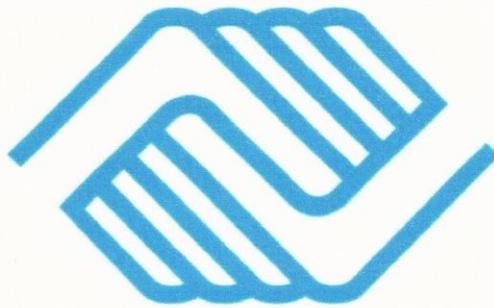


Parent and Members' Handbook



**BOYS & GIRLS CLUB**  
**Of Leflore County**

**305 Clayton Ave  
Poteau, OK 74953**

**(918) 647-7136**

**[www.bgcleflorecounty.org](http://www.bgcleflorecounty.org)**

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## **Introduction**

Welcome to the Boys & Girls Clubs of Leflore County! 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. **Once you have read the handbook in its entirety, detach and return the last page of the manual with your signature.** We look forward to working with you and your child knowing that together we will make our community a **Positive Place for Kids!**

## **Mission**

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

## **Vision**

The Boys & Girls Club of Leflore County strives to serve children and youth in communities throughout Leflore County. We will endeavor to provide the following for our children and youth:

- A safe, positive environment
- Fun programming & activities
- Supportive relationships
- Opportunities & expectations to excel
- Positive recognition for achievements

## **Who Are We?**

The Boys & Girls Clubs of Leflore County is a chartered Club in the Boys & Girls Club of America organization. For the last several years we have been partnered with area schools working to provide our programs to the youth of Leflore County. As we continue to strive to provide positive programming to the youth we are excited to be expanding to our own Club facility along with schools in the area.

In every community, boys and girls are left to find their own recreation and companionship in the streets. An increasing number of youth are at home with no adult care or supervision. Young people need to know that someone cares about them. Boys & Girls Clubs offer that and more.

Club programs and services promote and enhance the development of boys and girls by instilling a sense of competence, usefulness, belonging and influence. Boys & Girls Clubs are a safe place to learn and grow – all while having fun. It is the place where great futures are started each and every day.

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, Jennifer Lopez, and Jason Witten.

## **What We Do**

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. Activities will follow national Boys and Girls Clubs five core content areas: **Character & Leadership, Health & Life Skills, Arts, Sports, Fitness, and Recreation, Education and Career Development (C.H.A.S.E.)**

## **Admission & Registration**

Youth 6-18 years old who have registered as a member and read and signed the handbook may attend. Parents can register their child by completing the appropriate Boys & Girls Clubs of Leflore County application and paying the annual registration fee of \$15. Payment is due upon registration *before your child can participate in the program.* (The \$15 membership fee is due yearly. Additional fees may apply where necessary, such as, but not limited to full days, summer programs, etc.)

**The \$15 Membership Fee is NONREFUNDABLE.**

## **Contact Information**

- Boys & Girls Club of Leflore County  
305 Clayton Ave  
Poteau, OK 74953  
918-647-7136

For a list of our current board members and administrative staff visit  
[www.bgclflorecounty.org](http://www.bgclflorecounty.org)

## **Enrollment Requirements**

In order to enroll your child to become a member of BGCLC we must have the following:

- BGCLC enrollment application, filled out entirely, no blanks
- Handbook Acknowledgement form signed (Last page of the handbook)
- Annual Club membership dues (These will be due yearly for membership to continue.)

## **Hours of Operation**

Clubs hours vary depending on site. Please check with individual sites for specific hours of operation.

School Club sites are open Monday - Friday following Public Schools calendars during the regular school year. If that school closes for inclement weather, BGCLC at that site will also close. The BGCLC facility itself will close for inclement weather if Poteau schools are closed or if staff is unable to safely travel to work. A post will be available for convenience on our Facebook page. **Please make sure your child(ren) is/are aware of what they need to do and where they are going for early dismissals and inclement weather.**

## **Pick-up :**

Safety of our members is a priority. Youth will be strongly encouraged to remain at the Club until their guardian's arranged pick-up arrives.

**If your child(ren) has/have not been picked up 30 minutes after closing, the Department of Social Services and the Police Department will be notified.**

## **Snacks**

A snack will be provided by the Boys & Girls Clubs of Leflore County. Your child is also permitted to bring a snack if he/she chooses. Snacks will only be permitted in the designated eating area. Please make sure that any allergies or intolerances to foods are listed in the appropriate section on the enrollment application.

## **Homework**

Students in the Boys and Girls Clubs of Leflore County 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.

## **Personal Belongings & Dress Code**

BGCLC is not responsible for lost, stolen or damaged belongings. We request that students not bring extra items with them to BGCLC. (For Example: Cell Phones, Game boys, IPOD/CD players, dolls, toys, etc.) Cell phones are not needed as the site is equipped with phones to place emergency calls.

