

AGES 5-18

Member & Parent / Guardian Handbook



GREAT FUTURES START HERE.



**BOYS & GIRLS CLUB
OF CORVALLIS**

www.bgccorvallis.org

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Welcome Members & Parents!

Welcome to the Boys & Girls Club of Corvallis! You are now a part of our dynamic youth development organization. Please take a moment to read about the important policies and procedures of your Club. Membership to the Boys & Girls Club is a privilege, and we ask each member and parent to cooperate with the rules we have in place to ensure a safe, respectful, and positive place for all of our members.

The Boys & Girls Club's after-school enrichment program is not a childcare facility, and has a unique atmosphere that can be very



challenging for some youth. In our free-choice program, youth are required to be self-directed and make good choices in an energy-filled environment. **If a member is unable or unwilling to act in a safe and respectful manner and self-regulate, the Club reserves the right to revoke membership.**

Contact our Clubhouse Director to discuss any special needs your child may require.

Who We Are

BGCC has been offering quality programs to K-12 youth in Corvallis and the surrounding area since 1971. We build our programming around the core elements that have been a tradition for Boys & Girls Clubs – academic success, character and leadership, and healthy lifestyles. We provide 600 free meals daily and offer oral health care to all low-income children in our community at our Johnson Dental Clinic. We serve over 3,000 members ages 5-18, and provide outreach services to 9,000+ youth across Benton County. We are a private not-for-profit organization that is governed by a volunteer Board of Directors and led by our Chief Executive Officer



How We Fund Our Services

Our community generously donates financially and through their volunteer time to help provide after school services at a very affordable rate. Annual membership rates are set to ensure that all youth have access.

The Club is funded primarily through local donations and grants and does not receive funding through taxes or through Boys & Girls Clubs of America. The actual cost of serving one child per month is approximately \$150, so if you are in a position to provide a tax-deductible donation or to help secure funds for our youth programs through your business or employer, we would appreciate your partnership in maintaining these vital services.

Membership Requirements

Membership is renewed annually - membership begins September 1 and ends August 31. Membership is open to all school age youth (5 through 18).

For members aged 5-6, Our Club*Plus* program is required. This after-school program provides younger members with a more structured environment with dedicated staff.

Parents/guardians are responsible for keeping contact information current and accurate through our online registration system found at **www.bgccorvallis.org**.

When registering online - **please complete all sections of the membership application.** The required demographic information is used for annual reports and to help secure grants. This information is kept confidential.

Parents/guardians must explain the disclaimer on the application to members so that members have a full understanding of what is expected of them. Parents should discuss the check out policy with their child.

Orientation for Clubhouse is held on an individual or group basis by appointment. The orientation allows you to meet the Clubhouse Director, and will answer your membership and program questions. A Club tour is included. Attendance is strongly encouraged.

Once every three months the Club hosts a Family Night. This gives parents a chance to become more familiar with the Club while sharing family time with their child(ren).



Hours and Fees

Program Hours

Monday - Thursday 2:30 - 6:30 pm

Fridays - 1:30 - 6:00 pm (we open early to accommodate early release days)

Office Hours

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

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

Program Fees

Go to www.bgccorvallis.org for current programs and fees.

Club Closures

The Club follows the Corvallis School District calendar for early release and non-school days. Please visit the *Programs* section of our website at www.bgccorvallis.org for additional information.

Incident Weather

If school is canceled, the Club is also closed. Check our website for real-time updates.

The Club is closed on the following holidays:

- » New Year's Day (if on a weekday)
- » Martin Luther King Day
- » Memorial Day
- » Fourth of July
- » Labor Day
- » Veteran's Day (observed)
- » Thanksgiving Day
- » Day after Thanksgiving
- » Christmas Eve - Club closes at 1 pm
- » Christmas Day (if on a weekday)
- » Day after Christmas (if on a weekday)



Check-In/Check-Out Policy

The Club has developed age appropriate check-in/check-out policies by member grade level. The following policies will be strictly enforced:

All members must check-in when they arrive at the Club.

Elementary School: Members will not be allowed to check-out prior to being picked up by their parent/guardian unless it is a special circumstance that has been pre-approved by the Clubhouse Director.

Middle School: Middle School members will not be allowed to check-out prior to being picked up by their parent/guardian unless they have a signed and approved walk home form.

High School: High school members are given unlimited entries and exits to the Teen Center. We ask our teens to sign in and out to help us track attendance.

If parents/guardians need to know what time their child signed in, please call (541) 757-1909 x0. A phone is provided for members to call their parents/guardians.

Members are only allowed on Club property when they are signed in and participating in Club programs. The Club's property includes the driveway and blacktop surrounding the Boys & Girls Club building.

Please do not drop off your child prior to the opening of programs. The Club does not provide supervision, and members are not allowed to be on the BGCC campus unless participating in programs.

