

**BOYS & GIRLS CLUB**  
OF LAS CRUCES

**PARENT GUIDE**  
**2022-2023 School Year**

**330 W. Las Cruces Ave**  
**Las Cruces, NM 88005**  
**(575) 526-1519**  
**[www.bgclascruces.org](http://www.bgclascruces.org)**

**GREAT FUTURES START HERE.**



## WELCOME

Thank you for allowing us to serve your child! Each day at the Club we hope to serve as a support system for your child both socially and emotionally, by focusing on academic success, healthy lifestyles and character and leadership. Additionally, we strive to create a safe and fun environment for your child, so that you can rest assured that your child is in a productive environment while you are at work and/or tending to other needs. The following pages serve as a short guide to being a member of the Boys & Girls Club of Las Cruces. While we have tried to be as detailed as possible, this guide may not fully encompass all policies and procedures. Thanks again for sharing your children with us, and we look forward to watching them grow.

## CLUB HOURS

Monday-Friday

2:30 to 6:30 pm

Open most in-service days and breaks: 7:30 am to 5:30 pm

## TRANSPORTATION

Transportation is provided from some schools to the Club on an as-needed basis. BGCLC will choose schools based on the number of Club members attending each school and the number of vans available. Please bare in mind that there may be as many as three schools on one van route, which means that your child may have to wait up to 20 minutes after the school bell rings for our arrival. We build the van routes to be as efficient as possible, and our drivers make every attempt to arrive at every school in a timely matter.

Transportation is not available for those members attending the Club part time. Members who do not attend the schools that we pick up from are welcome to be dropped off at the Club daily.

BGCLC will not provide transportation to and/or from members' homes. Due to liability issues, BGCLC staff are strictly prohibited from transporting Club members in personal vehicles. Parents should NEVER ask, give permission to, or rely on a staff member(s) to transport children home after or during Club activities.

**Pick Up Procedures:** All Club members leaving the Club for the day must check out at the front desk. Parents are required to enter the building to pick up their children and to remain in the front porch and lobby area while waiting for their child. Please do not call the front desk and request that we send your child outside. Anyone picking the child up from the Club may be required to show an ID.

**PLEASE NOTE:** We enjoy having your children during all Club hours, and strongly encourage regular attendance, but we do ask that you are mindful and respectful of Club hours as they are in place to keep Club operation costs as low as possible. We need you to arrive for your child on or before closing time every day. We understand that emergency situations occur, and ask that you notify us should you be late. We reserve the right to contact CYFD if late pick-ups become repetitive and if we feel this is a result of negligence. Additionally, repetitive late pick-ups may result in your child's membership being suspended or revoked.

## OUR MISSION

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

**PROGRAM HIGHLIGHTS:** Homework assistance, Computer access, Nutritional supper and snack served daily, Arts & Crafts, Recreation & Fitness activities, Field Trips, and much more!

**THE BOYS & GIRLS CLUB PROVIDES:** A safe place to learn & grow; Ongoing relationships with caring, adult professionals; Life enhancing programs, and character development experiences; Hope and opportunity

**PROGRAM AREAS:** Character & Leadership Development; Education & Career Exploration; Health & Life Skills; The Arts; Sports, Fitness, & Recreation

## HOMEWORK HELP & REPORT CARDS

Academic success is of utmost importance to BGCLC. We highly encourage that all members who come to the Club participate in our PowerHour (homework assistance program) daily. We encourage parents to have open communication with us regarding your child and their schoolwork, so that we can work together to ensure they excel. We like to collect report cards at the end of grading periods to provide incentives for those members doing well in school and to encourage academic success among all members. We will never make this mandatory, but hope that your child will participate. If you do not want your child to share their report cards with us, please inform the Director of Operations & Programs.

**CLUB CLOSURES:** Parents are notified of Club closures due to holidays, training, and other circumstances through our digital monitor at the front desk. In case of power outages while kids are in the building, the Club will have a 30 minute wait period. If the power outage is not resolved in 30 minutes, Club members will call home for pick up.

## CLUB MEMBERSHIP

BGCLC is open to all boys and girls ages 6 to 18, as well as 5 year olds who have started kindergarten. Membership forms and a \$10 registration fee are required at the start of each term (Fall, Spring, and Summer). All forms must be filled out completely in order to qualify for membership.

