

Thank you for your interest in the Boys & Girls Club (a.k.a., the Club) taking the time to learn what the Club is all about. We are a Private Club for Kids ages 6 to 18. This handbook contains information which is important to Club members as well as their parents and/or guardians. Club members age 18 thru 24 may be eligible for ClubService scholarship funding opportunities and should check with their local Club Site Director for more information. Changes to this official handbook will be placed online at bgcdentoncounty.org Handbook revisions will be placed on line and the revision date noted.

Our Mission

“The Mission of the Boys & Girls Clubs of Denton County, Inc. is to enable all young people, especially those who have limited opportunities, develop life skills in a safe, caring place that will instill and encourage self-esteem as well as a sense of pride and belonging”.

Open Campus Policy

The Boys & Girls Club of Denton County, Inc. is NOT A DAYCARE and is not governed by licensure as a childcare facility. The Club has an **OPEN CAMPUS POLICY**. This policy allows members to come and go at any time during the Club’s operating hours. Club Staff are NOT responsible for the manner in which the Club member arrives or leaves any Club Facility. Members are required to “check in and present their membership card for admittance to the Club. Members are NOT required to sign out; and staff members, under normal circumstances, are not allowed to prohibit a member from leaving the facility per the regulations of the Texas Department of Protective & Regulatory Services governing neighborhood recreational facilities exempt from child care licensure. 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 the Club’s 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 any facility, as the Club cannot be held responsible for the supervision of such youth.

Special Note to Parents and/or Legal Guardians: Club members will not be permitted to leave even with an authorized adult if the individual is driving and is suspected of being under the influence of drugs and/or alcohol. A replacement driver will be required prior to the member being released. In this situation anyone attempting to remove their child from the Club will result in the local police being immediately contacted.

Because important information is put up for parents/guardians each day, it is recommended that, parents/guardians/authorized pickup designees come into the Club and check the reception area bulletin boards. **Only members will be allowed beyond the reception door without a staff escort.**

Club Hours

The Club sites are normally open from 2:30 p.m. – 6:30 p.m. Monday through Friday. The Club reserves the right to change its hours and days of operation based on need and/or economic circumstances. If such changes occur, parents/guardians will be notified in advance. The Club **will be open** for after school activities even on days when school is not in session, excluding Club holidays (i.e.: school holidays, breaks and teacher work days). “Camp” may be offered during extended periods when school is not in session (7:00 or 7:30 a.m. – 2:30 p.m.) for an additional fee. See “When Schools are Closed” below.

Code of Conduct

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

Have Fun!
Respect yourself.
Play fairly and be honest.
Applaud the efforts of others.
Avoid inappropriate language.
Dress appropriately at all times.
Running is reserved for athletics.
Say only good things about others.
Bring your membership card everyday.
Be respectful of Boys & Girls Club staff.
Resolve disagreements in a positive way.
Listen during appropriate times and assemblies.
Be respectful of other members and their property.
Tobacco, drugs, alcohol and weapons are prohibited.
Participate only in activity areas open to your assigned group.
Take care of your Boys & Girls Club facility, grounds, and equipment.

Core Beliefs

Boys & Girls Clubs provide youth with:

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

Club Creed

I believe in God and the right to worship according to my own Faith and Religion
I believe in AMERICA and the American way of life...in the CONSTITUTION and the BILL OF RIGHTS
I believe in FAIR PLAY, HONESTY, and SPORTSMANSHIP
I believe in my BOYS & GIRLS CLUB, which stands for these things

Orientations

Orientations are offered to all new members and their parents and are a requirement of membership in the Club. Orientations are held the 1st and 3rd Monday of each month from 6:00 p.m. – 7:00 p.m. 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 the Club to make it a better place for all of our kids. If there is anything else we can help you with, please let us know. Parents and/or guardian and members not attending an orientation within the first thirty days of membership will have their access to the Club revoked.

Activities

The Club expects to be the best youth development organization in Denton County. Our staff members are youth development professionals who are hired for their engaging, energetic and enthusiastic skills. We want our members to come to the Club each day, attracted by the activities and the staff that lead them. As part of their Club membership, members will learn the importance of giving back to their community and will participate in local community service projects which occur during Club hours.

