GREAT FUTURES START HERE.



Parent Handbook for the Boys & Girls Clubs of Springfield

THE MISSION STATEMENT OF THE BOYS & GIRLS CLUBS OF SPRINGFIELD

To provide programs that guide and direct youth from all backgrounds with special concern for those who need us most. Through social, physical and educational development activities, the Boys & Girls Clubs of Springfield teaches youth the values of life, strengthens their self-esteem and makes them better citizens of our community.

We accomplish our mission by:

- Providing opportunities in the following core areas: Character and Leadership Development; Health & Life Skills; Education, Technology and Career Development; Sports, Fitness & Recreation; and the Arts.
- Utilizing a team of positive, caring, committed, staff and volunteers.
- Involving Youth and parents in the planning and implementation of Club programming.
- Establishing services in locations that are safe, affordable and accessible.
- Providing support for families in the development of their youth.
- Enhancing core services by partnering with other organizations.
- Ensuring program activities meet established outcome measures through ongoing evaluation and modification.
- Utilizing our Youth Development Strategy each child should have a Sense of Belonging, Usefulness, Competence, and Power/Influence.
- Adhering to our Club Code I believe in God and the right to worship
 according to my own faith and religion. I believe in America and the
 American way of life...In the Constitution and the Bill of Rights. I believe
 in fair play honesty and sportsmanship. I believe in my Boys & Girls
 Club which stands for these things.

ADMISSION / ENROLLMENT

Admission to the Boys & Girls Clubs of Springfield is open to any child, regardless of sex, race, religion, national origin or disability who meets the following criteria:

• Every child must have transportation to the Club and home.

THE BOYS & GIRLS CLUBS OF SPRINGFIELD DOES NOT PROVIDE TRANSPORTATION IN THE SUMMER

- Children must be 6 to 17 years old to enroll
- Completed enrollment packet
- Membership fees paid prior to attendance
- Youth with special needs are accepted if we are able to meet their needs and they are able to participate without risk to themselves or others.

HOURS OF OPERATION

Administrative Office hours are from 8:00 a.m. until 5:00 p.m., Monday-Friday. The office and the Boys & Girls Clubs of Springfield will be closed on the following holidays: (New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day). Sertoma Unit plans, beginning August 27, 2015, to be open all days that school is in session and to be closed for staff training and program preparation for one week at the beginning and end of summer programming. All other Club units will be open all summer days when school is out (except 2 holidays) and will be closed for training for 2 weeks at the beginning and end of the school year.)

School Year Program	Mon Fri. 3-8pm; Tues. 3-6:30pm	
Summer Program	Mon Fri. 7:30am-5:30pm	
Sertoma Unit	Mon-Fri. 6:30-8:30am	
	Mon-Fri. 3:00-7:00pm	

Late Child Pick Up Policy

We understand that problems arise from time to time that could prevent you from picking up your child on time. In that event, please call the Club as soon as you know you may be late and identify who will be picking up your child. If the program staff has not heard from you by closing time, the person(s) listed on your authorized pick-up list will be contacted to pick up your child immediately. In the event that we are unable to contact you or your late pick-up by closing time, the police or Division of Family Services may be contacted. Please discuss any questions about the late pick-up policy with the Club Director.

Those parents whose children remain after the Club closes must pay the after hour fee as follows:

GRACE PERIOD
\$5.00
\$10.00
\$15.00
\$20.00
\$1.00 per minute

This must be paid before their members can return to the Boys & Girls Clubs or participate in any Club activities.

POLICIES ON MEMBERSHIP

- The child must be between the ages of 6 and 17, and have a completed enrollment packet signed by their parent or legal guardian.
- Each member must bring their Club card **every day** to get into the Club. If the Club card is not presented a replacement card will be issued at a cost of a \$1.00.
- New members must attend an orientation before the program begins in order to attend.
 (Please see the scheduled orientation calendar)
- No one will be denied membership on the basis of his or her inability to pay but must make arrangements with the Club Director.

