

AGES 5-12

# Clubhouse & Summer Club Member & Parent / Guardian Handbook



**GREAT FUTURES START HERE.**



**BOYS & GIRLS CLUB  
OF CORVALLIS**

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

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## Welcome Members & Parents!

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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. Because we are a membership based organization, 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; we are a youth development organization. We encourage members to be self-directed, make choices around activities,



and to engage with other youth from across our community in a safe and respectful manner. **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

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The Club has been offering quality programs to K-12 youth in Corvallis and the surrounding area since 1975. 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 daily meal service at no cost, and offer access to dental care in our in-house Johnson Dental Clinic. We serve over 3,000 members ages 5-18, and provide outreach services to 5,000+ 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 and employ youth development professionals.

## How We Fund Our Services

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

The Club is funded primarily through local donations and grants and less than 5% of the Club's funding comes through taxpayer funding. The actual cost of serving one child per month is approximately \$250, 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

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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](http://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 participation agreement 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 required for Kindergarten through 3rd Grade, or if you are new to the Club. Parents will be asked to sign up for an orientation date and time when registering. The orientation allows you to meet the Clubhouse Director, learn about the Club, and have your membership and program questions answered. A Club tour is included. Anyone is welcome to attend an orientation, call the Club to schedule.



# Hours and Fees

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## Afterschool Program Hours

Monday - Thursday 2:30 - 6:00 pm

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

## Summer Program Hours

Monday - Friday 7:30 am - 5:30 pm

## Office Hours

Monday - Friday 10:00 am - 5:30 pm

Closed 12:00 pm - 1:00 pm for lunch

## Program Fees

Go to <http://www.bgccorvallis.org/programs/clubhouse> or <http://www.bgccorvallis.org/programs/club-plus> for current fees.

## Contact

541.757.1909 - [www.bgccorvallis.org](http://www.bgccorvallis.org)



## 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 <http://www.bgccorvallis.org/programs> for additional information.

## Inclement 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
- » 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 12 pm
- » Christmas Day (if on a weekday)
- » Day after Christmas (if on a weekday)



If parents/guardians need to know what time their child signed in please call 541-757-1909 ext. 0. **We are not able to get a member to the phone during programs.** If there is an emergency, please call our front office for assistance. A phone is provided, if required, for members to call their parents/guardians. We do ask that phone use be limited to emergencies during Clubhouse programs.

## Check-In/Check-Out Policy

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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.**

**Grades K – 6th:** 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.

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 Club campus unless participating in programs.

## Parent/Guardian Pick-Up Policy

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***Please do not ask your child to wait outside or in the lobby for pick-up.***

Convenient 15 min spots are available to allow for ease of pick up and drop off. Member sign out is required by the parent/guardian, and this provides you an opportunity to meet staff, explore the Club and see our programs in action.

All **visitors/parents/guardians** must check-in at the Front Entry desk, show ID to sign their child out, and pick-up a visitors badge before entering the 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

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**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

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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 member 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 Participation Expectations

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The Boys & Girls Club of Corvallis program is dedicated to providing fun and enriching opportunities for all participants. A commitment is required from each participant in the program to ensure that a safe, nurturing, fun environment is achieved.

The Club operates on a 1 staff to no greater than 18 participant ratio. The Club does not provide 1 on 1, or 1 to a small group, staffing. All participants need to be able to self-regulate and stay with their group.

The philosophy behind the Club's disciplinary policy is that each person is responsible for themselves. To foster this philosophy, we use natural and logical consequences, time-outs, redirection, setting limits, and giving choices. Through these methods, staff seeks to help children build life skills, responsibility, and appropriate resolutions for conflict.

There are however, some actions which will result in immediate suspension and potential expulsion from the program: (1) Any physical contact with another Club member or staff of a violent or sexual nature; (2) Theft; (3) Pulling a fire alarm; and (4) Any physical act which causes damage to a classroom, or any other portion of our building. (5) Hate speech.

Expectations for all participants:

The youth commits to:

- Follow directions given by staff and the rules of the Club
- Stay with the group and in their designated areas
- Use appropriate language
- Respect the rights and property of others
- Use toys, supplies, the classrooms, bathrooms, and equipment respectfully
- Walk while in the building
- Clean up after yourself
- Keep hands and feet to self

The Parent commits to support the program by:

- Ensuring personal contact, and emergency contacts, information is accurate and up to date
- Encouraging the child to follow the expectations for all participants
- Adhering to our check-in/out and pick-up policies
- Notifying the Club Director when there is a concern regarding the child, especially if there are medical or special needs issues
- Understanding the discipline philosophy and the discipline policy
- Paying all fees on time

The BGCC staff Commits to:

- Provide a safe, nurturing, enriching environment
- Respect the rights and property of others
- Communicate with parents when an issue arises
- View disciplinary actions as opportunities to learn

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

## ***Remember...***



## Items Best Left at Home

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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, Beyblades, etc.)
- » Pokémon cards or other collectible cards
- » Game Systems (Game Boy, Nintendo, PSP)
- » Electronic devices
- » 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

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For grades K through 6<sup>th</sup>, cell phone use is not allowed at the Club, except for emergencies. If your child brings a cell phone to the Club, it must be kept in their backpack in the storage cubbies. If there is an emergency, and staff gives permission for use, the child can use their cell phone in the front lobby. The club is not responsible for lost or stolen cell phones.

