

Parent/Guardian Handbook

2009-2010



BOYS & GIRLS CLUB
OF THE OZARKS

Contact Information

Executive Director

Autumn Page

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Operations Director

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In Branson...

Shirley M. Schaefer Unit

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In Forsyth...

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Garry Dorris

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Program Director

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In Reeds Spring...

Reeds Spring School Unit

300 Wolves Lane

Reeds Spring, MO 65737

(417) 294-2467– Elementary

(417) 294-2468 -Primary

Tina Reed

Unit Director

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Mission Statement

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

National 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

National Boys & Girls Clubs 5 Core Program Areas

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

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



Boys & Girls Club of the Ozarks will never turn away a child that cannot afford necessary fees that membership at the club requires.

Please contact front desk if you are in need of assistance.



Reeds Spring School Unit Operating Information

After School Program 3:00 pm-6:30 pm Monday– Friday

*** The After School Program will not operate on days when Reeds Spring Public Schools are not in session.

Program Fees \$25.00 per child

(Membership is valid from August 24, 2009 to May 27, 2009, or until the last day of the Spring Semester).



Emergency Contact Information

It is very important that the Club staff have a current emergency contact phone number on file for each member. Should a child become ill, injured or need to go home, we must have a way to contact parents/guardians.

In addition, the Club keeps a cell phone available anytime the program is in operation. The number to reach the Elementary Club Site is 417-294-2467, the number to reach the Primary Club Site is 417-294-2468. During non-Club hours, you may leave a message at the Administration Office (417-335-2089) and we will get the information to the staff as quickly as possible.

Fee Information



Program Fees:	School Year Membership	\$25.00 Per member
	Membership Card Replacement (fee assessed when a member doesn't have their card at check in)	\$0.50 per card
	Weekly Summer Fee (First week's payment due at time of enrollment for Summer Program)	Ask Unit Director
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

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

Summer fees: if a member falls more than two weeks behind in weekly summer fees, the member will not be allowed to return to the Summer Program until the past due fees are paid.

School-year fees: a member 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 will never turn away a child that cannot afford necessary fees that membership at the Club requires. Please contact the Front Desk if you are in need of financial assistance.

Guidelines

1.	All 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 Gym only.
4.	All members are expected to show “Club Pride” by helping to take care of the equipment and facility and by using both properly.
5.	Shoes will be on feet at all times. Inappropriate Clothing (see Dress Code)
6.	Stay in the designated area/s that Staff has approved of. Always ask a Staff to leave a designated area. Always ask permission to be at front desk area. Stay in the building at all times, unless with Staff / Parent **
7.	Gum is not allowed in any area of the building. All food must be kept in snack area and/or kitchen only.
8.	Participate in all activities with fairness and sportsmanship.
9.	Cross the Red Carpet in Game Room only with Staff Permission.
10.	Be truthful to others.
11.	The use of improper language is not tolerated. ** No verbal abuse of another Club member or Staff **
12.	Keep hands, feet, and all other objects to yourself. No Fighting, engaging in or threatening physical contact with the intent to harm. ** No physical abuse of another Club member or Staff **
13.	No Theft or Destruction of another Club member’s, Club property or Staff’s personal belongings ** Getting into another member’s cubby. **
14.	No Extortion; the demanding of something of value from another in return for or in connection with protection from bodily harm **
15.	No Weapons, Tobacco, Alcohol or Drugs of any kind **
16.	No Gambling of any kind.
17.	No Inappropriate Public Displays of Affection and/or Sexual Harassment **
18.	No Solicitation; selling of unauthorized items or trading items **
19.	No personal belongings are to be carried around within the Club The following items are not recommended at the Boys & Girls Club: CD players, personal Video Games, whistles or any toys brought from home. The Club is not responsible for any lost or stolen items that are brought to the Club.

Late Fees

If a parent/guardian arrives after closing time, then \$10 will be charged for every 15 minute time block. If the parent/guardian is more than 30 minutes late and all attempts to reach parent/guardian and all emergency contacts listed have failed, then the child is considered abandoned and the local Police Department and Division of Family Services will be notified. A member who has been 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. Each additional card will be at a charge of \$0.50. Membership cards are required to check-in and check-out daily as well as checking in and out equipment. *Without a card, members will not have access to some Club activities.* Members should respect their cards.