Activities at the Boys & Girls Club fall under Five Core areas:

- 1) Character & Leadership Development
- 2) Education & Career Development
- 3) Health & Life Skills
- 4) The Arts
- 5) Sports, Fitness & Recreation

As part of our character and leadership activities, members will be participating in community service events in and around the Club.

For Club members who are not maintaining a “B” average and/or in a specific subject, parents may request POWER Hour tutors. Tutors will be assigned as they become available to assist Club members on a first come first serve basis. The Club will attempt to utilize volunteers throughout the summer to continue tutoring Club members participating in after school activities and still needing educational assistance.

Holidays & Club Closure(s)

The Club will observe the following holidays and **will not be open** - New Year’s Day, President’s Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve and Christmas Day. The Club will be closed the week between Christmas & New Year’s Day and the week between Memorial Day and the first day of Summer Camp.

The Club will also be closed for a few days between Summer Camp Session I and Summer Camp Session II. These closed periods will be used to conduct maintenance activities and staff training.

Additionally, there may be days when it is necessary to close the Club due to unforeseen circumstances such as emergency repairs, inclement weather, etc. Again, when such instances arise, we will do our best to post this information so as to mitigate any inconvenience this may cause. Refunds will not be given.

When Schools are Closed

After School activities will be offered when schools are closed (2:30 – 6:30 p.m. Monday thru Friday) except for the holidays outlined above. During periods when schools are closed, supplemental “Camp” hours may be offered but are not included in the monthly activity fees. The camp fee for members participating in the after school activities is \$10 per day and those not participating in the after school activities is \$35 per day. Advance signup and payment of the day camp fee is required prior to the first day of camp. Summer camp space may be reserved by payment of the camp registration fee. Further details may be obtained from the local Site Director.

Club Locations & Staff Contact Information

Lake Cities Club...303 Alamo Avenue, Lake Dallas, TX 75065 Tele: 940-239-9309, Fax 940-239-9313; Site Director: Stephen Stipe

Note: The Lake Cities Club site includes as part of its routine activities trips to the Lake Cities Library, the community park adjacent to the Library and the Lake Dallas community park located off Hundley. These sites are considered as an extension to our facility and permission slips will not be utilized for activities conducted at these sites. Parents arriving before the return of members to the Club **must** check in at the Club Site prior to members at off site locations being released for pickup.

Please do not hesitate to speak to a staff member or Site Director whenever you have a question or a concern. We hope you will always start by contacting the staff or the Site Director when issues arise; after all, they are the ones who know your children the best. If the need arises, however, and you feel that an issue or complaint has not been satisfactorily resolved at the unit level, please know that parents/guardians may always initiate a formal complaint form (forms available at each Club) which will be investigated, reviewed and answered by the Chief Professional Officer of the organization.

Membership

Membership is open to all youth between the ages of 6 to 18. A membership form must be completed and signed by a parent or guardian each calendar year (even if you are simply renewing your membership). Our membership fee is \$10 per **calendar year** (Jan 1 thru Dec 31) and will not be pro-rated for partial year memberships. Information requested on the Membership Application Form must be completed in it's entirety for membership consideration as the Club's ability to apply for and obtain grant funds is dependent upon our collection of statistical reporting data.

As a condition of membership, Club members are required to participate in Community Service projects which are held during normal Club hours. Permission slips will not be provided for these events which may include trash pickup on the Club's adopted street, schools and/or local parks. Parents and their Club members are asked to help their Club by participating in outside fundraising activities benefiting their Club.

The Club requires each member's parent and/or guardian to provide to the Site Director prior to the first day of attendance the following forms:

- Membership Application Form & Membership Fee
- Annual Release & Waiver Form
- Emergency Medical Information & Treatment Release
- Medical Insurance Coverage Card (attach to the above form)
- Emergency Contact Form
- Authorized Pick-Up Designees

- Medication Storage Information (if applicable)

Membership in the Boys & Girls Clubs of Denton County, Inc. is a privilege, not a right. The Club reserves the right to refuse membership or to revoke membership to any child at any time, with or without cause.