**Program Fees:** The after-school program rate is \$50 per week with a \$5 discount for each additional child. While daily attendance is strongly encouraged, those members who will only attend the Club 1 or 2 days a week will be offered a discounted rate of \$30 per week. Due to the new balanced calendar by LCPS, BGCLC will charge our summer rate of \$65 per week for all intersessions and extended breaks.

If your child will not be attending the Club for a specific period of time, or you decide to not have your child attend at all, we ask that you please notify the front desk coordinator or the finance coordinator so that we can adjust your invoice. Program fees are constantly reevaluated, and are subject to change based on operation costs and budget needs.

**Payments:** Weekly payments must be made in advance of the week for the week in which your child will attend. Failure to pay in advance or to make arrangements may result in your child being unable to attend for that week.

**Scholarships/Assistance:** While all Club members will be required to pay some form of a weekly payment, the Club works diligently to not turn any child away for inability to pay. Should you need assistance, you will be required to fill out a scholarship application, which may be obtained at the front desk. The scholarship application will be evaluated by the CEO and you will be notified if you qualify for a reduced rate. Reduced rates are approved using federal poverty guidelines, with some consideration in cases of temporary financial hardship.

**Membership Numbers & Cards:** Each Club member will be issued a membership number. It is the member's responsibility to learn their number and check in and out at the front desk each day. Learning numbers and checking in daily is imperative for tracking and safety, so that we will know when your child is in and out of the building.

Each member will be assigned a Club card that may be scanned at the front desk when entering and exiting the building, however, learning their number will be the most efficient way to check in and out of the building and each area. Club cards are issued upon membership, and if lost, may be replaced for \$1.

**Open door policy:** The Boys & Girls Club is not, nor does it claim to be a licensed day care center. BGCLC has an open door policy, which allows children to come and go at will from the program. While BGCLC will strongly encourage children to remain within Club boundaries or activities, BGCLC does not prevent children from leaving the Club if they so desire. Most Club members are not aware of this policy, so do not draw on it; and we do our best to prevent members from leaving without parent knowledge.

Ultimately, it is the parent's responsibility to inform their child as to whether or not he/she may leave the Club and with whom they may leave. All people who have permission to pick up your children from the Club should be listed on their membership form; and are required to enter the building for the child at pickup.

### **SURVEILLANCE CAMERAS**

Our Club is now monitored by surveillance cameras in most program areas 24 hours per day and 7 days a week. These cameras are primarily for Club member safety and organizational accountability. Video footage may be reviewed when needed.

### **MEDICATION**

We cannot be responsible for administering medication to Club members. If your child should be taking medication, it is your responsibility to make arrangements to administer the medication for them, unless they are of an age where they can do so on their own. BGCLC will not hold medication for any Club member.

### **COMMUNICABLE DISEASES**

Parents of members who have or are suspected of having an infectious or communicable disease (COVID19, TB, lice, hepatitis, ringworm, etc.) should notify the Club immediately,

and may be asked to keep their child at home until the situation is properly addressed. BGCLC may require a written doctor's statement in order for the member to return. The Club will immediately notify parents when we become aware of a health situation that could effect your child. Please advise children of the dangers of sharing head gear so that we can do our best to avoid the common issue of head lice.

### **PERSONAL OBJECTS**

Club members are encouraged to leave ALL personal objects at home. iPods, other MP3 players, tablets, toys, and other personal and valuable objects brought to the Club are brought at the risk of each Club member. BGCLC will not be responsible for any lost or stolen objects. Electronic devices, including cell phones, may be taken up by staff if they become a nuisance. Cell phones and other devices collected by staff will be returned to members when they are picked up at the end of the day.

Club members rarely need money during our programs. We ask that you do not send your child to the Club with more than \$10. If you choose to send your child with money they need to keep the money in their own pockets, or check it in at the front desk. We will take their money, place it in an envelope with their name on it, and hold it until it is needed. If their money is not checked in at the front desk, we cannot be responsible for it.

### **LOST AND FOUND**

We will maintain a lost and found area near the front desk. Please label everything your child brings to the Club. Do not send expensive items to the Club. BGCLC is not responsible for the loss or damage of any items that your child may bring. Please check with staff immediately upon noticing the loss of any item(s). At the end of each semester, all lost and found items will be discarded.

