



**BOYS & GIRLS CLUB
OF BOWLING GREEN**

“Great Futures Start Here”

Parent/Member Handbook

**Boys & Girls Club
Of Bowling Green – War Memorial Unit
260 Scott Way PO Box 872
Bowling Green, Kentucky 42102
270-843-6466 or 270-781-3549**

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Dear Parents and Guardians,

We would like to welcome you and your child to the Boys & Girls Club of Bowling Green - War Memorial Unit. We are very proud of our organization and feel it is the place where *Great Futures* begin.

Please know you are always welcome to come to the Club and tour our facility at any time or speak to one of the Executive staff to get more information on what goes on while your child is here. We also encourage your suggestions on the programs we offer if you see a need we don't address.

We hope you find this handbook very useful. If we have overlooked something that you would like to know, please feel free to call us anytime at 270-843-6466 or 270-781-3549.

Respectfully,

Pam McIntyre, Director

The Boys & Girls Club of Bowling Green - War Memorial Unit Staff

Our Mission

The Boys & Girls Club of Bowling Green seeks to "Enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens"

Membership and Program Information

Membership Fees

Only \$25 per year

Youth ages 6-18 who are attending school

ONE membership will be provided to each new member and renewal member when all application requirements have been met. Members are required to sign in upon entering the Club and will be placed in our computer tracking system. Remember that membership in the Club is a **privilege, not a right**.

5 Core Areas of Programs

1. Character and Leadership
2. Education and Career Development
3. Arts
4. Sports, Fitness and Recreation
5. Health and Life Skills

Priority Outcomes

1. Academic Success
2. Good Character and Leadership
3. Healthy Lifestyles

What does the Boys & Girls Club Offer?

Character & Leadership Development

- ✓ Youth of the Year Program
- ✓ Keystone Club & Torch Club
- ✓ Community Service Projects

Education & Career Development

- ✓ Technology Center
- ✓ Library
- ✓ Power Hour/Homework Help

Health & Life Skills

- ✓ Drug & Alcohol Prevention (SMART Moves)
- ✓ Anger Management/Conflict Resolution

The Arts

- ✓ Arts & Crafts
- ✓ Young Artists Program/Art Club

Sports, Fitness & Recreation

- ✓ Sports Leagues
- ✓ Open Gym
- ✓ Fitness Programs

Hours of Operation for Club Members

School Session Hours

Monday thru Friday – 2:30pm – 6:00pm

Summer Hours (June – July)

Monday thru Friday – 8:00am – 5:00pm

Spring/Fall Break

Monday thru Friday – 8:00am – 5:00pm

The exceptions to this are Club –recognized holidays on which the Boys & Girls Club will be closed include:

Memorial Day Labor Day Independence Day

Thanksgiving Day After Thanksgiving

Christmas Eve Christmas Day Day after Christmas

New Year's Eve New Year's Day

The Club reserves the right to change hours and days of operation based on need and/or economic circumstances. There may be times necessary to close the Club due to unforeseen circumstances such as emergency repairs, staff training, inclement weather, etc. If Bowling Green City Schools are closed due to inclement weather, the Club will be closed.

You must pick up your child on time. Being late will result in the following actions: 1st offense – warning; 2nd offense - \$1 for every minute after closing time; 3rd offense – suspension until a parent/guardian can meet with the Executive Director or Unit Director.

Discipline Policy

Courtesy and respect should characterize members of the Club. Everyone is required to observe the rules of respect. We promise to deal with situations in a fair way.

Our aim is to provide clear and straightforward guidance on acceptable behavior and emphasize the positive rather than the negative and give recognition/praise whenever possible. If members conduct themselves in a disorderly fashion and disregard the Club Rules and or endanger themselves or their fellow members, they will be disciplined accordingly.

➤ **One Day Suspension/Warning**

Based on the judgment of a Director when a Boys & Girls Club member is not meeting behavioral standards. The staff will:

- Issue a warning that if negative behavior continues the member may be suspended for one day
- The Club member will be informed of that future negative behavior could result in a suspension and/or losing their Boys & Girls Club membership.
- Staff completes an Incident Report to document warning for future reference.

➤ **One Day Suspension (balance of program day and the next day)**

When a Director determines that a member's behavior does not meet our standards and the prior "warning" has been provided. The staff will:

- Issue a One Day Suspension
- Contact the member's parent or guardian by telephone to inform them their child has been suspended from the Boys & Girls Club for the day, the actual negative behavior exhibited and that the member may return to the program the next day.
- If the parent or guardian is not at home, a Director will have to speak to the parent before the member can return to the Club.
- Staff completes an Incident Report to document the suspension.

