



BOYS & GIRLS CLUBS OF THE KENAI PENINSULA

Parent / Member Handbook



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APPENDIX

Our Mission

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

Our Core Programming

➤ **Character and Leadership Development**

We empower youth people to support and influence their community, sustain a meaningful relationship, develop a positive self-image and respect their own and others' cultural identities.

➤ **Educations and Career Development**

We enable young people to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to optimize employability.

➤ **Health and Life Skills**

We develop young people's capacity to engage in positive behaviors that nurture their well-being, set personal goals, and develop the skills to live successfully as self-sufficient contributing adults.

➤ **The Arts**

We enable young people to develop their creativity and cultural awareness through knowledge and appreciation of visual and tactile arts and crafts, performing arts, and creative writing.

➤ **Sports, Fitness and Recreation**

We cultivate fitness, positive use of leisure time, skills for stress management, appreciation for the environment, and social personal skills.

Membership Procedures

A child's legal guardian must be the person to register the child. Every child who attends the Boys & Girls Clubs of the Kenai Peninsula must be a member, however, a child may visit one of the Clubhouses for one day before joining. All memberships are for one calendar year (January – December) and must be renewed by January 1st of each year. Club Membership begins in Kindergarten.

Scholarships

Scholarships are available for those who need assistance paying the membership fee. The Club never turns a child away based on the family's inability to pay the yearly membership fee. Please contact the administrative office regarding scholarships.

Medical Concerns

Please inform the staff of any medical conditions or allergies your child(ren) may have. If your child needs to take any medication while attending the Clubhouse, you will need to complete and sign a Medical Consent Form.

Abandoned Child Policy

A member is considered an abandoned child if left at the Club for 15 minutes after the facility has closed. In the case of child abandonment, we will first try to notify the parents or guardians. If the parents or guardians cannot be reached then we will call the emergency contacts listed on the registration form. If no response is received from the family after 30 minutes we will contact the police department and off of Children's Services.

The Club also holds the right to charge a late pick-up fee to parents/guardians who repeatedly pick their child up late. Failure to pay may result in termination of current membership and or forfeiture of future membership privileges.

Mandated Reporters

The primary concern of the staff is always the safety and welfare of each child. Under certain circumstances state law requires us to notify the Police, the Office of Children's Services, or other authorities if abuse or neglects is suspected.

Volunteers/Mentors

Volunteers/Mentors are an integral part of the Club experience. We welcome individuals who wish to share their time and /or talents. If you or someone you know would like to volunteer or become a mentor at the Club, please stop by to pick up a Volunteer Application. Background checks and volunteer training are required for all of our volunteers before being able to work with our members.

Sign In/Sign Out Policy

Every member is required to sign in when they first arrive at the Club. An adult is required to sign their child out when they leave the Club. Teen Clubs are exempt from this policy.

Phone Calls

Our phones are for Club business only. Members should use the phone or receive calls in an emergency 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. Please do not call the Club to have your child sent out to your car when picking him/her up. Club members must receive staff permission to use the phone and will have one short phone call per day limit. *Note: Please ask the Unit Director at your child's Club if Covid has affected this policy.*

Emergency Weather Closures

During periods of unpredictable weather conditions, we may find it necessary to close the Afterschool Clubhouse. The staff at the Boys & Girls Club have developed the following procedures:

1. If local schools are canceled due to extreme weather conditions or other acts of nature, the Boys & Girls Club Afterschool Program will also be closed.
2. If we find it necessary to close for safety reasons during the school day, we will notify local radio stations and post on our social media.

Accidents

The Boys & Girls Clubs of the Kenai Peninsula strive to maintain a safe and positive 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 registration form authorizes the Club staff to seek medical treatment for a member if necessary and that any associated cost for such care is the responsibility of the parent or guardian. In the event of a serious injury, the staff will call 911 immediately and then call the parent/guardian or alternative emergency contact.

