



BOYS & GIRLS CLUB
OF LAS CRUCES

PARENT GUIDE
2026-2027 School Year

330 W. Las Cruces Ave
Las Cruces, NM 88005
(575) 526-1519
www.bgclascruces.org

GREAT FUTURES START HERE.

Our Mission

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

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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

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 emergencies 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.

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 operational 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.

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.

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.

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.

Communication

Please note that BGCLC distributes notifications on Club issues, status, changes, emergencies, and all other pertinent information to our parents utilizing the Remind App. 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 Club announcements and communications. If you wish to receive parent notifications, Club news, and announcements through e-mail, 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 at (575) 526-1519, by e-mail at darleen@bgclascruces.org, or by appointment. The Director of Operations may include the Club CEO in such discussions when needed.

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

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 bear 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 on the front porch and lobby area while waiting for their children. 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.

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

Program Highlights

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

Homework Help & Report Cards

Academic success is of utmost importance to BGCLC. We highly encourage all members who come to the Club to participate in our PowerHour (homework assistance program) daily. We encourage parents to communicate openly 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.

Member Behavior

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 nots," 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 the 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 a weapon or any object that can be considered a dangerous instrument
- Using, selling, or attempting to sell any alcoholic beverage or illegal drugs
- 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 for 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.

Personal Objects

- Club members are encouraged to leave ALL personal objects at home. Cell Phones, iPods, other MP3 players, tablets, 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.
- We have plenty for Club members to do throughout the day; therefore, Legos, trading cards, stuffed animals, and other toys are NOT allowed and will be taken up if members are found playing with them.
- Club members rarely need money during our programs. A couple of times a week, we do have a snack bar "Torch Store" where members can purchase extra snacks. (This will never replace the FREE snack that every member receives.) 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 for the movies, swimming, snack bar, etc., 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/bag with their name on it, and hold it until it is needed. BGCLC will not be responsible for any money that is not checked into the front desk, nor once it is released to a member. We encourage members to not give their money or share their money with friends. If a member chooses to do so, we will not be held liable for that money.

Lost & 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.

Open-door policy

The Boys & Girls Club is not, nor does it claim to be a licensed daycare 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.

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 anyone 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 bear in mind that the front desk area is an open area and that situations that occur in that area are often overheard 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:



Safety

The Boys & Girls Clubs of Las Cruces is dedicated to fostering a safe, inclusive, and enjoyable environment for children, ensuring they have every opportunity for success. Key safety initiatives involve a 24-hour confidential hotline, mandatory reporting of incidents, annual safety assessments, and partnerships with national safety experts and local authorities.

For more information on our safety protocols, scan the QR code or visit bgclascruces.org/safety



Communicable Diseases

Parents of members who have or are suspected of having an infectious or communicable disease (COVID-19, 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 for the member to return. The Club will immediately notify parents when we become aware of a health situation that could affect your child. Please advise children of the dangers of sharing headgear so that we can do our best to avoid the common issue of head lice.

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



PARENT ACKNOWLEDGMENT

RECEIPT OF PARENT GUIDE, CLUB MEMBER EXPECTATIONS, AND POLICIES AND PRACTICES FOR 2026-2027 AFTER-SCHOOL PROGRAM

By signing below, the parent/guardian is acknowledging that they have received, read, and understand the Parent Guide for the 2026-2027 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. 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.

Printed Parent Name

Printed Club Member Name(s)

Parent Signature

Date