MEMBERSHIP AND PARTICIPATION FEES

Session	Fees	Description	
School year registration	\$5	Covers 1 Lanyard & 1 Club Card	
Fall	\$40	August-December	
Spring	\$40	January-May	
Summer Registration	\$10	Covers 1 T-Shirt, 1 Lanyard, & 1 Club	
		Card	
Morning Program (Sertoma Only)	\$15 per week	Sertoma Unit only 6:30-8:30am daily	
Summer	\$300	May-August	
Teen Nights	\$100	May-August 12pm-5:30pm daily; 12pm-	
		8pm Tuesday & Thursday plus one other	
		day	
Summer School before and after care	\$30 per week	June only	
Summer school & Summer program	\$300	May-August	

- Morning program is offered at the Sertoma Unit only. If your child attends one day in the morning you will be billed \$15 for the entire week.
- For summer a \$50 deposit and the \$10 registration fee is required per child at time of enrollment.

- Refunds and scholarships are at Unit Director's discretion.
- Please pay your Summer balance as soon as possible or follow the below payment schedule.
- ¼ paid by May 25, ¼ paid by June 15, ¼ paid by July 6, ¼ July 20
- In order to retain membership you must follow the above payment schedule or have a payment plan in place.
- Membership fees must be paid in advance of service in order to retain membership.
- Payment plans are available.
- No exception or discounts for vacations or missed weeks.
- A limited amount of scholarships are available at the Unit director's discretion. In order to be considered, you must pay the deposit and registration fee. **Deadline for scholarships is last business day of March.**

Field Trips:

- Must be paid in cash when you sign up your child for the trip.
- Trips are non-refundable unless the Club cancels the trip. No exceptions.
- Field trips are **NOT** included in your summer fee.

Field trips are NOT included in your summer fee SCHOLARSHIPS

It is our intention to provide Boys & Girls Club programs and services to every child who needs and want them, regardless of that child's family's ability to pay the fees for services. There are scholarship opportunities available. Ask about scholarship information when you enroll your child.

CLUB CARD POLICY

Members must have their Club cards for entry to the Club. They must retain their Club cards on their person at all times. Cards must be used to check out equipment, such as games, pool cues, etc. and only returned to the member when the equipment checked out is returned in good and complete condition. Lost or forgotten Club cards are replaced at the expense of the member.

RELEASE OF CHILDREN

Children will not be allowed to leave with persons other than the parent unless permission has been given to on the enrollment packet or in writing by the parent.

Children will be released only to their parents or another adult authorized in advance by parents on the enrollment packet. If a child is to be picked up by someone other than a parent or pre-authorized adult, there must be written or verbal permission from the parent, noting who that person will be. If a staff member does not know or recognize an individual who requests the release of a child, he/she must verify via photo identification with written authorization on file. If there is a parent that is NOT allowed to pick up your child, we must have this in writing. If it is a biological parent or legal guardian, we must have authorized court documentation stating that they are NOT allowed to obtain the child.

Parent or authorized person must sign <u>each child</u> out each day. Boys & Girls Clubs of Springfield is not responsible for your child if they choose to leave our facility without permission.

FOR MEMBERS WHO WALK

If the parent desires, a child may be allowed to sign themselves out with the appropriate paperwork on file. (Initial waiver in the membership packet) **PARENTS ACCEPT SOLE RESPONSIBILITY FOR THE SAFETY OF THE CHILD UNDER THIS ARRANGEMENT.**

THE PROGRAM

A typical day at the Club includes the following elements:

CHARACTER AND LEADERSHIP DEVELOPMENT

Empowers members to support and influence their Club community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and other's cultural identities. Members may participate in the Youth Council, Keystone Club, Youth of the Year, and Torch Club. They may also participate in club meetings where they may have direct influence on activities provided at the Club.

HEALTH & LIFE SKILLS

These initiatives help youth achieve and maintain healthy, active lifestyles. Members participate in programs such as SMART Moves, SMART Girls, Passport to Manhood, Act SMART, Kids in Control, Street SMART, and the Cavity Free Zone to help them overcome any obstacles they may have.

