



BOYS & GIRLS CLUB
of Phillips County

Parent – Member
Handbook

Welcome to the Positive Place for Kids!!!

Thank you for taking the time to learn what the Boys & Girls Club is all about. We believe that all members and parents can benefit from the information in this handbook.

Our Mission is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive and caring citizens.

Boys & Girls Club provides:

- A safe place to learn and grow
- Ongoing relationships with caring, adult professionals
- Life-enhancing programs
- Character development and experiences
- Hope and opportunity

Membership

Membership is open to all youth school age youth. A membership form must be completed and signed by a parent or guardian at the beginning of each year even if you are renewing your membership. All memberships expire on August 31 of each year. Current members may begin registering on August 1 of each year. The Club will begin accepting applications for new members on September 1 of each year and will continue registration until organizational leadership believes the Club is reaching capacity. Club membership fee is \$5 to 10 per year and will not be prorated for partial year memberships. Additional fees may be charged for field trips and special activities.

Information provided on membership applications is critical. We must have current contact information for the safety of our members. It is the parent/guardians responsibility to notify us of any changes to telephone numbers (home, work, emergency, etc.) and address information. Additional information on the application helps us keep track of club member information, which is crucial for grant funding.

Local Contact Information

Jason Rolett, Executive Director
Phone: 870-572-1711
P.O. Box 511
Helena, AR 72342

Hours of Operation

Club hours are as follows:

Summer – Monday through Friday 8:00 a.m. until 5:30 p.m.

School Year – Monday through Friday 3:00 p.m. until 7:00 p.m.

The Club will close for the following Holidays: New Years Day, Memorial Day, Labor Day, Independence Day, Thanksgiving (Wednesday, Thursday and Friday), and Christmas Week. If an unforeseen emergency forces closing of the club, you will be notified.

Please be sure your elementary child is picked up by posted closing times. Late fees of \$5 for the first 15 minutes and \$1 for each minute after that will be charged for members left after closing. Late fees must be paid before the member(s) will be allowed to return. The Boys & Girls Club reserves the right to contact the appropriate authorities for assistance when members are not picked up by a reasonable time AND all emergency contact alternatives have been exhausted.

Come and Go Policy

The Boys & Girls Clubs operate using a come and go policy. This policy allows members to come and go at any time during the Club's operating hours. Staff members under normal circumstances are not allowed to prohibit a member from leaving the facility. It is the responsibility of the child AND the parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit. Please note that youth are not allowed on the Club's grounds unless they are signed in and participating in Club activities. Members should NOT be dropped off prior to the opening of any facility or left on the grounds after closing, as the Club cannot be held responsible for the supervision of such youth.

It is important to remember that The Boys & Girls Club is not daycare.

Supervision

Our staff are trained Youth Development Professionals. Trained volunteers and high school staff often support our program staff. A staff member and/or trained volunteer will oversee each designated area. Our staff to member ratio is designed to provide the safest environment possible for all Club members. Please note that all youth must follow the Club rules and directions AT ALL TIMES whether directions are given by a staff member or a volunteer.

Volunteers

Volunteers are an integral part of Boys & Girls Club. We welcome volunteers who wish to share their time and talent. If you or someone you know would like to volunteer, please stop by to pick up a volunteer packet. Background checks are required for all volunteers prior to working in any capacity with our youth members.

Code of Conduct

In order to provide a safe place to learn and grow, here are some simple guidelines. Positive attitudes keep the Club fun for everyone.

- Respect yourself and others
- Play fairly and be honest
- Avoid inappropriate language
- Dress appropriately at all times
- Running is reserved for athletics
- Say only good things about others
- Resolve disagreements in a positive way
- Listen during appropriate times and assemblies
- Tobacco, drugs, alcohol, and weapons are strictly prohibited
- Take care of the Boys & Girls Club facility, grounds and equipment

Dress Code

Youth should wear comfortable clothes that cover them properly and allow them to participate in activities and programs. Inappropriate clothing of any kind will NOT be allowed in the Club. Members wearing clothing that is too short, too tight or too revealing or clothes with distasteful or offensive words or advertising will be asked to change. This is up to the discretion of the club staff. Shoes should be worn at all times. Club members may not be allowed to participate in some activities with open toes shoes.