Membership Cards

Each year on 12/31 all memberships expire. Each year, on January 1st, the Club cards will be issued upon renewal with the new membership expiration date. 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 have their card to the Club **EVERY DAY**. Members may leave their card at the Club provided it is stowed in the designated card placement area for pickup upon their arrival at the Club. Club Members are required to sign in (but not out) each day upon entering the Club and must do so by checking in on the daily attendance sign in form and showing their Membership Card. Members should also learn to memorize their Club membership number (located on the card).

If members do NOT have their cards, certain privileges to activities may be denied. Members arriving at the Club without a Membership Card will have a "Replacement Card" form sent home with the Club Member. This form is to notify parents that a replacement card is required if the member cannot locate their card at home. Members failing to present their membership card will **be required to purchase a replacement card and lanyard for \$2.50**. The member will have a total of two days to either locate their card and/or admission into the Club will be denied. **Admittance to the Club will be denied** in accordance with the information provided on the Replacement Card Form. It is suggested that members repetitively misplacing their cards be asked to perform tasks at home and/or pay for the replacement cards to reinforcement the need for personal responsibility.

Activity Fees, Camp Fees, Field Trip Fees & Teens

The Club does not provide a summary at year end of activity fees paid. Fees may or may not be tax deductible as we are not licensed by the DFPS as a child care facility. The Boys & Girls Club is a non-profit tax exempt 501(C)3 organization and our Tax Exempt EIN number is **75-2440493**.

In addition to membership, the Club provides After School activities, Day Camp, Summer Camp with Field Trips and Special Teen Rates. For current fees visit the Boys & Girls Club website at **bgcdentoncounty.org** or check the general bulletin board (glass) located inside each Club. Registration fees may apply.

Teens (age 13-17) are encouraged to attend after school and become a part of our teen leadership team. Our teen leadership team participate in activities directed at recreation, career skills, goal setting, volunteering with younger Club members, earning college scholarship funds through our Youth of the Year, Torch Club and Teen Supreme Programs.

The Club is a recreational facility and as such there is no area for Club members to remain at the Club and nap. It will be necessary for youth wishing to nap to either leave the Club and/or contact their parents for pickup from the Club. It is recommended that Club members attending summer camp obtain a good night's rest prior to arriving at the Club.

Scholarship & Partial Scholarship Opportunities

Partial and full scholarship opportunities may exist for Club members. The granting of these scholarships is at the sole discretion of the Board of Director's or their designee(s) representing the Boys & Girls Clubs of Denton County, Inc. In order to be considered for potential partial and/or full scholarship, a ***“Request for Financial Aid Consideration”*** form must be completed in full. A detailed cover letter stating why financial aid is needed along with a copy of the supporting documentation outlined on the form is required before action will be taken on the request. As a condition of acceptance of a scholarship mandatory volunteer hours are required. Scholarship recipients that fail to volunteer hours in accordance with the financial aid agreement will have their scholarship cancelled and will be billed for the difference in the scholarship amount and the actual after school activity fee. Financial aid is reviewed on a first received basis of a qualifying aid request and appropriate documentation submission.

Payments

Payment is currently accepted in the form of cash, check, money order, credit card (master card / visa). Returned checks will result in additional fees (\$25 return check fee) and possible refusal of future payment acceptance by check. Payments may be made directly to a staff member during open hours or may be dropped into the drop slot located on the front of the building just north of the door marked “303” during non-business hours. The deposit of cash into this slot is not recommended as a staff member will not be able to provide you with a receipt at the time of your payment. Parents are encouraged to obtain a receipt for all fees paid to staff members.

Activity Fee Payment: Payment for Club After School activities is due and payable by the month only. Payment is due on or before the 1st of each month. Payments received after the 1st day of the month are subject to late fees. Late fee charges are posted on the general bulletin board. See “Late Fee Policy” below. Membership, registration and activity fees are **nonrefundable**. If the Club is advised prior to the commencement of the month that a member will be absent for more than half of the days the Club is open in a month, the Site Director may consider a prorated fee for the month.

New Members – activity fees are based on a monthly basis and fees will only be prorated if Club the new member's participation in the after school and/or camp occurs after half of the available days the Club is open in the month have elapsed.

Parents requesting special payment schedules must submit the Financial Aid request document along with all of the required attachments. The cover letter must include the nature of the “special payment” arrangement being requested & the duration of the request and the reason the payment exception should be considered.