EDUCATIONAL& CAREER DEVELOPMENT:

Power Hour, Reading Programs, and Project Learn are three examples of the programs offered to help our members improve their knowledge base and assist in improving their academic skills. Members have access to homework assistance and academic skill building each day. Members are rewarded for their efforts in the form of incentive programs. During the Summer Program we will have special Education Components added to take the place of homework like they have during the school year.

Our teen members have access to college and career programs such as Diplomas 2 Graduation (D2G), Career Launch, and Youth Employment Opportunities (YEO). The Club also offers college scholarships to its members.

SPORTS, FITNESS AND RECREATION:

Members develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social interpersonal skills. Members will have access to two gymnasiums, a swimming pool as well as a variety of sports camps and clinics during the summer program.

THE ARTS

Encourages youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

FIELD TRIPS:

Field trips are an integral part of Boys & Girls Club programs. Parents will be given the schedule of summer Field Trips and the cost of these trips on the first day of the Summer Program for June, on Friday June 25th for July, and on Monday July 26th for August. In general, Field Trip Permission forms will be at the front desk on the week before the scheduled Field Trip. Parents will need to sign up and pay the fee to hold their child's spot for field trips. Your permission is required for your child to attend and the permission slip must be turned in the day before the field trip is to occur.

Children who do not have permission to attend the field trip by completing our permission slips will stay with an alternate group. For field trips that require a fee, the fee is due at the time the permission slip is turned in and due to limited space on field trips it will be posted by first come first served. Checks are not accepted as payment for field trips, cash only. Field Trips range in cost from Free to \$15.00 depending on the field trip. We like to keep most under \$5.00. There are no refunds for field trips unless the Club has to cancel the field trip. In this case we will gladly refund the money.

DRESS CODE:

Members should be adequately dressed for indoor and outdoor activities.

- Outer clothing and boots should be labeled with child's name.
- Children must have tennis shoes, without black soles, and shorts / sweat pants for gym activities.
- Children must wear shoes that will stay on their feet. Thongs, sandals, shoes with wheels, and open toe shoes are not acceptable.

Since the Club makes maximum use of parks and playgrounds for outdoor activities, you should always see that your child has adequate clothing for outdoor play appropriate for the season.

Clothing with holes, ragged hems or cut-off hemlines, or made of transparent or fishnet fabric, or clothing that exposes the chest, abdomen, genital area or buttocks, undergarments or the legs above mid-thigh, shall not be worn in the Club or on field trips.

Properly-fitting clothing is to be worn. Oversized, extremely baggy clothing or improperly-fitted clothing is not allowed. Pants, shorts or skirts must be worn at the waist; sagging is prohibited.

Hats, Hoods on sweatshirts or jackets shall not be worn in the Club at any time.

Reminder: Boys & Girls Club programs are active programs. Your child will be involved in physical activity and arts and crafts programs. Your choice of clothing should be appropriate for active play. If you prefer that your child wear dress clothes, please send along play clothes for them to change into at the Club for certain activities.

PERSONAL BELONGINGS:

The Boys & Girls Clubs of Springfield is not responsible for anyone's personal belongs. As such, we strongly encourage members to only bring the essentials to the Club. The Boys & Girls Clubs of Springfield will provide any and all required materials for activities.

Members should especially refrain from bringing items such as:

- Electronic Items (Cell phones, PSPs, gameboys, iPods, MP3 Players, etc.)
- Sports equipment (Basketballs, footballs, etc.)
- Billiard equipment (Pool sticks, etc.)
- Blankets or sleepwear

If members are found with such items, they will be confiscated and returned when their parents/guardian sign them out.

MEDICAL EMERGENCY OR ILLNESS

If your child becomes ill at the Boys & Girls Clubs of Springfield, he/she will be isolated from the other children. Parents / Guardians will be notified and asked to pick up the child as soon as possible.

