



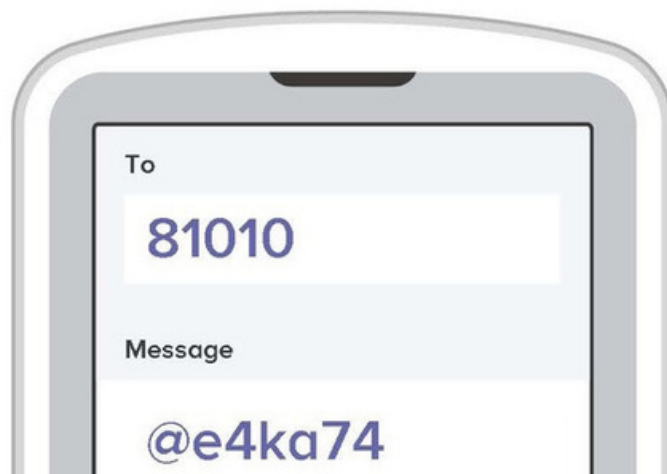
BOYS & GIRLS CLUB
OF LAS CRUCES

TOMBAUGH ELEMENTARY
PARENT GUIDE
2025 - 2026 School Year

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

GREAT FUTURES START HERE.

Sign Up for the Remind App for instant notifications from our Club including Club closures and other important information. Send a text as seen below to sign up:



2024 - 2025 School Year Parent Guide

Table of Contents

Welcome.....	1
Our Mission.....	1
Homework Help & Report Cards.....	1
Membership.....	1
Membership Numbers.....	2
Program Fees.....	2
Childcare Assistance Program.....	2
Club Hours.....	3
Club Closures.....	3
Pick-up Procedures.....	3
Communication.....	3
Open Door Policy.....	4
Safety.....	4
Transportation.....	4
Member Behavior.....	4
Bullying.....	5
Parent Behavior.....	5
Lost & Found.....	5
Medication.....	5
Personal Object.....	6
Communicable Diseases.....	6
Covid-19 Policy & Procedure.....	6
Parent Acknowledgment Form.....	7

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 & 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.

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, Nutritional supper served daily, Arts & Crafts, Recreation & Fitness activities, 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 all members who come to the Club to participate in our Power Hour (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.

CLUB MEMBERSHIP

Membership forms are required at the start of each term (Fall, Spring, and Summer). The membership application and Parent Guide acknowledgment must be filled out to qualify for membership. There must be no blanks.

MEMBERSHIP NUMBERS

Each Club member will be issued a membership number. Members are responsible for learning their number and checking in and out with staff daily. Learning numbers and checking in daily is imperative for tracking and safety so we know when your child is in and out of the building.

PROGRAM FEE

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 not to 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 from a BGC staff member. 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.

CHILDCARE ASSISTANCE PROGRAM:

Starting in Fall 2025, the after-school programs at Hermosa Heights, Mesilla Park, Tombaugh, and University Hills will be partnering with the Early Childhood Education and Care Department (ECECD).

If your family qualifies for ECECD assistance, it will apply only to the after-school programs at these school sites.

Please note: ECECD assistance will not cover attendance at the main Boys & Girls Club campus during school breaks (such as fall, winter, or spring breaks). Families will need to pay out of pocket for any programming at the main campus during those times.

CLUB HOURS

Monday - Friday 2:30 pm to 6:00 pm

Closed:

Labor Day 9/1

Thanksgiving 11/27 - 11/28

Winter Break 12/22 - 1/2

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

Full Days: At Main Site

Fall Break 10/6 - 10/13

Election Day 11/4

Thanksgiving Break 11/24 - 11/26

Semester Ends December 19th, 2025

Dates are tentative and subject to change.

CLUB CLOSURES

Parents are notified of Club closures due to holidays, training, and other circumstances through staff and fliers. 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.

PICK-UP PROCEDURES

All Club members leaving the Club for the day must check out with a staff member.

Please Note: We enjoy having all of your children during full 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 Child Protective Services 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.

COMMUNICATION

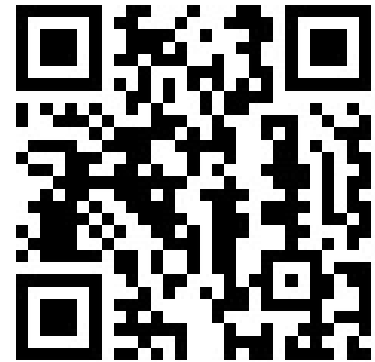
Please note, that BGCLC distributes notifications on Club issues, status, changes, emergencies, and all other pertinent information to our parents via fliers, memos, and Remind App. Parents are responsible for making sure they are reading ALL distributed information, postings, permission slips, etc. 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-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.

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 desire. Most Club members are unaware of this policy, so do not draw on it; we do our best to prevent members from leaving without parent knowledge. Ultimately, it is the parent's responsibility to inform their child whether 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.

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.



TRANSPORTATION

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.

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 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 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 because 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 their children so that they feel comfortable informing Club staff should such a situation occur. Member misconduct is documented and shared with parents daily. Club Management 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 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. 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.

LOST AND FOUND

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).

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. 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, so 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.

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.

COVID19 POLICIES & PROCEDURES

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



**Parent Acknowledgment of Receipt of PARENT GUIDE
AND CLUB MEMBER EXPECTATIONS for 2025 - 2026
School Year Program**

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