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for more info!



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Lebanon, OR  
541.258.7105

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Sweet Home, OR  
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America Needs **Club Kids**

**GREAT FUTURES START [HERE](#).**



**BOYS & GIRLS CLUBS**  
OF THE GREATER SANTIAM

Member & Guardian  
Handbook 2025-26  
School Year



America Needs **Club Kids**

## TABLE OF CONTENTS

Welcome	3
Who we are	3
How we fund our services	3
Club closures	4
Weather Closure	4
Media	4
Program Service Fees	5
Program Offerings	6
Club programs	7
Check in/Check out policy	7
Safe Passage policy	8
Parking lot etiquette	9
Late policy	9
Visitors and Guardian	10
Tobacco policy	10
Phone Policy	10
Club expectations	11
Discipline	12
Suspension Policy	13
Items to be left at home	14
Lost and found	14
Health and Medicine	15
Head lice	15
Medications	15
Clubhouse Calendar and Media	16
Nutrition and Wellness Program	17
Club hours and locations	17
Invitation to get involved!	18

## NOTES:

# GREAT FUTURES START HERE.

YOUR *Family* IS PART OF SOMETHING BIGGER

Your child is growing at the Club - making friends, exploring new passions, and building confidence every day. And we couldn't do it without you. Want to make an even bigger impact on your family, your community, and the Club? [Here are 3 powerful ways:](#)

## Recruit New Members & Earn Discounts

Know a child who could benefit from the same fun, structure, and support your child receives?

Invite other kids to join the Club!

When you help another child become a member, you can earn discounts on program fees - plus, you're giving another family access to a life-changing experience.

## Volunteer at the Club

You don't have to be an expert to make a difference.

We're always looking for parents and caregivers to:

- Share a skill or hobby in our after-school programs
- Coach or teach in our athletics program
- Support a fundraiser or Club event

Even a few hours can have a big impact - and your child will love seeing you get involved!

## Invite Your Workplace to Give

Did you know many companies donate to nonprofits or match employee gifts?

By simply asking your employer, you could unlock resources that help fund:

- Healthy meals
- Academic enrichment
- Sports and leadership opportunities

When your workplace gives, they're directly supporting your child, your community, and your family.



## WELCOME MEMBERS & GUARDIANS!

Welcome to the Boys & Girls Clubs of the Greater Santiam! You are now a part of our dynamic youth development organization. Please take a moment to read about the important policies and procedures of your Club. Membership in the Boys & Girls Club is a privilege, and we ask each member and Guardian to cooperate with the rules we have in place to ensure a safe, respectful, and positive place for all of our members.

## WHO WE ARE

BGCGS has been offering quality programs to PreK-8th youth in Lebanon and Sweet Home and the surrounding area since 1976. We build our programming around the core elements that have been a tradition for Boys & Girls Clubs – academic success, character and leadership, and healthy lifestyles. We provide hundreds of free meals daily. We serve over 3,000 members annually, and provide outreach services to 10,000+ youth across Linn County. We are a private, not-for-profit organization that is overseen by a volunteer Board of Directors.

## HOW WE FUND OUR SERVICES

The Club is funded primarily through local donations and grants. We do not receive funding through taxes or through Boys & Girls Clubs of America. We are not part of the School District. If you are in a position to provide a tax-deductible donation or to help secure funds for our services through your business or employer, we would appreciate your partnership in maintaining these vital services.

Our goal is to keep our participation fees low so that no child is denied access because of cost.



Help support future programs  
by donating today



## CLUB CLOSURES

The Club follows the school district calendar for early release. Club Closures will also be announced ahead of time and communicated to you directly.

## WEATHER CLOSURES

We follow the school district's lead on weather events. If school is canceled due to weather, the Club is also closed.

## HOLIDAY CLOSURES

New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Presidents Day	Christmas Eve
Memorial Day	Christmas Day
Fourth of July	Day after Christmas
Labor Day	New Year's Eve
Veteran's Day	



**SCAN HERE**  
for Calendar

Note: Some changes may apply—check the club calendar for accurate dates. Calendars are available on our website. Follow us on social media for updates and closure information.

## MEDIA



Boys & Girls Clubs of the Greater Santiam



bgc\_greater\_santiam



[www.bgcreathersantiam.org](http://www.bgcreathersantiam.org)

## CLUB HOURS AND LOCATIONS

Program Hours:  
End of school—6:00 pm Monday-Friday

Office Hours:  
Monday - Friday 8:30am – 5:30pm  
Closed from 12:00pm-1:00pm for lunch

### Non-School Day Program:

Sweet Home and Lebanon Clubhouses will be open on most non-school days (check the Club calendar for specific dates). Non-school days are included in the monthly cost IF you register for the non-school day the week before by the given deadline. If you do not register with the office staff for the non-school day, it will be an additional cost for each non-school day.