In the event of a medical emergency or accident, staff (after attending to the child) will attempt to contact parents or legal guardians. If parents / guardians cannot be reached, staff will take whatever emergency medical measures necessary for the care and protection of the child. By signing the membership enrollment packet, you are giving the Boys & Girls Clubs of Springfield staff authorization to take emergency medical measures.

If your child should receive a minor injury, he/she will be given first aid and you will be notified to pick up your child.

HEALTH & SAFETY POLICY

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.), we need to be well informed. You will be required to have your child's physician fill out an Individualized Care Plan, which outlines what should be done if a problem should occur during program hours. Please make sure that any medication is available and that the appropriate information has been provided to us in writing, with instructions for us to follow in the event of an emergency.

In the case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to the nearest local hospital by emergency vehicle for treatment and the parents will be called as soon as possible.

Staff is instructed to make every effort to prevent a child from getting into a car with a parent under the influence of drugs or alcohol. Boys & Girls Clubs of Springfield is mandated by law to report child abuse and neglect. All incidents of child abuse must be reported. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

USE OF MEDICATION

Rules for giving medication at the Club have been established by the Boys & Girls Clubs of Springfield and must be followed in all cases by an adult family member:

- The medication should be in the prescription bottle, clearly labeled with the child's name, name or type of medication, directions for giving (time and dosage) and the physician's name.
- 2. The bottle should only contain enough medicine for one day.
- 3. The medication must be brought to the office and left with the Administrative Assistant.
- 4. Members must be able to administer their own medication. Staff are not authorized or trained to administer medications. If a member can not administer their own medication, we may not be able to accommodate them as a member of our program.

5. Parents need to fill out the "Medicine Administration Form".

COMMUNICABLE DISEASE POLICY

If any member shows evidence of having contracted a communicable disease as defined by a skin irritation or lesion that is designated as contagious to others and appearing as "pink eye," impetigo, chicken pox, scabies, ringworm, head lice, etc... the Boys & Girls Club will remove the member from the program areas and isolate the member in a designated area until a parent or designated guardian can be notified to pick up the member from the Club. We will do periodical Head Lice checks.

If a child has any one of the following **conditions**, the parent will be notified to pick up the child immediately:

- Contagious disease
- Fever over 100 degrees F
- Vomiting or diarrhea
- Accident requiring medical attention

The contagious member will not be allowed to return to active participation in the Club activities until medical personnel examine the member and found to be free of contagious aspects of their affliction. A letter to this effect must be signed by a physician or registered nurse and placed in the membership file of the member before he/she is allowed to return and participate in any Club activities.

HEALTH / NUTRITION POLICIES / PROCEDURES

Meals & Portions:

SNACKS (Summer Only)

A simple snack (cheese/crackers, milk or juice etc.) will be served to members in the afternoon.

SPECIAL DIETARY NEEDS

If your child has special dietary needs or restrictions, you should send special snacks for your child and alert the Boys & Girls Club staff to your child's situation in writing.

MEALTIMES

Meals are served on the following schedule:

Summer:

Lunch -11:00-12:30 for all children Snack -2:30-3:30 for all children

School Year:

Dinner – 4:30 to 6:00 p.m. for all children

FIRE - TORNADO - EARTHQUAKE - POWER FAILURE

Emergency fire and tornado evacuation procedures are posted in each room of the Club. Emergency evacuation procedures are practiced on a monthly basis.

METHODS OF DISCIPLINE

Our primary method of discipline is to focus on and reward positive behavior. Your child's positive behavior is rewarded through star charts, award ceremonies, certificates, Boys & Girls Club money, and praise.

Members involved in a conflict (with each other or with staff) or having violated a Club rule will be approached in the following progressive manner:

- **Verbal redirection** (Asking the member to choose a different behavior and giving them logical consequences for failure to comply i.e., apology, sitting out for a period of time, leaving the area, etc.).
- Conference with the Unit Director and documentation of the incident. The member(s) may be asked, "What did you do?" or "What part are you responsible for?" Members will be given the opportunity to discuss other possible choices and what they would likely choose to do in the future. A call to parents will be made if the incident warrants.
- A call home and/or short-term suspension may be given at the discretion of the Director(s) in response to continued inappropriate actions or actions that compromise the safety of self or others.
- A long-term suspension or revocation of membership may be given in response to continued inappropriate behavior.

