



BOYS & GIRLS CLUBS

OF THURSTON COUNTY

Parent Handbook

Updated 2019-20

<p>Lacey Branch (360) 438-6811 1105 Tracey LN SE Lacey, WA 98503</p>	<p>Rochester Branch (360) 273-9397 10140 Hwy. 12 SW Rochester, WA 98579</p>	<p>Tumwater Branch (360) 570-8888 600 Israel Rd. SW Tumwater, WA 98501</p>
<p>Olympia Branch (360) 556-3615 Jefferson Middle School 2200 Conger Ave NW Olympia, WA 98502</p>	<p>Tenino Branch (360) 810-3700 Tenino Elementary School 301 Old Highway 99 N Tenino, WA 98589</p>	<p>Yelm Branch (360) 956-0755 105 W Yelm Ave Yelm, WA 98597</p>

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**BOYS & GIRLS CLUBS
OF THURSTON COUNTY**

Dear Parents,

Thank you for choosing Boys & Girls Clubs of Thurston County!

We look forward to building a strong and long lasting relationship with your family.

The staff of Boys & Girls Clubs of Thurston County are dedicated to making a difference in the lives of our members. Through our Youth Development Strategies, we hope to contribute in the growth, socialization, education, and daily fun of your child(ren) by providing a safe and positive place for all who attend.

This handbook is designed to give some basic information about the Club, our procedures, and policies. If questions or suggestions arise during the course of your time with us, our door is always open to discuss these matters.

Once again, thank you for choosing Boys & Girls Clubs of Thurston County. We look forward to sharing in the laughter, tears, highs, and lows of your child's journey to adulthood.

Sincerely,

Boys & Girls Clubs of Thurston County Staff

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BOYS & GIRLS CLUBS

OF THURSTON COUNTY

Mission Statement

The mission of Boys & Girls Clubs of Thurston County is to inspire and enable youth to realize their greatness.

Youth Development Strategy

Our Youth Development Strategy is the approach that guides staff member interaction with the young people we serve that help build their:

- Sense of Belonging – a setting where they know they are accepted.
- Sense of Competence – the feeling that there is something they can do well.
- Sense of Usefulness – opportunities to do something of value for others, to assume real responsibility, and do real work.
- Sense of Influence – a chance to be heard, to lead, to take part in decision-making, and feel that they have control over their own destiny.

GREAT FUTURES START HERE.



Organization Overview

The Boys & Girls Club is a youth development organization dedicated to promoting the health, social, educational, vocational, cultural, character and leadership development of youth. It aims to help young people improve their lives by building self-esteem and developing values and skills needed during critical periods of growth. These principles are a proven successful formula that has made Boys & Girls Clubs successful for over 130 years.

What Clubs Provide

Boys & Girls Clubs of Thurston County:

- Provide youth a safe place to learn and grow; ongoing relationships with caring, adult professionals; life-enhancing programs; character development experiences; hope; and opportunity.
- Employ full-time youth development professional along with part-time staff and volunteers. Our staff are mandated reporters and by law required to report suspected cases of child abuse and neglect to CPS.
- Help and encourage youth to adopt healthy habits, positive attitudes, and interpersonal skills to aid in their development of good character.
- Ensure all youth feel welcome, regardless of their backgrounds.
- Offer building-centered activities in a warm, friendly atmosphere specifically designed for youth development programs.
- Operate an Open Door policy. We are not a licensed childcare program; we are a drop-in after-school program. Clubs are open to all members at any time during hours of operation and members may sign themselves out at any time.
- Offer a varied and diversified program that recognizes and responds to the collective and individual needs of youth.
- Provide guidance to youth. Clubs emphasize values inherent in the relationship between young people, their peers, and adult leaders.

Club Program Areas

Boys & Girls Clubs of Thurston County offers a variety of activities that meet the interests of all youth. Our core programs engage youth in activities with adults, peers, and family members that enable youth to enhance self-esteem and to develop their full potential. Our programs are designed to meet the physical, emotional, cultural, and social needs and interests of all our members.

Club programs fall into the following categories:

Character and Leadership

Sample Programs: Youth of the Year, Torch Club, Keystone, Community Service Programs.

Programs in this area empower youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process, and respect their own and others' cultural identities.

Education and Career Development

Sample Programs: Power Hour, Goals for Graduation, Homework Help, Tech Lab.

Programs in this area enable youth to become proficient in basic educational disciplines, apply learning to everyday situations, and embrace technology to achieve success in a career.

Health and Life Skills

Sample Programs: Triple Play Challenges, Passport to Manhood, Smart Girls, Junior Staff.

Programs in this area develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals, and live successfully as self-sufficient adults.

The Arts

Sample Programs: Drawing, Drama, Photography, Computer Animation, Fine Arts.

Programs in this area enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts, and creative writing.

