

Parent/Member Handbook



BOYS & GIRLS CLUB
OF ROCHESTER

Boys & Girls Club of Rochester – Center Street Unit
Boys & Girls Club of Rochester – Northwest Unit
Boys & Girls Club of Blooming Prairie

Thank you for taking the time to learn what Boys & Girls Club is all about. We believe that all members and their parents/guardians can benefit from the information in this handbook. If there is anything we can help you with, please let us know.

Our Mission

To empower all young people, especially those who need us most, to realize their full potential as productive, responsible and caring community members.

Our Vision

To give every child access to a safe, nurturing, educational environment, that positively impacts their lives.

Core Beliefs

Boys & Girls Clubs provide youth with...

- A safe place to learn & grow
- Ongoing relationships with caring, adult professionals
- Life-enhancing programs
- Character development experiences
- Hope & opportunity

Core Values

- Integrity – We believe in the fair treatment of people and resources. Our interactions and business will be conducted honestly and ethically.
- People – We hold youth, our staff, volunteers, partners and investors in the highest regard. We will strive to build connections that strengthen families, our organization and the community.
- Potential – We believe in the promise of all kids. We are committed to delivering programs that create hope and opportunity.
- Impact – We are dedicated to progressive quality. We will seek to continuously improve our services and nurture the success of others.

Membership

Membership is open to all youth between the ages of 6 and 18 (18 year olds must be in high school or its equivalent). A membership application must be completed and signed by a parent or guardian each year (even if you are simply renewing your membership). Our membership fee is \$10 per year. Additional fees may be charged for transportation, our summer program and/or certain field trips. However, our goal is to always keep costs associated with Boys & Girls Club membership as low as possible so no one is excluded based on economic circumstances.

The information you provide us on the membership application is critical. We ask that every effort be made to list contact information that is both current and accurate. It is the parent's/guardian's responsibility to notify us of any changes to telephone numbers (home, work emergency contacts, etc.) and/or address information as soon as such changes occur.

Orientations are available to all new members and their parents. Please take advantage of the opportunity to see and hear what your Boys & Girls Club is all about and how you can give back to Club to make it a better place for all of our kids.

Membership in Boys & Girls Club is a privilege, not a right. Boys & Girls Club reserves the right to refuse membership to any child at any time.

Club Locations

Center Street Unit
1026 E. Center St.
Rochester, MN 55904
Phone: 507-287-2300
Unit Director: Tony Luna

Northwest Unit
930 40th St. NW
Rochester, MN 55901
Phone: 507-258-0532
Unit Director: Ewell Bryant

Blooming Prairie Unit
401 SE 4th St.
Blooming Prairie, MN 55917
Phone: 507-583-6699
Unit Director: Mary Sherman-Ahrens

Club Hours

All three units are open Monday through Friday.

- Center Street Unit:** School Year – 3:00 pm to 8:00 pm
Summer – 8:00 am to 6:00 pm for 6-12 year olds
12:00 pm to 8:00 pm for 13-18 year olds
School Holidays – 8:00 am to 6:00 pm
- Northwest Unit:** School Year – 3:00 pm to 7:00 pm
Summer – 8:00 am to 6:00 pm for 6-12 year olds
12:00 pm to 6:00 pm for 13-18 year olds
School Holidays – 8:00 am to 6:00 pm
- Blooming Prairie Unit:** School Year – 3:00 pm to 6:00 pm
Summer – 8:00 am to 6:00 pm
School Holidays – 8:00 am to 6:00 pm

The exceptions to this are Club-recognized holidays on which Boys & Girls Club will be closed. These days include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve and Christmas Day.

Club reserves the right to change its hours and days of operation based on need and/or economic circumstances. If such changes occur, we will do our best to post this information to cause as little inconvenience as possible.

Additionally, there may be days when it is necessary to close Club due to unforeseen circumstances such as emergency repairs, inclement weather, etc. When such instances arise, we will do our best to post this information to cause as little inconvenience as possible.

Please be sure to pick-up your child by the posted closing times. Boys & Girls Club reserves the right to contact appropriate authorities for assistance when members are not picked-up within 30 minutes of Club closing time AND after all emergency contact alternatives have been exhausted.

