



**BOYS & GIRLS CLUB
OF CORVALLIS**



**Learning Enrichment Clubs
Gecko Club
Lions Club
Wildcat Club**

**Member & Parent/Guardian
Handbook**

**The Boys & Girls Club of Corvallis
1112 NW Circle Blvd.
Corvallis, OR 97330
(541) 757-1909
Fax: (541) 757-7874
www.bgccorvallis.org**

WELCOME LEC MEMBERS & PARENTS!

Congratulations on becoming a member and part of the family of the Boys & Girls Club of Corvallis' LEC Programs! We would like to take this opportunity to welcome you to the program and inform you of the many things we have to offer. This handbook has been updated to include important member information in addition to program highlights and LEC/BGCC policies.

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BE GREAT

OUR MISSION STATEMENT

To attract, continually engage, and inspire youth in elementary, middle, and high school, to realize their full potential by mentoring, modeling good character, and delivering relevant structured enrichment programs, in a safe environment.

CORE BELIEFS

The Boys & Girls Club and its programs provide:

- ◆ A safe place to learn and grow
- ◆ Ongoing relationships with caring, adult professionals
- ◆ Life-enhancing programs and character development experiences
 - ◆ Fun

"The Positive Place for Kids"

LEC

LEC is one of the Boys & Girls Club of Corvallis' after school academic enrichment programs that takes place right in your child's neighborhood school. Being a federally funded program, we have both high expectations for ourselves, and also state and federal level directives which frame portions of what we do, how the program is structured, and regulations which require some of the elements laid out in this parent handbook.

Enrollment in the one of the LEC Programs is achieved in the following ways:

Either online, at:

<http://www.bgccorvallis.org/programs/garfield-gecko-club/>

<http://www.bgccorvallis.org/programs/lincoln-lion-club/>

<http://www.bgccorvallis.org/programs/wilson-wildcat-club/>

Or in person at the BGCC office:
1112 NW Circle Blvd Corvallis
541-757-1909



HOURS OF OPERATION

LEC PROGRAM HOURS

Monday-Thursday 2:30-6:00 pm

Friday 1:30-6:00 pm

The LEC Programs of the Boys & Girls Club of Corvallis follow the Corvallis School District elementary calendar. On non-school days, the BGCC Clubhouse is often available to accommodate such times when normal school and LEC programming are not available

HOLIDAYS OBSERVED/CSD CLOSED

The three LEC Programs will be closed during all closures at the Corvallis school district.

Full Time—Registration Policy

All LEC Full time students must be registered within three business days after the first of the month.

Part Time—Registration Policy

All LEC Students must be registered before the time of 12:00 PM (Noon) on the day that services are needed.

Full time or Part time status — if a student is brought to LEC after school and has not been registered according to our policy, that student will be brought back to the school front office for immediate pick up.

LEC PROGRAM OVERVIEW

LEC curricular programming is developed from blending the Arts and Sciences, and is designed to help students advance their academics, gain enriching experiences through art, music, drama, broad field sciences, and develop their tremendously important critical thinking skills. LEC kids also have fun through activities, clubs and celebrations, explorations of their own interests and the interests of their fellow LEC program members.



LATE POLICY

The LEC programs open and close promptly at the posted hours.

We ask that parents/guardians ensure that LEC kids are not picked up late.

When late, parents/guardians are asked to notify the LEC staff at the earliest possibility. Although we understand that situations present themselves, we ask that parents/guardians respect the BGCC LEC Programs and their Staff, and communicate as much and as early as possible.

At closing, LEC staff will call the parents/ guardians. When unsuccessful, staff will then find the member's emergency contacts and call each one.

There is a \$2/minute late pick up fee per child picked up after closing time.

If a member remains for more than 30 minutes after closing and none of the contacts have been reached, Corvallis Police Department may be called to secure a safe location for a child who has not been picked up.

Members will never be left alone on the property unsupervised, regardless of what time it is.

Please contact the Boys and Girls Club of Corvallis with any questions or concerns regarding the Late Policy.

As a reminder:

Sign-in and sign-out of LEC members must be done by officially authorized adults as listed on enrollment paperwork.

LEC PROGRAM EXPECTATIONS

LEC programs are a safe, fun, and engaging enrichment experience for boys and girls by design, belief, and operation. To achieve those aspects, there are some important LEC Program expectations which all apply to and guide all participants.

- ◆ LEC children will be signed in upon arrival.
- ◆ Respect is a **MUST**...profanity, fighting and other rude behaviors will not be tolerated.
- ◆ Roughness, horseplay, unsupervised running and other unsafe behaviors are not permitted.
- ◆ **LEC participants must be signed out by officially authorized adults as per the enrollment agreements.**

The following acts are cause for **immediate** suspension:

1. Pulling the fire alarm.
2. Possession of weapons or items which could cause harm.
3. Defacing or destruction of LEC site/CSD property.
4. Possession of tobacco, alcohol and/or drugs.
5. Violent threat/act toward members, staff or area.
6. Any terrorist threat against the building or its occupants (i.e. bomb threats)

Suspended members must return with a parent/guardian to meet with the BGCC COO and Site Manager.



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LEC MEMBER EXPECTATIONS

These are the LEC site expectations for members to follow.

- ◆ Respect yourself.
- ◆ Respect others.
- ◆ Respect the school district's site.
- ◆ Keep your hands to yourself.
- ◆ Be safe and have fun!

