

GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS
OF THE MONDAK**

Richland County

Parent/Member Handbook

Mission Statement

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

Mailing Address

Richland Unit
P.O. Box 416
201 Third Avenue SE
Sidney, MT 59270

Physical Address

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201 Third Avenue SE
Sidney, MT 59270

Table of Contents

KEY STAFF MEMBERS	3
MEMBERSHIP POLICIES	4
CHILD ABUSE PREVENTION POLICY.....	4
DISABILITY INCLUSION POLICY	4
PARENT/GUARDIAN CODE OF CONDUCT.....	5
CELL PHONE/PERSONAL TECHNOLOGY	5
SCHOOL YEAR FEES & POLICIES	5
SCHOOL YEAR HOURS OF OPERATION	7
ACTIVE PARTICIPATION.....	8
LATE PICKUP POLICY.....	8
HEALTH & SAFETY.....	8
VISITORS	8
PERSONAL BELONGINGS.....	9
VIDEO SURVEILLANCE POLICY.....	9
RELEASE OF MEMBERS.....	9
RELEASE OF MEMBERS (CONTINUED).....	10
TRANSPORTATION OF MEMBERS	10

CONTACT INFORMATION

KEY STAFF MEMBERS

CEO:	Madison Miller
Club Director	Janelle Chamberlain
Grants/RD Director	Elaine Stedman
Administrative Assistant/Billing	Cammy Balcer
Program Director	Serenity Kuntz
Program Coordinator/3-5/Empowered:	Tammy Venne
Program Coordinator/K1:	Maggie Mackinnon
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• Cammy Balcer	c.balcer@richlandbgc.org
Local Website:	www.richlandbgc.org
National Website:	www.bgca.org
Facebook Page:	www.facebook.com/bgcrcl
(Please “Like” us on Facebook or follow us on Instagram #bgcrcl)	

MEMBERSHIP POLICIES

Eligibility: Boys & Girls Clubs of the MonDak is open to all boys and girls between kindergarten and Grade 12. Grades K-5 will have daily after-school programming. To be eligible for the summer camp program, the member must have completed K1 or K2.

CHILD ABUSE PREVENTION POLICY

The priority of Boys & Girls Clubs of the MonDak is the physical and emotional safety of its members, staff, and volunteers. Boys & Girls Club maintains a zero-tolerance policy for child abuse. Boys & Girls Clubs of the MonDak implements policies and procedures for members, employees, volunteers, visitors, or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse.

Mandated Reporting: Every staff member or volunteer of Boys & Girls Clubs who becomes aware of or has suspicion of child abuse or neglect must immediately report to Club leadership. Club leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws, as well as to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

Ensuring the safety of children is fundamental to the mission of Boys & Girls Club of America (BGCA). For more than 100 years, child protection and safety have been the bedrock principles of BGCA's work. The many actions BGCA has taken over the years include advocating for the passage of the U.S. PROTECT Act, which improved background screening systems and access. BGCA has also partnered with the FBI, the National Center for Missing and Exploited Children and the Centers for Disease Control to contribute to the development of safety practices that benefit all youth serving organizations.

DISABILITY INCLUSION POLICY

Boys & Girls Clubs of the MonDak welcome all children and are committed to act in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities and other complex needs.

Boys & Girls Clubs of the MonDak staff members will work with families to understand special needs of children seeking accommodation and to identify modifications necessary to support the disability. Staff will work to integrate individual accommodation as safely and feasibly achievable.

PARENT/GUARDIAN CODE OF CONDUCT

Parents/Guardians are expected to:

- Understand the policies of the Club.
- Be positive role models by showing respect and courtesy to other members and staff.
- Expect that their child treats other members, volunteers, and staff with respect.
- Refrain from ridiculing or yelling while at the Club.
- Respect staff by addressing concerns privately at an agreed upon time and place.
- Respond quickly as possible when members need to be picked up for illness or behavioral issues.
- Pick up members before posted closing time.

Parents/guardians are expected to communicate with members, volunteers, and staff in a positive manner. All communication, concerns and interactions should pertain to the parent/guardian's child and no other member. Any parent/guardian who engages in disorderly or improper conduct of any kind, such as use of speech/language that is offensive/inappropriate; physical/verbal abuse or threat to any staff/volunteer/member will be subject to removal and possible exclusion from the Club.

