

GREAT FUTURES START HERE.



**ARLINGTON
BOYS & GIRLS CLUB**

CLUB MEMBER HANDBOOK



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MISSION STATEMENT:

Our mission is to provide a fun, safe, supportive place for children to learn and grow; to have ongoing relationships with caring adults; and to take part in life enhancing programs emphasizing leadership, character development, education, health and life skills, sports, fitness, and recreation.

WHAT IS THE ARLINGTON BOYS & GIRLS CLUB?

- A place to go and have fun.
- A place where children can be children while learning to understand themselves.
- A place where children can feel they are important.
- A place that provides physical fitness, health, and athletic programs.
- A place that provides arts and crafts to develop skills and talents.
- A place that provides leadership development and decision-making responsibilities.
- A place to develop new friendships.

INCLUSION STATEMENT:

We believe every child has what it takes. The mission and core beliefs of the Arlington Boys & Girls Club fuel our commitment to promoting safe, positive, and inclusive environments for all. The Arlington Boys & Girls Club supports all youth and teens – of every race, ethnicity, gender, gender expression, sexual orientation, ability, socio-economic status, and religion – in reaching their full potential.

ANNUAL CHILD MEMBERSHIP:

Membership is required prior to enrolling in classes and prior to participating in our Club Kids program, Afterschool Program, and ABC Preschool Program. The annual membership fee is \$35 per year. Memberships expire one year from the date of purchase. Memberships are non-refundable.

Members must bring their card and check-in each time they come to the Club.

SIGN-IN PROCEDURE:

Members are required to check in daily using their membership card. Membership cards can be printed at the front desk. Upon entering the building, all parents, caregivers, and guests are required to sign our visitor log and check off the reason for your visit.

MEMBERSHIP CODE OF CONDUCT:

- Be honest / act honestly
- Follow Club rules
- Behave in a respectful manner to each other, Club staff, volunteers, and visitors
- Respect all property belonging to you, others, and the Club

- Recognize and focus on effort, positive behavior, and excellence
- Honor differences

VIOLATIONS OF CODE OF CONDUCT:

1. Staff will sit child down and explain what rule was broken.
2. Staff will contact caregiver about child's behavior.
3. Child may be suspended depending on the severity of the behavior.

DISCIPLINE POLICY:

Minor Offenses:

Although we implement positive discipline practices there are times when additional methods of discipline are necessary for each individual child. Examples may include but are not limited to time-outs, exclusion from a particular program area or activity, exclusion from field trips or other specific activities, apology letters, out-of-club suspension.

Major Offenses:

Supervisory level staff have the ability to suspend a Club member for the remainder of the day. After speaking with the Assistant Director or Executive Director, additional days may result. If a Club member is asked to leave the Club they are to schedule a meeting with the Assistant Director upon their return to the Club. Offenses will result in a call home to parent or guardian. Major offenses include but are not limited to: fighting, stealing, disrespecting staff, or equipment.

- Consequences are determined on a case by case basis and are at the discretion of the Assistant Director and Executive Director.
- If a pattern of ongoing behavior (i.e.: continuous verbal warnings or time-outs for the same offense) is noticed, consequences may be given with or without a write-up, and regardless of the severity of the offense.
- The length of a suspension is determined by the severity of the offense and the number of previous offenses. In general, suspensions are 1-5 days and are at the discretion of the Assistant Director and Executive Director.
- Repeated offenses can result in an indefinite expulsion from the Club.
- Only supervisory level staff can suspend a member.
- Expulsions must be approved by the Executive Director.

PROGRAMS & ACTIVITIES:

Through our programs we enable our young people, especially those who need us most, to reach their full potential as productive, caring, responsible adults. Based on the interest and needs of the youth we

serve from different communities; our Club offers diverse program activities to achieve priority outcomes: Academic Success, Healthy Lifestyles, and Good Character & Leadership

Program Areas:

- Games Room: Board games, bumper pool, foosball, air-hockey, table games, crafts, and more.
- Teen Room: Board Games, card games, video games, hang out space.
- Learning Center: STEAM classes, enrichment programs.
- Swimming Pool: Indoor heated pool used for free swim, lessons, swim teams, family swims.
- Gymnasium: One regulation size court (two cross courts) used for group games, tot and youth sports classes, sports leagues and more.
- Outdoor: Basketball court, hopscotch, 4 square, group games and more.

CLUB KIDS PROGRAM INFORMATION:

A yearly non-refundable membership fee of \$35 is required of all members. This fee allows members ages 8 to 17 access to the Club during designated Club hours to participate in daily games, tournaments, open gym, free swim, and special events. Membership fees are renewable one year from date of purchase. Members ages 8 to 17 are supervised at the Club. The Club has an open-door policy, which means members may go in and out of the building as they please.

Club Kids Program Hours can be found on our website as well as our seasonal brochures.

- **Please refer to Open-Door Policy change below. Change effective on June 24th 2025.**

OPEN-DOOR POLICY:

The Arlington Boys & Girls Club has an open-door policy. This means it is your responsibility as the caregiver to make sure your child remains at the Club and does not leave the premises when you expect your child to be there. We urge you to please emphasize this with your child, as the Arlington Boys & Girls Club is not responsible for members prior to arrival or if they leave the Club voluntarily.