Check-In & Check-Out Procedures

Upon arrival or at departure each Club member is required to go to the Front Desk. *On arrival, members without a membership card will be separately processed in to allow manual scanning; members must also be manually scanned out of the Club.*



scan themselves or report to the Front Desk. *Without a card, members will not have access to some Club activities.*

A parent or legal guardian must enter the building in order to pick up a Club member. This adult must also sign out their child(ren) on the "Member Sign Out Form" before a child may be picked up. Anyone picking up a Club member must be on the member's pick up list or have verbal or written permission from parent or guardian that is on member's membership form.

Visitors

Your child may bring a friend to the Club as a one day visitor. Visitors may use Club privileges one time. Club members may invite as many different friends as they like. If a visitor would like to return then they must enroll and pay all fees before participating in any Club activities.



Snow and Inclement Weather

When the Reeds Spring Schools are closed for 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 open or closed). If area schools close early the Club will also be closed. We believe it is unsafe for staff, Club members and others to be traveling. Please call our voice mail 336-2420 or listen to KRZK 106.3 FM for updates. Please note that In case of severe weather, the Club will take appropriate measure to keep members as safe as possible. Members that are already in position for severe weather will not be allowed to leave until the severe weather warnings are lifted or the Club Directors deem that it is safe for members to travel.

Open Door Policy

Our doors are open to all ethnic races and financial backgrounds. **Per the National Boys and Girls Clubs of America, it is our policy that our Staff do not grant permission for the Club members to leave our Club without parents/supervision, nor can we insist they stay.** Club member's arrival and departure is to be arranged by a parent.

Hooks

Hooks are designed and available to Club members to store all articles brought into the Club. Please remove all items nightly. The Club is not responsible for lost or stolen items. Items found on the floor will be confiscated to the Front Desk.



Health Services

Members who become ill or injured at the Club are encouraged to speak with the nearest staff member or report to the Front Desk. First aid will be administered as needed. Club members who have a fever of 100 degrees or more, have vomiting or diarrhea or a serious injury will require immediate pick up. Members sent home for fever or vomiting or diarrhea must be symptom free for 24 hours before they may return to the Club. As per the school's policy, any member who has any condition that is contagious will need to be picked up immediately. Members with Chicken Pox, Strep Throat, Staph infection, Pink Eye, or **any other** communicable disease must not attend the Club while contagious. We refer to the State of Missouri's Department of Health and Senior Services policies regarding these diseases. Please see a Director.

We do not dispense any type of medication, including Tylenol, Pepto-Bismol or cough drops. Please make arrangements within your family or with your family doctor if necessary.

The Club also 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 a staff rechecking the member's head. A parent or guardian must accompany the member during this initial rechecking. If no nits are present the member will be allowed to stay at the Club. If one nit is found the member will be sent home with the parent/guardian.

Phone Calls

Telephones in the Club are for Emergency and Staff use only. All arrangements between members and parents should be made beforehand. Emergency phone calls should be placed/allowed by Staff members only. Incoming calls will be received and messages taken or passed through in case of an emergency.

Cell Phones

Cell phones are permitted within the Club; however, **members must keep cell phones turned off and kept 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 for our members' safety. If a member must use their cell phone, they must get permission from a staff 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, having writing or graphics which could be considered insensitive to ethnicity, nationality, or promotes violence. Any questionable attire is up to the Directors' discretion. Undergarments should not be seen. Members are not allowed to wear hats, bandanas or sunglasses in the building. Members must wear shoes at all times. It is highly encouraged that members wear tennis shoes or keep a pair in their bag to change into. During gym activities and outdoor games we tend to have a lot more injuries to those wearing sandals.

Technology

We use technology in order to help with homework and teach members how to use it properly. We strictly monitor the internet and teach members the importance of safety. Members who violate our technology 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 for viewing at the Front Desk.

Field Trip Policy

- Only a parent / 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 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 they may be suspended from some or all Field Trips (if they are already paid for a refund will not be given).
- Please remember to show respect to Staff, other Club members, Locals and Tourists. We are proudly representing the Boys and Girls Club and our Lakes Area community.

Cafeteria Guidelines

- EVERYONE must go through the food service line and receive a complete snack (including juice). If you do not wish to eat an unopened item it may be returned. Any item that is not sealed may either be shared or disposed.
- Clean up after yourself.
- Do not throw food or play with food in kitchen.
- We are not a fast food restaurant and can not process special orders.
- Use low voices.

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/Guardian Signature

Date

Member Signature

Date