

BOYS & GIRLS CLUB
OF LAS CRUCES

PARENT GUIDE 2024-2025 School Year

University Hills
Elementary

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

GREAT FUTURES START HERE.

WELCOME: We are so excited to be joining the University Hills Elementary family and having the opportunity to serve your child. Each day, during Boys & Girls Club programming, 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 at 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.

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

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 HOURS: Monday-Friday from 2:30 to 6 p.m. Our main Club site does remain open most in-service days and school breaks from 7:30 a.m. to 5:30 p.m. BGCLC will provide full-day programming to University Hills Elementary students on most of those days either at the school (if we have access) OR University Hills Elementary participants will have the option to attend our Club facility on those days. Extended breaks and/or intersessions may require an additional attendance fee and registration on a first-come, first-serve basis.

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

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 all members who come to the Club to 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 our staff.

CLUB CLOSURES: Parents are notified of Club closures due to holidays, training, and other circumstances through notes sent home and/or e-mails. BGCLC will follow any weather-related, unexpected, or emergency closures required by the school.

CLUB MEMBERSHIP: BGCLC is open to all boys and girls ages 6 to 18, as well as 5-year-olds who have started kindergarten. Therefore, the University Hills Elementary Program will be open to all K through 5th graders.

Membership Numbers: Each Club member will be issued a membership number. It is the member's responsibility to learn their number for attendance tracking.

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 Club programs 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.

TRANSPORTATION: Since this program will be offered on-site at the school, transportation will not be provided. 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.

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 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.

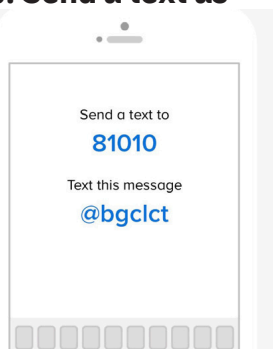
MEDICATION: We cannot be responsible for administering medication to Club members. If your child should be taking medication, it is your responsibility to make arrangements to administer the medication for them, unless they are of an age where they can do so on their own. BGCLC will not hold medication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

PERSONAL OBJECTS: Club members are encouraged to leave ALL personal objects at home. Phones, 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 with a staff member. 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 with staff, we cannot be responsible for it.

LOST AND FOUND: We will utilize the school's lost and found area. Please label everything your child brings to our program. Do not send expensive items with your child. 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).

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 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: @bgclct We also use flyers and memos 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 at (575) 526-1519, by e-mail: darleen@bgclascruces.org, or by appointment. The Director of Operations may include the Club CEO in such discussions when needed.

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



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," 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 a 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 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 Director of Operations, 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.

AFTER-SCHOOL PROGRAM INFORMATION

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 Director of Operations 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 Office Manager and/or CEO.

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.

Pick-Up Procedures: Parents will pick up their children at the cafeteria doors. The cafeteria doors will be locked, so parents will need to knock upon arrival. Club members leaving for the day must check out with the site coordinator. Parents should come to the door to have your child released. Anyone picking the child up from the program 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 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.

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



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PARENT ACKNOWLEDGMENT OF RECEIPT OF PARENT GUIDE AND CLUB MEMBER EXPECTATIONS FOR 2023-2024 AFTER-SCHOOL PROGRAM

By signing below, the parent/guardian is acknowledging that they have received, read, and understand the Parent Guide for the 2024-2025 After-School Program and all mentioned procedures and Club member expectations, and agree to follow the outlined requirements above 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