

Member Handbook



BOYS & GIRLS CLUB OF SWEETWATER COUNTY

Boys & Girls Club of Sweetwater County
736 Massachusetts
Rock Springs, WY 82901
Phone: 307-382-2639
www.bgcsweetwater.com

updated 5/2/2025

Boys & Girls Club of Sweetwater County

We welcome you to the Boys & Girls Club of Sweetwater County. This handbook is designed to inform members and parents of the policies and procedures of the Boys & Girls Club of Sweetwater County. It contains expectations by which the Club operates and information that will make a member's experience more enjoyable. Each member and parent/guardian should review this handbook as a condition of membership.

The Boys & Girls Club of Sweetwater County is a non-profit youth service organization that seeks to help members from all backgrounds develop the qualities needed to become responsible citizens and leaders. The purpose of the Club is to promote character development in young people by instilling a sense of competence, usefulness, belonging and influence within each member to build self-confidence and self-esteem. The Club's impact is measured by providing a safe positive environment that includes fun, supportive relationships, opportunities, expectations and recognition for members.

The Boys & Girls Club Staff is happy to provide services to your family. Open communication with staff is encouraged. Staff may be reached during Club hours at 736 Massachusetts or by calling 307-382-2639.

Lisa Stewart- Chief Executive Officer, email- bgcofsw@gmail.com
Bryanna Holmstrom - Office Manager, email - admin@bgcsweetwater.com
Jodi Barnum - Program Director, email - bgcofsw@gmail.com

The Club website, www.bgcsweetwater.com, has a wealth of information to assist you.

******Club hours and days are subject to change.******

The Club closes at 6:00pm on school days and 5:30pm on non-school days. In accordance with our policy, a member is left at the facility after closing, you WILL BE CHARGED a \$10 late fee for every ten minutes thereafter starting at the first minute late. If the member is still at the facility after 45 minutes, a call to the proper authorities will be placed.

On the third offense, pick- up time will change from 6:00 pm to 5:30 pm.

On the fourth offense, pick- up time will then change to 5:00 pm.

The fifth infraction will immediately result in dismissal from the club.

******Club Closures******

In the event of inclement weather, if the Club will close, we will update our Facebook page and send out a text with continued information. In the event of school closures due to weather or illness, we will also be closed. If a call out/text is made and the Club is closing, please for the safety of the members and staff, try and pick up within 30 minutes.

Membership & Club Hours

Membership is open to school age youth between the ages of 6 and 18.

After School Program: 3:00pm-6:00pm, with a variety of snack being served.

Non-school Days: 8:00am-5:30pm. Breakfast, Lunch and snack provided. Doors will OPEN at 7:50am. No earlier. You MAY NOT leave club members waiting without supervision.

Payments: Payments are due in full on or before scheduled due dates. Missed or late payments will result in add late fees then loss of membership until balance is brought up to date. There will be no refunds, no exceptions.

Parents/Guardians are responsible for keeping track of their own receipts. All payments made in person and online will be available to view in your Trax account (parent portal). All end of year tax receipts can also be found in the parent portal and will not be email or mailed out.

Transportation

After-school transportation is provided from each SW1 Elementary school, RSJH and Holy Spirit Catholic School. Transportation is only provided after-school to Club.

Authorized pickups must be made before closing. Bussing is a privilege, not a right. Proper behavior on the bus is expected AT ALL TIMES. If a member has bus violations, he/she may lose the right to ride the bus to Club.

Closure and/or Emergency Notices

If the Club is closed due to any inclement weather, emergency, or other act outside of Club control, you will have 30 minutes to pick up after notification. All Club closures or emergency messages will be sent out via text.

Minimum Attendance

Our organization relies on the members being here, as well as many programs offered require a minimum number to operate. Please be aware that we expect a 3 days a week commitment for attendance by the members. We understand that there may be other activities, family vacations, etc. These events will not be held against the youths membership.

Our Core Program Areas: These are the national Boys & Girls Club programs for Core Area.

It is the intent of the Boys & Girls Club of Sweetwater County to include as much activity as possible to each of the Core Areas**, which may or may not include the following:

Character and Leadership Development

Torch Club & Keystone Club: small-group leadership development program for ages 11 to 13 and 14 to 18.

Youth of the Year: is the premier opportunity for 14-18 year olds to compete at a local, state, regional and national level based on essays and a speech.

Education & Career Development

POWER HOUR: Homework help and tutoring is available to any member needing assistance.

Project Learn: Project Learn reinforces and enhances the skills and knowledge members learn at school through "high-yield" learning activities at the Club.

