

# Member & Parent Handbook



## **BOYS & GIRLS CLUBS OF SOUTH CENTRAL KANSAS**

### North Wichita

Opportunity Drive Club

2400 N Opportunity Drive  
Wichita, KS 67219  
316.201.1890

### Northeast Wichita

Chautauqua Club

3000 E 13<sup>th</sup> St N  
Wichita, KS 67214  
316.684.2141

### South Wichita

Oaklawn Club

4902 S Clifton  
Wichita, KS 67216  
316.529.3910



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Welcome to the Boys & Girls Clubs of South Central Kansas! We are so glad you are joining us this year!

### MISSION STATEMENT

To enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens.

### CORE BELIEFS

Our Clubs provide:

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

### CORE PROGRAM AREAS

- Character and Leadership Development
- Education and Career Development  
Health and Life Skills
- The Arts
- Sports, Fitness and Recreation

### DROP OFF/PICK-UP PROCEDURE\*

- Please sign in at front desk upon entering the building
- Proceed to the designated area where his/her group is assigned
- Please sign out before exiting the building

To ensure the safety of our members, persons dropping off and picking up children are asked to avoid parking in front of the building in the NO PARKING ZONE/FIRE LANE. Please park in the parking lots on either the east or west side of the building. Please do not park in front of the building under any circumstances. All Parking signs must be obeyed. If you are found in violation by the Wichita Police Department, you may be ticketed and/or your child may be subject to suspension from the Club at managements discretion.

\*Note—our normal procedure is to release the child to his/her parents, or someone else designated by the parent on the Authorized Pickup/Emergency Contact Form. We reserve the right to check ID at any time to identify and verify the designated driver before releasing the child. This serves as an additional protection for the child. The designated driver must be over 16 years of age and have their name included on the Membership Application or provide a note of permission.



## BILLING

Before and after-school program fees will be assessed by the semester (Fall and Spring). Semester fees will be due by the 1st day of programs in the Fall and Spring, unless you enroll after those dates. Under no circumstances will semester fees be prorated regardless of when you enroll during the semester. Scholarships are available for 50% of semester fees. Please contact our main office to see if you are eligible for a scholarship and for details on how to apply.

**NOTE: Families must pay for days/weeks signed up for regardless of whether your child attends. At no point will fees be refunded or allowed to be moved to another day, week, or program, if your child does not attend.**

## BOUNCED CHECK POLICY

In the event that a check issued to the Boys & Girls Club of South Central Kansas does not clear, a \$25 fee will be charged, payable immediately, along with a new check. If we receive a second check with insufficient funds, an additional \$25 late fee will be charged, and all future payments will be required in the form of cashier's check, money order, or cash.

## LATE PICK-UP FEES

The Boys & Girls Clubs of South Central Kansas is committed to ensuring that parents/guardians pick up their children promptly, for the benefit of the children and to control program costs for the public. A fee of \$1 per minute late is applied per child. The parent/guardian who is late picking up their child(ren) must acknowledge their time of arrival through signature on a late slip.

## HEALTH & EMERGENCY PROCEDURES

It is important that parents/guardians cooperate with Club Health and Emergency Procedures. Our regulations are designed to protect the well-being of all members. Please do not bring your child to the Club if they have missed that day of school, or if they have signs of illness. In the event that a member becomes ill while at the Club, parents will be notified to come and pick up their child.

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

- Fever
- Skin Rashes
- Any Contagious Illness
- Head Lice
- Ring Worm
- Vomiting
- Pink eye

## EMERGENCY ALERT SYSTEM

Parents will automatically receive notifications regarding emergency alerts, Club openings, and event reminders by text or e-mail. Communication will be Club site specific with an option to opt out any time.



In case of an accident or emergency involving a member, which requires medical attention, proper medical aid will be sought. The parent/guardian will be notified as soon as possible of any emergency and any medical attention administered to the member. In the event that expenses for medical services are incurred, it is the member's parent/guardian's responsibility to pay for all medical costs. Parents/guardians must promptly notify the Club of any phone number or address change so that they can be contacted in case of an emergency.