Sports, Fitness, and Recreation

Sample Programs: Triple Play, Basketball, Tournaments, Clinics.

Programs in this area develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment, and social skills.

Membership Guidelines

Members of the Boys & Girls Clubs of Thurston County are encouraged to participate in daily Club activities. Club members will have a variety of activity choices in the Games Room, Learning Center, Art Center, Gym, Tech Lab, or Teen Center. In all areas, trained youth development professionals create and implement activities for youth to engage as a group or individually.

Fees

Annual Membership is \$30.00 per child. If applicable, additional fees may include a Monthly Activity Fee \$50-\$75/month, Extended Hours Fee \$115/week, Morning Program \$95/month, and Field trips. Fees for Morning Program and Extended Hours are due by the 5th of the month. Fees paid after the 5th incur a late fee of \$10.00. Fees may vary by branch. The Club does not automatically print Tax Statements for fees paid. We will print them upon request.

Membership Cards

After receiving full payment for membership, your child(ren) will receive a membership card with their name and bar code. Membership cards are located at the Club Front Desk, organized by school or grade, and ready for scanning when entering and leaving the Club each day. Please ensure your child uses

their card to scan out when leaving each day.

Updating Membership Information

It is the responsibility of the parent(s) or guardian(s) to ensure that all membership information is up-to-date. Please inform the Front Desk Coordinator at your Club of any changes so we can notify key staff and update our database accordingly.

Club Operations

School Year Hours of Operation

All Clubs are open Monday-Friday after school from 2:30-6:30 pm.

The Olympia branch closes at 6:00 pm.

Rochester Branch is closed on the first Friday of every month during the school year.

Tenino Branch is closed on days when school is not in session.

Refer to your Club's Annual Calendar for a full list of dates.

Summer Hours

Summer Drop-In Program:

Monday to Friday 10am-4pm (Membership fee \$30.00)

Summer Extended Hours Program:

Monday thru Friday 7am-10am, 4pm-6pm (115.00 per week)

School Break Hours

During school breaks, Club hours are 7:00 am – 6:00 pm.

Pre-Registration/Payment is required during school break sessions.

During full-day teacher in-service days, Club hours are 7:00 am – 6:00 pm.

Pre-Registration not required

Tenino is closed on days when school is not in session.

Inclement Weather Policy

If the school district (in which your Clubs is located) closes due to inclement weather, the Clubs located in that district will also close. In the event that the weather worsens over the course of the day, the CEO of Boys & Girls Clubs of Thurston County may decide to close the Clubs. Access our Facebook accounts (facebook.com/bgctc) or the Facebook account for you specific Club for up-to-date closure information.

Flyers/Newsletters

Information on Club activities, field trips, special programs, and all parent information is available at the Front Desk and/or posted on the bulletin board. Please check frequently for updates/flyers on Club happenings. The Club does not send out informational mailings, so please make sure to check the bulletin boards for the latest information.

Personal Possessions

THE CLUB IS NOT RESPONSIBLE FOR PERSONAL POSSESSIONS BROUGHT FROM HOME. (I.E. MONEY, BIKES, BACKPACKS, VIDEO GAMES).

There are cubbies, hooks, or a designated area available for storing backpacks and coats. All items need to be taken home daily. There is a Lost & Found area at each Club. Inquire at the Front Desk to locate lost and misplaced items. Lost and found items are donated to a local charitable organization every other Friday. Toys, games, and electronic equipment are not allowed at the Club.

Late Pick-up Policy

We charge \$1.00 per minute for members remaining after the Club closing. Members must wait inside the Club for parents/guardians. After all available contacts have been called and one hour has passed, we will contact the proper authorities. Members are not allowed to return until late fees are paid. Those using 10am-4pm must be picked up by 4pm, or weekly fee applies.

Refund Policy

Refund request forms for Extended Hours must be submitted no later than the Friday prior to week being cancelled. See Registration form for complete details. School year refunds must be submitted prior to the first day of services. (Ex:

morning program begins on the first of the month; refund must be requested by the first day of the month)

Returned Checks

Returned checks are processed by our bank, applicable fees are deducted from the checking account, when this is not possible we must collect directly from the parent. Check writing privileges will be revoked if the club receives more than two returned checks.

Federal Tax Identification Number

The Boys & Girls Clubs of Thurston County Federal Tax ID Number is 91-2124629. This may be helpful for income tax purposes.

DSHS Payment

We accept DSHS and DCYF payments. The DSHS Provider Number for Boys & Girls Clubs of Thurston County is 756847.

Illness/Medication

Illness

Members that did not attend in school due to illness, expulsion, etc. are not allowed to participate in BGCTC programs during that day.

