

Member Handbook



BOYS & GIRLS CLUB
OF KOOTENAI COUNTY

BOYS & GIRLS CLUBS OF KOOTENAI COUNTY
NEW MEMBER HANDBOOK
PROGRAM & POLICY INFORMATION

Our Mission

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

This Handbook is given to new members and renewing members, as well as their parents and legal guardians, and sets forth some of the Club's rules and policies. This Handbook is for informational purposes only. This Handbook supplements the other information and documents that members and their parents and legal guardians receive from the Club, including the membership application and the Club's Disclaimer, Assumption of Risk, and Waiver. Nothing contained in this Handbook creates a contract. The rules and policies contained in this Handbook are subject to change by the Club without notice.

Club Hours & Locations

Jordan Johnson Center

200 W. Mullan, Post Falls

(208)457-9089

Office Hours: Monday-Friday 12:00pm - 2:30pm

After School Prog. Hours: Monday-Friday 2:30pm - 6:00pm

10-Week Summer Prog. Hours: Monday-Friday 9:00am - 6:00pm

Summer Prog. Breakfast Club Hours (optional): Monday-Friday 7:00am - 9:00am

Lola & Duane Hagadone Center and Administration Offices

925 N. 15th St, Coeur d'Alene

(208)618-2582

Office Hours: Monday-Friday 9:00am - 2:30pm

After School Prog. Hours: Monday-Friday 2:30pm - 6:00pm

10-Week Summer Prog. Hours: Monday-Friday 9:00am - 6:00pm

Summer Prog. Breakfast Club Hours (optional): Monday-Friday 7:00am - 9:00am

Membership Fees

The Club charges a \$20.00 fee per member per program. The two programs that you can register your child for is the after school program (includes Thanksgiving break, winter break, spring break, some conference days and some in-service days) and our 10-week summer program. If you sign your child up for either programs this fee **DOES NOT** include field trip costs, breakfast club cost, summer sessions or any additional activities fees that may come up throughout the year. Every year in August and April, members will be required to complete a New Membership Application Form online and encouraged to attend one of our scheduled open houses. This will ensure that the Club's records are accurate and up to date. All past due accounts will need to be brought current in order to be able to renew your child's membership during the next registration period. If you are in need of scheduling a payment plan or are in need of financial assistance, please contact the Membership Coordinator.

Breakfast Club

Boys & Girls Club members that are signed up for the 10-week Summer Program can sign up for the optional Breakfast Club Program. The Breakfast Club is an additional \$100.00 fee per a session based program from 7:00am-9:00am Monday-Friday during the 10-week Summer Program.

Membership Cards

Members are required to carry their membership cards with them at all times. Members will be asked to present their cards upon arrival to the Club as they sign in, and will need to present their cards to participate in Club programs or to check out game equipment, and will need to present their cards when departing the Club to sign out. Any Member who has lost his or her card can replace it in the Membership Office for a \$1.00 fee.

Entry Policy

Members must scan their valid Club membership card at the front desk before they will be allowed to enter the facility. If a Club Member has forgotten their card, they will be asked to wait in line and the staff member at the front desk will manually sign them in.

When picking up your child, the Parent/Guardian needs to let the front desk staff know who you are picking up, and then wait by the front doors or lobby area. Parents/Guardians/Adults that have not passed a Club background check are not allowed to enter the Clubhouse area. This is for the safety of our members.

***subject to change due to COVID-19 policy.**

The Club background checks all hired BGCKC staff and volunteers through Intellicorp. The information gathered, such as name, driver's license, and date of birth, among other information, is checked against the sex offender registry maintained for each of the 50 states using the services of an outside vendor.

Check In/Check Out Policy

The Club is for recreational use only. The Club does not provide child care services, and its programs and activities should not be used for such purposes.

Staff members do not give permission for club members to leave the club, nor do they insist they stay. The decision as to when a club member arrives and leaves the club, and with whom, is a matter between the parent and child. We are a **DROP IN** program, meaning that during our club hours, members are free to come at any point and likewise, leave at any point, with parents approval. ***Once a member checks out, they will not be allowed back in for the rest of that day unless approved by a staff.*** Members are required to scan their BGCKC card when they sign-in and when they sign-out.

