

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF THE GREATER CHIPPEWA VALLEY

Menomonie Center

Parent and Member Handbook

Revised 03/01/18 CR

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 – Menomonie Center. 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).

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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 HOURS

Monday - Friday 3:20pm - 7pm

Early Release – Club Closed

SUMMER HOURS

During Summer School - Monday - Friday 1pm – 6pm

No Summer School – Monday to Friday 7:30am – 6pm

No School due to weather: CLUB CLOSED

LATE PICK-UP

All members are to be picked up by 7pm (6pm non-school days/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.

****If your child is not picked up by 7:30pm (6:30pm in summer or non-school days) the police will be called.**

COST

The annual membership runs from January thru December for all members. The membership cost is \$15 per child or \$30 per household. Club members must renew their annual membership each December to continue coming to the Club. Summer membership rates are \$25 per week for half days, and \$50 per week for full days. **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

ENTERING 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, the Boys & Girls Club is not responsible for the member after he/she leaves the building. If a parent or guardian wants to know what time their child signed in and out, they can call 715 233 2540

YOUTH PICK-UP & DROP-OFF

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. 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 must sign a guest form 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 when members arrive at 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.

Members are **not allowed** to use personal cell phones while attending the Club.

LOST & FOUND

The Boys and Girls Club maintains a Lost and Found. 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 at 3:30pm (or when children arrive). Late snack will be served at 6pm. Breakfast and lunch are provided on full days. Food is only allowed in the cafeteria.

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.

COMPUTERS

The Boys and Girls Club have access to computers. 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.
 - The Boys & Girls Club reserves the right to monitor all aspects of its computer resources, including, but not limited to, monitoring sites visited by 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 identify or password will result in disciplinary actions and may be reported to the authorities.
 - When signing the computer agreement, parents/guardians accept fill 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 computers and/or suspension or expulsion from the Club and financial or in kind restitution to the affected parties.

DISCIPLINARY PROCEDURES

The Club attempts to create the conditions for members to be successful. Members are given the opportunity to consider their actions, fix mistakes when they occur and return to the group strengthened. Club members are expected to behave appropriately following all Club rules; be RESPECTFUL, RESPONSIBLE and SAFE. We align with the school district on their behavioral policy of PBIS.

- 1) If a child becomes uncooperative or disrespectful during programming they will be given a verbal warning by staff.
- 2) If they continue to show the same behavior they will be removed from that program.
- 3) If a member is removed from two programs in one night parents/guardians will be called to pick up. This would then lead to a 1 day suspension.

4) Any physical aggression, bullying or non-participation in programs will result in parents/guardians been called to pick up, and a suspension (varying on length depending on severity).

5) A suspension form will be completed and sent home, which must be signed by parent/guardian.

6) Typical suspensions would be:

- 1 day for first suspension

- 3-5 days for second suspension

- 1 month for third suspension (this suspension will be decided by Center Director)

7) Suspension decisions made by Center Director/Program Coordinator are final.

It is important you understand all 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.

Parent/Guardian: _____ Date: _____

Member: _____ Date: _____