



MEMBER & PARENT HANDBOOK



316-201-1890



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EMPORIA CLUB LOCATIONS

LOGAN AVENUE ELEMENTARY
RIVERSIDE ELEMENTARY
TIMERMAN ELEMENTARY
VILLAGE ELEMENTARY
WALNUT ELEMENTARY
WILLIAM ALLEN WHITE ELEMENTARY

MAIZE CLUB LOCATIONS

MAIZE ELEMENTARY
MAIZE CENTRAL ELEMENTARY
MAIZE SOUTH ELEMENTARY
PRAY-WOODMAN ELEMENTARY
MAIZE INTERMEDIATE
MAIZE SOUTH INTERMEDIATE

WICHITA CLUB LOCATIONS

CHAUTAUQUA
OAKLAWN
OPPORTUNITY DRIVE





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ABOUT BOYS & GIRLS CLUBS

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.

PURPOSE

The purpose of the Boys & Girls Clubs of South Central Kansas is to create opportunities for youth in their very own place. Throughout its history, the Boys & Girls Club has focused on meeting the needs of children as they grow to young adults. The Club helps them to help themselves, to realize their potential for development and improvement, and to become responsible citizens with the skills necessary for living.

To reach its mission, the Boys & Girls Clubs will attract and maintain a viable, active, and engaged Board of Directors; recruit and develop a staff dedicated to building relationships; design a comprehensive program for education, recreation, personal, social and career development, citizenship and leadership, and cultural opportunities; and form alumni bonds that will continue to enhance the Club's programs. Additionally, the Boys & Girls Clubs of South Central Kansas will develop and exercise sound fiduciary policies and work to ensure access for all children, regardless of family income or economic status, to a safe and inviting facility.

PROGRAM DESCRIPTION

Boys & Girls Club:

- Is for any young person of all races, religions, and ethnic cultures between the ages of 5 (must be eligible & enrolled in kindergarten) and 18.
- Has trained, professional staff. The Clubs are led by full-time professionals and trained part-time staff and volunteers.
- Is building centered. Activities are carried on at centers intended for conducting programs for young people. After school transportation is provided from schools to the Club, if needed.
- Is non-sectarian.
- Has a varied and diversified program. The Club conducts a quality program that recognizes and responds to the collective and individual needs of all young people.
- Is guidance oriented. We emphasize values inherent in the relationship between young people and their peers, and young people and adult leaders. We help young people make satisfying choices in their physical, educational, personal, social, emotional, and vocational lives.



CORE AREAS OF PROGRAMMING

Boys & Girls Clubs programs engage young people in diverse activities with peers and caring adults that enable them to develop self-esteem and a sound moral compass. Based on physical, emotional, cultural, and social needs, interests of all members, and recognizing developmental principles, clubs offer program activities in five core areas:

1. Academic Success
2. Good Character and Leadership
3. Career Development
4. The Arts
5. Sports, Fitness, and Recreation

CORE BELIEFS OF PROGRAMMING

Our Clubs provide:

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

MEMBER PICK UP/DROP OFF PROCEDURES

CLUB SPECIFIC PICK UP/DROP OFF LOCATIONS

- **Opportunity Drive Clubhouse:** Members are to be dropped off/picked up at the Main entrance. To ensure the safety of our members, when parking, persons dropping off and picking up members 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.
- **Chautauqua Clubhouse:** Members are to be dropped off/picked up at the Main entrance.
- **Oaklawn Clubhouse:** Members are to be dropped off/picked up at the Main entrance.
- **Maize Intermediate School Clubhouse:** Following school guidelines, access to the student drop off/pick up zone is behind the MIS school, located off 45th Street. Members are to be picked up at the Northwest doors.
- **Maize South Intermediate School Clubhouse:** Following school guidelines, access to the student drop off/pick up zone is behind the MSIS school, located off 37th Street. Members are to be picked up at the Southwest doors.

All Parking signs must be obeyed. If you are found in violation by the Law Enforcement, you may be ticketed and/or your child may be subject to suspension from the Club at managements discretion.



PROCEDURE FOR PICKING UP MY CHILD

Our normal procedure is to release the child to his/her parent/guardian, or someone else the parent/guardian designate on the Authorized Pickup/Emergency Contact Form. Due to the opportunity for staff to change, we reserve the right to check ID at any time. Please inform emergency contacts or people designated to pick up your child that the staff will ask for ID & will verify that they are on the list before releasing the child. This is not meant to offend anyone. This is simply a measure taken for the child's protection.

If you are not available to pick up your child, a family member or friend 16 years of age or older may pick up your child if you have included his/her name on the Membership Application. However, if you would like for someone who is not included on your list to pick your child up, you must provide the Club Unit Director and Administration with a signed note of permission.

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. If a child has not been picked up by 7:30 p.m. without communication from a parent or guardian, the Police Department may be contacted by staff.

FIELD TRIPS

Members who are going on field trips must arrive to the Club at least 15 minutes before departure to ensure Members are ready for their trip. Each Member must wear a Boys & Girls Club shirt, which will be provided prior to departure. Members will not be allowed to be dropped off at the destination by parent/guardian, they must use the transportation provided by the Club. Parents/Guardians will not be permitted to pick up their Member from the field trip, they can be picked up upon return to the Club. All rules and expectations must be followed by each member while on the field trip.