## EXPECTATIONS: RESPECT, RESPONSIBILITY & COOPERATION

Members are expected to:

- Exhibit appropriate behavior
- Show respect for members, parents, staff, and the Club
- Be responsible for your own actions
- Participation in all programs
- Cooperate and follow staff instructions
- Follow dress code
- Have no body contact
- Members must be able to behave appropriately in group ratios of 1 staff to 25 members

## SAFE HAVEN POLICY

Weapons or other items which may cause harm to others are not permitted at the Club. We reserve the right to check bags or ask members to empty pockets at any time if we suspect a danger to our members.

## MEMBER CONDUCT & DISCIPLINE

If members disregard the rights and responsibilities of Club membership, they will be disciplined accordingly. We utilize time-outs, guidance techniques, and program suspension when necessary to ensure that all members have the chance to enjoy their experience at the Club. Parents/guardians may be contacted if assistance is needed, and will be notified immediately if a member needs to be suspended from a program.

## INAPPROPRIATE BEHAVIOR

- Defiance, backtalk, rudeness, disrespect
- Profanity and lying
- Horsing-around, hitting, kicking, etc.
- Littering
- Defacing property
- Bullying (zero tolerance) - Teasing, name-calling, disrespecting fellow members or staff
- Fighting (zero tolerance)



## CHILD ABUSE/NEGLECT

Boys & Girls Clubs of South Central Kansas is licensed by KDHE, all staff receive training on the prevention and identification of child abuse. As per state law, all staff is required to report any suspected cases of child abuse and/or neglect to the Department of Children and Families.

## DRESS CODE

- Members must wear enclosed shoes. No flip-flops, slide-ins, mules, sandals, or shoes with wheels
- Hats must be removed before entering Club
- Shorts and skirts must have more than a six (6) inch inseam
- Leggings must be worn with a long shirt or top
- No tank tops, midriff tops or sleeveless shirts
- No pajamas or house slippers
- No clothing with inappropriate language/pictures
- No sagging
- Swimming – Boys (swim trunks with lining) Girls (one-piece swim suit)

## NOT ALLOWED ON BOYS & GIRLS CLUB PROPERTY

- Weapons, or anything that looks like a weapon
- Cell phones & other electronic devices during programs and activities, failure to follow electronics policy will result in confiscation of devices\* (see electronics policy below)
- Gum and sunflower seeds
- Rags, drawings, signs and conversation related to gang activity
- Tobacco products, alcohol, drugs and drug paraphernalia

## PERSONAL BELONGINGS

Anything of value should be left at home. Cash, toys, cell phones, video games, gaming devices, iPods, jewelry, weapons, or anything that looks like a weapon, trading cards, and/or any other item that would upset the member if it was lost, broken, or stolen should be left at home. We will not be held responsible for the loss, theft, or damage to any items if they are brought to the Club and/or on field trips. We will not provide reimbursements for any lost, stolen, or damaged items that are brought to the Club and/or on field trips.

## ELECTRONICS POLICY

Members are not permitted to use personal video games, phones or tablets while at the Club. Members in the Teen Center only, are permitted to use cell phones if used responsibly. No pictures or video should be taken at the Club. Again we encourage anything of value be left at home, Boys & Girls Clubs of South Central Kansas is not responsible for lost, stolen, or damaged items.



## MEAL TIME PROCEDURES

Wash hands, Members line-up quietly and proceed, in an orderly manner, to designated eating area. Members will clean their eating area after meal is completed.

## SAFETY POLICIES AND PROCEDURES

### ONE ON ONE CONTACT POLICY\*

Staff will not:

- Initiate one-on-one contact with a member.
- Have a private meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one member at a time. This includes personal and private vehicles. Staff\*\* shall
- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff if an emergency situation arises.

\*Note: Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional, or in an emergency situation. All exceptions shall be documented and provided by Club leadership.

### RESTROOM POLICY PROCEDURES: INDIVIDUAL/GROUP

Restrooms will be regularly monitored by designated staff near restroom entries.

- Member must obtain permission from staff, or wait for group restroom break
- Member(s) must be escorted by staff

Staff will:

- Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.

### SEXUAL ABUSE PREVENTION POLICY

The Boys & Girls Club of South Central is committed to providing a safe and respectful environment for our members, and will not tolerate any sexual abuse or sexual misconduct toward or by any member. Sexual abuse and sexual misconduct shall be interpreted to mean any sexual interaction between a child and another person (including another child) in a position of power over the child. Specific acts may include, but are not limited to inappropriate physical contact, viewing pornography, exposing oneself to another person, enticing others to expose themselves, inappropriate language, or any other behavior that is a violation of the Boys & Girls Club of South Central Kansas Code of Conduct or Employee Handbook.