Field Trips

Each field trip requires a signed permission slip and any necessary fees prior to departure. Some trips may occur as program incentives and are by invitation only. Members and parents are reminded that rules and dress codes extend to field trips. Members who fail to follow Club rules and general Club expectations will cause an immediate call to a parent, guardian or emergency contact to remove that member from the field trip at their own cost. *A parent, guardian, or emergency contact MUST be available by telephone during any Club sponsored field trip in the event of emergency.*

Discipline Policy

Boys & Girls Club strives to keep consequences for unacceptable behavior clear, appropriate and timely. The safety and well being of all members is of the utmost importance. Club standards exist to ensure that all children can safely enjoy Club programs and activities. Any member who disrupts programs and activities, or creates a dangerous situation, will be disciplined appropriately. Members who do not follow rules can expect to lose privileges. First time offenses are never excused as such and will be handled based on their severity. Parents will be called to remove any member who has failed to curb his or her disruptive behavior and/or is behaving in an aggressive or violent manner. Situations that are dangerous for members, staff or visitors will be handled immediately.

Disciplinary action may include:

- Temporary loss of Club privileges
- Contact parent/guardian
- Short-term suspension from the Club (1 or more days)
- Extended suspension (1 week or more)
- Indefinite suspension requiring Parent/Staff meeting to return
- Expulsion: a permanent removal
- Contacting authorities

Members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken in time or severity.

Phone Calls

Club phones are for business only. Members are limited to phone calls with parents or guardians that are approved by staff. The office number cannot be used to reach a member except in extreme circumstances.

Personal Belongings

Boys & Girls Club is NOT responsible for lost, damaged, or stolen personal items brought into the Club by members. Please discourage your child from bringing anything to the Club that is not necessary. Items placed in the lost and found that are not collected in a timely fashion will be donated to charity.

Medication

The Boys & Girls Club is NOT allowed by policy to dispense, store or oversee medication of any kind, including all non-prescription medications.

Accidents

Boys & Girls Club strives to maintain a safe and secure environment. Please feel safe in knowing that our trained staff members are committed to providing the safest environment possible. Your completed membership application authorizes Club staff to seek medical treatment for a member, if necessary. Any associated costs for such care are the responsibility of the parent or guardian. **The Boys & Girls Club does not provide medical insurance for members.** In the event of serious injury, staff will call 911 immediately and then call the parents/guardians or alternative emergency contacts. It is your responsibility to insure that contact information is correct in case of such an emergency.

Parent Summary and Signature Form

My signature below indicates that I have received, read and understand the Club rules and policies regarding my child's membership and participation.

In summary I understand:

- ❑ There is a \$5 dollar late fee for the first 15 minutes I am late picking up my child plus an additional \$1 for every additional minute I am late. ALL late fees must be paid before your child can return to the Club. Boys & Girls Club reserves the right to contact the appropriate authorities for assistance when members are not picked up by a reasonable time and all emergency contact alternatives have been exhausted.
- ❑ There are Club rules. I will be contacted in cases of serious disruption and may be required to pick up my child immediately. Disciplinary actions may also include suspension and, when warranted, expulsion from the Club.
- ❑ The Boys & Girls Clubs operate using a come and go policy. This policy allows members to come and go at any time during the Club's operating hours. Staff members under normal circumstances are not allowed to prohibit a member from leaving the facility. It is the responsibility of the child AND the parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit.
- ❑ The Boys & Girls Club is NOT allowed by policy to dispense, store or oversee medication of any kind, including all non-prescription medications.
- ❑ Inappropriate clothing of any kind will NOT be allowed in the Club. Members wearing clothing that is too short, too tight or too revealing or clothes with distasteful or offensive words or advertising will be asked to change.
- ❑ Boys & Girls Club does not provide medical insurance for members. In the event of serious injury, staff will call 911 immediately and then call the parents/guardians or alternative emergency contacts. It is your responsibility to insure that contact information is correct incase of such an emergency.

Parent/Guardian Signature

Date

Your signature on this form is required and it will be kept with your child's records. If you have any questions regarding this handbook or any of its contents, please seek clarification before signing.