family member or your family physician.

The Club strictly enforces a **NO NIT POLICY** concerning head lice. If lice or nits are detected, the Club member will need to be picked up immediately. A Club member will not be allowed to return without being rechecked by a Staff member. A parent or guardian must accompany the member during this initial re-check. If no nits are present, the member will be allowed to return to the Club.

Phone Calls

Telephones in the Club are for emergency and Staff use only. Emergency phone calls must be placed/allowed by Staff members only. Club members will be summoned to the phone for an incoming call only in the event of a family emergency. Messages will be taken for all other calls to Club members.

Lost and Found

The Lost and Found bin is located in the front entryway. Please check the bin regularly (especially during coat season). Unclaimed items are donated to our Boys & Girls Club Thrift Store at the **end of each month**.

Cell Phones

Cell phones are permitted within the Club. However, **members must keep cell phones turned off and in their bag or pocket**. Cell phones that are turned on and being used for any reason will be confiscated and held at the Front Desk. If a member must use their cell phone, he/she must get permission from a Staff member. Club members are required to go to the Front Desk to use it.



Dress Code

Members are not allowed to wear shirts that are midriff, see-through, have spaghetti straps, have writing or graphics which could be considered inappropriate, insensitive to ethnicity, nationality, or that promotes violence. Any questionable attire is up to the Directors' discretion. Undergarments should not be seen. Members are not allowed to wear hats in the building. Members must wear shoes at all times. It is highly recommended that members wear tennis shoes or keep a pair in their bag to change into. Open-toed shoes, especially flip flops, tend to cause injuries during gym and playground activities.

Boys & Girls Club of the Ozarks

Technology

Members have access to the Club's Technology Center each day to help with homework, and to teach members valuable technology skills. We strictly monitor internet access and teach members the importance of online safety. Members who violate our technology policy by using it inappropriately will have their privileges revoked. Members are held to the standards stated in our *Responsible Computer Use Guidelines*. A copy is available at the Front Desk.

Transportation

Bus transportation is available for Taneyville and Hollister students during the After-School Program. Fees for this service are **\$50.00 per family, per semester**.

Bus Conduct

- Club members should remain seated at all times.
- Club members should keep all talking at a low volume.
- Club members must keep all body parts and personal objects inside the bus at all times.
- Personal belongings are the responsibility of the Club member.
- Club members should not throw objects in or out of the bus.
- Inappropriate language will not be tolerated on the bus.
- Club members should not climb on or under seats.



Failure to comply with these safety rules can result in disciplinary action and/or suspension from bus transportation.

Field Trip Policy

- Only a Parent/Legal Guardian may sign-up a Club member to attend a trip.
- All fees must be paid in advance for a Club member to attend.
- Absolutely no refunds or exchanges will be made.
- Trips are categorized by Club age groups (i.e. Cadets, Preps, Tweens, or Teens) and only a certain number may attend. Therefore trips are on a first-come, first-serve basis.
- If a Club member does not follow and obey all Club rules, he/she may be suspended from some or all field trips (Refunds will not be given for field trips paid in advance).
- Please remember to show respect to Staff, other Club members, locals and tourists. We are proudly representing the Boys & Girls Club and our Lakes Area Community.

Cafeteria Guidelines

- EVERYONE must go through the food service line and receive a complete meal (including milk and/or juice) at breakfast, lunch, dinner and/or snack.
- Each member is expected to clean up after him/herself.
- Throwing or playing with food is not allowed in the kitchen.
- We do not operate a fast food restaurant and can not process special orders.
- Inside voices must be used.

Summer/Full Day Meal Schedule

Breakfast: 9:00 am – 10:00 am
Lunch: 12:00 pm – 1:00 pm
Snack: 4:00 pm- 4:45 pm

After-School Meal Schedule

Dinner is served from 3:15 pm – 4:30 pm during the After School Program. Snack is available for Reeds Spring Club members from 3:00—4:00 pm.

Boys & Girls Club of the Ozarks

Club Guidelines/Policy Agreement

I, _____, have read and discussed the guidelines and expectations, as well as the Club policies in the Parent Handbook with my child/ren. We understand that if these policies are violated there will be immediate consequences.

Parent/Legal Guardian Signature

Date

Member Signature

Date