\*Non-School Day Hours: 7:00am — 6:00pm.

### LEBANON CLUBHOUSE

305 S. 5th St.

Lebanon

541.258.7105

### SWEET HOME CLUBHOUSE

890 18th Ave

Sweet Home

541.367.6421

## NUTRITION

In addition to the program services offered at the Club, we also serve balanced, nutritious meals and milk every day at no cost to members.

- Members are responsible for self-management related to food allergies.
- After school program: a full meal is provided daily.
- Non-school days: Breakfast, Lunch and afternoon snack is provided.
- If members arrive after serving time for meals, there may not be meals available. Please check with individual Clubhouses for meal times.
- All food and drink must stay in the food service area.

## HEALTH & WELLNESS PROGRAM

The Club has a Health & Wellness Program.

We will be offering services such as:

- YST Reerrals
- Dental Clinics
- Health and Nutrition Activities
- Health Fairs

## PROGRAM SERVICE FEE REQUIREMENTS

The Boys & Girls Clubs of the Greater Santiam has multiple membership options. There is a monthly, weekly, daily, or punch card fee option. We also have seasons where we offer a free one-week trial to families who have not attended the Club for that school year. We have a limited number of scholarships available. Scholarships are awarded on a first-come, first-served basis. Applying for a scholarship does not guarantee a scholarship will be given.

Guardians are responsible for keeping contact information current and accurate. We require new membership applications to be completed for each new program for this reason. Please complete all sections of the registrations application. The demographic information is required for our annual reports, and helps with grant writing. This information is kept strictly confidential.

If changes need to be made to your SportsEngine registration, please let your clubhouse know.

It is the Guardians responsibility to ensure members fully understand what is expected of them at the club. Guardians should discuss the check-out policy with their child.

Following is the fee structure that will remain in place so long as schools remain open or until the end of the scheduled school years.

All fees must be paid in advance or by the due date stated on the invoice, these fees will not be refunded or prorated.

No Daily Drop Ins due to current restrictions placed on programs by the Oregon Department of Education and Early Learning Division. You are required to pay before your member attends the program.



**Membership has its privileges!** The Boys & Girls Clubs of the Greater Santiam are dedicated to providing outstanding programs and services that help kids succeed!

## CORE PROGRAM OFFERINGS

- LIBRARY - Age appropriate activities with daily Power Hour to encourage and support completion of homework.
- ART ROOM - Daily art activities are offered, such as drawing, painting, and various specialty arts and crafts.
- TECH LAB - Coding, web design, typing skills, and other technology classes are offered. Game design and LEGO robotics are offered periodically. Esports is skill-building, recreational, and competitive video gaming. This is designed to provide engaging gaming experiences to help youth develop skills in teamwork, perseverance, college and career readiness, and more.
- GAMES ROOM - Open to all members to develop social recreation skills and participate in games and competitions.
- GYM - Daily gym games and activities provide fitness opportunities for our active members.
- S.T.E.A.M. LAB - Interactive and hands-on activities related to science, technology, engineering, art, and mathematics.
- The Boys & Girls Club practices open choice. Members choose from the various age appropriate program areas while at the Club. We believe that creating an environment that allows youth to choose and self-manage is a key component.
- CCLC—The CCLC Program serves youth from 5th grade up to 8th grade. It administers and provides funding for the establishment of community learning centers to provide after-school and summer opportunities for students attending high-priority schools. Opportunities include reading and mathematics, and after-school and /or summer school academic enrichment helps them meet local and state academic standards in various subjects.

## HEALTH & MEDICINE

If a member becomes ill while at the Club, they must be picked up within one hour after contact has been made with their parent/guardian. The Club is not equipped with an area to isolate ill members. The Club will not admit or keep a child who has any one or more of the following:

- Fever of 100°F or higher
- Diarrhea
- Vomiting and/or nausea
- Severe cough
- Difficulty breathing or wheezing
- Head lice (please read below)

### HEAD LICE

If a member is observed scratching their head more than usual, it is probable cause to check them for head lice. The member will be discretely taken aside and checked for lice in private. This practice is not intended to discriminate, it is solely to prevent the spread of lice. Head lice and/or nits will be treated like an illness. Upon return to Club, the staff will inspect your child to determine that the head lice infestation no longer exists. Your child must be free of all lice and viable nits (eggs) before returning to club.

