



PARENT HANDBOOK

Created, December 22, 2014
Revised, May 3, 2018



BOYS & GIRLS CLUB
OF THE REDWOODS

Welcome to the Boys & Girls Clubs of the Redwoods! We are excited to have your child as a member of our Club. This handbook is intended to be a helpful, general information guide for parents and members. Inside you will find information on membership, policies, procedures, and general Club programs and guidelines. It is not possible to cover every policy, procedure, program, activity, or event in the handbook; therefore, contact your local Club for current and specific information. We look forward to working with you and your child(ren) knowing that together we will make our community a place for GREAT FUTURES TO START HERE!

Vision:

We envision healthy, empowered and engaged youth who appreciate and respect themselves, each other, their families, the community and the environment.

Mission:

We empower youth to reach their full potential as responsible, caring and productive citizens through professionally led programs and activities that are fun, positive and relevant in a safe, supportive and healthy environment.

WHAT WE STAND FOR!

The Boys & Girls Clubs of the Redwoods is a youth development program for youth ages Kindergarten through 12th grade. All of our sites offer a safe place for these children to learn, play and develop citizenship and leadership skills. Club programs and services promote and enhance the development of our members by instilling a sense of competence, usefulness, belonging and a power of influence, which is the Youth Development Strategy of the Boys & Girls Club of the Redwoods.

The Club focuses on five core areas of development: Sports, Fitness and Social Recreation, Character and Leadership Development, Health and Life Skills Development, The Arts, and Education and Career Development. Focusing on these areas provides the children who participate the opportunity to engage in programs that will enable them to develop positive self-images and reach their full potential. Every day members are helped with their homework, participate in organized sports, arts and crafts projects, and enjoy a nutritious snack. In addition to regular Club activities, members often attend field trips, have interesting and relevant guest speakers, and have a regular schedule of prevention workshops and youth support groups.

Dedicated, compassionate professionals and volunteers staff the Club. The Boys & Girls Clubs of the Redwoods is lead by Monica Rose, Executive Director, a 15 year veteran of our organization. The Board of Directors is a group of committed volunteers, who dedicate many resources to see that the Club continues to grow and meet the community's needs.



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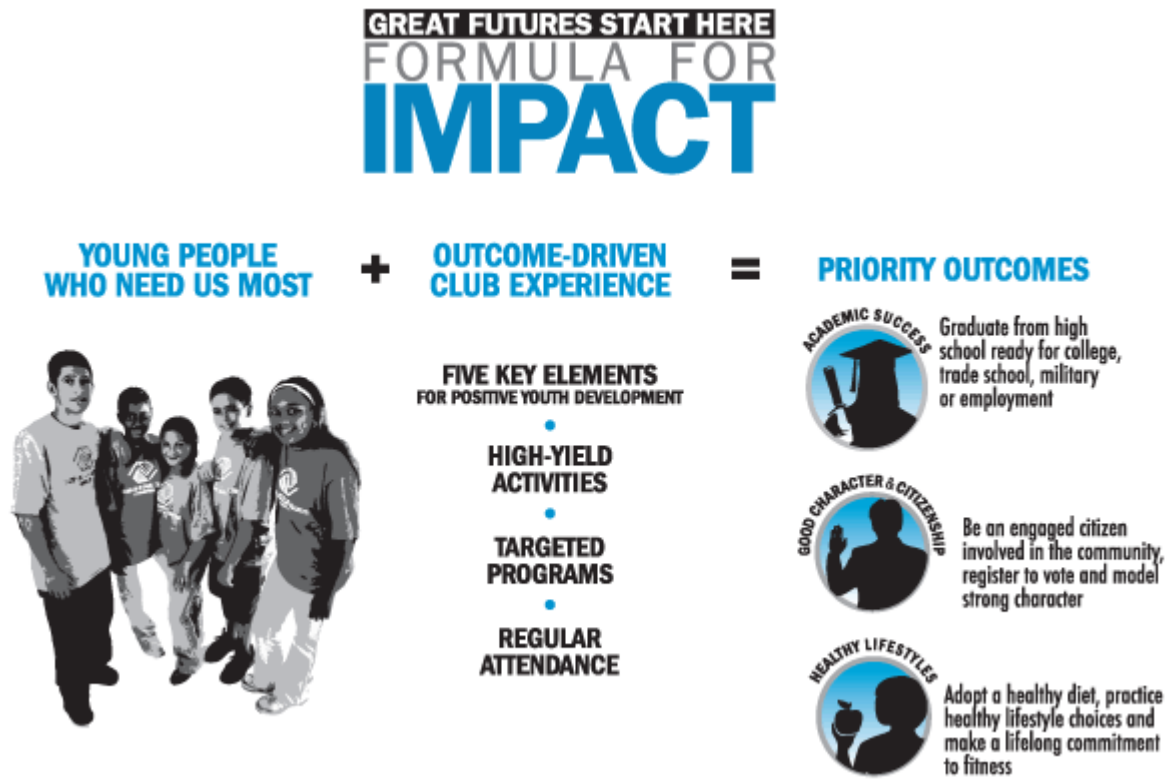
Youth Development Strategy