Members are not allowed on the Club's grounds during operation unless they have signed in with the front desk. ***Club Members are not to be dropped off prior to the opening of any facility, as the Club cannot be held responsible for the supervision of those members.*** Members are to depart Club grounds immediately when the Club closes.

Late Fees

Parents and legal guardians must pick up their child before the Club site closes. If you arrive after the closing time, parents and legal guardians will be responsible to pay a late fee to the Club per child.

1st offense - Warning

2nd offense - \$1 dollar per minute

3rd offense - \$2 dollars per minute

4th offense - \$20 for the first 5 minutes then \$5 dollars for each additional minute after.

5th offense - \$20 for the first 5 minutes then \$5 dollars for each additional minute after, plus a meeting with management.

This is a progressive policy but management reserves the right to address each situation case by case for any extreme circumstances.

Members cannot return to the Club until the late pick-up fee is paid in full.

Staff generally will make attempts to locate parents and guardians, but it is the parent/legal guardian's responsibility to be on time. If your child is still on the Club site when the staff need to leave or 30 minutes after the site closes, whichever is earlier, the Club staff will contact the Police Department, who will then refer the staff to Child Protective Services. This is done for your child's protection and safety.

Personal Items

The Club is not responsible for the loss or theft of valuable items, such as portable electronics or jewelry. It is best to leave these items at home. Club staff cannot hold items for members.

Behavior

Club members are asked to behave in a responsible manner. Members are expected to show respect for other members, staff and property. Members who display outstanding behavior and make good choices may be selected for Club recognition such as Youth of the Month.

Rules for Club Members

Failure to follow any of the rules listed below may result in suspension from Club membership, the termination of Club membership, or other negative consequences in the Club's sole discretion.

1. All participants in Club activities must be active members.
2. Membership cards must be presented upon entry of any Club site.
3. Membership cards must be presented upon exit of any Club site.
4. Membership cards must be presented to check out Club equipment.
5. Members are not permitted to sit or stand on any counters, desks or tables in the Club.
6. Permission must be received from Club staff before entering the office area or entering the area behind the front counter.
7. Members may run in the gymnasium and outdoor play areas only.
8. Members may eat in the snack area only.
9. Members are not permitted to smoke, gamble, use drugs, drink alcoholic beverages or use obscene language in the Club at any time.
10. Members must respect Club property, Members deliberately damaging Club facilities or equipment may be held responsible for payment or repair.
11. Members are permitted only in those areas of the Club where adult staff are present. Members may not go outdoors without a staff member, unless they are leaving the Club.
12. Members are to enter and leave the Club through the main entrance only. Members are not allowed to loiter outside the front of the building.
13. Members are expected to keep all areas of the Club neat and clean. They should be proud of their Club and take good care of it.
14. Members are not to use chewing gum at the Club.

15. Members are expected to obey adult and junior staff at all times. Failure to do so may result in suspension or expulsion.
16. Use of skateboards or Heelies is not permitted on Club premises.
17. No personal gaming equipment (example: DS, Game Boys, etc.) is allowed at the Club unless permitted by Club management.
18. Foul language or name calling and labeling of members will not be accepted.
19. Members must dress appropriately at all times.
20. Violence of any kind is not permitted at the Club.
21. Treat other members, staff, volunteers and visitors with kindness and respect.
22. Club members are to **ONLY** use the computers for research, art, and/or educational games purposes. Facebook and any other social media websites are **NOT** to be used at the Club. If a Club member is seen on a social media website, they will not be able to use the computers (duration of time is up to the Boys & Girls Club staff).
23. All school rules must be observed at Clubs located on school grounds.

Discipline Policy/Guidelines

It is the goal of the Boys & Girls Club of Kootenai County to improve the moral and provide character development to its members. Our programs are designed to help youth develop the skills to make necessary and responsible decisions as well as to accept the consequences of their actions. To ensure the wellbeing of all participants, we hold members to high standards of behavior including our Four Respect Rules:

Respect Club Members
Respect Club Staff
Respect Club Equipment
Respect Yourself

In order to facilitate the process whereby members become self-guided and self-disciplined individuals, we have clear policies on behaviors that are deemed acceptable in a club environment and beyond. We always reserve the right of discretion in how to handle situations that are including, but not limited to the following examples

Level One:

General disrespect, not listening or cooperating for staff, causing program disruption by not participating in activities without staff approval.