CELL PHONE/PERSONAL TECHNOLOGY

In keeping with the spirit and intent of our mission statement and core programming values, handheld gaming devices, iPods, tablets, etc. are **NOT ALLOWED** in the Club, except under specific supervision or on specifically designated days.

Boys & Girls Club accepts **NO** responsibility for lost, stolen or damaged devices or property.

SCHOOL YEAR FEES & POLICIES

K1 Fees: \$250/month

Accounts will be billed the last week of the month and all payments will be due by the first of the month.

You will be billed once a month for attendance. The monthly fee will be assessed regardless of the number of days the child(ren) attend Club during the month.

You will receive a statement of the monthly charge on or about 5 days before the end of the month. **If a payment is not received after 30 days, your child may be removed from the program.** If you anticipate an inability to pay on time, please let the Club Director know immediately. It is important to communicate your needs to us to keep your child enrolled. The payment plan schedule must be strictly followed. If payments are late, payment plan privileges will be discontinued, and your child will be removed from our program.

If a check is returned or an electronic payment is rejected due to lack of funds, a \$25 fee will be charged, and all additional fees will be on a cash-only or ACH basis.

Scholarships are available. To apply, you must fill out the scholarship application, provide proof

of current income, and include a one-page written explanation. Scholarships are given on a first come-first served basis providing funds are still available. All scholarships are final *only* when the CEO has finalized and signed the scholarship agreement. Until that time, payments must be made in full. Scholarships must be reapplied for during each session of Club membership.

K-12 Fees: **FREE**

We are pleased to inform you that, thanks to our 21st CCLC federal grant, all program fees are free for K-12 members. This grant covers approximately 25% of the operational costs of running the Club and providing services to our families and the community.

The remaining 75% must be raised annually from community donations, fundraising events, and grants.

If you are able and willing to donate when registering your child(ren), we kindly ask that you consider doing so. You can make a one-time payment or set up a convenient monthly donation through our website www.richlandbgc.org/donate-now.

Your generosity helps us continue to serve our community effectively. Thank you for your support!

SCHOOL YEAR HOURS OF OPERATION

Monday-Thursday 3:45—**5:30** P.M.

K1 Noon – 5:30 P.M. Monday-Thursday

Friday 7:45 A.M. -**5:30** P.M.

Special Events Calendar, Club Closings & Holidays

August 14	Friday School Day - Club open 3:45 – 5:30 PM
September 7	Labor Day/ Club Closed
September 12	BGC Color Run Event
October 14 – 16	BGC Montana State Conference/ Club Closed
November 25 – 27	Thanksgiving Break/ Club Closed
December 5	Pet Photos with Santa @ Tractor Supply
December 12	Children's Christmas @ Boys & Girls Club
December 23 – Jan. 4	Christmas Break/Club Closed
February 24 – 25	No School/Full Day Club for all members
February 26	No School/ Club Closed
March 26 -29	Easter Break/Club Closed
April 15	Club Closed (Auction Set Up)
April 16	Club Closed /BGC's Annual Auction
May 26	Last Day of School. Club open from noon – 5:30 p.m.
May 27 - 28	Club Closed/Office Open
May 31	Memorial Day/Club Closed

SUMMER HOURS OF OPERATION

Monday-Friday 7:45 A.M.—**5:30** P.M.

CLUB CLOSED June 29 – July 3

Special Events Calendar, Club Closings & Holidays

June 1 – 4	Summer Training Week/Club Closed
June 7	First day of summer camps
June 30 – July 5	Summer Break/Club Closed
July 30	Last day of Summer Camps

ACTIVE PARTICIPATION

We highly encourage our members to participate in the program daily to receive a greater impact from our programs. Attendance is one of the tools we use to measure your child's progress and improvement. **Due to our extensive waiting list and our commitment to serving those who need us most, we ask that parents and guardians prioritize ensuring their children have regular attendance.** Excessive lack of attendance could result in your child being removed from the current program and placed back on the waiting list.

LATE PICKUP POLICY

Please pick up your child prior to closing time (5:30).

If a member has not been picked up within 5 minutes of program end time, staff will:

- Contact the parent/guardian to ensure the ride is on their way
- If the parent/guardian is not reached, staff will then call emergency contacts
- After 20 minutes past closing time, the police department will be called.