EXPECTATIONS: RESPECT, RESPONSIBILITY & COOPERATION

BGCCK MEMBER EXPECTATIONS

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 behave appropriately in group ratios of 1 staff to 15 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.

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.

DRESS CODE

- Members must wear closed toed shoes. No flip-flops, slide-ins, mules, sandals, or shoes with wheels
- Hats must be removed before entering Club (unless it's a Sprit Day, etc.)
- 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 swimsuit)

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 policies)
- Gum and sunflower seeds
- Rags, drawings, signs, and conversation related to gang activity
- Tobacco products, alcohol, drugs, and drug paraphernalia



MEALTIME 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.

DISCIPLINE POLICY

Membership to the Club is a privilege. Our Club staff are committed to providing the best possible experience for your child. Club staff are responsible for providing a safe, controlled environment for Club members. This includes both eliminating hazards and ensuring that all Club members are always under staff supervision. No Club member's safety shall be compromised by the actions of another Club member.

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

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:

1. 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 designated period, leaving the area, etc.)
2. Program Break - Required time away from the group to reflect on how positive choices could have changed outcomes, also time to refocus and regain self-control.
3. 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.
4. 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.
5. Suspension/Termination of Membership - May result in response to continued inappropriate behavior.
6. Parents will be notified by phone call and/or conference when the child is picked up.

Once the parent/guardian is contacted, we will discuss the behavior with you. We will then expect you, as the parent/guardian, to discuss the problem with your child. If the behavior does not change, your child may be removed from the Club. We endeavor to make the Club as enjoyable as possible for all members and staff. We know that the Boys & Girls Clubs is not designed to meet the needs of every child. If the program does not meet the needs of your child, due to resources or staff competencies, we will decide on whether your child will be allowed to stay in the program.

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.



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

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.

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.

*Note: Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional, or in an emergency. 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.

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 Clubs 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 Clubs of South Central Kansas Code of Conduct or Employee Handbook.

Adult staff and volunteers shall not:

- Initiate conversations with members about sexual matters.
 - 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.
- Engage in off-site activities with members without approval from a Club director. 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.

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.



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. If 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- *Member must be symptom free for 48 hours before returning to Clubs.*
- Head Lice- *Members diagnosed with live head lice will be sent home once it is found and must be treated and can return to program after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.*
- Ring Worm- *Member diagnosed with ring worm may return to Clubs once prescribed therapy is started.*
- Pink eye- *Member diagnosed with pink eye may return to Clubs once prescribed therapy is started.*
- Skin Rashes
- Any Contagious Illness
- Vomiting

MEDICATION POLICY

The Boys & Girls Clubs of South Central Kansas urges parents to schedule any necessary medication that needs to be taken outside of Boys & Girls Clubs of South Central Kansas attendance. If medication must be administered during Club hours, it must be done so in accordance with the following policy.

The Boys & Girls Clubs of South Central Kansas does not administer any medication. Should your child require medication during program hours, it will be incumbent for the parent or guardian to administer the medication or train the member to self-administer medication in the presence of staff.

Authorization Requirements:

1. Parents or guardians of the member must meet with Site Leadership prior to the authorization of medication usage to outline dosage, frequency and items relating to the use of the medication.
2. New forms must be submitted at the beginning of each school year, summer program, and spring break program.
3. The medication and signed forms must be turned into Site Leadership directly. The Parent or Guardian must personally deliver the medication to Site Leadership.
4. The first dose of medication(s) should always be administered at home to ensure there are no allergic reactions to the medication(s).



Prescription Identification:

Prescribed medication shall be received in the container in which it was dispensed by the licensed prescriber/ licensed pharmacist and labeled with:

1. Member's name
2. Name of medication and strength
3. Dose of medication
4. Time or interval of administration
5. Expiration of medication
6. Route of administration

Medication Exclusions:

The below listed medications will not be administered at the Club location:

- Over the counter medications
- Herbal supplements
- Homeopathic remedies
- Controlled substances

Refusal of Medication:

If the member cannot self-administer the medication, the parent or guardian will be called to come to the club to administer the medication and remove it from the Club premises. The parent or guardian will be required to administer the medication, should the member need it during Club hours, moving forward.

EMERGENCY ALERT SYSTEM

Parents will automatically receive notifications regarding emergency alerts, Club openings, and event reminders by 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. If 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.

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.

If school is in session and we determine the roads are too hazardous to transport youth, Clubs may still be open, but it becomes the parents' responsibility to transport your child/children to the Club. In this event, we will take the following steps to notify parents:



- We will call all schools for them to announce our decision and the status of our programs.
- It will be parents' responsibility to call their Club to determine whether programs will be operating.

If inclement weather conditions occur during normal Club hours, then the Club will close. All parents will be contacted and expected to pick up children within an hour of being called.

WHAT WE NEED FROM YOU AS A PARENT/GUARDIAN

PARENT/GUARDIAN CLUB SUPPORT

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). If 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.



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)

Parent/Guardian (please print)

Parent/Guardian Signature

Date

Membership # (OFFICE USE ONLY)