1st Offense: Staff talks to member about problem behavior making sure to warn about the consequence for a second offense

2nd Offense: Staff has club member take a break from activity for an appropriate amount of time, reminding club member about consequence for third offense

3rd Offense: Club member has to leave the room/program for the day and staff must notify front desk to mention it to parents upon pick up

Level Two:

Repeated failure to respond to Level one discipline, inappropriate language and/or verbal abuse to staff or club member

1st Offense: Staff communicates behavior to Wellness Director or Site Director and they sit down with club member to discuss behavior. Club member takes a break from the room/program

2nd Offense: Club member is removed from the program or room for the day and parents are called and informed of the situation. Club member may be required to perform a cleaning or club service duty

3rd Offense: Parents are called and Club member is sent home for the day

Level Three:

Fighting, inappropriate touching or sexual behavior, stealing, vandalism, destruction of property, endangering other club members/staff

1st Offense: Club member is sent home for the day and additional suspension days will be assigned based on severity of behavior or incident

Multiple Offenses: (NO TOLERANCE)

If multiple, serious offenses take place, the Club member may be asked to leave The Club permanently, indefinitely, or for a specific term or period

Sickness/Lice/Suspension

If your child is home sick from school and/or sent home sick from school, Club policy requires that your child cannot attend the Club during that time. Please inform the Club of any sickness that may require a health notice posting (example: whooping cough, head lice, etc.)

In order to protect all of the children at the Club, we require the children to be free of lice and nits in order to attend Club activities. If you suspect that your child has lice, please bring it to the attention of Club staff who may be able to advise you regarding lice control. The Club staff may perform periodic screening for lice.

If your child is suspended from his or her school for any reason, the Club policy requires that your child cannot attend the Club during the full duration of their suspension.

First Aid & Accidents

There are First Aid Kits throughout the facility. Parents will be notified by Club staff about the accident.

If an injury occurs, staff will provide immediate first aid if needed, call 911 and call the member's parent or legal guardian or alternate emergency contact persons if necessary; if they cannot be reached, treatment may be provided at the direction of a healthcare professional. The Club is not liable for any medical care given to its members. Please contact the Club if you have any changes in work, home or emergency contact information.

Medication

The Club does provide a locked area to store medications, but by policy, is NOT allowed to dispense or oversee medications of any kind, including all non-prescription medications.

Dress Code

Youth should dress comfortably and wear clothes that allow them to participate in typical Club activities and programs. The Club expects members to keep the following in mind:

- 1. Footwear:** Shoes and socks must be worn at all times, to ensure safety and to prevent loss. 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.
- 2. Clothing:** Inappropriate clothing of any kind is not allowed at the 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 the Club staff.
- 3. Accessories:** Costume jewelry, which may be hazardous during physical activity, should not be worn.

Cell Phone Policy

At the Club, we promote social interactions and active play. We do not want children to be isolating themselves by being on their cell phones. Kids can have cell phones at the Club, but they should stay in their backpacks. If you need to contact your child, call the front desk phone.

Field Trip Policies

These policies are designed to enhance the safety of your child. The Club provides a variety of opportunities for our members to participate in activities off Club property that support our core beliefs and programs. Most sign-ups are done online and taken on a first-come, first serve basis (meaning eligible members whose parents sign them up online). Members and parents are reminded that all of our Club rules extend to field trips. Members who fail to follow Club rules and general expectations for appropriate behavior will prompt an immediate call to a parent or legal guardian to remove that member from the field trip at their own cost. A parent or guardian must be

available by telephone at all time during any Club sponsored field trip in the even that Club staff needs to contact you.

***subject to change due to COVID-19 policy.**

Lost & Found

The Club will take all lost & found articles to another charitable organization every Friday. Club members and parents should check for lost items before the items are removed from the Club. Please put your child's name on his or her personal belongings for identification purposes.

***subject to change due to COVID-19 policy.**

Food & Drink

Food, candy and drinks should only be eaten in the designated snack and outdoor areas. Please help us keep the Club clean by snacking only at the tables in these areas.

***subject to change due to COVID-19 policy.**

The Club's Disclaimer, Assumption of Risk, and Waiver

The Club's disclaimer, Assumption of Risk, and Waiver applies to all field trips, as well as all programs or facilities affiliated with the Club (located in membership application).