### MEDICATIONS

We DO NOT administer or store member's medications. Members are allowed to keep emergency inhalers and epi-pens in their backpacks in case of emergency.

## **ITEMS TO BE LEFT AT HOME**

These items are best left at home because they distract members from participating in programs, are often lost or stolen, and/or may become a safety issue:

- ALL Toys (cars, collectable cards, stuffed animals, LEGOS, etc.)
- Game systems (PSP, Nintendo DS, etc.)
- Electronics (iPods, MP3 players, phones, smart watches, etc.)
- Shoes with wheels, skateboards, or scooters
- Gum, food, or beverages (other than water)
- Blankets and pillows

Please note:

The Boys & Girls Clubs of the Greater Santiam is not responsible for lost or stolen items.

## **LOST & FOUND**

Personal belongings should be properly marked and stored in the cubbies or hooks provided in the Club. Members should take home projects and personal belongings each day. Cubbies and rooms are cleaned every day at closing. Items left after closing are put in the Lost & Found located in the lobby in the Clubhouse.

All items that have not been claimed will be donated to a local charity bi weekly.

## **CLUB PROGRAMS**

The Boys & Girls Clubs of the Greater Santiam offers enriching programs for our Club members which are fun, safe, and engaging. It is our goal to provide an experience that is not only fun, but provides each child with a set of skills to make them successful citizens as they grow into young adults.

## **CHECK-IN/CHECK-OUT POLICY**

We take your child's safety seriously!

Members are issued a membership card and must use it to check-in when they arrive at the Club and check out when they leave.

For safety reasons, members are only allowed on Club property when they are signed in and participating in a supervised Club activity. Please do not drop off your child prior to the beginning of programs.

Please do not ask your child to wait outside or in the front of the Clubhouse for pick-up. This is a safety/liability issue.



# Safe Passage Policy

The Boys & Girls Clubs of the Greater Santiam's after-school program is NOT a daycare, therefore we maintain a Safe Passage Policy. We do not have an approved pick-up list, nor do we check the ID of adults picking up members. **Arrival and departure from the Club/School Site is a matter strictly between guardian and child.** We strongly discourage families from allowing their children to leave the Club/School Site premises prior to the end of the program day without an adult. However, **it is the responsibility of the child AND guardian to discuss the pick-up arrangement with their child on who may or may not pick them up or if they have permission to leave on their own and when.**

**We strongly discourage members from leaving the Club/School Site without an adult; however, we cannot legally require a member to stay.** If a member leaves the club/school site on their own and does not have permission to do so, Staff will make their best attempts to contact the guardians immediately to inform them of the situation.

If a custody or visitation situation arises, the Club can ONLY ban pickup if provided with legal documentation that states the arrangement or agreement.

**NOTE:** Members may not be present on Club grounds without being checked in and participating in Club activities. Therefore, members should NOT be dropped off prior to the opening of the facility, or be on Club property after checking out, as the Club cannot be held responsible for their supervision.

**It is important to remember the Boys & Girls Club is NOT a daycare, this is what allows us to provide an after-school program which is financially accessible for any family.** We have found through years of experience that your communication of expectations with your child regarding check-in and departure, as well as our consistent staffing is what makes the club able to keep children safe within the parameters with which guardians feel comfortable.



## THE FOLLOWING ACTS ARE CAUSE FOR IMMEDIATE SUSPENSION:

- Failure to follow club expectations
- Theft
- Pulling the fire alarm
- Possession of weapons or items which could cause harm
- Defacing or destruction of Club property (Note: Guardians will be held responsible for the repair/replacement of damaged property.)
- Possession of tobacco, alcohol and/or drugs
- Violent threat/act or sexual harassment toward members or staff
- Physical violence will result in an immediate suspension of two days.
- Any threat against the building or its occupants (i.e. bomb threats)
- Bullying

## SUSPENSION POLICY

If a suspension should occur, the suspended member must be picked up within one hour after guardians have been notified. If member is not picked up within one hour, suspension will be extended by one day. Suspended members may be required to return with a guardian to meet with the Program Coordinator prior to membership reinstatement. After three two-day suspensions, members will receive a 10 day suspension with next incident with the requirement that a parent/guardian develop a behavior plan with the program manager in order to return to program. Continued incidents will result in a one month, then a one year suspension, or expulsion.

**NOTE:** The Director of Operations, Director of Program Development and Clubhouse Director have the discretion to issue suspensions and/or expulsions based on situations that may arise. BGCGS has a strong partnership with local schools and Club attendance is a privilege, therefore any member who has missed school because of school suspension may not attend the after school program during the full length of their school suspension.