## Lost & Found

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Please mark personal belongings. Members will store their belongings in cubbies and take them home daily. Cubbies and rooms are cleaned every day at closing. Items left after closing are put in the Lost & Found located in the front lobby of the Clubhouse. If they are not claimed within two weeks, all items will be donated to Vina Moses.

## Parent/Guardian Contact Policy

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- » 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. Parent must make contact with the Clubhouse Director to discuss the incident before the child may re-enter the Clubhouse program.
- » 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

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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 Corvallis School District who provides the meal service.

Although the Club is aware of food allergies, members are responsible for self-management. Many 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

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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. Medication can be stored at the front office for access at any time. Members with medications must be responsible for self-management and not rely on staff assistance. Please talk to the Clubhouse Director if this is a need for your child.

## Club Programs

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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

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### Clubhouse – Grades 1<sup>st</sup> – 6<sup>th</sup>

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

### Tech Center

Coding, 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, competitions, and Lego building.

### Art Center

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

### Gymnasiums

Daily gym games provide fitness opportunities for our active members.

### Fenced outside play areas and playground

Weather permitting - provide fitness opportunities for our active members.

### Johnson Dental Clinic

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

### Club Bucks

Club Bucks is an incentive program to reward youth for positive behaviors. These Incentives can be redeemed at our Club drink shop and our Club retail store.



## Youth Development Professionals - Our Staff

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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

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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; Jackson Street Youth Shelter, and Community Outreach family shelter. If your family or child needs help, please contact our Club Director 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.



## Parent Engagement

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Parents are highly encouraged to become engaged with our Club. By familiarizing yourself with the people, places, and activities your child(ren) interact with after school, you can help us better serve them.

Parents are asked to have regular conversations with youth attending Clubhouse on their expectations of behavior, conduct, activities, social interactions, and program involvement at the club.

Clubhouse tours are held on an individual or group basis by appointment and will help to answer your membership and program questions.

Parents are encouraged to reach out to the Clubhouse Director with any questions, comments, or concerns regarding any aspect of Clubhouse.

## Diversity Statement

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The Club has persistently stood at the forefront of diversity, equity and inclusion for years. We are committed to using an equity lens in our work to continually transform our programs to serve priority youth and their families by incorporating youth and family voice in all our programs. We foster a relationship of inclusiveness, support and respect for the communities who are empowered by our services to work, go to school, break the cycle of intergenerational poverty, and overcome the opportunity gap for a healthier shared community.

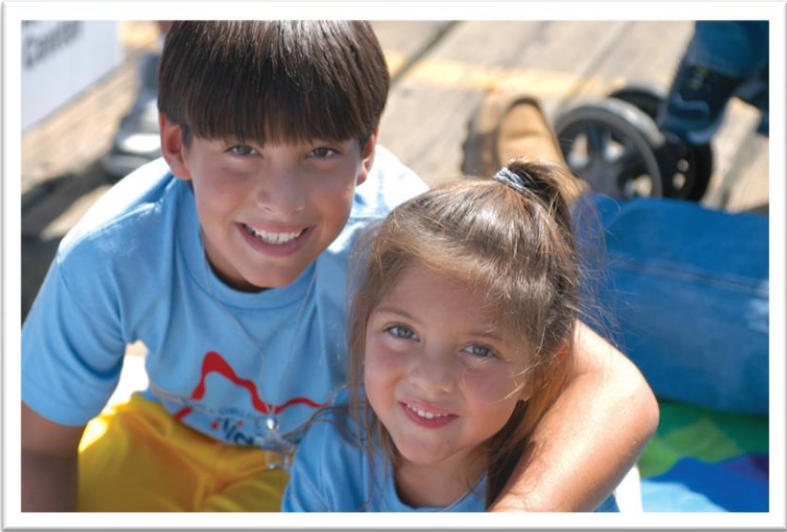
## Contact Numbers

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1. BGCC CEO – Helen Higgins – hhiggins@bgccorvallis.org 541-757-1909 x201
2. BGCC Clubhouse Director – Tyler Reece – treece@bgccorvallis.org 541-757- 1909 x208

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

Go to [www.bgccorvallis.org](http://www.bgccorvallis.org)



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