### **COMMUNICATION**

Please note, BGCLC distributes notifications on Club issues, status, changes, emergencies and all other pertinent information to our parents utilizing the Remind App. We recommend that ALL Club members' parents sign up for the Remind App to get the most up to date news about our Club. You may do so by sending a text to: 81010 with the following message: @e4ka74

We also use flyers, memos, and our electronic monitor at the front desk for announcements. We ask that you review the information when picking up your child. It is the parents responsibility to make sure that they are reading ALL distributed information, postings, permission slips, etc. From time to time, we use e-mail services for the purpose of Club announcements and communications. If you wish to receive parent notifications, Club news, and announcements through e-mails, please make sure that your e-mail address is listed on the membership form.

All Club/program related issues, questions or concerns can be directed to the Director of Operations by phone (575) 526-1519, by e-mail: joel@bgclascruces.org, or by appointment. The Director of Operations may include the Club CEO on such discussions when needed.

# AFTER-SCHOOL PROGRAM INFORMATION

## MEMBER BEHAVIOR

In an effort to provide an environment that is free from conflict, distraction, intimidation, or various other influences that result from a member's misbehavior, BGCLC sets several rules and guidelines for your child. Although there will never be a full list of "do not's," BGCLC asks that as a rule of thumb members treat Club staff, volunteers, visitors and peers with full respect. When asked to do or not to do something by a staff member or volunteer, all Club members are expected to comply. The following is strictly prohibited:

- ★ Disruption and/or interference with normal and orderly conduct of the Club
- ★ Behavior that involves indecent and/or immoral acts
- ★ Wagering or any form of gambling
- ★ Physical abuse or assault to any individual (Hands should always be kept to self)
- ★ Possession of weapon or any object that can be considered a dangerous instrument
- ★ Using, selling or attempting to sell any alcoholic beverage or illegal drug
- ★ Destruction of or attempting to destroy Club property, or the property of another individual
- ★ Use of profanity, vulgarity or obscene language and gestures
- ★ Bullying of any form either while on Club property or reported by other members as a result of cyberbullying or other methods (including but not limited to extortion, coercion, bullying, blackmail or forcing another member or person to act against his or her own will)
- ★ Engaging in verbal abuse such as name calling, ethnic, or racial slurs, and using derogatory statements to other members, personnel or other individuals

**Bullying:** We take bullying very seriously at the Boys & Girls Club and have a strict no tolerance policy of such behavior. Any Club member who expresses discomfort or concern due to bullying by another Club member will immediately have their situation reviewed. Any Club member who is caught bullying in any form will face serious consequences, which may lead to suspension or complete removal from our programs. We encourage parents to discuss the severity of bullying with your children so that they feel comfortable informing Club staff should such a situation occur.

Member misconduct is documented and shared with parents daily. The Program Director, together with the CEO may suspend any member whose conduct warrants it. Should member misconduct result in suspension, parents will be immediately notified and a conference with the parent and member will be set up to discuss the issues.

## PARENT BEHAVIOR

All BGCLC staff members, Club members, Club parents and volunteers should be treated with respect by not only Club members, but also by parents. Should a staff person, Club member, Club parent or volunteer feel disrespected or mistreated by a Club parent, they may file a complaint in writing to the CEO. BGCLC reserves the right to refuse to do service with any parent. Refusal to work with a specific parent does not necessarily mean that the Club member will be denied services, but the parent may be asked to make arrangements for another family member to be responsible for communications with BGCLC.

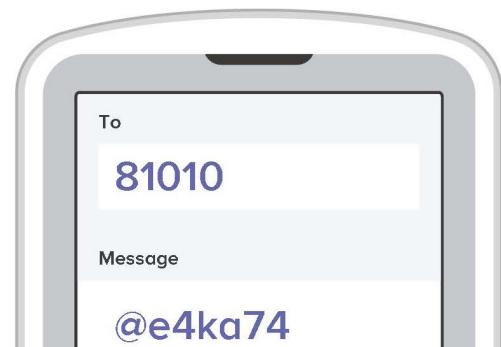
Additionally, if you feel mistreated by any parent, member, staff member, or volunteer you have the same right to file a complaint in writing to the CEO so that it may be addressed.

Any parent who wishes to express a concern or complaint about a specific staff member, should bring that concern to the attention of the Program Director or the CEO. We ask that parents do NOT take up an issue with a staff person directly.

Any communication between parents and any BGCLC employee regarding payments is required. Please understand that mistakes are made from time to time, and that any one requesting a payment is only doing their job. If you feel that the request for payment is a mistake, you are asked to POLITELY address the situation, so that it may be further investigated by the Finance Coordinator and/or CEO.