Students will be expected to dress appropriately while attending the Club and all Club functions. All clothing that displays logos or images that promote drug use, alcohol, violence, profanity, or racism must be turned inside out, replaced, or covered. These standards also include jewelry such as earrings, necklaces and bracelets headbands, etc. Midriff tops, shirts that expose skin in the waist or stomach area, oversized or baggy clothing where the underwear can be seen ("sagging") will not be permitted.

Failure to follow these standards will result in the member not being admitted into BGCLC. **This expectation also applies to parents/guardians or guests who attend BGCLC functions.**

## **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 Boys & Girls Clubs of Leflore County 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 pick the child up as soon as possible.**

In case of an accident or injury, basic first aid will be utilized. If serious injury occurs the local emergency services will be called. 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 BGCLC to obtain immediate medical care if an emergency occurs when the parent/guardian cannot be located right away.

Parents/guardians are responsible for medical costs that may be incurred in cases of emergency. Parents/guardians agree to inform the BGCLC office or site within 24 hours or the next business day after the child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

## **Medications**

Policy prohibits staff members of the BGCLC to administer prescription or over-the-counter medications of any kind. This includes skin cream, sunscreen, and insect repellent. If your child requires emergency medication,

such as an inhaler or Epipen, you are required to provide the medicine in its original packaging. All emergency medications are locked in a storage cabinet at your child's site. **(Medicines that are out of date or not in the clearly labeled original container will not be permitted.)** If a situation arises that your child should need emergency medication, BGCLC staff will then allow him/her access to their emergency medication and allow him/her to administer the medication themselves. **BGCLC staff will not administer medication to a child.** Parents will be notified when a child needs access to their emergency medication.

### **Parental Notification**

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 the BGCLC to close or evacuate the building make it necessary for staff to contact each parent and/or guardian. Please make sure staff members can do that efficiently by providing updated information.

### **Emergencies and Disaster Plan**

In the event of a fire, natural disaster, or man-made disaster, staff will evacuate all children using the posted exit routes. The appropriate authorities as well as parents and/or guardians will be contacted. Should parents and/or guardians be unavailable, those listed under "emergency contact" on the application will be called. A written copy of the Emergency Preparedness Plan is posted at each site. Please see the Unit Director to request a copy.

### **Reporting Policy**

We are required by law to immediately report suspicion of child abuse or neglect to the Child Welfare Services unit of the Department of Human Services-

### **Staff Ratios and Lines of Authority**

We have trained, qualified program leaders to run our programs and supervise Club members. In addition, there is a Unit Director and Lead Teacher available at each site. The Unit Director is responsible for overseeing program quality and staff. Program Leaders report to the Unit Director, and Unit Directors report to the Executive Director.

### **Facility Space**

Youth in the Boys and Girls Clubs will be expected to respect the property, facility, and staff at all times.

### **Summer Programs**

Please make sure you pay attention to site announcements or call the main office for details about our summer program. Fees associated with the cost for summer programs must be paid in advance. Although times and activities change during the summer, adherence to the expectations in this handbook still apply.

### **Behavior**

- BGCLC has a zero tolerance policy regarding violence and acts of aggression.
- Breaking the rules will result in time-out/loss of privileges.
- Continuing to break the rules will result in suspension.
- Repeat suspensions will result in a loss of membership.
- Children who fail to follow these guidelines can and will be dismissed from attending the Club.
- Under extreme circumstances (For example: intentional injury to another child or staff member), the Unit Director has the discretion to suspend a child immediately, without advanced notice.

**Code of Conduct: In order to promote the child’s physical, intellectual, emotional, and social well-being and growth, BGCLC members will be expected to follow the BGC Code of Conduct:**

- Have Fun!
- Respect yourself.
- Play fairly and be honest.
- Applaud the efforts of others.
- Avoid inappropriate language.
- Dress appropriately at all times.
- Participate with a positive attitude.
- Say only good things about others.
- Be respectful of Boys & Girls Club staff.
- Resolve disagreements in a positive way.
- Running is reserved for athletics & outside.
- Listen during appropriate times and assemblies.
- Be respectful of other members and their property.
- Take care of your Boys & Girls Club’s facilities, grounds, and equipment.
- Tobacco, drugs, alcohol, weapons, & gang colors/logos/gestures are prohibited.

**Zero tolerance policy:** The Boys & Girls Clubs strives to provide a *Positive Place for*

*Kids*. The safety of our members is our primary concern and therefore we have no tolerance for fighting or bullying. If a child acts out in an aggressive manner with the intent of harming another child he/she will be suspended. We understand each altercation is different and some incidents are more severe than others; therefore, our discipline may vary depending on each individual incident.

The Boys & Girls Clubs of Leflore County reserves the right to search all persons and carry-in items such as backpacks and gym bags. Any person who refuses to submit to such a search will not be allowed admission into the Clubs.