Camp/Activity Fee Payment: Registration fees, if applicable, must be paid at the time of signup to reserve a Camp spot. These fees are **nonrefundable**. Information relating to Camp signup and associated activity fees will be posted on the general information bulletin board located in the member check-in area. Camp fees must be paid in full prior to admittance to the camp. During the school year “Camp” fees must be paid by the posted deadline.

Daily Drop in Fees: Daily Activity and Camp Activity fees are due at the time of drop off and vary by session. Fees are subject to change and are posted on the bulletin board at the front entrance of the Club as well as being listed on our website at **bgcdentoncounty.org**

Late Policy:

Late After School or Camp Fee Payment: Commencing on the 2nd day of the month, there will be a \$10.00 late fee. A dollar per day will be added until your payment is received. If your payment is not received by the 5th of the month, the member will not be permitted to continue to participate in the “After School”

activities at the Club until all unpaid balances have been cleared with the Club unless approved by the CPO. If payment has not been received by the 15th of the month the member will be dropped from the "After School" Program and readmission to the Club will be based upon availability.

Late Pickup Fee: Please be sure Club Members are picked up prior to the posted closing times. Five (5) minutes following the closing time of the Club, a \$10.00 late fee will be due. There will be an additional \$1.00 per minute charged for each minute the parent/guardian is late in picking up their child. These fees are necessary due to the additional costs sustained by the Club. The Club reserves the right to contact the appropriate authorities which include the local police department and Department of Family Protective Services for assistance when members are not picked up within a reasonable time (within one hour) following closing time. Parents if unforeseen circumstances occur and you find you are going to be late picking up your child, please call the Club. Staff members will make every effort to work with you and please know your children worry about your safety when you arrive late.

Transportation

Transportation from certain schools at certain Club sites is provided on a complimentary basis in a limited capacity by the Club. The Club provides complimentary transportation on a first come first serve basis from Shady Shores Elementary, Corinth Elementary, Vista Charter Academy and Pecan Creek. Schools within walking distance to the Club include: Lake Dallas Middle School and the Lake Dallas Intermediate School. Service from Hawk Elementary, Ronnie Crownover Middle School, and Lake Dallas High School may be offered under certain conditions.

The BGC bus/van will depart on schedule and will not wait on members who are not at the designated pickup area. The complimentary transportation runs on a tight schedule in order to allow for pickup at multiple sites. If your Club member misses the bus, it will be the responsibility of the parent to arrange for their pickup at the school. The Club will not make a second trip to the pickup sites. In order to serve more children if your member will be absent from school, be a car rider or not going to be attending the Club, parents are requested to contact the Club during the day and leave a message on the voice mail (940-239-9309) if a staff member is not available.

Parents/guardians are also encouraged to contact their local school superintendent and/or school board representatives for support of a bus stop at the Club or check with your local community leaders for other transportation which might be available with the community.

Supervision

Our staff members are Youth Development Professionals. Trained volunteers often support our staff. A staff member and/or trained volunteer will oversee each of our designated activity areas. Please take the time to remind your child of the need to follow Club rules and directions AT ALL TIMES whether directions are given by a staff member or a volunteer. It is the policy of the Club to require a Criminal Background check on all volunteers interacting with Club members on a regular basis. Making an unauthorized entry into the Club activity areas or use of abusive language directed at a Club Staff member will not be tolerated and membership may be revoked at the discretion of the Chief Professional Officer.

Dress Code

Youth should dress comfortably and wear clothes that allow them to participate in typical Boys & Girls Club activities. We will expect the following:

- **Footwear:** Shoes and socks must be worn at all times when outdoors. 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 the Club. Members wearing clothes that are too short, too tight or too revealing in any way, or clothes with questionable or distasteful advertising (including swimwear) will be asked to change or leave immediately. This judgment will be left solely to the discretion of the Club staff.
- **Club T-Shirts:** As part of the summer camp registration fee, Club members will be provided with a Boys & Girls Club T-Shirt. A record of the size issued to the Club member will be tracked by the Club. Parents should ensure the Club member's name is written in permanent marker on the inside tag of the shirt to help with identification when shirts are lost and/or misplaced. Parents may purchase additional T-Shirts for their Club member(s). To help ensure the safety of Club members, a Club T-Shirt must be worn on field trips. Those without T-Shirts may be denied access to the field trip and/or active participation at the field trip site.

