



**STARS**



**STARS**

**Program  
of  
The Boys & Girls Club of  
Corvallis**



**Member & Parent/Guardian  
Handbook**



**2019-20**



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



# WELCOME STARS MEMBERS & PARENTS!

Congratulations on becoming a member and part of the family of the Boys & Girls Club of Corvallis' STARS Program! 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 STARS/BGCC policies.

## TABLE OF CONTENTS

- ◆ MISSION STATEMENT & CORE BELIEFS
- ◆ DESCRIPTION & HOURS OF OPERATION & HOLIDAYS
- ◆ PROGRAM OVERVIEW
- ◆ COSTS
- ◆ STARS PROGRAM EXPECTATIONS
- ◆ LATE POLICY
- ◆ STARS MEMBER POLICY
- ◆ BEHAVIOR POLICY
- ◆ NUTRITION
- ◆ HEALTH & MEDICINE
- ◆ LOST & FOUND
- ◆ CONTACTING STARS BY SCHOOL SITE

# 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"*

# STARS

STARS is the Boys & Girls Club of Corvallis' after school academic enrichment program that takes place right in your child's neighborhood school.

Being a school based program, we have both high expectations for ourselves, and also state-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.

STARS after school enrichment environment may be challenging for some youth. Youth are required to be self-directed, make good choices and follow re-direction by STARS staff, if necessary. **If a student is unable or unwilling to act in a safe and respectful manner, STARS reserves the right to revoke participation.**

Enrollment in the STARS Program is achieved in the following ways:

Either online, at:

[http://  
programs/](http://www.bgccorvallis.org/STARS/)



[www.bgccorvallis.org/  
STARS/](http://www.bgccorvallis.org/STARS/)

Or in person at the BGCC office:

1112 NW Circle Blvd Corvallis

541-757-1909

# HOURS OF OPERATION

## STARS PROGRAM HOURS

Monday-Thursday 2:40-6:00 pm

Friday 1:40-6:00 pm

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

## HOLIDAYS OBSERVED/CSD CLOSED

The STARS Program will be closed during all closures at the Corvallis School District.

## Full Time—Registration Policy

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

## Part Time—STARS Registration Policy

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

**Full time or Part time status — if a student is brought to STARS 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.**

# STARS PROGRAM OVERVIEW

The STARS curricular program 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. STARS kids also have fun through activities, clubs and celebrations, and explorations of their own interests and the interests of their fellow STARS program members.



# LATE POLICY

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

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

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

At closing STARS staff will call the parents/ guardians. When unsuccessful, the 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 Club with any questions or concerns regarding the Late Policy.

As a reminder:

**It is important to note that STARS is a school based child care program. Therefore, sign in and sign-out must be done by officially authorized adults as listed on enrollment.**

# STARS PROGRAM EXPECTATIONS

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

- ◆ STARS kids 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.
- ◆ **STARS 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 STARS 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 Program Director.



**BOYS & GIRLS CLUB**  
**OF CORVALLIS**



# STARS MEMBER EXPECTATIONS

These are the STARS 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 stay 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\***

\*Cell phones used for contacting parents/guardians are allowed, but should be used with an permission by the STARS staff.

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.

# Behavior Policy

In all inappropriate behavior situations the STARS 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 Program Manager (PM) and completion of an Incident Report, signed by parent/guardian.
- ◆ Discussion with PM and completion of Individual Behavior Contract, which the PM, member, and parent/guardian must sign.
- ◆ Suspension of one or more days
- ◆ Member expelled by Program Manager

The STARS 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 the STARS Program, we also serve a USDA certified snack every day through the Corvallis School District Food Service Department.

Although the STARS Program is 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.

## HEALTH & MEDICINE

If members become ill at STARS, 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 STARS, as STARS 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, diapering, 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](http://www.oregon.gov/EMPLOY/CCD/CCD%20Forms/CRT_132_01-01-11-2012.pdf)

## HEALTH & MEDICINE (continued)

- (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 STARS 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 Lost & Found. If they are not claimed, they are donated.

## STARS PROGRAM MANAGER

For questions or conversations involving the STARS Program, please contact Educational Program Manager

Karen Harlow at:

541-757-1909, ext 220

[kharlow@bgccorvallis.org](mailto:kharlow@bgccorvallis.org)

1112 NW Circle Blvd

Corvallis, OR 97330

541-602-9056 –CELL

## **Administration Hours**

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

Closed 1:00 pm—2:00 pm for lunch



## *Contacting STARS by School Site:*

Each STARS site has a dedicated cell phone enabling parents and STARS staff to communicate directly any late changes in plans or issues that might come up that need immediate attention. The STARS staff will respond to all calls in a prompt manner. There are times when STARS 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.

### **STARS Phone numbers by site:**

**Adams.....541-602-9712**

**Hoover.....541-602-9714**

**Jefferson.....541-602-9716**

**Mt View.....541-602-9718**



# ***The Positive Place For Kids***

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

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