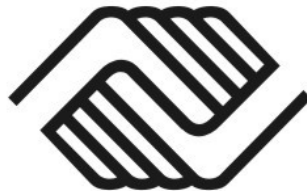


Boys & Girls Club of the Ozarks

Parent/Legal Guardian Handbook

After School Program 2016-2017



BOYS & GIRLS CLUB
OF THE OZARKS

Hours of operation: 3:00 p.m.–7:00 p.m.
Monday-Friday

Boys & Girls Club of the Ozarks

Contact Information

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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 reach their full potential as caring, responsible and productive citizens.

GREAT FUTURES START HERE FORMULA FOR IMPACT

**YOUNG PEOPLE
WHO NEED US MOST**



**OUTCOME-DRIVEN
CLUB EXPERIENCE**



PRIORITY OUTCOMES



**FIVE KEY ELEMENTS
FOR POSITIVE YOUTH DEVELOPMENT**

•
**HIGH-YIELD
ACTIVITIES**

•
**TARGETED
PROGRAMS**

•
**REGULAR
ATTENDANCE**



ACADEMIC SUCCESS
Graduate from high school ready for college, trade school, military or employment



GOOD CHARACTER & CITIZENSHIP
Be an engaged citizen involved in the community, register to vote and model strong character



HEALTHY LIFESTYLES
Adopt a healthy diet, practice healthy lifestyle choices and make a lifelong commitment to fitness

Boys & Girls Clubs of America has developed a Formula for Impact, a research-based theory of change that describes how individual Clubs and the Movement as a whole will increase our impact – exponentially – on the young people of America. Each element of our Formula for Impact incorporates research into the ways that young people grow and thrive, as well as analysis of the best practices and traditions of highly effective Clubs. The Formula begins with the young people in Clubs. It calls for Clubs to consistently provide the most powerful Club Experience possible – by implementing the Five Key Elements for Positive Youth Development, offering high-yield activities, providing targeted programs and encouraging regular attendance – all of which we know help youth achieve priority outcomes. Then, because attending the Club more frequently and over a greater length of time makes young people even more likely to achieve positive outcomes; we must also pursue strategies to increase attendance, program participation and member retention. The Formula also calls for continual measurement and assessment – of Club programs and services, of the implementation of best practices and, most importantly, of youth outcomes – at both the Club level and on a national basis. Clubs must begin to measure the same things: a set of indicators developed, based on research, to tell us how effectively we're implementing the Club Experience and to assess members' progress, at various ages, toward our priority outcomes. Based on the data that these measurement efforts generate, Clubs will refine and enhance their offerings. They will also share this data with BGCA, so that we can create a meaningful picture of the Movement's national impact and identify ways in which we can continue to increase our impact.



Boys & Girls Club of the Ozarks Hours of Operation

<i>After School Program</i>	Daily Operating Hours:	Monday – Friday 3:00pm – 7:00pm
<i>Summer Program</i>	Daily Operating Hours:	Monday – Friday 7:30am – 6:00pm

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
- December 24th—Jan 4th



The Club will also be closed:

- One week at the conclusion of the Summer Program
- One week prior to the Summer Program
- The Club holds the right to close at any time if needed

Snow Days:

If schools are closed or close early, it is at the discretion of the CEO to open any one or all of the Clubs. Please listen to the local radio station (106.3 FM) and sign up for text alerts for up to date information about club closings.

Text Alerts

To sign up for text alerts text **BGCO** to **74574**

Boys & Girls Club of the Ozarks

Fee Information

Program	School Year Membership	\$30.00 per school year
Fees:	Summer Membership	\$30.00 per week
	After Summer School Membership	\$15.00 per week
	Membership Card Replacement	\$0.50 per card

Boys & Girls Club of the Ozarks strives to ensure that every child has the chance to participate regardless of financial circumstances. Please contact the Front Desk if you have questions about payment arrangements.

Late Fees

If a Parent/Legal Guardian arrives after closing time, a \$10 fee will be assessed for every 15-minutes after closing time. If the Parent/Legal Guardian is more than 1 hour late and all attempts to reach emergency contacts listed have failed, the child will be considered abandoned and Children’s Division will be notified. This also applies to members dropped off before 7:30 am on full days. 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.

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 Children’s Division will be notified, if Parent/Legal Guardian is more than 1 hour late.