Field Trips

The Boys & Girls Club provides a variety of opportunities for our members to participate in activities off Club property that support our core beliefs and youth activities. Each excursion (excluding trips to the Lake Cities Library, community park adjacent to Library, the Lake Dallas Community Park on Hundley and local community service projects) requires a signed permission slip and any applicable fees paid by the posted due date. No money will be accepted on the day of a field trip. During Summer Camp field trips must be paid at the beginning of each month along with activity fees. No refunds will be made for field trips missed by Club members due to absence, missing Club T-Shirt and/or behavioral issues.

If a member will not be participating in a field trip, the member should not attend the Club that day as there will be no Staff Member at the Club site to supervise members not participating in the field trip. When a field trip is scheduled, a notice will be on the entry bulletin board and permission slips will be available for pickup and completion by the parent. During camp or camp weeks a permission slip may be generated to cover the entire week and/or month.

Members and parents are reminded that all of our Club rules extend to field trips. Members who fail to follow rules and general Club expectations for appropriate behavior will prompt an immediate call to a parent or 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. *Parents are encouraged to volunteer to accompany the children on field trips.*

Discipline Policy

The 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 the Club can safely enjoy the Club's activities. Any member who disrupts Club activities or creates a dangerous situation will be disciplined appropriately. 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 will be called to immediately remove any member who is behaving in an aggressive or violent manner that creates a dangerous situation for themselves, fellow members, staff or visitors

The Boys & Girls Club uses the Homegram Discipline procedure in order to ensure a progressive form of discipline with the member and involves the parent/guardian. Members will be given a time out (5 minutes per X) for each incident of disruptive behavior. Three X's received in one day or within a five day period will require the parent(s) or guardian to meet with the Site Director to discuss the ongoing disruptive behavior where ideas on curbing the disruptive behavior will be discussed. The member will then be placed on probation for a one week period and if during the probation period, another X is

issued, the member will be suspended. A progressive number of suspension days will occur varying from 1 day to permanent expulsion. There may be incidents where the incident in and of itself justifies skipping the various progressive disciplinary stages.

When a member is to be suspended, a written suspension report will give to the member (13 or older), or to the parent/guardian if the member is under age 13. Due to site supervision requirements, the suspension report may have to be mailed as it may not be available at the time you are notified of the suspension from the Club. Member actions which will result in an immediate suspension include theft from other members or Club and phis

Disciplinary actions are generally progressive in severity, however, some behaviors will result in the skipping of steps and/or immediate suspension (examples – theft from other members' or Club property and acts of physical violence against other Club members and/or staff. Discipline may include, but are not limited to:

- Verbal Counseling
- Time-out
- Push ups, sit ups and/or other physical activities that progressively increase in number
- Suspension from Activity Area
- Loss of Club Privileges
- Suspension from the Club (one day to two weeks)
- Indefinite suspension (until the situation can be resolved or the parent/guardian is consulted)
- Expulsion (i.e., permanent suspension for the remainder of the calendar year)
- Contacting the proper authorities when member inflicts injury upon a staff member

** Please note that any time a law is broken in or around the Boys & Girls Club, or it is suspected that a Club member or guest has broken the law and fled to the Club to avoid the authorities, the police will be notified immediately. The Boys & Girls Club is NOT a haven or refuge for those committing illegal acts or fleeing the authorities.*

Members are expected to respond to discipline 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 activity 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 direct responsibility on them. In addition, staff members, though well trained and experienced, are human, so please call the Club if you have any questions at all 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.

Positive Behavior Reinforcement (Club Bucks)

Club Bucks are awarded to Club members when they are caught being good. Depending upon the time of year, Club Bucks may be used to purchase items from the Club Store and/or be used to secure special privileges in various certain recreational activity privileges. Members who are observed demonstrating positive behavior traits and not asking for recognition will be awarded Club Bucks in varying amounts. Positive behaviors include helping without being asked, showing responsibility, completing homework during POWER Hour, participating in Club organized activities, following directions, demonstrating a positive attitude and good sportsmanship, etc.)