2 Late Pickup Occurrences: 1-Day Suspension

3-5 Late Pickup Occurrences: 1-Week Suspension

>5 Late Pickup Occurrences: Suspension for the remainder of the after-school/summer program

HEALTH & SAFETY

Smoking, use of alcohol or illegal drugs is prohibited at the Club or on any sponsored outing or trip. All weapons are prohibited. Boys & Girls Clubs of the MonDak is housed on a drug and alcohol-free campus.

If a member becomes ill while at the Club, they **must** be picked up in a timely manner. If your child stays home from school due to an illness, he or she may not attend the Club that day. To participate in Club activities, a member must be fever-free and/or free from nausea, including vomiting and/or diarrhea for a minimum of 24 hours. Members will need to be treated for head lice if there are live, crawling lice seen on the scalp or if there are nits/eggs that appear to be 1/4 inch from the scalp. Members will be sent home right away when lice are discovered and may return to the Club after a treatment with an over the counter or prescription lice-killing product.

VISITORS

Parents, business professionals, service club members, officials or other interested persons must check in with staff upon. Anyone other than staff or members entering the Clubhouse **must** sign in at the front desk. Parents must come into the Club to pick up their children and remain in the lobby area.

PERSONAL BELONGINGS

Personal items, including toys, squishies, trading cards, fidget toys, and any other non-essential home items, are not allowed in the Club, except under specific supervision or on designated days. If these items are brought to the Club, they will be confiscated and will be returned to the parents/guardians at the end of the day. Boys & Girls Club accepts **NO** responsibility for lost, stolen or damaged devices or property.

VIDEO SURVEILLANCE POLICY

Use of Video Surveillance

Boys & Girls Clubs of the MonDak recognizes that maintaining the safety and security of Club members, staff, volunteers, and Club property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to help maintain safety and security. Video surveillance equipment will not be used or installed in areas where Club members, staff, and parents/guardians have a reasonable expectation of privacy, such as restrooms. The use of video surveillance equipment on Club grounds shall be supervised and controlled by the CEO, Program Director, Club Director, and HR Director. The actual recording equipment will be maintained and secured in a room that is only accessed by authorized personnel.

RELEASE OF MEMBERS

Your child(ren) will be released **only** to people who have been identified on the membership application and who have appropriate picture identification. It is your responsibility to notify the Club of any additions or changes to the list of those who have your permission to take your child(ren). It is also essential that we have someone in addition to the parents listed as an emergency contact. The Club also needs to be notified when someone other than you is picking up your child(ren). Even if it is an emergency, the Club needs your permission to release your child to someone other than you. **Parents are asked to come inside the facility to pick up their children.**

Club staff members will assume that both parents have the right to pick up their child(ren), unless a court order stating otherwise is on file at the Club. Without a court order, the Club staff members cannot refuse a parent. If the Club has a court order and a non-custodial parent tries to pick up the child, the Club will call the custodial parent. If the non-custodial parent leaves with the child, the Club will immediately call the police and report the situation. The Club will not place the other children at risk in a confrontation with the non-custodial parent.

If a custodial agreement or legal parenting plan is in place for any members of the Boys & Girls Club, a copy of the agreement must be kept on file.

If a child leaves either facility to attend another organization's activity either onsite or offsite, responsibility for that child is then assumed by the other organization.

RELEASE OF MEMBERS (CONTINUED)

It is very important to Boys & Girls Clubs of the MonDak that your child arrives home safely. Therefore, if the person who arrives to pick up your child appears intoxicated or otherwise incapable of transporting your child home safely, a staff member will call the other parent or the emergency contact. If the parent refuses to agree not to transport the child, the club staff will call the police and make a report.

In case of illness or discipline problems, a parent/guardian is required to come IMMEDIATELY to pick up the child. If the child is not picked up, he/she will not be permitted to attend the program on the following day.

TRANSPORTATION OF MEMBERS

The Club will be using Sidney Public Schools transfer bus (until further notice) to transfer members from West Side Elementary School to the Central Elementary after school where our staff will pick them up and walk them over.

K1 members attending our afternoon K1 program will be picked up at West Side at 11:45AM by a BGC staff member in a BGC van.