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

Summer fees

Boys & Girls Club of the Ozarks

Rules for Members

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 areas where staff are present. Members must always ask permission to leave designated areas 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).
8.	Members are encouraged to participate in all activities. All members are expected to demonstrate fairness and sportsmanship while involved in any activity.
9.	Be truthful to others.
10.	Profanity and other verbal abuse will not be tolerated.
11.	Keep hands, feet, and all other objects to yourself.
12.	Theft or the destruction of Club property, or the personal belongings of another Club member or staff member will not be tolerated.
13.	Bullying will not be tolerated and will result in an automatic suspension.
14.	Weapons, tobacco, alcohol or drugs are not allowed on the premises.
15.	Gambling of any kind is never allowed.
16.	Inappropriate touching, lewd gestures, public displays of affection and/or sexual harassment is strictly prohibited.
17.	Buying, selling or trading personal items is not allowed.
18.	Please leave all personal items at home. The Club will not be responsible for any lost or stolen items.

Directors hold the right to disciplining members as they see fit in alignment with our fare but not equal mindset which can include revoking membership

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Program Policies

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 used 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.

Check-In & Check-Out Procedures

Upon arrival or at departure each Club member is to be scanned into the membership tracking system. Members without a membership card will be processed separately. **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. They must be of Legal Driving Age and present a State Issued Photo ID.

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.

Hooks/Cubbies

Hooks/cubbies are 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.

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.

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. If your children are teenagers and they go through our internet safety program, they will be allowed to use their cell phones during certain parts of the day.

Lost and Found

Items left overnight will be placed in the lost and found area.

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. Any questionable attire is up to the Directors' discretion. Undergarments should not be seen. 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. Shorts must have an inseam of at least 4 inches. If a child does not meet the dress code a parent will be notified and asked to bring in a change of clothes or to pick the member up.

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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. In the event of serious injury or illness requiring emergency medical treatment, the Parent/Legal Guardian will be notified immediately.

Club members who have a fever of 100 degrees or more, vomiting or diarrhea, will require immediate pick up. Members sent home due to illness 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. 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. (see Director for questions)

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.

All members must be able to take care of themselves in our restroom facilities. Employees will not assist with that action. If a member can not, their membership may be canceled till they are able to do so.

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.

Van 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 van.
- Inappropriate language will not be tolerated on the van.
- Club members should not climb on or under seats.

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 everyone while on field trips.

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.

Boys & Girls Club of the Ozarks



Serving Children with Special Needs

Boys & Girls Clubs of the Ozarks is committed to making all service locations available to youths who qualify for membership, demonstrate good character, will follow Club rules and do not present a “threat of harm” to themselves or others. To this purpose, BGCO will comply with the Americans with Disabilities Act (ADA) by offering “reasonable accommodation,” unless such accommodation creates a “disproportionate or undue burden” upon the organization or the youth presents a “threat of harm” to himself/herself or others. For the purpose of this policy:

- “Special needs” shall mean children with legally recognized disabilities or medical conditions under the Americans with Disabilities Act (ADA) and the laws of this state.
- “Reasonable accommodation” shall mean practical steps to facilitate the participation in existing Club programs or activities or assistance in locating a suitable service with another organization or agency.
- “Disproportionate or undue burden” shall mean requiring physical modifications, additional staffing, specially trained staff, medical personnel or other requirements that exceed the organization’s financial or supervisory capacity, or that increases the threat of harm to an individual or liability of the organization.
- “Threat of harm” shall mean children who will not follow the Club rules, pose a flight risk, exhibit verbal or physical aggression toward other persons, require restraint, therapeutic treatment or specially-trained personnel or one-on-one supervision.

When the organization receives a request, in writing, from a child’s parent(s) or guardian(s) to accommodate a special need, the CEO/DO of the organization will:

- Review the request and schedule a meeting with the parent(s) or guardian(s) in order to discuss the nature of the request,
- Require the parent(s) or guardian(s) to provide any supporting medical documentation,
- Review the request with the Leadership Team to determine what form of accommodation can be offered and
- Schedule a follow up meeting with the parent(s) or guardian(s) to discuss what the will or will not do in response to the request.

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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. We understand that if these policies are violated there will be immediate consequences.

Parent/Legal Guardian Signature

Date

Member Signature

Date