The philosophy underlying Boys & Girls Club programming is our Youth Development Strategy. This strategy defines how our youth development professionals and volunteers interact with young people. All programs and activities are designed to maximize opportunities for young people to acquire four basic "senses" which help them build self-esteem and grow into responsible and caring citizens. These four "senses" are:

- **A SENSE OF COMPETENCE** - the feeling there is something boys and girls can do well.
- **A SENSE OF USEFULNESS** - the opportunity to do something of value for other people.
- **A SENSE OF BELONGING** - a setting where young people know they "fit" and are accepted.
- **A SENSE OF POWER OR INFLUENCE** - a chance to be heard and to influence decisions.

The principles of the Youth Development Strategy are used when developing every program and activity. We seek to identify and incorporate ways to enhance programs and activities through the conscious utilization of these youth development principles.

When this strategy is fully implemented, self-esteem is enhanced and the environment is created which helps boys and girls achieve their full potential.





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Member Responsibilities

- Follow the BE GREAT AGREEMENT and be respectful!
- Participate in POWER HOUR and other core programs
- Have fun!

Parents or Guardians Responsibilities

- Be supportive of the Club.
- Be involved. Attend Program functions: ask questions: understand the Clubs' methods.
- Volunteer to help.
- Communicate with the Staff.

Staff Responsibilities

- Treat all Members as individuals.
- Provide a safe, positive and fun environment.
- Help members to solve their own problems.
- Sign and Follow Code of Conduct and Ethics.
- Give 100% everyday to the job and the kids who are at the Club!
- All staff will participate in monthly staff trainings.

Background Checks

All staff, volunteers and parents must have a cleared background check prior to work with members.

The Boys & Girls Clubs of America, a national organization comprised of more than 4,300 associated clubs, has been successfully redirecting the lives of young people since 1860, serving over 4.8 million kids. Those listed among the 4.8 million kids served include: Denzel Washington, Shaquille O'Neal, Smokey Robinson, Ron Howard, Ashanti Douglas, LeBron James and Jennifer Lopez. All young people need to know people care about them. At the Boys & Girls Club, we care about all youth individually. Club programs and services promote a sense of competence, usefulness, belonging, and influence. Boys & Girls Clubs work! In every community, there are hundreds of boys and girls who are left to find their own recreation and companionship after school or who spend many hours at home with no adult supervision. Too often these youngsters form gangs, become involved in unhealthy activities, and eventually find themselves in serious trouble. National statistics reveal an alarming increase in the number of multi-faceted problems, which negatively impact these girls and boys and their families. Young people, especially those at greatest risk, need responsible adult guidance. They need to know someone cares about them and that there are concerned and capable adults to whom they can turn.

Programs



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Core Programming Area schedules will differ from site to site depending on activities planned for the day or other special events. All children will be served a snack, and then participate in a variety of activities and programs. Programs will follow Boys & Girls Clubs of America's five core content areas: Character & Leadership Development, Health & Life Skills Development, Arts, Sports, Fitness, and Recreation, Education and Career Development.

Admission & Registration

Youth 5-18 years of age may attend. Parents can register their child(ren) by completing the appropriate BGCR application and paying the annual application fee of \$30. Membership registration will begin in the fall and will last for one year. School year membership is free to all Loleta school students and Teen Court volunteers. Pre-registration, for current Club members, pertaining to the summer program will be conducted on site during the spring, each year. Our summer program fee is \$25 for an existing member and \$50 for a new member. Payment is due upon registration before your child can participate in the program.

The Application Fee is NONREFUNDABLE.

Thanks to the incredible generosity of numerous local donors and the efforts of the Board and Leadership Staff, the Club will not turn down any child for inability to pay. If paying for Club membership is a hardship, please talk with your Site Director regarding a partial or full scholarship.

Conversely, there are many families who can afford to pay more. If you'd like to make a donation to the Boys & Girls Club of the Redwoods, to help provide scholarships for members in need, please consider adding this amount to your membership payment.