Please bare in mind that the front desk area is an open area, and that situations that occur in that area are often over heard by other parents and Club members. If your behavior makes anyone in the building feel uncomfortable, we reserve the right to refuse to work with you. Please practice courtesy and respect, and there will not be any issues.

**Sign Up for the Remind App for instant notifications from our Club. Send a text as seen below to sign up:**



# COVID SAFE PRACTICES & PROCEDURES

Please Note: BGCLC monitors all CDC and NM Department of Health requirements regularly. All COVID policies and procedures are subject to change accordingly, and parents will be notified as changes arise.

- BGCLC no longer requires masks to be worn in our facility. Although not mandatory, it is optional, and BGCLC will fully support any Club member, volunteer, or staff member who chooses to continue wearing a mask. If you want your child to continue to do so, please make sure that you have this discussion with them individually so that they understand your expectations for them while they are at the Club.
- BGCLC reserves the right to change mask wearing requirements if deemed necessary or if public health orders require it.
- Handwashing and sanitation will be implemented regularly during our programs.
- Restroom sanitation will take place regularly.
- BGCLC will limit group sizes according to the program space, and social distancing will be practiced to the greatest extent possible.
- Should a Club member begin to feel sick in any way, parents are required to keep their child home and notify the Club immediately. BGCLC may require a quarantine period and/or a COVID-19 test to be conducted on the Club member before allowing them to return to the Club.
- Should your child or anyone in your household become aware that they have been exposed to someone who has tested positive for COVID-19, please notify BGCLC immediately. BGCLC may require your child to quarantine, before allowing them to return to the Club.

- If your child or any household member tests positive for COVID-19, BGCLC must be notified immediately, and we will require a quarantine for the Club member before they may return to the Club.
- If your child develops a fever of 100° or above, or displays COVID-19 related symptoms while at the Club, we will notify parents immediately and separate the child until they are picked up. A doctor's note indicating that the child is cleared to return to the Club may be required in order for the child to return to the program.

If a confirmed case of COVID-19 has entered our building, BGCLC may implement a short-term closure and follow the following recommendations by the CDC:

- Communicate with parents immediately
- Coordinate with local health officials to help us determine a course of action for our program.
- Local health officials' recommendations and duration of Club dismissals will be made on a case-by-case basis, using the most up-to-date information about COVID-19.

**THANK YOU FOR ALLOWING US THE OPPORTUNITY TO SERVE YOUR CHILD!**





**BOYS & GIRLS CLUB**  
OF LAS CRUCES

**PARENT ACKNOWLEDGMENT OF RECEIPT OF PARENT GUIDE, CLUB MEMBER EXPECTATIONS  
AND COVID-SAFE POLICIES AND PRACTICES FOR 2022-2023 AFTER-SCHOOL PROGRAM**

By signing below, the parent/guardian is acknowledging that they have received, read and understand the Parent Guide for the 2022-2023 After-School Program and all mentioned procedures and Club member expectations, and agree to follow the outlined requirements above in order for their child to participate in BGCLC's Programs. Parents/guardians who sign below agree to contact BGCLC immediately should anyone in the household contract COVID-19 or be exposed to someone who has contracted it. Additionally, your signature below indicates that you have discussed the member expectations with your child, and understand that your child can be removed from the program if they fail to comply with these expectations. Furthermore, by signing below the parent understands that the COVID-19 Pandemic is developing daily, and there is no guarantee that BGCLC will remain open from day to day, and that plans may change at any given moment.

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Printed Parent Name

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Printed Club Member Name(s)

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Parent Signature

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Date

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**ASSUMPTION OF THE RISK AND WAIVER OF LIABILITY RELATING TO CORONAVIRUS/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and has significant person-to-person spread. As a result, federal, state, and local governments and federal and state health agencies have recommended social distancing measures and have, in many locations, required ongoing prohibitions on the congregation of groups of people of various sizes.

Boys & Girls Clubs of Las Cruces ("Club") has put in place preventative measures to reduce the spread of COVID-19. These include, but are not limited to, increased sterilization, required hand washing, and all other requirements mandated by the New Mexico Department of Health. However, the Club cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the Club could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending the Club and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Club may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Club employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at the Club or participation in Club programming ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the Club, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Club, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Club program.

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Printed Parent Name

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Printed Club Member Name(s)

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Parent Signature

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Date