



**BOYS & GIRLS CLUBS**  
**OF THE GREATER CHIPPEWA VALLEY**

PARENT AND  
MEMBER  
HANDBOOK

Revised 09/1/15

The Boys & Girls Clubs of the Greater Chippewa Valley does not discriminate on the basis of age, gender, race, national origin, ancestry, religion, creed, pregnancy, marital, or parental status, sexual orientation or physical, mental, emotional, or learning disability.

## **WELCOME**

Welcome to the Boys & Girls Clubs of the Greater Chippewa Valley. We are delighted that your child has decided to become a member of the Club. We look forward to working with you and your child(ren)!

## **MISSION STATEMENT**

The mission of the Boys & Girls Club is to inspire and enable young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens.

## **YOUTH DEVELOPMENT STRATEGY**

Our Youth Development Strategy allows Club members to realize their full potential as contributing members of society. This strategy is designed and implemented to enhance the self-esteem, help members achieve their full potential and provide a positive environment for them at the Club. The Youth Development Strategy affords Club members with opportunities to experience a personal sense of belonging, competency, usefulness, and influence.

- **Belonging** - A setting where young people know they can fit in and are accepted
- **Competence** - The feeling that there is something they can do and do well
- **Usefulness** - The opportunity to do something of value for other people
- **Influence** - A chance for members to be heard and to influence decisions

## **CORE PROGRAM AREAS**

### **Character and Leadership Development**

Empower youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, and respect their own as well as others' cultural identities.

### **Education and Career Development**

Enable youth to become proficient in the basic educational disciplines, apply learning to everyday situations, and embrace technology to achieve success in a career.

### **Health and Life Skills**

Develop youth's capacity to engage in positive behaviors that nurture their own well-being, set personal goals, and live successfully as self-sufficient adults.

### **The Arts**

Enable youth to develop their creativity and cultural awareness, and challenge youth to appreciate visual arts, performing arts, and creative writing.

### **Sports, Fitness, and Recreation**

Enable youth to develop positive use of leisure time, skills for stress management, appreciation for the environment, and social skills.

## HOURS OF OPERATION

### ACADEMIC SCHOOL YEAR

#### **YOUTH & TEENS**

Monday - Friday 3pm – 7pm  
Early Release 1pm-7pm

#### **YOUTH & TEENS**

No School Days 7:30am – 6pm  
Special Events (TBA)

### SUMMER HOURS

#### **YOUTH & TEENS**

Monday - Friday 7:30am – 6pm  
Special Events (TBA)

**No School due to weather:**  
**Club closed**

## LATE PICK-UP

All members are to be picked up by (6pm during the summer). Late pick-up consequences are as follows:

- **First Time:** Letter explaining hours of the Club
- **Second Time:** 1-Day Suspension from the Club
- **Third Time:** 3-Day Suspension from the Club and a meeting with the Program Coordinator or Center Director to discuss the issue prior to the member's return to the Club.

## COST

**The annual membership runs from January thru December for all members.** The membership cost is \$15 per child or \$30 per household and will be prorated for new members who begin in September. Club members must renew their annual membership each December to continue coming to the Club. Summer membership rates are set yearly. **Scholarships are available** to cover part or all of the annual and/or summer membership fees.

## CLUB CODE

**The Boys & Girls Club is a place where members:**  
***Show respect to self and others***  
***Are honest, responsible, and reasonable***  
***Maintain a smoke, drug, alcohol, gang and weapons free zone.***

## **MEMBERSHIP RESPONSIBILITIES**

- Membership at the Club is a privilege
- Members are expected to be safe, respectful, responsible, reasonable, honest and legal in all of their interactions with other members and staff
- Membership may be suspended or terminated by the Program Coordinator or Center Director of the Club for inappropriate behavior at the Club or at a Club function
- It is the responsibility of Club members to:
  1. Respect yourself and others
  2. Respect the personal space and property of others
  3. Use appropriate language
  4. Use equipment and furniture as intended
  5. Ask staff before using any games or equipment
  6. Help maintain a safe and clean Club
  7. Use the Teen Center and computer lab only when staff is present
  8. Use kitchen equipment only after proper training

## **ENTRERING AND EXITING THE CLUB**

The Boys & Girls Club practices an open door policy for our members. Members must check in when entering the building and check out upon leaving the building. ***Once a member signs out, he or she cannot sign back in during that day's session. However, they may come to an evening activity on the same day.***

***If a member chooses to leave the Club or a Club activity, the Boys & Girls Club is not responsible for the member after he/she leaves the building or Club activity.*** If a parent or guardian wants to know what time his/her child signed in and out, he/she can call 715-284-4005.