In the event these methods are not effective and negative behavior occurs, staff will attempt to redirect the child's behavior. If the child's behavior remains disruptive, a child may be temporarily removed from the group. If this method still does not work, the parent will be contacted and the child may be removed temporarily from the group. It is our policy never to use physical or mentally abusive forms of discipline. All attempts will be made to help the child. Suspension from the program is a last resort in cases when negative behavior remains unchanged. It is our policy to practice discretion of any other parties involved in your child's suspension as we practice focusing on each case individually with each family involved.

SUSPENSION / TERMINATION OF MEMBERSHIP

The Unit & Program Directors are the only staff persons authorized to suspend children for any of the following reasons. (Parents will be notified by phone call and/or conference when the child is picked up.)

- ✓ Violent behavior that may endanger other Club members and staff.
- ✓ Excessive or abusive language.
- ✓ Not complying with the Club rules.
- ✓ Bringing a weapon into the Club or onto Club property.
- ✓ Fighting.
- ✓ Bringing illegal drugs / alcohol into the Club.
- ✓ Attending the Club while under the influence of an illegal drug and/or alcohol.
- ✓ Excessive continual suspensions could lead to termination of membership.

After each suspension the member and parent must confer with a Club Director to discuss a succession plan to allow the member to continue their membership at the Club.

School Suspension

If a member is suspended from school, they will not be allowed to attend the Club. We uphold good behavior in and out of school and have the same expectations.

RETURNING AFTER SUSPENSION

When a child is suspended, the parent / guardian will receive a phone call notifying them of the suspension.

If a three or more day suspension was enforced - The parent / guardian must come to the Club and have a conference with the Unit or Program Director before the child's membership is reinstated. Any other suspension requires a parent/guardian to confer with a Club Director regarding the expectations of the child upon their return.

The youth will not be allowed to return to the Club until this conference has taken place.

WITHDRAWING FROM THE PROGRAM

If your child is withdrawing from the program, please notify the Administrative Assistant, in writing, at least one week in advance. This will ensure that another child needing our services can be admitted to the program.

COMMUNICATION

A pre-enrollment orientation is required with parents / guardian to discuss schedules, fees, special needs of the child, and obligations / responsibilities concerning the program. Please see the Front Desk Administrative Assistant to receive a Club tour and orientation for you and your child.

You can request a conference at any time and are encouraged to spend a few minutes each week talking to the staff about the program and your child. If you have any questions or concerns, please call the Club to speak with a Director.

Phone Use

The Club office phones are reserved for business purposes. Members will only be allowed to call home in the event of an emergency. A message may be delivered to a member, but members may not receive calls. Pick-up arrangements should be made prior to the member's arrival at the Club.

Computer Use

The Boys & Girls Club of Springfield's (B&GCS) computer network and Internet access are available to members in an effort to enhance their educational experience and become literate in an increasingly technological world.

The purpose of the Computer Usage Guidelines is to foster the appropriate use of our network and the Internet. The following Guidelines apply to all users whenever they access the Boys & Girls Club's network and Internet Connection.

1. **Educational Purpose:** The B&GCS network has been established for educational purposes limited to classroom activities, homework, career development, and independent scholastic research on appropriate subjects.

2. Personal Safety:

- You will not post personal contact information about yourself or other people.
 Personal contact information includes (but is not limited to) home, school, or work addresses and telephone numbers.
- b. You will not agree to meet with someone you have met online without you parent's approval. A parent or guardian should accompany you to this meeting.
- **c.** You will promptly disclose to the Program Director or any other Club staff member or adult volunteer any message that you receive that is inappropriate or makes you feel uncomfortable.