STEM: Science, Technology, Engineering and Math; Members are provided the opportunity to explore the world of science, robotics, and can learn how to use technology.

Health & Life Skills

SMART Moves: The SMART Moves (Skills Mastery And Resistance Training) prevention/education program addresses the problems of drug, tobacco, and alcohol use and premature sexual activity.

Healthy Habits: Club members are shown healthy food options, given the opportunity to try new healthy foods, and learn how these foods fuel our bodies. They are shown fun and exciting ways to get their bodies moving.

The Arts

Daily Art Programs: Individual improvement of technique and creativity focused on through traditional art programs, culinary arts and performing arts.

Fine Arts Exhibit: This competition, which encourages creativity through a variety of media, is made up of local, regional and national exhibits. Members are encouraged to create artwork in any of the following categories: monochromatic drawing, multicolored drawing, pastels, water color, oil or acrylic, printmaking, mixed media, collage and sculpture. Artwork selected through a national competition is displayed at BGCA's National Conference.

Sports, Fitness & Recreation

Triple Play: This program takes a holistic approach to educating boys and girls about good nutrition, making physical fitness a daily practice, and developing individual strengths and good character.

The Boys & Girls Club staff will be happy to help parents/guardians with any questions, concerns or suggestions. We realize that a parent needs to feel his/her member is receiving quality programming in a safe environment and has the right to inquire about and observe the facility when escorted. Any questions or complaints should be addressed with the CEO. They will be happy to address the concerns at that time or set up a meeting for further review.

Open Door Policy

The Boys & Girls Club of Sweetwater County has an OPEN DOOR POLICY. This policy allows members to come and go at any time during the Club's operating hours with guardian permission. It is the responsibility of the child AND parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit. Please note that youth are not allowed on the Club's grounds during operating hours unless they are signed in and participating in Club activities. Members should NOT be dropped off prior to the opening of the Club, as the Club cannot be held responsible for the supervision of such youth.

It is important to remember that the Boys & Girls Club is NOT A DAYCARE and is not governed by DFS as a childcare facility.

Supervision

Our staff are trained Youth Development Professionals. A staff member will oversee each of our designated program areas at a 1:20 ratio. All staff have completed background checks, Abuse Prevention Training and Minor Safety Training. Parent/guardians shall not ask staff or volunteers to watch/babysit members outside of Club hours as this is against our policies.

Membership Cards

ONE membership card will be provided to each member when all application requirements have been met. Members must bring their card to the Club EVERY DAY. Remember that membership in the Club is a privilege, not a right. If members do NOT have their cards, certain privileges to program offerings may be denied. If a club card is lost, a replacement fee of \$3 will be charged.

Staff members ARE NOT and WILL NOT BE responsible for member's tags.

Restroom

While using the bathroom, members are expected to follow all Club rules, especially proper hygiene methods. They are also asked to be in and out in a timely manner. Restrooms are limited to one club member at a time. Separate restrooms are provided to club members 12 and older. We further ask that adults visiting the Club or picking up use the staff bathroom located by the office.

Medical Emergencies

The Boys & Girls Club of Sweetwater County staff works hard to create a safe and secure environment. The completed membership application authorizes the Club staff to obtain medical treatment for a member, if necessary. If a serious injury occurs, the staff calls 911 immediately and then contacts the parents or emergency contact. If the parent/guardian cannot be reached, treatment will be provided as determined by medical personnel. **It is the parent/guardians' responsibility to contact the Club if there any changes in work or home phone numbers, alternate contact people, or other emergency numbers.** Minor injuries, such as cuts and scrapes, will be treated on site. Supervision staff are CPR and First Aid certified.

Food

The Boys & Girls Club of Sweetwater County understands and appreciates the need for a healthy diet among all of our members. It is our goal to encourage healthy eating habits that promote the wellbeing of our members. A designated area is provided for meals and snack time. Breakfast is served at 9:00 am, lunch is served at noon and snack is served starting when the first bus drops off on school days and 3:30 pm on non-school days. Every effort is made to provide a water fountain, but a water bottle (with the member's name on it) is encouraged during warmer times of the year.

If the member is a picky eater, we also ask that a lunch be provided **FROM HOME** when it is a non-school day. If the member has an issue, or will not eat what the Club is provided, a call home will be made and the parent/guardian will have 30 minutes to bring a lunch to the Club.