**These guidelines apply to members, as well as parent(s), guardian(s) and any other person authorized to pick up child(ren) while they are at the BGCLC site. Failure to comply with these regulations may result in a ban from Club facilities and functions.**

### **Discipline Procedures**

BGCLC handles behavioral problems on an individual basis. It is the responsibility of parents/guardians to let us know if members have developmental delays so that we have information to better understand behavior. If the behavior is ongoing or extreme, the member will be sent to the Unit Director for further guidance. The Unit Director has the option of sending the member home and/or suspending the Club member. **Under extreme circumstances (i.e. intentional injury to another child or staff), the Unit Director has the discretion to remove a child immediately without advanced notice. Please refer to the Zero Tolerance Policy.**

**Infraction I**

Infraction I is defined as any minor disruptive behavior such as yelling, running, being out of your assigned area, cursing, sitting on tables, misuse of club equipment, not removing hats, or showing inappropriate signs of affection.

(Category I Infractions are on a daily scale)

<b>Age</b>	<b>Occurrence 1</b>	<b>Occurrence 2</b>	<b>Occurrence 3</b>
6-8	Warning & Taught Proper Behavior	15 Minute Time-out	Suspended for One Day
9-11	Warning & Taught Proper Behavior	20 Minute Time-out or 30 Min. Community Service @ Site	Suspended for One day

**(Category I Infractions for this age group are on a monthly scale)**

12-18	Warning & Taught Proper Behavior	30 Min. Community Service @ Site	Suspended for One day
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**Infraction II**

Infraction II is defined as any behavior that disrupts Club activities or disrespects Club, staff, or members. Behavior in this category includes but is not limited to outright defiance, cursing or disrespecting staff, intimidation, encouraging or instigating a fight, horse playing, confrontations without harm, and minor vandalism.

(Category II Infractions are on a weekly scale)

<b>Age</b>	<b>Occurrence 1</b>	<b>Occurrence 2</b>	<b>Occurrence 3</b>
6-8	Warning & Taught Proper Behavior	20 Minute Time-out	Suspended for One Day
9-11	Warning & Taught proper Behavior	30 Min. Community Service @ Site	Suspended for Two days

**(Category II Infractions for this age group are on a monthly scale)**

12-18	Taught Proper Behavior, Write up & 30 Min. Community Service	Suspended from Club Privileges	Suspended for Two days
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**Infraction III**

Infraction III is defined as any behavior that endangers members, staff, or Club facilities. Behavior in this category includes but is not limited to repairable vandalism, minor theft, fighting, and outright threats. Please see our Zero Tolerance Policy.

(Category III Infractions are on a monthly scale)

<b><u>Age</u></b>	<b><u>Occurrence 1</u></b>	<b><u>Occurrence 2</u></b>	<b><u>Occurrence 3</u></b>
6-8	Taught Proper Behavior Suspended From Club Activities	Suspended for One day	Suspended for One Week
9-11	Taught Proper Behavior Suspended From Club Activities	Suspended for Three days	Suspended for Two weeks
12-18	Taught Proper Behavior & Suspended for One Week	Suspended for One Month	Suspension TBD by Unit Director

**Infraction IV**

Infraction IV is defined as any infraction that is criminal or damaging to club, club members, or staff in a permanent or longstanding way. Behavior that is included in this category consists of participating or being involved in a weapon possession, major theft, drug possession, threat to staff or major vandalism. Accompanying discipline action in Infraction IV will be a police report. Please see our Zero Tolerance Policy.

(Category IV Infractions are on a monthly scale)

<b><u>Age</u></b>	<b><u>Occurrence 1</u></b>	<b><u>Occurrence 2</u></b>	<b><u>Occurrence 3</u></b>
5-8	Suspended for One month	Suspended for Three months	Permanently suspended
9-11	Suspended for the rest of the school year	Permanently suspended	
12-18	Suspended for the rest of the school year	Permanently suspended	

*\*\*\*The information presented indicates the general nature and level of behavioral problems in these classifications. It is not designed to contain, or to be interpreted as a comprehensive inventory of all behavior, actions, or disturbances. All behavioral problems are handled on an individual basis.*

# **ACKNOWLEDGEMENT FORM for Boys & Girls Club of Leflore County Handbook**

- I have read and understand the LATE PICK-UP POLICY.
- I understand that Boys and Girls Clubs are ***not*** a daycare facility.
- I have read and understand the BEHAVIOR POLICY/DISCIPLINARY PROCEDURES *for children and adults* stated by BGCLC. I understand that my child and I will need to abide by all rules of the BGC while at the Club or a Club event.
- BGCLC 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 BGCLC to obtain immediate medical care if any emergency occurs when the parent/guardian cannot be located. If there is an objection to seeking emergency medical care, a statement should be obtained from the parents or guardians that state the objection and the reason for the objection.
- The parents/guardians agree to inform the center within 24 hours or the next business day after their child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases, which must be reported immediately.
- I realize that the BGCLC 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 Leflore County will deny any other check written and will only accept either cash or money orders.*

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

Parent (Print Name): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Youth's Name (print name): \_\_\_\_\_

Youth Signature: \_\_\_\_\_

Date: \_\_\_\_\_