Lines of Authority

Each site has a Unit Director who is responsible for program quality and program staff. Program staff report to the Unit Director, and Unit Directors report to the Area Director and then to the Executive Director.

Locations and Contact Information

- Administrative Office: 939 Harris Ave. Eureka, CA. 95501 ~ (707)441-1030
- Teen Center: 3015 J St. Eureka, CA. 95501 ~ (707)444-0184
- Club House: 3117 Prospect Ave. Eureka, CA. 95503 ~ (707)442-9142
- Mckinleyville Teen Center: 1705 Gwin Rd. Mckinleyville, CA 95519 ~ (707)840-0304
- Boys & Girls Club of the Siskiyou, Extension Club: 601 E. Alma St. Mt. Shasta, CA 96067 ~ (530)220-5055
- Klamath Extension Club: 168 Klamath Blvd., Klamath, CA 95548 ~ (707)482-0993



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Check out our website for special events, our monthly newsletter, and programs at www.bgcredwoods.org

Hours of Operations

- Administration Office ~ Monday-Friday 9:00am-5:00pm
- Teen Center ~ Monday-Friday 3:00pm-7:00pm
- Club House ~ Monday 1:30pm-6:00pm, Tuesday- Friday 2:00-6:00pm
- Mckinleyville Teen Center ~ Monday-Friday 3:00pm-7:00pm
- Boys & Girls Club of the Siskiyou, Extension Club
 - Starting Sept, 18th 2017 ~ Monday-Friday 2:30pm-6:00pm
- Klamath Extension Club ~Monday-Friday (@varied locations) 2:00pm-7:00pm

For scheduled early dismissals, BGCR will be open on the hours of dismissal. Some sites close early during early dismissal. Please contact the Unit Director to see changes in schedule.

Guidance and Discipline

No member is allowed to threaten the health and safety of another person. Respectful behavior is required at all times. Continuous behavioral problems or extreme incidents may result in suspension or revocation of membership. Breaking Club rules will have the following consequences:

1. Verbal warning.
2. Time out
3. Write Sentences or apology letter.
4. Parents are called to pick up the child for the remainder of the day and the next day.
5. Continuous behavior could lead to a one week suspension.
6. If the child returns with the same behavior they will be suspended for another week or two and not permitted back until a parent conference has taken place.

Members who need to leave the Club must be picked up within 45 minutes. Those who are not picked up within this time will not be able to return the next day.

Pick-up & Sign-out

Club House:

When picking up a child, the parent or those listed on the registration form for pick-up must come into the club to get them. Members are not permitted to wait outside of the Club for a ride. Safety of our members is a priority. All children must be signed/ scanned out by the individual taking the member from the Club. Children may be picked up by parents or those persons listed for pick-up on the registration form only. A photo ID may be required by staff at any time for any individual picking up a child. Changes to the pick-up list must be



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made in writing, and given to the Unit Director at least 24 hours in advance. All children must be picked up before 6:00pm. If you are continuously late picking up your child it is considered neglect and we are mandated to file a report with CWS. If your child/children walk home they must have the “Permission to Walk Home” form signed and on file.

Teen Center:

Our Teen Centers operates under an Open Door Policy. Members are required to sign in/out upon arrival/departure. Per the Open Door Policy, BGCR Staff cannot retain members who do not wish to remain at the Club. Parents should instruct their child to remain at the Club if they do not wish them to leave. If parents are picking up, it should be done before 7:00pm. If you are continuously late picking up your child it is considered neglect and we are mandated to file a report with CWS.

Parent Notifications

It is very important that we have up-to-date contact information for parents/guardians and emergency contacts. If your phone number or address changes, you are required to let us know as soon as possible. The phone numbers provided on the application are the only way we have to notify parents in case of an accident or other emergency. Emergency situations, which require BGCR to close or evacuate the building, make it necessary for staff to contact each parent and/or guardian immediately. Please make sure that staff can do that efficiently by providing updated information.

Parent / Guardian Under the Influence

The Club’s intention is to take all precautions when considering the safety and well-being of our members. If parent/guardian appears to be under the influence of drugs and or alcohol it is the Unit Director’s or Lead Staff’s responsibility to call the police and report to CWS.

Emergency and Disaster Plan

In the event of a fire, natural disaster, or man-made disaster, staff will follow their site evacuation plan. The appropriate authorities as well as parents and/or guardians will be contacted. Should parents and/or guardian be unavailable, those listed under “emergency pick-up” on the membership form will be called. A written copy of the Emergency Preparedness Plan is posted at each site. Please see Unit Director to request a copy.