Field Trips

The Boys & Girls Club of Sweetwater County provides a variety of opportunities for our members to participate in activities off Club property that support our core beliefs and programs. **Your member may not be able to participate in every field trip.** Each out of town trip requires a signed permission slip, any necessary fees prior to departing, necessary personal items (i.e., sunscreen, appropriate clothing and shoes, water bottle), and for the member to wear a Boys & Girls Club shirt. Members must sign in at the Club prior to departing for the field trip and may not be dropped off at the field trip location. Most sign-ups are taken on a first-come, first-served basis with an evaluation of proper behavior prior to the field trip. Some field trips have space limitations reserved for certain ages and reserved for those participating in certain projects. Members and parent/guardians are reminded that all of our Club rules extend to field trips. Members who fail to follow Club expectations for appropriate behavior will prompt an immediate

call to a parent/guardian to remove that member from the field trip at their own cost. A parent/guardian MUST be available by telephone at all times during any Club sponsored field trip. Members may not be picked up at a field trip location for any reason other than behavior or illness.

Communicable Diseases

Boys & Girls Club policy mandates that members with contagious illnesses not be admitted to the Club. This includes but is not limited to lice, vomiting, diarrhea, flu, chicken pox, Covid-19 and any other illness that causes fever. Parent/guardians will be contacted to pickup members if they have a temperature (of 99o or higher) or are not feeling well. Members who have or have had a fever within the last 24 hours are not permitted to come to the Club. If a member has spent the previous day or night vomiting, please do not bring them to the Club. If we call to remove the member, parent/guardians have 30 minutes to pick them up.

Medications

Boys & Girls Club of Sweetwater County does not administer medication. Staff should not be asked to administer shots or oral medication. If a member is required to take medication, the medication should be administered at home. If medication is required during Club hours, a parent/guardian of the member may:

- 1) bring the medication, oral or injection, in the original container with the member's name on it, to Club for the member to administer to himself or herself
 - 2) may accompany or join the member at the program in order to administer the medication.
- All medications including but not limited to: inhalers, epi pens, insulin, Tylenol, and seasonal medications must be disclosed to staff.
 - All medications must be checked in upon arrival and checked out upon leaving. No medications can be stored on a member's person.
 - Diabetic supplies and medications will be handled on a case to case basis, with a doctor's note.

Dress Code

Members should dress comfortably and wear clothes that allow them to participate in typical Boys & Girls Club activities and programs.

Footwear: Cleats and any shoes with wheels in them are not to be worn except when allowed for special events. The reason for this is the safety of the members and others in the program. Tennis shoes must be worn during activities in the gym. The best advice is to wear tennis/walking shoes.

Clothing: Appropriate clothing must be worn at the Club. Members wearing clothes that are too short, too tight or too revealing in any way or clothes with questionable or distasteful advertising will be asked to change immediately. If the member does not have a change of clothes and the Club does not have temporary clothes for them to wear, then a Club staff will contact the parent/guardian to bring different clothes.

Members need to have suitable cold weather gear if they plan on participating in outdoor activities. This judgment will be left solely to the discretion of the Club staff.

Personal Belongings

All personal belongings brought into the Club by a member are the responsibility of that member. **Use of cell phones, smart watches, game devices, etc. is prohibited on Club property and/or while the member is checked in. If a cell phone is brought, they will be checked into the lockbox.** The Boys & Girls Club is NOT responsible for lost, damaged, or stolen items. Members should not bring anything to the Club that is not completely necessary. All items that are brought to the Club should be clearly marked with the member's name. Items that are not retrieved from our lost-and-found will be donated to a local charity after notification.

ALL PERSONAL COMMUNICATION DEVICES MUST BE CHECKED INTO THE CLUB OR LEFT IN BAG IF BROUGHT TO CLUB. NO EXCEPTIONS.

Phone Calls

All phones in the Club are for emergencies or for staff use only. Please keep relayed messages to a minimum and in an emergency only. Parent/guardians are asked to come to the Club if an emergency situation arises. Club members may only use phones for emergencies or with staff permission (on a limited basis). **Cell phone use is prohibited in the Club or while the member is checked in. Club staff will check in the member's cell phone and the cell phone can be picked up when leaving for the day.** If parents/guardians need to contact their Club Members (including teens), they can do so by calling the office at 307-382-2639.

Guidance & Discipline Techniques

The Boys & Girls Club of Sweetwater County staff will use positive techniques or guidance (redirection, anticipation, and elimination of potential problems), positive reinforcement, and encouragement. Techniques of competition, comparison, and criticism are avoided. In addition, consistent, clear rules for the Club are explained to the members. Staff will work with families to establish open communication and to problem solve. The CEO is available for parent/guardian conferences. Follow-up with parents/guardians may be necessary to help members correct/change their behavior. Families will be notified immediately if a member is in danger of hurting himself/herself, others, or the environment.