Parent/Guardian Pick-Up Policy

Please do not ask your child to wait outside or in the lobby for pick-up. Park your car in a 15 min spot and come in to pick up your child. This will give you an opportunity to meet staff, and explore the Club and our programming. All **visitors/parents/guardians** must sign-in at the Front Entry desk and pick-up a visitors badge before entering the Clubhouse. We appreciate your cooperation with this policy and ask that you respect the Gatekeepers request that you sign in before entering our Clubhouse.

This is a safety issue and we do not make exceptions to this policy. Please ensure that you return the badge when you exit.

Parking Lot Etiquette

Please do not Stop, Wait, or Drop-off/pick up in the fire lane. This is both illegal and dangerous. If you do stop in the fire lane, staff will ask you to promptly move out of the lane. Please mind your speed in the parking lot, children dart!

Late Policy

Club programs open and close promptly at the posted hours. If you will be late, please call the Club at the earliest possible moment. Although we understand that situations present themselves, we ask that parents/guardians respect the Club and its staff, and communicate as much as possible.

If your child has not been picked up by closing time, here is our procedure;

- » The youth is asked to call a parent or guardian.
- » If unable to reach a parent or guardian, staff will call the listed emergency contacts to request they come and pick up your child.
- » If a member remains for more than 30 minutes after closing and none of the contacts have been reached, the Corvallis Police Department will be called to come and pick up your child. BGCC treats this as an abandoned child situation.
- » The Club will charge a late pick-up fee that must be paid before the members is allowed to return to the Club.

Late Pick Up Fee

There is a \$1/minute late pick up fee per child picked up after closing time. If late pick up occurs more than three times a month the parent is required to attend a meeting with the Clubhouse Director and membership may be revoked for the year.

Please contact the Clubhouse Director with any questions or concerns regarding the Late Policy.

Club Expectations

The Club is a place for girls and boys to enjoy and respect. Membership is a privilege, therefore there are some important Club expectations which all members and parents are asked to learn and follow:



- » Members and parents must adhere to our check -in/out and pick-up policies.
- » Respect is a must...profanity; fighting and other rudeness will not be tolerated.
- » Roughness, horseplay, and other unsafe behavior are not permitted.
- » Running is only permitted in the gyms and outside areas. Please read all posted signs for room specific guidelines.

Food and drink are not permitted outside of the Food Service Area (by the gyms), except for water. All food served within the Club must be consumed within the building.

Remember...



Items Best Left At Home

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

- » Toys (action figures, dolls, stuffed animals, etc.)
- » Game Systems (Game Boy, Nintendo, PSP)
- » iPods
- » Shoes with wheels, skateboard, or scooters
- » Weapons (pretend, toy, or real) are prohibited at the Boys & Girls Club and will be confiscated

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

Cell Phone Policy

The club is not responsible for lost, stolen, or misused cell phones. Cell phones may be used in public areas (not the bathroom) when appropriate and in a way that does not cause a distraction.

When you use a cell phone you agree to the following code of conduct:

- » I will not text or post hurtful comments.
- » I will not lend my phone to anyone or accept anyone else's phone.
- » I will not take or post pictures of others without their permission.
- » I will only watch, stream or play appropriate material while at the club.
- » I will not use my cell phone during meetings, announcements, or any other time a staff or volunteer is addressing me.

As always please be respectful and safe at all times.

Lost & Found

Personal belongings should be properly marked and stored in the cubbies provided in the Club. Members should take home projects and personal belongings each day. Cubbies and rooms are cleaned every day at closing. Items left after closing are put in the Lost & Found located in the Games Room in the Clubhouse. If they are not claimed within one week, all items will be donated to Vina Moses, where they can be picked up at no charge.

Vending Machines

The vending machines offer healthy snacks and beverages ranging in price from \$0.75 to \$2. Members are responsible for bringing correct change. Members should not ask other members or staff for money. The Club does not have a key to these machines; if money is lost to the machine, the member, with the help of staff, will have to call the vending company to register a complaint with the vending company.

Members may buy from the vending machines any time during Clubhouse hours of operation.

Dress Code

The Club follows the CSD dress code for Middle and High school. Our dress code policy can be found on our website at <http://www.bgccorvallis.org/club-info/policies>. Close toed shoes are required to play in our gyms.

Discipline

In all discipline situations the Club staff works with members utilizing positive youth development practices, creating opportunities for members to learn and grow. Because our members range from age 5-18, our staff uses age appropriate discipline which include:

- » Verbal warnings to correct behavior
- » Time-outs
- » Restriction from certain activities or program areas
- » Written Notice of Misconduct & Individual Behavior Contract (Incident Report), which member, parent/guardian, and appropriate Clubhouse staff must sign
- » Club service - for example assisting with clean up around the Clubhouse
- » Suspension of one or more days
- » Long term suspension with conditional return

A member who has missed school because of a suspension may not attend any BGCC programs during the same day as their suspension.

The Following Acts Are Cause For Immediate Suspension:

- » Theft
- » Pulling the fire alarm
- » Possession of weapons or items which could cause harm
- » Defacing or destruction of Club property*
- » Possession of tobacco, alcohol and/or drugs
- » Violent threat/act or sexual act/harassment toward members or staff
- » Any threat against the building or its occupants (i.e. bomb threats)

* Member is expected to reimburse the Boys & Girls Club for any damage (accidental or intentional) and will be billed. Suspension will continue until a payment plan is approved by the CEO.