Adult staff and volunteers shall not:

- Initiate conversations with members about sexual matters.
  - o If a member initiates a conversation about sexual matters with a staff or volunteer, the adult shall limit the conversation to the child’s immediate concerns and shall provide a written incident report to the supervisor within 24 hours; or
- Without approval from a unit director engage in off-site activities with members. Such interactions may include, but are not limited to field trips, meetings, and communications via phone, text, and/or social media.

All persons are prohibited from the access, display, production, possession or distribution of pornography on Club premises or equipment.

Any suspected sexual abuse or misconduct will be treated as a serious matter and documented by written incident report within 24 hours. When applicable, the incident will be reported to the appropriate authorities. The chief executive officer shall provide written directives to maintain the confidentiality of incident reports.

### MEMBERS WITH EXTERNAL EXPULSION/DISCIPLINARY ACTION

Members who have been formally disciplined by a school, camp program or governmental or law enforcement agency is requested to disclose this information to the Unit Director. Please describe the nature of the matter resulting in the discipline. Please also state if your child has been placed on probation or parole and, if so, please describe.

### MEMBERS WITH EXCEPTIONALITIES

Boys & Girls Clubs of South Central Kansas are excited to have your child at the Club. For us to best serve your child with any emotional, physical, psychological or behavioral needs, please indicate on your member application and fully describe any unique requirements of your member. Club facilities are accessible for most youth and additional accommodations may be made as needed.

Please call the Club if you have questions regarding children with special needs. We will make every attempt to serve members who have emotional, physical, psychological or behavioral needs. Though we are not a special needs facility, we will do our best to help all members.

### INCLEMENT WEATHER

Clubs will be closed if the school district in which the Club is located has decided not to hold classes or to release classes early. Clubs will follow the decisions of the school district that their sites primarily serve. The Club will be open on its regular schedule unless otherwise announced.





## DISCIPLINE POLICY

Membership in the Club is a privilege, and the focus of our programs is impacting our members' lives in a positive manner. Members of Boys & Girls Clubs have high standards for their behavior. Acceptable behavior is defined by the following:

- Respect for themselves
- Respect for others
- Respect for staff
- Respect for Boys & Girls Club

While our primary focus in working with members is to acknowledge positive behavior, at times consequences are necessary. As often as possible, Club staff will attempt to use the following methods before resorting to a more formal disciplinary procedure:

- Reminding members that certain behavior is inappropriate and using positive redirection
- Using preventative management techniques and encouraging self-discipline
- Emphasize positive behaviors
- Providing an enriching environment to diminish disruptive behavior
- Offering a selection of captivating activities and promoting youth voice
- Changing environments (i.e. removal from program) before behaviors escalate
- Facilitating the settlement of disputes versus intervening
- Allowing children to experience the consequences of their actions when appropriate
- Establishing mutual respect

We ask parent/guardians to please let us know if anything exceptional or unusual is happening at home or in other aspects of the child's life. Having this information will help us when working with your child(ren).

In the case of severe or repetitive misbehavior, a progressive discipline policy will be implemented. When this occurs, the Club Staff will select an appropriate level of discipline. Those levels include the following:

*Verbal Redirection* - Club staff will ask the member to choose a different behavior and give them logical consequences for failure to comply. (i.e. apology, sitting out for a period of time, leaving the area, etc.)

*Chill Zone* - Required time away from the group to reflect on how positive choices could have changed outcomes, also time to refocus and regain self-control.



*Written Warning* - Member's behavior is formally documented and parents/guardians are notified of the member's behavior. Written warnings are given to ensure parents/guardians know that continued behavioral issues may result in future suspension.

*Suspension* - Member is removed from Club programs for 1 or more days. The Club may also include certain requirements for a member to return to the Club.

*Suspension/Termination of Membership* - May result in response to continued inappropriate behavior. The Club Director and any member of the Senior Management Team are authorized to suspend members. Parents will be notified by phone call and/or conference when the child is picked up.