## **YOUTH PICK-UP & DROP-OFF**

The Boys & Girls Club members at the Black River Falls Middle School and High School will walk to the Club afterschool. Club has partnered with the Black River Falls Bus Garage to provide a bus for youth attending Elementary school. Parents must contact the bus garage to set up a busing contract for all Elementary School Members.

For reasons of safety, youth should stay in the building until their parent/guardian arrives. Parent/guardians are asked to come into the building when picking up their member. The Boys & Girls Club will not be able to send children outside without "visual verification" of the person picking up the member. If you would like your member to walk home please send written permission to Club with your child. Children must be picked up from the Club before closing.

## **GUESTS**

Members are encouraged to bring friends to the Boys & Girls Club. Visitors sign a guest form when they arrive and follow the same rules as members. Guests must be at least 8 years old. All guests will be given information about the Club and a membership application. Guests are allowed 3 visits before membership is required.

## **HEALTH & MEDICATION PROCEDURES**

Club members may bring items such as sunscreen and insect repellent for their personal use. The Boys and Girls Club is not responsible for reactions to or improper usage of sunscreen, insect repellent, etc., or any item that is brought to the Club by a member or borrowed from another member.

Staff members are not permitted to administer prescription or non-prescription medications. **Parents/guardians are asked to advise the staff of any medical problems a member has or has had and any medication their child must carry with him/her, or take while at the Club.** This information should be provided on the Membership Application Form.

Basic First Aid will be administered when appropriate. Parents/guardians will be notified as soon as possible if their child requires emergency room care. To comply with health regulations and in fairness to all members, parents/guardians are asked to keep members home anytime they have any of the following: fever, rash, contagious illness, head lice, or other communicable disease. Parents/guardians will be called if a member demonstrates symptoms of a contagious illness and asked to pick him/her up. The Club reserves the right to isolate a child suspected of having a contagious disease until the parent/guardian can pick the child up.

## **CLOTHING**

Clothing appropriate for school is also appropriate attire for the Club. Suggestive, revealing attire is not acceptable. Clothing that displays profanity; is sexually suggestive or offensive; promotes gang activity; promotes alcohol, tobacco, or drug use is not appropriate. For safety reasons footwear must be worn at all times.

Jackets, coats, backpacks and other personal belongings should be put away in the cubbies that are provided to the members by the Club. Clothing items that are left at the Club will be placed in the Lost and Found.

## **PERSONAL ITEMS**

**The Club cannot be responsible for lost or stolen personal items.** Members are asked not to bring items of monetary or sentimental value to the Club.

Members will be asked to leave personal items which cause a disruption at the front desk until they go home for the day. Members will be asked not to bring the item(s) to the Club in the future.

## **LOST & FOUND**

The Boys and Girls Club maintains a Lost and Found located in a storage closet. Items remaining unclaimed in the Lost and Found at the end of each semester or summer session will be donated to a charitable organization.

## **TELEPHONE USE**

The Club telephones are available for members to deal with emergencies or arrange transportation. Permission from the staff is required before using Club telephones for either of those purposes.

## **SNACK BREAKS AND BREAKFAST AND LUNCH PROGRAMS**

The Boys & Girls Club provides nutritious food options each day. Snacks will be provided each day from 3:00 - 3:45 PM. Dinner is served from 5:30 - 6:00 P.M. Breakfast and lunch are provided on days when the Club is open from 7:30 AM to 6:00 PM. Food is only allowed in the kitchen and dining area.

## **CLEAN UP**

Club members and staff work together to keep the Club clean. Members take the responsibility for cleaning up their area after snacks or meals. Additional cleaning duties necessary to maintain the Club between janitorial services may be assigned to staff and members on a rotating basis.

## **KITCHEN**

The Club has a lovely and well equipped kitchen which is used to prepare snacks during the school year and snacks, breakfasts and lunches during the summer session. Members and staff follow Health Department and Club health and safety rules in the kitchen. Members are not allowed to bring in their own food without prior permission from the Program Coordinator or Center Director.