Toilet Trained

Personal hygiene is very important at the Club. In order to attend the Boys & Girls Club all members must be toilet trained. Club members who fail to use the restroom and instead use the restroom on themselves will not be allowed to remain at the Club. The parent/guardian will be contacted immediately and asked to remove their child from the Club site. Club members will be required to wait outdoors until their parent arrives.

- 1st incident – Guardian will be called to pickup member. Once the member has been cleaned up and changed into clean clothing, the member may return to the Club for the balance of the day.
- 2nd incident – Guardian will be called to pickup member immediately. Member may not return to Club for the balance of the day
- 3rd incident – Guardian will be called to pickup member immediately. Member will be suspended for the balance of the day plus the following day (Monday if occurs on a Friday).
- 4th incident – Guardian will be called to pickup member immediately. Member will be suspended for the balance of the day plus two additional days.
- 5^{th plus} incident – Guardian will be called to pickup member immediately. Member will be suspended for the balance of the day plus three additional days. The Site Director & parent/guardian will meet to discuss corrective action and/or loss of membership privileges from the Club.

NOTE: *If the parent/guardian fails to pickup, or have someone else pickup the member immediately, the Club member's suspension time will be doubled.*

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 the Club so that you do not have to call the Club and your child does not have to call you. It is suggested that the Club voice mail be utilized for routine messages.

While on Club property, members are required to **keep cell phones turned off** and stored with their personal belongings. Parents needing to reach members in emergency situations should call the main number for the Club 940-239-9309. Members failing to comply with cell phone regulations will have their cell phone confiscated and given to the parent at time of pickup.

Personal Belongings

All personal belongings brought into the Club by a youth are the responsibility of that youth. The Boys & Girls Club **is NOT responsible for lost, damaged or stolen items**. Please discourage your child from bringing anything to the 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 located by the front door by the end of the day on Friday of each week will be donated to a local charity. Parents are encouraged to look through the lost and found items to ensure their child's(ren) belongings have been claimed.

Medication

The Boys & Girls Clubs of Denton County by policy do not permit local Clubs to dispense, and/or oversee medication of any kind, including all non-prescription medications. Parents wishing to have children bring medication, either prescription and/or over the counter medication, to the Club for use by their child while at the Club, must complete a **Request & Release For Medication Storage**. It is the responsibility of the member to (1) request the medication from the Site Director, or their designee and (2) for the actual taking of the medication. Because some disorders require daily medication, it is

inherent upon the parents to ensure medication is available for their child(ren). The Homegram disciplinary process will be utilized regardless of the underlying cause of the disruptive behavior.

Accidents

The Boys & Girls Clubs of Denton County, Inc. strives to maintain a safe and secure environment. There is an assumed risk when youth attend a recreational facility and participate in activities, including, but not limited to sports. Please feel safe in knowing that our staff members are attentive to providing the safest environment possible. The completed membership application authorizes the Club staff to seek medical treatment for a member, if necessary, and that any associated costs for such care are the responsibility of the parent or guardian. ***The 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 parents/guardians or alternative emergency contacts. This is one more reason why updated contact information is your responsibility and crucial to your child's well being. The annual waiver and release form, the medical information and treatment information form accompanied by a valid insurance coverage card is required for Club Membership. These forms are required in order to ensure medical treatment, when necessary, will be provided to the Club member.

Property/Equipment Damage

The Club understands that incidents will occasionally occur where equipment and/or property may be damaged by members. As part of teaching our members personal responsibility, members (parent/guardian for minors) are held responsible for replacing or repairing of any equipment and/or property damaged by the member. When a Club member is involved in a situation that results in equipment damage with other Club members, all Club members involved will be required to pay their proportionate share of the replacement cost. The Site Director will provide the parent with notification of the extent of the damage and the replacement cost assessed by the Club.

Infestation or Contagious Conditions

Any and all suspected transferable infestations or transmittable contagious conditions will be addressed fully in the following manner and without exception:

1. Parents 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 Site Director is required before the child will be allowed back into the Club.

