



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

**Lee & Mary Markquart Center**

# 2019 Member Handbook

1005 Oxford Avenue  
Eau Claire, WI 54703

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 to the Boys & Girls Clubs of the Greater Chippewa Valley. We are delighted that your child(ren) have decided to become a member of the Club. We look forward to working with you and your child(ren)! Once you have reviewed this document, please feel free to email or call 715-855-0081 the Lee & Mary Markquart Center if you have further questions or concerns!*

### **We want to hear from you!**

Xenia Rudolph - Center Director [xrudolph@cvclubs.org](mailto:xrudolph@cvclubs.org)

Lauren Schwabe – Teen Program Coordinator [lschwabe@cvclubs.org](mailto:lschwabe@cvclubs.org) (6th-12th grade)

Madeline Bunda - Youth Program Coordinator [mbunda@cvclubs.org](mailto:mbunda@cvclubs.org) (3rd-5th grade)

Sam Rodenberg - Membership Coordinator [srodenberg@cvclubs.org](mailto:srodenberg@cvclubs.org)

### **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

### **Cost**

**The annual membership runs from January - 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 November. Club members must renew their annual membership each December to continue coming to the Club. Summer fees are \$75/week per member.

**Scholarships are available** to cover part or all the annual and/or summer membership fees.

No refunds will be provided for weekly or annual membership fees.

### **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 self-esteem, help members achieve their full potential and provide a positive environment for them at the Club through opportunities to experience:

**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

## **Club Code**

Show kind, caring and respectful behavior to self and others  
Honest, responsible, and reasonable  
Maintain a smoke, drug, alcohol, gang and weapons free zone

## **Core Program Areas**

The Boys & Girls Club has five core areas: Character & Leadership, Health & Life Skills, the Arts, Sports, Fitness & Recreation and Education & Career. Within these five core areas, the Club provides over 40 different programs aimed at creating the ultimate experience for Club members to learn, engage and grow.

### 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.

**Example Programs Include:** Torch Club, Keystone, and Youth of the Year

### 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.

**Example Programs Include:** SMART Moves, SMART Girls, Passport to Manhood, Healthy Habits, SMART Games and Games Tournament

### The Arts

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

**Example Programs Include:** Artology, Drama Matters, Music Makers and Lyricism

### Sports, Fitness, and Recreation

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

**Example Programs Include:** Daily Challenge, All Stars, and Leadership Clubs

### 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.

**Example Programs Include:** Career Launch, Junior Staff, University trips, and guest speakers

**Club Membership** - Please read through this information for a better understanding of the policies, procedures and expectations of the Club! We hope you find it helpful and useful when questions come up. Membership at the Club is a privilege. Members are expected to be safe, respectful, responsible, reasonable, honest and legal in all their interactions with other members, volunteers and staff. Membership may be suspended or terminated by the Center Director or Program Coordinators for inappropriate behavior at the Club or at a Club function.

### Hours of Operation

#### **September-June After-school programming, Monday-Friday**

3rd-5th grade (Youth) 3:00 - 6:30 pm

6th-12th grade (Teen) 3:00 - 8:00 pm

*The Club follows the Eau Claire School District schedule, if school is not in session the Club is open for full day programming 7:30-6:00 pm. If school is participating in a half day, the Club will be open for extended afternoon hours. If school is closed due to weather, the Club is also closed.*

#### **June-August Summer programming, Monday-Friday**

3rd-12th grade (Youth and Teen) 7:30 am - 6:00 pm

### Membership Card

All members will receive a membership card and are responsible for bringing it with them each day they attend for safety and added fun! Members who bring their cards become eligible for additional options and games within the Club! If a member loses their card, they may earn a new one by assisting at the Club with cleaning, organizing and programming or pay \$2.

### Late Pick-up

Members are to be picked up by 6:30pm if they are a Youth, and 8pm if they are a Teen (6pm for all during the summer and full day programming). 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 Center Director and/or Program Coordinators to discuss the issue prior to the member's return to the Club.

### Enter/Exit and Pick-up/Drop-off

The 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, unless a written note or verbal communication is provided. However, they may come to an evening activity on the same day. Any member under the age of 12, must have a guardian sign-off on being able to leave the building alone.

**If a member chooses to leave the Club, the Club is not responsible for the member after they leave the building.** If a guardian wants to know what time his/her child signed in and out, they can call 715.855.0081.

The Club partners with Student Transit and the ECASD to provide school buses to transport members from all local schools, except Robbins and Meadowview Elementary which is picked up via the 15 passenger Club van.

For reasons of safety, all members are asked to stay in the building until their guardian arrives. Guardians are asked to come inside the building when picking up their child (ren). If for some reason a member must be outside during pick-up, they will not be left unattended. All members must be picked up from the Club prior to closing (630pm for youth and 8pm for teens)

### Guests

Members are encouraged to bring friends to the Club. Guests sign-in on a clipboard and provide personal information and a contact number for safety 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 to continue attending.