If a member displays symptoms of illness and/or fever while attending the Club, the member will be isolated and kept comfortable until a parent/guardian/emergency contact arrives. To ensure the safety and well-being of all members and staff, parents are required to pick up members up within one (1) hour of receiving a call. If a member vomits while at the Club he/she cannot return to Club for 24 hours.

Medication

Any medication (prescription or otherwise) administered to a member attending the BGCTC **must adhere to the following protocols:**

- Medication must be in the original container with written dosage clearly marked.
- Only send the medication amount needed while at the club (Ex. If a member is to take one pill daily for 1 week, send only five pills).
- All medication must be hand delivered to the Front Desk Coordinator, Program Director, or Branch Director in order to be properly secured. Do not send youth with medication. This policy also pertains to over-the-counter medications such as Tylenol. Written parental permission to administer these is required as well.
- Parents must provide written directions on the proper administration of medication as well as provide an *Authorization to Administer Medication* form signed by the child's physician.
- If a child has asthma and uses their inhaler at the Club, an *Authorization to Administer Medication* form must be completed and signed by the member's physician.

Club Security

To keep our members safe while participating in our program, we have set forth the following guidelines:

No one is allowed to leave the reception area and go into the Clubhouse without checking in and receiving permission from a staff member. This applies to **ALL** adults.

Persons picking up members for the first time will be asked to show proof of identification. They may be asked multiple times until staff recognize them.

Phone call asking staff to find and send members for pick-up to a vehicle outside the building **is not allowed**. Front Desk Coordinator must remain at the desk and will not comply with this request.

Boys & Girls Clubs operate its clubhouses with an open door policy, which means that if you do not want your child to leave the Club, it is your responsibility to instruct your child accordingly. It is the responsibility of parents and guardians to apprise the Club Director/Program Director of special custody arrangements regarding your child and any documents pertaining to these details must be provided to Club staff.

We highly recommend that elementary school-aged members not walk home alone, especially after sunset.

Important Security Policies

1. The Club strictly prohibits the use and/or possession of alcohol, drugs, and tobacco products on the Club premises or at any Club sponsored activity.
2. All weapons and simulated weapons are banned including but not limited to toy, cap, and water guns.
3. Inappropriate attire is not allowed in Boys & Girls Clubs. This includes overly revealing attire or attire depicting alcohol, tobacco, or inappropriate stereotypes.
4. If absent or suspended from school, members are not allowed to attend the Club during those days/instances.
5. Boys & Girls Clubs reserves the right to have individual and/or personal property searched, if there is a reasonable concern for Club security.
6. Once a member scans out for the day, they are not permitted to return that day unless accompanied by their parent/guardian.

Club Rules & Discipline Procedures

Club Rules

Boys & Girls Clubs has adopted a simple set of rules to guide youth when they are in the Club. The rules are simple to follow and easy to remember:

- Sign in & out every day.
- Follow all staff directions.
- Keep hands, feet, and all objects to yourself.
- No swearing or teasing.
- Food and drinks are allowed in designated areas only.
- Offices, storage, and non-staffed areas are off-limits to all members.
- Checkout with Front Desk staff before leaving the Club.

- Respect yourself, others, and the CLUB.
- HAVE FUN!

Club Discipline Procedures

During the day-to-day operation of our programs, there may be occasions when a Club member chooses to disregard a Club rule. The Club staff will use these moments as “teaching” opportunities for our members, guiding them into making positive choices in the future.

1st Occurrence

Warn or talk to member about the choices they were making. Time away from activity or providing a Club service may occur.

2nd Occurrence

Member will spend time away from program area doing a Club service. A Parent will be informed of the situation when they arrive at the Club. Parents may be contacted to schedule a parent/guardian conference with Program or Branch Director, if the member continues to choose inappropriate behaviors.

3rd Occurrence

After Club staff have exercised all avenues for behavior correction and the behavior of the member has not improved, the member will be suspended from the Club. The Club Staff may suspend or expel any member for behavior that is judged extremely inappropriate.

Depending upon the severity of the situation Club Staff has the right to determine the order of these guidelines.

If your child is suspended or expelled, immediate pick-up is required.

The member may not return until parent/guardian meets with the Program/Branch Director. Boys & Girls Clubs of Thurston County reserves the right to suspend a member at any time during the day. Usually an immediate suspension will only occur for the following reasons: fighting (violence of any kind), theft, or blatant disrespect of staff, volunteers, parents, or members.

Every member begins the day with a clean slate!

Common Summer Camp Questions...

What is a Boys & Girls Club? We are an independent non-profit drop-in youth development program affiliated with the national organization of Boys & Girls Clubs of America and we are required to follow their standards. We are a “best practice program” which means our program has been scientifically proven effective in youth development.

How is Boys & Girls Club funded? 90% of Boys & Girls Clubs funding comes from private individual donations. Donations in any amount are accepted. All Boys & Girls Club branches are separate organizations and funded separately by their own communities. Robust community and parent support allows for low program fees.