Infestation or Contagious Conditions

To comply with the health regulations and in fairness to all members, parents/guardians are asked to help to keep a member home anytime the child:

- Has a fever
- Has a rash
- Has sore or colored runny nose or runny eyes
- Has a contagious illness
- Has head lice
- Is vomiting
- Has any other evidence of illness

Members demonstrating acute symptoms of a contagious illness must be picked up immediately by the parent/guardian or designated adult.

Personal Belongings

All personal belongings brought to the Club by youth are the responsibility of that youth. The Boys & Girls Clubs of the Kenai Peninsula will not be responsible for lost, damaged, or stolen items. Please discourage your child(ren) from bringing anything to the Club that is not necessary. All Lost & Found items will be donated to charity at least twice per year.

Cell Phones

Cell phones may only be used in the Club as a communication device for family members. A cell phone is the responsibility of the person who owns it, and only the person who owns it may use it. If a cell phone is brought to the Club, it should remain on the person (in a pocket) or securely enclosed in a backpack. The Boys & Girls Club accepts NO responsibility for lost, stolen or damaged cell phones.

Acceptable Internet Use Policy

Transmission of any material in violation of a national or state regulation is prohibited. This includes but is not limited to copyrighted materials, threatening or obscene materials, or material protected by Trade Secret. Access is a privilege and not a right. Inappropriate use will result in the cancellation of these privileges. While it may be unlikely your child will access objectionable material, the Club cannot guarantee that this won't happen. If a member accidentally accesses an inappropriate site they must inform a staff member immediately. Club members must not reveal their home address, phone numbers, or images of themselves or their peers to anyone. If a at any time they feel uncomfortable they should inform a Club staff.

Field Trips

The Boys & Girls Clubs of the Kenai Peninsula provided a variety of opportunities for our members to participate in activities off of Club property that support our core beliefs and programs. Each field trip requires a signed permission slip and any necessary fees before departing. Most sign-ups are taken on a first-come, first-served basis.

All Club rules extend to field trips. Members who fail to follow our rules and general Club expectations for appropriate behavior will prompt an immediate phone call to a parent or guardian to remove their members from the field trip at their own cost. A parent or guardian must be available by phone at all times during any Club-sponsored field trip if a Club staff needs to contact.

Member Behavior Guidance/Expectations

1. Respect Club members
2. Respect Club Staff
3. Respect Club equipment
4. Respect yourself
5. Remember that membership in the Club is a privilege

Discipline Policy

The Boys & Girls Clubs of the Kenai Peninsula strive to keep the consequences for unacceptable behavior clear, appropriate and timely. The safety of all members is of the utmost importance to us. Any member who disrupts programs or creates a dangerous situation will be disciplined appropriately. Members who do not follow the rules can expect to lose privileges and face consequences. Parents will be called to remove any member who has failed to curb his or her disruptive behavior and/or is behaving aggressively or violently that creates a dangerous situation for themselves, fellow members, or staff.

Parental Support

When a member is suspended, a staff member will attempt to call the parent or guardian to notify them of the incident and to come and pick them up immediately. If the parent or guardian is not reached, the staff will contact the listed emergency contacts. If you are unable to speak with the staff that disciplined your child, the Unit Director can assist you with any questions that you may have. Your support and involvement as the parent/guardian are vital to our success as youth development professionals.

Zero Tolerance Policy

The Boys & Girls Clubs of the Kenai Peninsula have adopted ZERO TOLERANCE policy for disturbing or intimidating behavior at all Club functions, activities, athletic events, and special events. This includes, but is not limited to vulgar language, physical or verbal bullying, harassment, intimidation, racial, religious, or gender-related comments or gestures as well as the use of weapons, drugs, alcohol, and tobacco. Such behavior may result in the police being called, immediate suspension from the current Club activities, and depending on the severity of the offense, could result in long-term suspension. If needed, a meeting will be set up with the Executive Director to discuss further action including, but not limited to permanent suspension of privileges. Decisions made by the Boys & Girls Clubs of the Kenai Peninsula will be fair and based on the best interests of the children that the Club serves. This policy will be strictly enforced and all decisions will be final.