Food

The Boys & Girls Club understands and appreciates the need for a healthy diet among all of our members. It is our goal to encourage healthy eating habits that promote the well being of our youth. The Club is **not** responsible for providing snacks or lunch for Club members. Members are encouraged to bring their own healthy snacks and drinks from home. Parent's wishing to place money on account for the Club member may do so at the office. This money will be allocated to the Club member at \$1 per day unless otherwise specified by the parent/guardian.

Club members are prohibited from borrowing money from other Club members and/or asking other Club members to buy either snack bar and/or vending machine items.

Each Club has an area or areas designated for eating and drinking. Members, volunteers and guests must keep food and drinks out of the areas where such items are prohibited (library, computer lab, instruction rooms, and indoor recreation area, etc (unless approved by instructor).

Snacks: A snack vending machine is available at the Club along with a water fountain. The Club's vending machine has snack items available for \$.50 each and the Club's refrigerator is stocked with water and drinks that may be purchased ranging from \$.25 to \$.50 each. A microwave is available at the Club and Club members requiring the use of the microwave for their snack and/or lunch must request assistance from a staff member. Some Clubs operate a small snack bar where Club members may purchase snacks during snack bar hours.

During Summer Camp and Day Camp, members are to bring a lunch daily, snacks and/or money to purchase snacks as well as a water bottle. Lunches are to be sent in an insulated lunch container as they will be stored in the member's cubicle until snack and lunch times due to limited refrigerator space. In the summer due to the volume of campers, access to the microwave for heating lunches is not available.

Complaints: A formal complaint process has been established at the Club. Members and/or parents/guardians wishing to file a complaint relating to the staff and/or policies/procedures at the Club may do so in writing. A Complaint Forms was included in your membership packet and is also available upon request. Depending upon the nature of the complaint, the Site Director and/or Chief Professional Officer will meet with the parent/member initiating the complaint to ensure sufficient information is collected to facilitate a thorough investigation. Upon conclusion of the investigation a meeting will be scheduled to discuss the findings as well as any corrective action needed or changes that will be implemented. Parents are always within their right to remove their child from the program if they feel the recreational center and/or staff are not meeting their needs and/or expectations.

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. All volunteers undergo a criminal background check, a suitability interview and a volunteer orientation prior to being approved to work with Club members. A tax deductible donation of \$10 to the local Club site is suggested to help offset the cost of conducting the background check.

All volunteers are required to sign-in and wait in the reception area for assignment by the Club Site Director or their designee upon arrival at the Club.

Special Notices and Bulletins

A bulletin Board is provided in the check-in area for posting of all Club notices to include any changes in our policies, procedures, rates and hours of operation. Parents are encouraged to check this board daily to stay abreast of important information. Individual notices will NOT be sent home with the Club member(s). In addition to the Bulletin Board, a special notice Board is located in the Entrance Lobby and parents are encouraged to come into the Lobby each evening when picking up their member to ensure they stay abreast of important Club information.

The Club is working on preparing a Club newsletter which will be emailed to those parents who have provided the Club with their email address.

Thanks for joining the Boys & Girls Clubs of Denton County, Inc. – The Positive Place for Kids!

RECEIPT PAGE

TO BE COMPLETED BY STAFF MEMBER:

Issued to: _____ By: _____ Date: _____

Member(s) Name: _____

TO BE COMPLETED BY PARENT/GUARDIAN

Parent/Member Handbook Receipt Acknowledgement

This confirms I have received a printed copy of the Boys & Girls Clubs of Denton County, Inc. Parent/Member Handbook. I understand that this handbook is to be reviewed together with my child(ren) to ensure each of us understands the requirements of Club Membership. I further acknowledge that I understand that the Boys & Girls Clubs of Denton County is not a Day Care and is not governed by licensure as a childcare facility. The Club has an **OPEN CAMPUS POLICY**. This policy allows members to come and go at any time during the Club's operating hours. Club Staff are NOT responsible for the manner in which the Club member arrives or leaves any Club Facility. Members must present their membership card for admittance to the Club. Parent orientations are offered by the Club and parents are asked to make arrangements to ensure they are able to attend. "Refer to Orientations".

Parent/Guardian Signature

Date

Distribution: Handbook – Parent
Receipt Page – Member File