3. Illegal Activities:

a. You will not attempt to gain unauthorized access to the B&GCS network or to any other computer system through the B&GCS network. This includes attempting to

- log on through another person's account or access another person's files. These actions are illegal even if only for purposes of "browsing."
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.
- c. You will not use the B&GCS network to engage in any illegal act, including but not limited to arranging for the purchase or sale of drugs or alcohol, engaging in criminal activity, or threatening the safety of another person.

4. System Security:

- a. You are responsible for your individual user account and should take all reasonable precautions to prevent others from being able to use you account. Under no conditions should you provide your password to another person.
- **b.** You will immediately notify the Program Director or any other Club staff member or adult volunteer if you have identified or witnessed a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

5. Inappropriate Language:

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful forms of communication. This applies to verbal and written language, diagrams, photographs, representations, videos or any other form of communication. You will not post information that could cause damage or danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory acts. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him or her messages, you must stop.
- c. You will not knowingly or recklessly post false or defamatory information about a person or organization.

6. Respect for Privacy:

- a. You will not re-post a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

7. Plagiarism and Copyright Infringement:

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking ideas or writing of others and presenting them as if they were you own.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Copyright law can be very confusing. If you have any questions ask the Program Director or a qualified staff member.

8. Inappropriate Access to Material:

- a. You will not use the B&GCS network to access material that is profane or obscene (pornographic), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature). A special exception may be made for hate literature, if the purpose of your access is to conduct research, and both your teacher and parent or guardian approve.
- b. If you mistakenly access inappropriate information, you should immediately tell the Program Director or a Club staff member or volunteer. This will protect you against a claim that you have intentionally violated this policy.

9. Your Rights:

a. B&GCS's network is considered a limited forum, similar to the school newspaper and therefore the Club reserves the right to regulate that forum for valid educational reasons. The Club will not restrict your speech on the basis of a disagreement with options you are expressing.

- b. You should expect only limited privacy of the contents of your personal files on the B&GCS's system. This situation is similar to the rights you have in the privacy of your locker.
- c. An individual search will be conducted, if there is a reasonable suspicion that you have violated these Guidelines, the Boys & Girls Club of Springfield Member Behavior Standards, or the law.

10. Disciplinary Actions:

a. Members who violate the Responsible Use Guidelines may be denied future Internet and/ or network privileges for a defined period of time, or be subject to other disciplinary measures as set forth by the Program Director and members of the Boys & Girls Club staff.

As a parent or guardian of this member, I have read the Boys & Girls Clubs of Springfield's Responsible Use Guidelines. I understand that access to the Boys & Girls Club Network and the Internet is designed for educational purposes and the Boys & Girls Club has taken available precautions to educate members on appropriate educational materials. However, it is understood that no matter how much supervision and monitoring that the Club can offer, there will always be the possibility of my child coming into contact with inappropriate material, and I will not hold the Boys & Girls Clubs of Springfield responsible for materials acquired on the network.

FAMILY SUPPORT SERVICES

- We will are available to conduct scheduled parent meetings to discuss programs, concerns, and Club needs. Just ask at the front for the first available time to meet with a Director.
- ✓ Parents are encouraged to participate in the day to day program, chaperoning field trips, and the parent advisory board. (We are always looking for parents to volunteer to assist in special events, field trips, as well as supplying food such as cookies, juice, etc. for Club member meetings, birthday parties. This is to reward members for positive behavior.)

If you have any questions please contact your Unit using the information below. Thank you!

MUSGRAVE UNIT	HENDERSON UNIT	STALNAKER UNIT	SERTOMA UNIT	CAMPBELL McGREGOR
720 S. Park Ave	835 W. Calhoun	1410 N. Fremont Ave.	2524 S. Golden	OUTREACH
Springfield, MO 65802	Springfield, MO 65802	Springfield, MO 65802	Springfield, MO 65807	1221 West Madison Street
(417) 869 - 8211	(417) 869 - 4111	(417) 865 - 2821	(417) 523 - 3880	Springfield, MO 65806
				(417) 523 - 5700
				(SUMMER ONLY!!!)

For More Information Please Visit the - www.bgclubspringfield.org Home Page or click on Our Clubs. Thank you!

Revised 8/20/15