➤ **One Week Suspension – Continued Major Incident**

After a Club member has been suspended for one day, any future negative behaviors within a 30-day period may result in a One Week Suspension. The Director will implement a "One Week Suspension" based on this frequency of negative behavior. The staff will:

- Issue a One Week Suspension
 - Contact the Club member's parents or guardians by telephone to inform them their child has been dismissed from the Boys & Girls Club for the one week, the actual negative behavior exhibited, and that the member may return to the program in one week.
 - If the parent or guardian is not at home, a Director will have to speak to the parent before the member can return to the Club.
 - Staff completes an Incident Report to document the suspension.
- **One Month Suspension – Continued Major Incident**
 After a Club member has been suspended for one week, any future negative behavior within a 30-day period may result in a "One Month Suspension", the Director, will implement a "One Month Suspension" based on this frequency of negative behavior. The staff will:
- Issue a One Month Suspension
 - Contact the Club member's parent or guardian by telephone to inform them their child has been dismissed from the Boys & Girls Club for the one month, the actual negative behavior exhibited, and that the member may return to the program in one month.
 - If the parent or guardian is not at home, a Director will have to speak to the parent or guardian before the member can return to the Club.
 - Staff completes an Incident Report to document the suspension.
- **Permanent Suspension**
 Continue negative behavior that creates an unsafe program environment for fellow Boys & Girls Club members and/or staff may result in a Club member's Boys & Girls Club membership being revoked. The staff will:
- Permanently suspend the member from the Club
 - Contact the member's parent or guardian by telephone to inform them their child has been suspended from the Club, and the actual behavior exhibited.
 - Have parent or guardian come to meet with the Director about the permanent suspension
 - Staff completes an Incident Report to document the suspension.

➤ **Zero Tolerance for the Following Negative Behaviors:**

- **Fighting**
- **Stealing**
- **Threaten the safety of a Boys & Girls Club member or staff**
- **Damage to the Boys & Girls Club facility or equipment**

Members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and fully expected by policy, to maintain full control of any situation that occurs in their program area and will not tolerate anything that threatens that control in appearance and or manner. Also, please understand that sometimes the story that gets home is not always complete or accurate. Children sometimes tend to explain an incident in a manner that will not implicate

Being a member of the Club is a privilege and not a right.

Bullying Policy

The Boys & Girls Club DOES NOT tolerate bullying. Club members are expected to follow these rules:

- **We will not bully others**
- **We will try to help students who are bullied**
- **We will make it a point to include students who are easily left out**
- **When we know somebody is being bullied, we will tell an adult supervisor and an adult at home**
- **Fighting is not allowed at the Boys & Girls Club**

Pick Up and Drop Off Procedures

In order to provide a safer environment, PLEASE do not call the Club and ask for the child to be sent outside. We ask parents to physically escort their child in and out of the facility upon arrival and departure. All Club members must be signed in and out by a parent upon arrival and departure. Members and guests are welcomed and supervised inside the Club. The staff does not grant permission for kids to leave the Club. If someone else will be picking up your child, this should be arranged in advance and will require a signed note from the parent or guardian. Teens that are age 13 and above can be walkers and are required to leave at 15 minutes prior to closing time.

Remember it is your decision, if our Club rules meet you and your child's needs!

Custodial Documents

The following legal documents must be filed with the Boys & Girls Club addressing custodial issues:

- Temporary Custody Order
- Termination of Parental Right
- Statement of Guardianship
- Restraining Orders

In the event custodial arrangements change, it is the responsibility of the parent to notify the Boys & Girls Club and provide current documentation.

Supervision

Our staff are trained Youth Development Professionals. Trained volunteers often support our staff. A staff member will oversee each of our designated program areas at all times. Please take the time to remind your child of the need to **follow Club rules and directions.**

Volunteers

Volunteers are an integral part of the Boys & Girls Club of Bowling Green experience. We welcome volunteers who wish to share their time and/or talents. If you or someone you know would like to volunteer at the Club, please stop by and pick-up a volunteer application or visit our website. Background checks and an orientation are required of all volunteers prior to being able to work with our youth members.

Code of Conduct

One of the Club's core beliefs is to provide a **safe place to learn and grow**. **Positive attitudes** keep the Club fun. Below are some simple guidelines members are expected to follow...

Respect yourself.

Play fairly and be honest.

Applaud the efforts of others.

Avoid inappropriate language.

Dress appropriately at all times.

Running is reserved for athletics.