## **COMPUTER LAB**

The Boys and Girls Club has a computer lab that can be utilized by Club members. When signing the Membership Form, parents can consent to allow their child to participate in computer activities. Computer activities are limited, and can include: Stride Academy and internet usage for homework or Club projects. Access is a privilege and is provided for educational and entertainment purposes. The following rules apply to computer use:

- Only Club members with a signed parental/guardian consent form may use the equipment in the computer lab
- Computer use is a privilege and Club members are expected to use the equipment in an ethical, responsible, and legal manner.
- Club members must complete the proper training before using computer equipment or software
- Network etiquette includes the following:
  1. Be polite
  2. Use appropriate language
  3. Do not reveal your or any other persons address or phone number
  4. Never share your password with anyone but staff
  5. Be ethical and legal
- Instant messaging, file sharing/downloading and participating in chat rooms social networking sites are not permitted on Club computers.
- The Boys & Girls Club reserves the right to monitor all aspects of its computer resources, including, but not limited to, monitoring sites visited by and activities of members, reviewing downloaded and uploaded materials and reviewing emails sent and received by members.
- The Boys & Girls Club cannot guarantee that inappropriate or controversial materials will be totally restricted

- Attempts to harm software or hardware or to upload malicious items, disable antivirus software, change computer configurations and use another's identity or password will result in disciplinary actions and may be reported to the authorities.
- When signing the computer use agreement, parents/guardians accept full responsibility for their child's activities while using the equipment and for any intentional harm caused by them to another person or persons
- Violations of computer use rules may result in restriction of access to the computer lab and/or suspension or expulsion from the Club and financial or in-kind restitution to the affected parties.

## **PROBLEM SOLVING AND DISCIPLINARY PROCESSES**

The Boys & Girls Club follows the philosophies of "*Kids at Hope*" and "*Restitution.*" Both are philosophies that believe that all kids can learn academically and behaviorally to become the best person they can be. The Club offers opportunities for members to appropriately meet their safety, belonging, freedom, fun and power needs. The Club attempts to create the conditions for members to try out new skills. Members are given the opportunity to consider their actions, fix mistakes when they occur and return to the group strengthened.

Club members and staff believe that the Club and the actions of the members and staff should be:

- Safe
- Legal
- Respectful
- Responsible
- Reasonable
- Honest

To ensure that the Club remains a positive and safe learning environment for all members. Each member is placed on a 3-warning system (explained below). If a member shows consistent misuse of the warning system, Staff reserve the right to place a member on a lower warning system. No member will be placed on a lower system without parents/guardians first being notified.

### **Warning System**

1. TAP
  - a. If a member begins displaying behavior that is not allowed at the Club, a staff will give them their 1<sup>st</sup> warning and "tap" a member to remind them of the Club expectations and how/why they need to be showing kind, caring and respectful behavior
2. TALK
  - a. If a member is seen displaying the same behavior or a behavior that is equivalent, a staff will give a member their 2<sup>nd</sup> warning and "talk" with the member. The staff will talk with the member to ensure that they understand why their behavior is not acceptable and work with them to learn and practice more positive behaviors with the key focus being kind, caring and respectful behavior
3. TIME
  - a. If a member continues to show similar behavior they will receive their 3<sup>rd</sup> warning and it is now "time" to come talk with the Program Coordinator or Center Director and take "time" away from structured member programming until they member understands and is ready to show kind, caring and respectful behavior

The following process is used by Club members and staff when a difference of opinion or disagreement occurs and the member cannot or will not resolve the issue through the restitution model or when behavior issues are significant and/or continue to occur.

1. If the issue cannot be resolved with staff or if the member's behavior does not improve or worsens, the member will be removed from the program
2. If the member has been removed from the area, the member will be sent to speak with the Program Coordinator or Center Director.
3. If a member has been sent to speak with the Program Coordinator or Center Director, they may be sent home/suspended
4. If a member is wrote up or sent home (3) separate times
  - b. 3 day suspension
    - i. A suspension form will be completed and a copy sent home to the parent/guardian to be signed and returned before the Club member will be allowed to return to the Club
5. If a member is wrote up or sent home (3) more separate times
  - c. 1 week suspension
    - i. A suspension form will be completed and a copy sent home to the parent/guardian to be signed and a formal meeting must be scheduled with the Program Coordinator or Center Director before the Club member will be allowed to return to the Club
6. If a member is wrote up or sent home (1) more time
  - d. 1 month or longer suspension
    - i. A suspension form will be completed and a copy sent home to the parent/guardian to be signed
    - ii. A formal meeting must be scheduled before the Club member will be allowed to return to the Club
    - iii. If the frequency of behavior and/or the severity affect the overall safety of other members or the Club, staff reserve the right to discontinue the members membership as a whole

### Zero Tolerance Policy

Behaviors that fall under the Club's zero tolerance policy will result in the following immediate suspensions

1. Physical aggression towards others, self or Club
  - a. 3 day suspension
2. Aggressive verbal fighting
  - a. 3 day suspension
3. Refusal to participate in programming
  - a. 2 day suspension

**All suspension decisions made by the Center Director and/or Program Coordinator are final**

**It is important you understand all of the information and regulations listed above. If you have any questions about them, it is your responsibility to ask a staff member for more information.**