Medications

Policy prohibits staff members of the BGCR to administer prescription or over-the-counter medications of any kind. If your child requires emergency medication, such as an inhaler or Epipen, it should be labeled with their name and they should keep it in their backpack. If a situation arises and your child needs emergency medication, BGCR staff will then allow him/her to access their emergency medication and allow him/her to administer the



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medication themselves. Parents will be notified immediately when a child needs access to their emergency medication.

Personal Belongings and Dress Code

BGCR is not responsible for lost, stolen or damaged belongings. We request that youth not bring extra items with them to BGCR. Members will be expected to dress appropriately while attending the Club and all Club functions. All clothing that displays images that promote drug use, alcohol, profanity or racism must be turned inside out, replaced or covered. Clothing should not be excessively tight or loose. Clothing must cover undergarments at all times and no extreme cleavage. Shoes must be worn at all times. Flip-flops, sandals, dress shoes and other open toed shoes are strongly discouraged for safety reasons. Members wearing these shoes may not be allowed to participate in certain activities and programs. This dress code expectation also applies to parents/guardians or guests who attend BGCR functions.

Snacks and Outside Food

Some snacks are provided by the Boys & Girls Clubs of the Redwoods. Your child is also permitted to bring a snack if he/she chooses. Your child's health is important to us, please try to make their personal snacks a healthy choice. Children will only be allowed to eat snacks brought from home in the designated snack area. Please make sure that any allergies or intolerances to foods are listed in the appropriate section on the membership application.

Homework

Members in the Boys & Girls Clubs of the Redwoods will be offered homework assistance during Power Hour. It is important that parents understand that while given a chance to work on homework, homework may not be completed or corrected within that hour as staff often do not have time to check everyone's homework thoroughly. It is ultimately the parent's responsibility to check with their child on all matters dealing with homework and school projects.

Sickness or Injury

If a child has a fever of over 100 degrees, or has a communicable disease (including head lice), he or she will not be permitted to attend the BGCR that day. A parent or guardian will be notified to immediately pick-up child(ren). If notified of a child's illness, a parent or an authorized contact person must sign out a child as soon as possible. In case of an accident or injury, Boys & Girls Clubs Staff are trained in basic first aid and CPR. 911 will be called for serious injuries. A parent will be notified promptly, and the child will be transported to the nearest hospital accompanied by a staff member. In the membership application, parents/guardians authorize the BGCR to obtain immediate medical care if an emergency occurs when the parent/guardian cannot be located right away. Objections to emergency medical care should be made in writing by parents and/or guardians. This written



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statement should include the objection and the reason for the objection. Parents/guardians are responsible for medical costs that may be incurred in cases of emergency.

ACKNOWLEDGEMENT FORM

- I have read and understand the PICK-UP/SIGN-OUT POLICY.
- I have read and understand the BEHAVIOR POLICY/DISCIPLINARY PROCEDURES for children stated by BGCR. I understand that my child and I will need to abide by all rules of the BGCR while at the Club or a Club event.
- BGCR agrees to notify the parents/guardians whenever the child becomes ill and the parent/guardian will arrange to have the child picked up as soon as possible.
- The parent/guardians authorize the BGCR to obtain immediate medical care if any emergency occurs when the parent/guardian cannot be located immediately. If there is an objection to seeking emergency medical care, a statement should be obtained from the parents or guardian that states the objection and the reason for the objection.
- I realize that the BGCR is not responsible for injuries that occur to my child at the Club. Parents should carry their own medical insurance and are responsible for medical costs that may be incurred in cases of emergency.
- There will be a \$35.00 fee for all returned checks. Upon receipt of any returned checks the Boys & Girls Clubs of the Redwoods will deny any other check written and will only accept either cash or money orders.

By signing this document I am acknowledging to have received and read a copy of the Parent Handbook and understand and agree to comply with the policies and procedures outlined within. I have reviewed these policies and procedures with my child.

Members Name: _____

Parent (Print Name): _____

Parent Signature: _____



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Permission for members to sign themselves out

I give my child permission to sign themselves and/or their siblings out from the Boys & Girls Club of the Redwoods to participate in extracurricular activities or walk home. Members are not allowed to sign out friends or people not listed below, unless all parties involved have given permission. I understand that once my child(ren) have been signed-out they are NOT allowed to return for the remainder of the day and Club staff are no longer responsible for them. Please read the following and fill out appropriately.

Is there a specific time they must sign-out? Y/N _____

Are they allowed to sign out their siblings/relatives? Y/N

If yes, please list them below:

Member's Name _____ Grade _____

Parent/Guardian Signature _____ Date _____