### Health and Medication Procedures

Club members may bring items such as sunscreen and insect repellent for their personal use. The 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.

**Guardians are asked to advise staff of any medical problems or any medication their child must take while at the Club.** This information should be provided on the Membership Application Form and an additional medication form should be completed

Basic First Aid will be administered when appropriate. 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, guardians are asked to keep members home anytime they have any of the following:

**fever, rash, contagious illness, head lice, or other communicable disease.**

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 guardian can pick the child up.

Please know that head lice occurs throughout the fiscal year both in school and during the summer. If your child has attended a new location i.e. camps, school, daycare, extra-curricular please take the time to check your child, prior to returning to the Club. There are many safe and cost-effective ways to prevent head lice, such as, **tea tree oil, coconut oil and mayonnaise.**

Member Clothing and Personal Items

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.

The Club has a lost and found and is only accessible at the front desk with guardian assistance. Unclaimed items will be donated to a local charitable organization at the end of each month.

**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 (cash, technology devices, etc.)

If a personal item causes a disruption, a member will be asked to leave that item at the front desk labeled with their name until they go home for the day. Members will be asked not to bring the item(s) to the Club in the future.

Food Program

The Club provides nutritious food options each day. PM snacks are provided each day from 3:00 - 4:30pm and dinner from 5:00 - 6:00pm during after-school hours.

Breakfast, am snack, lunch (12:00-1:00pm) and PM snack are provided on days when the Club is open from 7:30am – 6:00pm for full day programming.

Any dietary restrictions or food needs for an individual member will need to be submitted through a **doctor's note**. Club 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 Center Director and Program Coordinator(s).

Member Personal Technology/Phone Use

**Members are not allowed** to use personal technology while attending the Club unless they have taken the internet safety course to ensure the safety of the Club and all members. Once members have completed the internet safety course, members are allowed to use personal

devices during rec space time. **Social media use is not allowed** while attending the Club. If personal devices are being used inappropriately, they will be removed and placed at the front desk until their ride arrives for pick-up.

The Club phone is available for members with emergencies or to arrange transportation. Permission from the staff is required before using the Club phone for either of those purposes. Guardians are encouraged to put the Club phone number in their contact list and call directly to connect with their member.

### Club Technology

The Club has computer labs and media centers that can be utilized by Club members. When signing the Membership Form, guardians can consent to allow their member to participate in computer programs. Computer program options include: Stride Academy, usage for homework, media making, BGC games. 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 guardian consent* form and their membership card may use the equipment in the computer lab. Club members must complete the proper training before using computer equipment or software. Network etiquette includes the following: show kind, caring and respectful behavior, using appropriate language, do not reveal your or any other persons address or phone number, never share your password with anyone but staff and be ethical and legal. Instant messaging, file sharing/downloading and participating in chat rooms or social networking sites are **not permitted on Club computers**. The 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 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 the member losing their privilege to use computers and may be reported to the authorities. Violations of club technology 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.

**When signing the computer use agreement, guardians accept full responsibility for their member's activities while using the equipment and for any intentional harm caused by them to another person or persons.**

### Club 3-T Progression Behavioral System

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. To ensure that the Club remains a positive and safe learning environment for all members, each member is placed on a 3-T system to show kind, caring and respectful behavior.

**TAP** - If a member begins displaying behaviors that is not allowed at the Club, a staff will give them their 1<sup>st</sup> opportunity or “tap” to remind them of the Club expectations and how/why they need to be showing kind, caring and respectful behavior

**TALK** - 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> opportunity and “talk”. The staff will talk with the member to ensure that they understand why their behavior is not acceptable at the Club and work with them to learn and practice more positive behaviors with the key focus on kind, caring and respectful behavior

**TIME** - If a member continues to show similar behaviors they will receive their 3<sup>rd</sup> opportunity and it is now “time” to come talk with the Program Coordinator (s) or Center Director and take “time” away from structured programming until the 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 3-T progression behavioral system or when behavior issues are significant and/or continue to occur.

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

If the member has been removed from the area, the member will be sent to speak with the Program Coordinator (s) or Center Director

If a member has been sent to speak with the Program Coordinator (s) or Center Director, they may be sent home/suspended. If a member is sent home (3) separate times = **3 day suspension**

A suspension form will be completed and a copy sent home to the guardian to be signed and returned before the Club member will be allowed to return to the Club

If a member is sent home a total of 6 separate times = **1 week suspension**

A suspension form will be completed and a copy sent home to the 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

If a member is sent home 7 times = **1 month or longer suspension**

A suspension form will be completed and a copy sent home to the guardian to be signed. A formal meeting must be scheduled before the Club member will be allowed to return to the Club. 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