Open Door Policy

Boys & Girls Club has an **OPEN DOOR POLICY**. This policy allows members to come and go at any time during Club operating hours. However, once a member has signed out of Club, he/she will not be readmitted that day (exceptions include medical and dental appointments, etc.) Under normal circumstances staff members are not allowed to prohibit a member from leaving the facility per the regulations of the MN Department of Human Services governing facilities/programs exempt from licensure as child cares. Thus, it is the responsibility of the child AND the parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit. Please note that youth are not allowed on Club grounds during operating hours unless they are signed in and participating in Club activities. Members should NOT be dropped off prior to the opening of the facility, as Club cannot be held responsible for the supervision of such youth. ***It is important to remember that Boys & Girls Club is NOT A DAYCARE and is not governed by licensure as a childcare facility.***

Transportation

During the school year, transportation from schools is provided in a limited capacity at certain Clubs and from certain schools. Please check with your individual Unit Director for information on availability. Transportation services may be available to take children home in the evening on a limited basis. Please see individual Club for availability.

Membership Cards

One membership card will be provided to each new member and renewal member when all application requirements have been met. Club members are required to sign in each day upon entering Club and out each day when leaving Club and must do so by scanning their card with the staff at the front desk. Remember that membership in Club is a privilege, not a right. If members do NOT have their cards, a replacement card may be purchased for \$0.50. If the member does not have a card or \$0.50, the member will not be able to enter Club and a parent/guardian will be contacted. Members should also memorize their Club membership number (located on the card).

Membership cards cannot be carried over into the next year.

Supervision

Our staff are trained Youth Development Professionals. Trained volunteers often support our staff. A staff member and/or trained volunteer will oversee each of our designated program areas. Please take the time to remind your child of the need to follow Club rules and directions AT ALL TIMES whether said directions are given by a staff member or a volunteer.

Code of Conduct

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

- Respect the Staff
- Respect the Club
- Respect Yourself and Others
- Choose Your Positive Attitude

Dress Code

Youth should dress comfortably and wear clothes that allow them to participate in typical Boys & Girls Club activities and programs. Generally, Club follows the dress code policy of the local school district. We will expect the following:

Footwear: Shoes and socks must be worn at all times. Flip-flops, sandals and cleats are discouraged as are any other open-toed shoes for safety reasons. Club members may not be allowed to participate in certain activities if open-toed shoes are worn. The best advice is to wear tennis/walking shoes every day.

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

Hats: Hats and bandanas will not be worn at Club. Hats may be permitted outdoors under certain weather conditions. Head coverings or scarves are permitted for religious reasons.

Field Trips

Boys & Girls Club provides a variety of opportunities for our members to participate in activities off Club property that support our core beliefs and programs. Each excursion requires a signed permission slip and any necessary fees prior to departing. Most sign-ups are taken on a first-come, first-served basis (meaning eligible members who return the required permission slip). Members and parents are reminded that all of our Club rules extend to field trips. Members who fail to follow our rules and general Club expectations for appropriate behavior will prompt an immediate call to a parent/guardian to remove that member from the field trip at their own cost.

A parent or guardian MUST be available by telephone at all times during any Club sponsored field trip in the event that the staff needs to contact you.

Discipline Policy

Boys & Girls Club strives to keep the consequences for unacceptable behavior clear, appropriate and timely. The safety of all members is of utmost importance to us. Our standards, along with the expectation that all members use good common sense, exist to ensure that your child and every other child at Club can safely enjoy Club's activities. Any member who disrupts programs or creates a dangerous situation will be given an appropriate consequence. Members who do not follow rules can expect to lose privileges and face consequences. First-time offenses are never excused as such and will be handled based on their severity. Parents/guardians will be called to remove any member who has failed to curb his/her disruptive behavior and/or is behaving in an aggressive or violent manner that creates a dangerous situation for themselves, fellow members, staff or visitors.

When a member is suspended, it is his/her responsibility to let you (the parent/guardian) know of the situation. A phone call may be made to you if time allows. Please understand that it is very difficult for the staff to interrupt programming to call you and speak at great length about behavior that has already occurred and led to your child's suspension.

Disciplinary actions may include, but are not limited to, the following:

- Verbal Counseling
- Time-out
- Suspension from Program Area
- Loss of Club Privileges
- Suspension (one day to two weeks)
- Indefinite Suspension (until the situation can be resolved or the parent/guardian is consulted)
- Expulsion (i.e. permanent suspension)
- Contacting the Proper Authorities

Members are expected to respond to assessed consequences 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 them or cast blame their way. In addition, staff members, though well-trained and experienced, are human, so please call Club if you have any question concerning disciplinary measures or any other Club activity. Your support and involvement as the parent/guardian is vital to our success as youth development professionals.