Parent/Guardian Contact Policy

- » Parents/guardians will be contacted if a suspension should occur. The suspended member must be picked up within one hour after parents/guardians or emergency contacts have been notified. Suspended members must return with a parent/guardian to meet with the Clubhouse Director before membership reinstatement.
- » If the suspension was the result of any type of act that causes harm or injury to another member, the parents/guardians of the injured member will be contacted immediately.
- » Parents/guardians will be contacted if a member becomes ill, and will need to pick their child up as soon as possible.
- » Parents/guardians will be contacted if a member gets injured and an Incident Report will be provided.

Nutrition

In addition to the program services offered at the Club, we also serve nutritious USDA certified meals and milk every day at no cost to members. The Club partners with the School District who provides the meal service.

Although the Club is aware of food allergies, members are responsible for self-management. Also, most meals include a meat component, therefore if members are vegetarian they must notify the lunch servers and bring a note from home. Vegetarians must take the vegetarian meal each time they take a meal.



During after-school programming, dinner is served free of charge between 3:45 - 4:15 pm. If members arrive after 4:15 pm, there may not be meals available.

Health & Medicine

If a member becomes ill at the Club, 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 the Club, as the Club is not equipped with an area to isolate ill members.

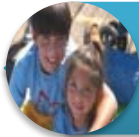
Prescription and non-prescription medicine cannot be administered by any Club staff at any time. Therefore members with medications must be responsible for self-management and not rely on staff assistance.

Club Programs

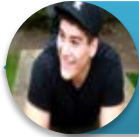
The Boys & Girls Club of Corvallis offers enriching programs which reflect the Five Core National Programs of the Boys & Girls Clubs of America:



Education & Career



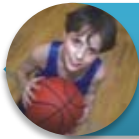
Character & Leadership



Health & Life Skills



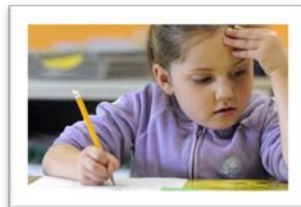
The Arts



Sports, Fitness & Recreation

Core Program Offerings

Learning Centers - age appropriate with daily PowerHour to encourage and support completion of homework. Tutoring available upon request.



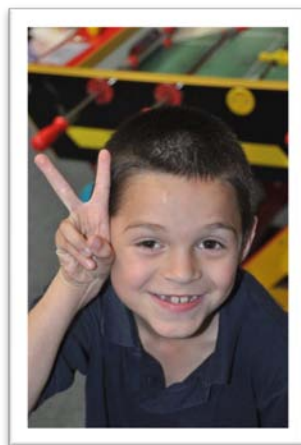
Middle School Teen Center

Our Middle school program offers a variety of activities including Lego Robotics and Project DJ. TorchClub is our middle school leadership club that provides community volunteerism and project opportunities.



High School Teen Center/ Coffee Shop

Our high school program is focused on academic support, career exploration, job shadowing, job skills training, graduation, and the pursuit of higher education. Keystone is a high school leadership Club that provides leadership opportunities through community engagement.



Tech Center

GameTech video game design, typing skills, and technology classes are offered throughout the year. Game design and how to build computers are also offered.

Games room

Open to all members to develop social recreation skills and participate in ad-hoc games and competitions.



Art Center

Daily art activities such as drawing, painting, sewing, and various specialty arts & crafts, and Lego building.

Gymnasiums

Daily gym games provide fitness opportunities for our active members.

Johnson Dental Clinic

Access to free dental services. Contact the Clinic for more information. 541.257.2006

The Club practices open choice

Which means our members choose from the various age appropriate program areas while at the Club. We believe that creating an environment that allows youth to chose and self manage is a key component to developing into productive, confident, and responsible citizens.



Youth Development Professionals - Our Staff

The Club's best asset is our dedicated and caring youth development staff. Many of our employees and volunteers either have a background in, or are studying for, a career in youth development or education. We know that the fun equipment and programs initially attract members, but it is the positive mentor relationship that keeps our members coming back year after year! Our goal is to work with our members to inspire and encourage them to dream and achieve their life goals.



Getting Help for Your Child

The Boys & Girls Club has relationships with many other community service providers, for example: Old Mill Center for Children and Families; Trillium Family Services; CARDV - Center Against Rape & Domestic Violence; and Jackson Street Youth Shelter. If your family or child needs help, please contact our Club Manager to get specific contact names.

Additionally, if your child is having any issues at or outside of the Club or at school (for example bullying or any situations causing emotional stress), please let the Club Director know so that we can be aware and supportive.

Notes and Contact Numbers

- 1. BGCC CEO – Helen Higgins – hhiggins@bgccorvallis.org 541-757-1909 x201

**OPEN THE DOOR
FOR A CHILD
GIVE A GIFT TODAY.**

Go to www.bgccorvallis.org



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