Actions that may result in suspension and/or termination are listed below but are not limited to:

- Violent behavior that may endanger other Club members or staff
- Striking a staff member in any way
- Excessive or abusive language / excessive arguing
- Failure to follow the Club rules
- Bringing a weapon or anything that looks like a weapon into the Club or onto Club property
- Fighting / Theft
- Vandalism or abuse to building property or equipment
- Bullying or harassing of another member
- Any sexual misconduct
- Bringing illegal drugs/alcohol into the Club
- Attending the Club while under the influence of an illegal drugs and/or alcohol
- Excessive or continual suspensions could lead to termination of membership

Any level of disciplinary action may occur on the first offense or any subsequent offense depending upon the nature of the situation and the age/maturity of the member involved. Each member shall be informed of the offense and shall be afforded an opportunity to explain his/her behavior before disciplinary action is taken.

## MEDICATION POLICY

Please be advised that the Boys & Girls Clubs of South Central Kansas does not administer medication. Should your child regularly require medication during program hours, it will be incumbent upon the parent or guardian to administer this medication. In the event that the member can self-administer medications please refer to the following steps.

### Self-Administered Medications

A. A member may self-administer medication at the Clubs or during activities if so ordered by his/her



medical provider. When self-administering medication, the member must do so in the presence of an adult.

- B. For “as needed” medications such as those taken by members with asthma or allergies, the physician may also order that the member carry the medication on his or her person for his/her own discretionary use according to the medical instructions. In this case, no daily documentation will be possible.
- C. Self-administration privileges may be revoked if a member demonstrates a lack of responsibility towards him/herself or others.
- D. Parent’s signature on the self-administration form acknowledges that the Boys & Girls Clubs of South Central Kansas is to incur no liability, except for willful misconduct, as a result of any injury arising from the self-administration of medication by the member and that the parent’s /guardians indemnity and hold harmless the Boys & Girls Clubs of South Central Kansas and its employees and agents.

## WHAT WE NEED FROM YOU AS A PARENT/GUARDIAN

Club staff will use training, and support to act in a manner that helps to deescalate members’ behavior. This will be done in a manner that is mindful of the individual, responsive to the specific situation, and done with respect, care, and concern for the child. Staff will interact with parent’s/guardians in the same regard. As a parent/guardian, it is expected that conflicts/challenges/concerns are addressed with Club staff in a manner that is mutually respectful. Staff will not be yelled at, threatened, or demeaned by parents/guardians. Every effort to reach an agreement should be done with reasonable attempts made from both sides (staff and family). In the event that this does not happen, parents/guardians will be addressed via the senior management team regarding resolution to the problem.

The Club is frequently confronted with conflicting requests from the parents of our members and parents who may be separated or divorced, parents may argue about who is to deliver or pick up the child, parents may demand that the Club prohibit one or the other from taking the child. It is our policy to deliver the child to either parent, guardian, or authorized caregiver unless a court order regarding the subject is presented to the Club directing us to act in a specific manner. In addition, the Club will not disclose attendance information contained on our membership tracking system without an order from an appropriate court requiring us to do so.

To stay up to date on Club announcements please be sure to sign-up for emails at [www.begreatwichita.org/ParentEmail](http://www.begreatwichita.org/ParentEmail), we will also share information through our Facebook account: [www.facebook.com/boysandgirlsclubsofsouthcentralkansas](http://www.facebook.com/boysandgirlsclubsofsouthcentralkansas)



**PARENT & MEMBER AGREEMENT**

We, the undersigned agree to the terms listed in the membership handbook for the Boys & Girls Clubs of South Central Kansas.

As a Member, I acknowledge that I have read and discussed the membership handbook with my parent(s)/guardian(s), and fully understand the expectations to be a Boys & Girls Club member. I agree to abide by the expectations, and I will be a member in good standing. I also understand that if I do not meet the expectations, my membership can be suspended at any time by the administrative staff of the Boys & Girls Club.

As the Parent/Guardian, I acknowledge that I have read the membership handbook with my child, and fully understand the expectations of my child as a Boys & Girls Club member. I agree to abide by the expectations. I also understand that if my child does not meet the expectations, his/her membership can be suspended at any time by the administrative staff of the Boys & Girls Club.

\_\_\_\_\_  
Member Name (please print)

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Parent/Guardian (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Membership # (OFFICE USE ONLY)