The Boys & Girls Club of Sweetwater County's Guidance and Discipline philosophy is based on the following beliefs:

1. Discipline is more about teaching, learning, and problem solving than about punishment.
2. Every member deserves the effort it may take to keep him or her in the Club.
3. All members can learn to behave appropriately with the help of consistent role models, staff and parent/guardians.
4. The best discipline is self-discipline. We encourage, practice, teach and role model self-discipline.
5. All members and staff are listened to and treated with respect and fairness.
6. Everyone has responsibility for solving problems in the Club.

At the Boys & Girls Club of Sweetwater County, we realize that an effective guidance & discipline policy focuses on teaching, responsibility and holding members accountable for their behavior.

In a Club where all members feel accepted, valued, recognized and rewarded, good behavior is the norm.

Components For Success

Members are taught to problem solve, learn to guide themselves and take responsibility for what they do. Appropriate member behavior will be the main focus of our Club. Good behavior will be recognized and reinforced. Discipline is handled by staff and supported by parent/guardians.

Follow-through is an integral part of an effective guidance & discipline process.

Parent/guardian involvement and support are important to success. It is the responsibility of the parent/guardian to assure the member is physically and emotionally capable of properly functioning in the Clubs' interactive atmosphere prior to enrolling in membership and daily visitation. The Club is not equipped to effectively deal with profound medical, disciplinary and/or behavior problems. Members not healthy or mature enough to capably handle the Club's interactive atmosphere should have the close supervision of other, more appropriate programs.

Although we focus on the positive, there are times when a member does not accept his/her responsibilities. Club rules are for the benefit of ALL MEMBERS. The Club is for all children, however all children are not for the Club. The staff understands this philosophy and would be more than happy, in the event that the Club doesn't fit, to assist in finding a program more suited for the needs of your child.

Guidance/Discipline: When rules are broken, the following procedure is used

Step One—Teach and Choice (Warning)

Encourage and problem-solve with the member. Work with and teach the member a new skill or alternative behavior

Step Two—Consequence (Time-Out/Loss of Privilege)

Logical consequences, Club service, or loss of participation in an activity/area.

Step Three—Write-Up and Contact

A write-up will be given out and parent/guardians will be contacted.

Certain behaviors will be automatic write-ups such as inappropriate language, spitting and other unsanitary actions, hitting, disrespect and misuse of property and equipment, leaving the property without permission, using phone/electronics without permission, visiting/interacting with inappropriate websites/programs (violent, sexually explicit, or illegal), stealing, purposefully lying and being deceptive or being deceitful toward any other member or staff causing harm or damage, and harassment as defined by: bullying, name calling, verbal intimidation, and any other behavior that impinges upon the rights of another member

Step Four—Home (Suspension)

Parent/guardian will pick up member immediately. Suspension will be in effect the following day(s).

Step Five— Expulsion

Club membership will be revoked and no refund will be given. The Club Member will not be permitted to re-enroll in the Boys & Girls Club of Sweetwater County in any future circumstance.

Zero Tolerance/Immediate Suspension/Expulsion

The Boys & Girls Club of Sweetwater County is a violence-free, weapon-free, substance abuse-free, and destruction-free facility. When methods of teaching and problem solving have not proved successful, or when serious disruptive behavior has taken place, other actions are necessary, the more serious the misbehavior, the more severe the consequence. If a member chooses to engage in any of the following behaviors, they will be IMMEDIATELY SUSPENDED. Depending on the severity of the behavior, police or 911 may be called.

Fighting (physically), Physical endangerment-drugs, alcohol, cigarettes, tobacco, inhalants, Destruction or theft of Club property, Racial or sexual harassment, including inappropriate physical contact, Repeated violations of general expectations and rules/chronic behavior not changed by prior consequences, Bringing or using weapons at the Club: knives, sling shots, firearms/firecrackers - anything that is intended to be used as a weapon, Bullying

Dismissal from the Program Unrelated to Member Behavior

Although we will try very hard to work with families to keep the member enrolled, we reserve the right to dismiss a member from the program with no refunds for the following reasons:

- Disruptive or inappropriate parent behavior, including being rude/unresponsive to staff communication or requests, Failure of a parent/guardian to schedule/attend conferences to resolve problems, Failure of parent/guardian to make agreed upon payment or to discuss options with CEO, Failure to follow Zero Tolerance, including smoking in or near the facility and parking lot, Repeated late pick-ups of a child.

END