

JOHNSON TEEN CENTER 7<sup>TH</sup> – 12<sup>TH</sup> GRADE

# Johnson Teen Center Member & Parent / Guardian Handbook

**GREAT FUTURES START **HERE.****



**BOYS & GIRLS CLUB  
OF CORVALLIS**

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

## WELCOME!

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Welcome parents and members to the Boys & Girls Club of Corvallis Johnson Teen Center (JTC)! You are now a part of our dynamic youth development organization. Please take a moment to read about the important policies and procedures of the Johnson Teen Center.

**Membership to the Johnson Teen Center 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 Johnson Teen Center's after-school enrichment program is not a childcare facility, and has a unique atmosphere. **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.**

## Who We Are

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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, offer oral health care to all low-income families at our Johnson Dental Clinic and starting in 2018 offer access to mental and physical health services to children and teens in the Samaritan Health 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

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Our community generously donates both time and money to help provide after school services at a very affordable rate. The Club is funded primarily through local donations and grants and does not receive funding through taxes.

# Hours and Fees

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## Program Hours

Monday - Thursday 3:00 - 6:00 pm

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

## Teen Director Office Hours

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

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

## Club Closures

The Club follows the Corvallis School District calendar for early release and non-school days.

## Annual Membership/Program Fees

Membership is provided completely **FREE!**

We are very fortunate because of our community and the grants we have received to provide the JTC Membership completely free of cost to all teen members. No annual membership fee is required to participate in the Johnson Teen Center.

**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 (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)

## Membership Requirements

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Membership is renewed annually - membership begins September 1 and ends August 31. Membership is open to all 7th through 12th graders.

### Middle School Membership

Parents/guardians of our middle school teens are responsible for completing the online Teen Center membership form through our online registration system found at [www.bgccorvallis.org](http://www.bgccorvallis.org). Parents/guardians are responsible for keeping contact information current and accurate in the event that the JTC needs to make contact with you in regards to your teen.

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 of our teen members must explain the disclaimer and expectations** of the JTC on the application to their teen(s) so that members have a full understanding of what is expected of them and the consequences for not following expectations while at the JTC.

**Parents must discuss the check in/out policy** with their teen so that they understand the expectations of the JTC and the consequences for not following expectations. More information on our check in/out policy can be found on **page 6**.

### High School Membership

Parents/guardians of our high school teens may complete the online Teen Center membership form through our online registration system found at [www.bgccorvallis.org](http://www.bgccorvallis.org).

High school teens are allowed to complete their own membership forms and an informational sheet will be sent home for parents to review.

## 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.**

**Middle School (7<sup>th</sup> - 8<sup>th</sup>):** 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 (9<sup>th</sup> – 10<sup>th</sup>):** 9th and 10th grade high school members are allowed to check themselves out when they are ready to leave but will not be allowed re-entry for that day. Upon leaving, 9th and 10th grade members will need to leave the entire Boys & Girls Club and Johnson Teen Center campus and property and will not be allowed to loiter. Members are encouraged to stay and participate in JTC activities and programming until they are ready to go home for the day.

**High School (11<sup>th</sup> – 12<sup>th</sup>):** Older teens will be allowed unlimited entries and exits to the Teen Center up until a policy violation then privilege will be revoked.

If parents/guardians need to know what time their child signed in, please call (541) 757-1909 x225. 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. After leaving, 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

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All **visitors/parents/guardians** must check in at the Gatekeeper desk if coming in to the JTC to pick up your teen. This is a safety issue and we do not make exceptions to this policy.

Parents/guardians will be contacted if a member becomes ill, and will need to pick their teen up as soon as possible.

Parents/guardians are only allowed in the JTC for pick up purposes.

## Late Policy

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Club programs open and close promptly at the posted hours. If you will be late, please call the Johnson Teen Center at the earliest possible moment (541) 757-1909 x225.

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 teen 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.

## Club Expectations

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The JTC is a space for teens to feel safe while participating in after-school enrichment programs. 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 - 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.
- Bathrooms are only meant to be used for the bathroom, hanging out or playing in the bathroom is not allowed
- Please read all posted signs for room specific guidelines. All Club members are expected to follow the instructions of JTC staff at all times.
- Food and drink are not permitted outside of the food area, except for water.
- All food served within the Club must be consumed within the building.

**Parents are expected to talk with their teen(s) about these expectations.**

**Not adhering to these expectations will result in consequences which includes being removed from the JTC for a period of time.**

## Club Consequences

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In the event that your teen is not able or unwilling to follow the JTC expectations, the below consequences will be enforced at the discretion of the Teen Director.

- Coaching: verbal warnings to correct behavior
- Restriction from certain activities or program areas
- Suspension of one or more days
- Long-term suspension with conditional return (Path Back to Club)

## School Suspensions

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At the discretion of the Teen Director, the Johnson Teen Center will align with a school suspension when the reason for school suspension includes:

- Physical Fights
- Any drug related suspension

## Johnson Teen Center Immediate Suspension

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At the discretion of the Teen Director and JTC staff, members will face immediate suspension for the following reasons:

- 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 Suspension 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 contact the Teen Director to discuss the incident before the teen may re-enter the JTC 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 gets injured and an Incident Report will be provided.

## Path Back to Club

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After a specified period of time (as determined by Teen Director) the teen may re-enter the Johnson Teen Center with a probationary membership and behavior contract. During this period of time if the teen is able to meet all expectations they can move back into a normal membership.

If a teen is unable to meet the expectations and uphold their end of the behavior contract they will face expulsion or membership revocation.

## Personal Member Property

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

If the item is of extreme value to the member it might be best to leave it at home or leave it in a backpack while at the JTC.

**Weapons (pretend, toy, or real) are prohibited at the Boys & Girls Club Johnson Teen Center and will be confiscated.**

## Cell Phone Policy

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The Johnson Teen Center 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 Johnson Teen Center.
- 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

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Personal belongings should be properly marked and stored in the cubbies provided in the Johnson Teen Center. 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 JTC. 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.

## Dress Code

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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.

## Food Service

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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 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

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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 JTC, as the JTC 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.

## Contact Information

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Please feel free to reach out at any time to discuss questions that arise that relate to the contents of this parent/guardian handbook.

### Teen Director

Casey Higgins  
casehiggins@bgccorvallis.org  
541-757-1909 x207

### BGCC CEO

Helen Higgins  
hhiggins@bgccorvallis.org  
541-757-1909 x201

### BGCC COO

Clay Higgins  
chiggins@bgccorvallis.org  
541-757-1909 x213

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

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

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