How do I donate? What can I donate? Just about everything you see at the Club is donated. You can donate time, materials/supplies, or money. Contact the Branch Director or Front Desk Coordinator to make a donation. All donations are tax deductible.

How much is camp? \$115.00/ per week. Scholarships are available to those who apply and qualify.

When does Summer Camp begin and end? Ask the staff at the Front Desk of your Club for details.

How many weeks of summer camp are there? 8/9 weeks, depending on the particular Club branch.

When is the Club closed in the summer? July 4th for Independence Day.

What are the Summer Extended hours? 7:00 am – 6:00 pm.

When and what is drop-in? 10:00 am – 4:00 pm. Drop-in is the time that requires no summer registration except for the annual membership. If a child arrives to the Club before 10 am or stays after 4 pm, the Extended Hours program fee of \$95.00 is assessed.

If I sign my children up for Extended Hours, does that include the field trips? No. Field trips have separate fees and operate using a weekly, first-come first-served basis sign-up process. Field trip fees are non-refundable. If your child misses the trip, you will not receive a credit for the fee you paid.

What is the member to staff ratio? 1/25 on site (at Club) and 1/10 off site (on field trips).

What if I am late picking up my child? Please call and let us know if you are stuck in traffic or running a few minutes late, as we will be tolerant. However, if it becomes a pattern, we will charge \$1/min as stated in the handbook. If you are more than an hour late and we have not received a phone call and emergency contacts are not able to pick your child up, we will notify law enforcement to pick up your child(ren). [See Late Pick Up Policy on page 10 for more info.](#)

What if I want to cancel a week of Extended Hours? If payment for the week has already been made, refunds must be requested by filling out a refund request form and submitting it no later than the Friday before the week being cancelled. Once a refund has been approved, a check will be issued within two weeks. If payment has not been made, a cancellation form must be filled out in writing no later than the Friday before the week being cancelled. Balances will be adjusted to reflect the new amount owed. If the cancellation procedure is not followed accordingly, you will be charged full price for the week(s) being cancelled.

Do you provide lunch? Only Lacey and Rochester offer FREE lunch in the summer. If your child attends on of the other Clubs, please send a **peanut-free** sack lunch and water bottle with your child daily, with your child's name clearly marked. All Clubs **do** provide breakfast and afternoon snacks. We do not provide microwaves.

What should I send with my child to Club? Water bottle, lip balm, sunscreen, peanut-free lunch, a change of clothes for water games, and closed toed shoes.

What should I NOT send with my child to camp? Please do not send anything of significant value with your child. The Club is not responsible for lost or stolen property.

My child burns easily, can you apply sunscreen every hour? No. We are not allowed to administer medication to any child. Sunscreen is considered medication and should be applied in the morning before coming to camp. We will remind campers periodically to re-apply lotion. [See Medication on page 11 for more info.](#)

What if I don't want the camp T-shirt? A camp T-shirt is required to be worn by members on summer field trips, with the exception of swimming trips.

If my child is absent from Club do I need to call? No. We are a drop-in program and different from day care, there are no daily fees or penalties for being absent. You do not need to call us if your child will not attending.

What are “program areas”? Program areas are the rooms within the Club that house the core enrichment activities your child will participate in daily. These include: Technology, Art, Education, Recreation, Field, and Teen Center. Dedicated staff members (“Program Staff”) monitor and host activities in each area.

What is “assembly”? All of the kids gather in the gym, sometimes to play large group games, or to dance. The kids eat their snack and received details about the days’ activity choices. There are three assemblies during a typical summer day: morning, after lunch, and before afternoon snack. Attendance is taken at the 4:00pm assembly.

Am I allowed to go to a program area to get my child? Yes. Check in at the Front Desk first and then you are welcome to enter the Club’s program areas. This provides a great opportunity for your child to show you what they do while at the Club.

When will my child go on field trips? There is a full schedule of trips available at the Front Desk, please take a copy.

Can my child stay behind at the Club from the field trip? Yes! Field trips are optional and are paid for separate from Extended Hours. If your child is signed up for a field trip, we will insist that they attend it, as this was your intention for them when you signed the permission slip and paid the fee. If your child is not interested in attending a particular trip, please do not sign them up for it, there is plenty to do at the Club if they do not go on the trip. Field trip fees are non-refundable.

Parent Statement of Understanding

This confirms that I:

- Received and read the Boys & Girls Clubs of Thurston County 2019-20 Parent Handbook.
- Understand its contents, policies, and procedures.
- Understand that the policies and procedures contained in the Parent Handbook may be changed and/or updated by Boys & Girls Clubs of Thurston County at any time.
- Understand that this Handbook supersedes any prior handbooks or policy manuals issued by Boys & Girls Clubs of Thurston County.

Signature: _____

Print Name: _____

Date _____