- Abuse of the facility or equipment will not be tolerated.
- Food and drink are not permitted outside of the Food Service Area, except for water.
- Shoes are required at the club. Closed toed shoes or sandals with a heel strap.
- Members must stay in a supervised activity area where a program staff is present.
- Members must follow directions given by staff.
- All members are required to stay in the children's areas. They are not allowed to be in the office or at the front desk.

## **DISCIPLINE**

In all discipline situations, the Club staff works with members and families, utilizing positive youth development practices, which creates opportunities for members to learn and grow.

Our staff strives to use age appropriate discipline which includes:

- Verbal warnings to correct behavior
- Breaks from activities and specific rooms (ex. tech lab) accompanied with verbal guidance
- Restriction from certain activities or program areas
- Written notice of incident and/or a phone call to the guardian in order to inform them of the incident
- If multiple written notice of the same thing occurs, it may lead to a suspension
- Suspension of one or more days
- Length of suspension may vary based on the offense and the number of times repeated
- Written notice of incident, which member, guardian, and appropriate clubhouse staff must arrange a conference
- Long term suspension with conditional return

Please talk with Office Staff if you want to arrange for your child to walk home.

Once members have checked out, they must leave the Club property, which includes the driveway and parking lot surrounding the building, as well as side yards.

Note: the Boys & Girls Club is not a bus stop. Every member is required to check in after getting off the bus. They may then check out and leave. This is for our documentation and records.

## **PARKING LOT ETIQUETTE**

**PLEASE DO NOT STOP, WAIT, OR DROP-OFF/PICK-UP YOUR CHILD IN THE FIRE/BUS LANE.** This is both illegal and dangerous. If you do stop in the restricted area, staff will ask you to promptly move out of the lane.

Please mind your speed and look carefully in the parking lot, remember that children are present

## **LATE POLICY**

Club programs open and close promptly at the posted hours (6:00pm). If you will be late, please call the Club at the earliest possible moment. Although we understand situations present themselves, we ask that Guardians respect the Club and its staff, and communicate as much as possible.

If your child has not been picked up by closing time:

1. The staff will call your child's Guardian.
2. If unable to reach a guardian, staff will call the listed emergency contacts to request they come and pick up your child.

3. If a member remains for more than 30 minutes after closing, and none of the contacts has been reached, the local police department will be called to come and pick up your child. BGGCS treats this as an abandoned child situation.

#### **LATE PICK UP FEE:**

After a five minute grace period, guardians will be charged \$1/minute per child until the guardian arrives. Late fees must be paid prior to the member returning to the Club. If late pick up occurs more than twice, a minimum one week suspension will be enforced.

#### **VISITORS & GUARDIANS**

For the safety of all youth, visitors and guardians are not permitted in program areas during Club hours unless accompanied by a Director or Coordinator, and must sign in to the visitor kiosk. If you would like to see the space or learn more about your child's experience, we're happy to provide a tour. Per BGCA membership requirements, any individual visiting youth areas on a recurring basis must complete and pass a background check and may also be asked to complete volunteer onboarding. This helps us maintain a safe environment while welcoming family involvement.

#### **TOBACCO FREE ZONE**

All BGC campuses are tobacco free zones. Smoking, vaping, chewing, drugs and alcohol are strictly prohibited on the property. Please do not drop cigarettes, smoke or chewing tobacco on Club property.

#### **PHONE POLICY**

BGC telephones are for staff use only, and are not available for use by children or guardians. Please do not ask your child to call you from the Club, or call the Club asking to speak with your child. Staff will contact the guardian in the case of an illness or emergency. Please make all arrangements with your child for pickup, etc. prior to their time at the Club.

Cell phones are only allowed at the TEEN CENTER. Elementary youth will not be allowed to use their personal cell phone at the club. Members must follow all cell phone rules and policies.

The Club IS NOT responsible for lost, stolen, or misused cell phones.

#### **CLUB EXPECTATIONS**

The Club is a place for girls and boys to enjoy and respect. Membership is a privilege, therefore there are some important Club expectations which all **members** and **guardians/visitors** are asked to learn and follow:

- Members and Guardians must adhere to our check-in and check-out policy.
- Respect is a must...profanity, fighting, and other rudeness will not be tolerated.
- All types of bullying will not be tolerated.
- Guardians that are abrasive or disrespectful to Club staff will be asked to immediately leave the premises and risk the loss of their child's Club membership without refund.
- Roughness, horseplay, and other unsafe behavior, is not permitted.
- Running is only permitted in the gyms and outside areas.