Behavioral and Emotional Conditions

The Boys & Girls Clubs of the Kenai Peninsula understand that Club members may have been diagnosed or are in the process of undergoing evaluation for a behavioral or emotional condition. Please help the Club staff in identifying such a condition on your child's membership registration form and make an appointment with the Clubhouse Unit Director in developing a behavioral plan for your child. To help create a positive Club experience for your child, please inform staff of any such conditions, changes in medication, or behavioral modifications necessary in supporting your child.

It is also important for parents to understand that the Club will give every child the opportunity to be a Club member and work with them to adjust to the Club environment. However, some children may require services of supervision beyond the Club's capacity and may be asked to terminate their membership for the well-being of the child, other members, and staff.

Child Nutrition Program

Many of the Boys & Girls Clubhouses on the Kenai Peninsula participate in Child Nutrition Programs. Participating Clubhouses provide ALL youth with a FREE breakfast and lunch in the summer months and a FREE afternoon meal to members during the school year. Please contact the Clubhouse in your community for a meal service schedule.

Non-Discrimination

In accordance with Federal law and U.S. Department of Agriculture policy, the Boys & Girls Clubs of the Kenai Peninsula is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write:

USDA, Director Office of Civil Rights
Room 326-W. Whitten Building
1400 Independence Avenue, SW
Washington, DC 20250-9410
Or call (202) 720-5964 (voice and TDD)
USDA is an equal opportunity provider and employer

Club Member Agreement

I understand that participating in programs at the Boys & Girls Club is a privilege, not a right. Disciplinary action resulting from my poor choices is reserved to the Unit Director's discretion and is exercised accordingly for the well-being and safety of all Club members. Therefore, to retain the privilege as a Club member, I must contribute good behavior and positive choices by following the Club Member Agreement as detailed below:

I AGREE TO BE SAFE

- I will go only in areas with adult supervision.
- I will walk inside the building.
- I will keep my hands and feet to myself.
- I will use the restroom appropriately.

I AGREE TO BE RESPONSIBLE FOR MYSELF

- I will follow sign-in rules.
- I will clean up after myself.
- I will be responsible for my personal items.
- I will be responsible for my own actions.

I AGREE TO BE HONEST

- I will tell the truth.
- I will tell an adult staff person if something needs attention.

I AGREE TO COOPERATE

- I will follow the staff's directions at all times.
- I will be with my group and participate in group activities.
- I will work as a team member and be supportive of other Club members.
- I will follow field trip rules.

I AGREE TO BE RESPECTFUL

- I will be respectful to all Staff and Club members at all times.
- I will not call names, use profanity or vulgar language, OR actions.
- I will not destroy or vandalize property or equipment.
- I will show good sportsmanship during activities.

I, _____ agree to follow the Club Member Agreement and will accept the consequences for my behavior.

Club Member Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

CONSEQUENCE CONTRACT

I understand that participating in programs at the Boys & Girls Club is a privilege, not a right. Disciplinary action resulting from my poor choices is reserved to the Unit Director's discretion and is exercised accordingly for the well-being and safety of all Club members. As a Club member, I understand that time-outs will be used as consequences for offenses such as but not limited to:

Profanity and/or Name Calling

Minor: Time Out Repeated: Suspension from Club

Purposeful Physical Contact / Harm

Zero Tolerance. Purposeful physical harm will result in immediate removal from Club. In extreme cases, Law enforcement may be called and/or Club member permanent suspension.

Vandalism

Any intentional destruction of property will result in immediate and indefinite suspension until proper restitution by compensation, repair, or replacement of the item has been satisfied.

Persistent Misbehavior

- Two time-outs of any kind in one day OR three time-outs in one week may result in suspension from the Club for a period of time to be determined by the Unit Director.
- A pattern of repeated misbehavior may result in permanent expulsion from the Club.

Note: The Club staff are not qualified to assist those children who may need additional physical and/or emotional support. For the safety and well-being of all children, the Club reserves the right to request a qualified adult "shadow" for children who require constant one-on-one supervision.

I, _____ understand the consequences for misbehavior at the Club may be suspension or permanent expulsion from the Club.

Club Member's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____