Recommended ITEMS TO BE LEFT AT HOME

These items are recommended to be left at home because they either distract members from engaging in programming, are often lost or stolen, and/or may be dangerous:

- ◆ **Toys** (action figures, dolls, stuffed animals, etc.)
- ◆ **Game Cards** (Pokemon, Yugioh, Naruto, etc.)
- ◆ **Game Systems** (Game Boy, Nintendo, PSP)
- ◆ **iPods, MP3 players, CD players, WalkMans**
- ◆ **Healie shoes** (shoes with wheels on them)
- ◆ **Weapons** (pretend, toy or real)
- ◆ **ALL ELECTRONICS AND VALUABLES***

Exception for SOME items on Fridays ONLY

*Cell phones used for contacting parents/guardians are allowed, but should be used with permission by LEC Site Manager.

There may be site and event-specific exceptions to the above, depending on what programming events are underway, but the above are otherwise fully applicable.

The Boys & Girls Club of Corvallis is not responsible for lost or stolen items.

Behavior Policy

In all inappropriate behavior situations LEC staff work with members to reinforce positive aspects rather than focus completely on negative aspects, all the while creating opportunities for members to learn and grow. Because our members range from ages 5-11, the Staff use developmentally appropriate discipline.

There are many levels of discipline depending on the incident and members involved:

- ◆ Re-direction
- ◆ Verbal warnings to correct behavior
- ◆ Time-outs
- ◆ Relocation to another program area
- ◆ Written review of rules, apology letters
- ◆ Discussion with Site Manager (SM) and completion of an Incident Report, signed by parent/guardian.
- ◆ Discussion with SM and completion of Individual Behavior Contract, which the SM, member, and parent/guardian must sign.
- ◆ Suspension of one or more days

LEC staff must be able to reach parents/guardians at all times to discuss discipline incidents. If issue of significance should occur, children must be picked up within one hour after parents/guardians have been notified.

A child who has missed school because of a suspension may not attend the after-school program during the same day as their suspension.

NUTRITION

In addition to the program services offered at our LEC programs, we also serve a USDA certified supper every day through the Corvallis School District Food Service Department.

Although LEC programs are aware of food allergies, as noted during enrollment, members are responsible for self-management. Also, if members are vegetarian they need to make sure that is also noted in the enrollment process and proper paperwork is completed.

HEALTH & MEDICINE

If members become ill at LEC, they must be picked up within one hour after contact has been made with the parent/guardian. Members with a known illness should stay home rather than attend school and subsequently LEC, as LEC is not equipped with an area to isolate ill members.

No prescription medication or non-prescription medication, including, but not limited to: pain relievers, sunscreen, cough syrup, first aid ointments, or nose drops may be given to a child except under the following conditions, as outlined in Oregon State Rules for Certified Child Care Centers:

http://www.oregon.gov/EMPLOY/CCD/CCD%20Forms/CRT_132_01-01-11-2012.pdf

HEALTH & MEDICINE (continued)

(a) Medications requiring refrigeration shall be kept in the refrigerator in a separate, tightly-covered container, with a child-proof lock or latch, clearly marked “medication”

(b) Prescription medication is in the original container and labeled with the child’s name, name of the drug, dosage, directions for administering, date, and physician’s name

(c) Non-prescription medication is in the original container, labeled with the child’s name, dosage, and directions for administering; and

(d) A written record of all medications administered listing, as a minimum, the name of the child, type of medication, the signature of the person administering the medication, date, time, and dosage given, shall be kept.

(2) All medications shall be:

(a) Secured in a tightly-covered container with a child-proof lock or latch; and

(b) Stored in an area not used by children.



LOST & FOUND

Personal belongings should be properly marked and stored in the personal gear baskets/cubbies (form of storage varies by site). Any articles missing, lost or stolen are not the responsibility of the BGCC LEC Program.

Members should take home projects and personal belongings each day.

All personal gear baskets/cubbies and sites are cleaned every day at closing. Personal belongings are put in the school's Lost & Found. If they are not claimed, they are donated.

LEC SITE MANAGERS

For questions or conversations involving LEC Programs, please contact the appropriate Site Manager

Sierra Boyce (Garfield Gecko Club)

541-757-1909 Ext 202

sboyce@bgccorvallis.org

Noemi Salsa (Lincoln Lions Club)

541-757-1909 Ext 212

nsalsa@bgccorvallis.org

Ediyana Kreft (Wilson Wildcat Club)

541-757-1909 Ext 231

ekreft@bgccorvallis.org

Administration Hours

Monday-Friday 9:00 am-6:00 pm

Closed 12:30 pm-1:30 pm for lunch

Contacting LEC by School Site:

Each LEC Program has a dedicated cell phone enabling parents and LEC staff to communicate directly any late changes in plans or issues that might come up that need immediate attention. The LEC staff will respond to all calls in a prompt manner. There are times when LEC staff may need to return your call depending upon current circumstances, and will do so as soon as it becomes possible. Program related calls should come to the BGCC office. Examples of program calls would be enrollment plan changes, payment questions, etc.

LEC Phone numbers by site:

Garfield Gecko Club.....541-243-3072

Lincoln Lions Club.....541-243-3076

Wilson Wildcat Club.....541-602-9719



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