Say only good things about others.

Bring your membership card every day.

Be respectful of Boys & Girls Club staff.

Resolve disagreements in a positive way.

Listen during appropriate times and assemblies.

Be respectful of other members and their property.

Tobacco, drugs, alcohol and weapons are prohibited.

Participate only in program areas open to your assigned group.

Take care of your Boys & Girls Club facility, grounds, and equipment.

Dress Code

Youth should dress comfortably and wear clothes that allow them to participate in typical Boys & Girls Club activities and programs. We will expect the following...

Clothing: Inappropriate clothing of any kind is **NOT allowed** in the Club. Members wearing clothes that are too short, too saggy, too tight or too revealing in any way or clothes with questionable or distasteful advertising will be asked to change or leave immediately. Also, chains and excessive jewelry should not be worn. This judgment will be left solely to the discretion of the Club staff.

Phone Calls

Our phones are for Club business only. Members should use the phone or receive calls in emergencies only. Our lines need to remain open in the event of an emergency. Please make any necessary arrangements before your child comes to the Club so that you do not have to call the Club and your child does not have to call you. Children are allowed to call their parent/guardian after 5:15pm if necessary.

Cell Phones and Other Electronic Devices

All cell phones will be checked in at the front desk and held for the member until he/she leaves the Club. If the Club member needs to make a call to a parent/guardian he/she can use their phone at the front desk for that purpose and then check his/her phone back in. All Electronic devices will follow the same procedure and will be returned upon leaving the Club.

Personal Property

All personal property brought into the Club by a youth is the responsibility of that youth. The Boys & Girls Club is **NOT RESPONSIBLE** for lost, damaged or stolen items. Please discourage your child from bringing anything to the Club that is not completely necessary, especially money. Necessary items, such as backpacks and jackets should be clearly marked with the member's name. Items that are not collected from our lost and found in a timely fashion will be donated to a local charity.

Health Policy

It is important that parents and guardians cooperate with the Health Policy. Our regulations are designed to protect the well-being of all members.

If your child becomes ill at the Club, all attempts will be made to notify the parent/guardians of the member. Please do not bring your child to the Club if they become ill before leaving home. This is especially important if their illness is infectious or contagious. Members who come to the Club sick WILL be sent home. The parents or guardians will be notified.

Examples of specific illnesses where a member may be denied access to the Club:

- Fever
- Skin Rashes
- Any Contagious Illness
 - Head Lice
 - Ring Worm

It is the policy of the Boys & Girls Club of Bowling Green not to administer any prescriptions or non-prescription medicine to members at any time. Band-Aids and ice packs will be the only first aid provided.

Safety

The Boys & Girls Club of Bowling Green strives to maintain a safe and secure environment. There is an assumed risk in many of our core programs, including, but not limited to sports. Please feel safe in knowing that our trained staff members are attentive to providing the safest environment possible. The completed membership application authorizes the Club staff to seek medical treatment for a member, if necessary, and that 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 a serious injury the staff will call 911 immediately and then call the parents/guardians or alternative emergency contacts.

This is one more reason why updated contact information is your responsibility and crucial to your child's well being.

Transportation/Vans

The Boys & Girls Club of Bowling Green has vans that transport children for field trips, or in rare cases to transport a member home. As indicated in the membership application, The Boys & Girls Club of Bowling Green, and the Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors or volunteers, are relinquished from all liability, claims, demands or causes of action for any loss, damage, injury or death. The Boys & Girls Club also reserves the right to suspend, or permanently expel a child from being on a van for safety reasons.

ROLE OF PARENTS/GUARDIANS

Parents and guardians play vital roles at the Boys & Girls Club of Bowling Green. It is important that the parents and guardians be involved with the growth and development of each member. For volunteer opportunities please check our website or call us at 270-843-6466.

By signing below you acknowledge that you understand the rules and policies of the Boys & Girls Club of Bowling Green and request that your child be admitted into membership. You may detach this sheet from the handbook and take the handbook with you so you and your child can read the policies, and keep as a reference. You acknowledge that you will explain the rules to your child if any questions arise. You may contact the Club Director if you require further explanation.

Parent/Guardian Signature

Date

ROLE OF MEMBER

I understand that by breaking the rules and policies of the Boys & Girls Club of Bowling Green may be grounds for suspension or loss of membership privileges. I also agree to act like a productive, responsible and caring citizen.

By signing this you agree to honor the Club Rules and Policies during activities whether at the Club, on a field trip, in a Club vehicle, or at a Club sponsored event.

Member Signature

Date