Phone Calls

Our phones are for Club business only. Members should use phones 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 Club so that you do not have to call Club and your child does not have to call you. Cell phones and electronic devices are not allowed at Boys & Girls Club for members ages 6-12. Youth ages 13-18 are permitted to have and use cell phones and electronic devices but only during non-program activities.

Personal Belongings

All personal belongings brought to Club by youth are the responsibility of that youth. Boys & Girls Club is NOT responsible for lost, damaged or stolen items. Please discourage your child from bringing anything to 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.

Medication

Boys & Girls Club is NOT allowed, by policy, to dispense and/or oversee medication of any kind, including non-prescription medications. Members bringing medications to Club are required to have a completed Medications Form on file. Please see the Medications Form for restrictions and instructions.

Accidents

Boys & Girls Club 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 are attentive to providing the safest environment possible. The completed membership application authorizes Club staff to seek medical treatment for a member, if necessary, and states that associated costs for such care are the responsibility of the parent or guardian. ***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 parent/guardian or alternative emergency contact. This is one more reason why updated contact information is your responsibility and crucial to your child's well being.

Infestation or Contagious Conditions (including, but not limited to, lice, impetigo, chicken pox, pink eye, etc.)

Any and all suspected transferable infestations or transmittable diseases will be addressed fully in the following manner and without exception...

1. Parent/guardian will be contacted for immediate removal of the member from Club facilities.
2. Proof of treatment from a health care facility AND written approval from the Unit Director is required before the child will be allowed back into Club.

Food

Boys & Girls Club understands and appreciates the need for a healthy diet among all our members. It is our goal to encourage healthy eating habits that promote the well being of our youth. A lunch program is usually provided during the summer (see staff for details). Members are encouraged to bring their own healthy snacks and drinks. Each Club has a different policy regarding the provision of snacks. Additionally, each Club has a designated area for eating. All food and drink must be consumed in the designated area and at the designated time. Members eating and drinking in inappropriate places and times will have their items confiscated and disposed of. Water-fountains are available at all Clubs. Water bottles are strongly recommended during the summer months when temperatures can exceed 100 degrees.

Volunteers

Volunteers are an integral part of the Boys & Girls Club experience. We welcome volunteers who wish to share their time and/or talents. If you or someone you know would like to volunteer at one of our Clubs, please stop by a Club site to pick-up a volunteer application. Background checks are required of all volunteers prior to being able to work with our youth members. The cost of the background check is covered by Boys & Girls Club.

Programming

Boys & Girls Club expects to be the best youth development organization in the community. Our staff are trained youth development professionals who are hired for their engaging, energetic and enthusiastic skills. We want our members to come to Club each day, attracted by the programs and staff that lead them.

Programs at Boys & Girls Club fall under Five Core areas – Character & Leadership Development, Education & Career Development, Health & Life Skills, The Arts and Sports, Fitness & Recreation.

Contacting Us

Please do not hesitate to speak to a staff member or Unit Director whenever you have a question or a concern. We hope you will always start by contacting the staff or Unit Director when issues arise. If you feel that an issue or complaint has not been satisfactorily resolved at the unit level, please know that parents/guardians may always contact the Executive Director of the organization at our administrative offices. The telephone number for our Executive Director is 507-287-2300.

Thanks for joining the Boys & Girls Club – Great Futures Start Here.

Receipt and Acceptance of Parent/Member Handbook

I have received a copy of the Boy & Girls Club's Parent/Member Handbook and I understand that I am responsible for reading the policies and practices described in it.

I agree to abide by the policies and procedures contained herein. I understand that the policies in the Parent/Member Handbook may be added to, deleted or changed by Boys & Girls Club at any time.

I understand that membership is a privilege, not a right and Boys & Girls Club reserves the right to refuse membership to any child at any time, with or without cause.

I understand that Boys & Girls Club has an **Open Door Policy**.

I understand that I am responsible for ensuring that my child is not left at Boys & Girls Club outside of operating hours.

I agree to update my child's contact information as changes arise.

If I have any questions regarding the content or interpretation of this Handbook, I will bring them to the attention of the Unit Director.

Member Name _____

Parent/Guardian Name (printed) _____

Parent/Guardian Signature _____

Date _____