- **Effective June 24th 2025, members will not be allowed to re-enter the building once they leave until the following day. While supervised outdoor time will be provided, independent use of the field, tennis courts, bike path, or other nearby areas will not be permitted as part of the Club Kids program. We encourage you to set age-appropriate boundaries with your child to ensure their safety. Children not mature enough to handle this responsibility should enroll in other programs with direct supervision.**

CLUB-KIDS GUEST:

Members ages 8 to 17 may bring a guest (guest must be at least 8 years of age). For a fee of \$5 a guest must be accompanied by a current member and are limited to one visit before membership is required.

- **Effective June 24th 2025, no guests will be allowed. Children who wish to take part in the Club Kids program must become a member of the Club.**

CLUB BANK:

Youth Members can deposit any amount of money for the day at the front desk and withdraw as they need. Money must be withdrawn at the end of each day.

FOOD / VENDING:

We have vending machines for members to purchase snacks and beverages. We also have water fountains with dispensers for water bottles. With support from Arlington Eats and FoodLink (two local non-profit organizations) healthy snacks are provided daily to our Club Kids.

TELEPHONE USE:

The phone at the Club is a business phone. Members may call their parents/guardians when needed. A phone is located at the front desk. Improper use of the phone could result in loss of membership privileges.

TECHNOLOGY:

The use of the Club computers and access to the internet is a privilege not a right and requires responsibility. We monitor internet access and reinforce to members the importance of online safety. Members who use technology inappropriately at the Club will have their privileges revoked.

AFTERSCHOOL PROGRAM – GRADES K TO 5

This program is for children in grades K-5 and licensed by the Department of Early Education and Care. The Afterschool Program operates September – June and follows the Arlington Public School calendar. We offer fun, supervised daily activities under the direction of caring teachers. Some activities include homework help, group games, crafts, and swimming. Participants may also sign up for additional classes at the Club. We currently offer transportation from all Arlington Public elementary schools.

For more information and to check on availability please email afterschool@abgclub.org.

ABC PRESCHOOL:

ABC Preschool welcomes children ages 2.9 through Pre-K. Entering ABC Preschool at the Arlington Boys & Girls Club is the beginning of a lifelong connection. Children enter an amazing place where our teachers are dedicated to helping them be their best from preschool to high school and beyond.

Our sunny, spacious, air-conditioned classrooms are located in the lower level of the Arlington Boys & Girls Club. We have a private, fenced in playground overlooking beautiful Spy Pond and are able to utilize the facilities at the Club such as the gym and heated indoor swimming pool.

We offer a preschool schedule of either 2, 3, or 5 days as well as a 5-day Pre-K. Registration opens early November. For more information please contact Judy Andrews at abcpreschool@abgclub.org.

MEMBERSHIP / CLASS REGISTRATION INFORMATION:

- There are 4 seasonal brochures: fall, winter, spring, and summer. Advanced notice is provided to membership when a new seasonal registration period is about to begin.
- You may register for a program up until the first class pending availability.

PAYMENT:

Payment by check, cash, or credit card is due in full at the time of registration.

1. Make checks payable to the Arlington Boys & Girls Club
2. Financial Assistance is available – email Gina at gduddy@abgclub.org

ONLINE REGISTRATION:

Visit our website at www.abgclub.org. Please note: If you are a Club member, you already have a username and password – if you do not know it, please call the Club.

TO REGISTER ONLINE:

1. Go to www.abgclub.org and click “Register Online” on the top right.
2. Log-in with your username and password
3. To purchase or renew a membership click “Shop” in the top border, then click “Pass Registration” or “Pass Renewal” from the drop-down menu.
4. To register for an activity, click “Shop” in the top border, then click “Activity Enrollment” from the drop-down menu.
5. You can also browse activities by clicking on the various photos on webtrac.abgclub.org.

HEALTH & EMERGENCY PROCEDURES:

It is important that caregivers cooperate with health and emergency procedures. Our regulations are designed to protect the well-being of our members.

If your child becomes ill at the Club, caregivers will be notified. Do not bring your child to the Club if they are ill before leaving home or have stayed home from school due to illness. This is especially important if their illness is infectious or contagious. Members who come to the Club sick will be sent home.

In case of an accident involving a member that requires medical attention, the staff will make arrangements so that proper aid is provided.

Program Staff are First Aid & CPR Certified.

An AED (Automated External Defibrillator) is onsite located on the main floor for emergency use.

PERSONAL BELONGINGS:

All personal belongings brought into the Club by a member is the responsibility of that child. The Arlington Boys & Girls Club is NOT responsible for lost, damaged, or stolen items. Please discourage your child from bringing anything to the Club that is not completely necessary. Items that your child brings to the Club should be clearly marked with their name.

Items that are not collected from our lost and found are donated to local charity every one to two weeks.

PHOTO RELEASE:

The Arlington Boys & Girls Club often makes use of photos taken by Club Staff of members and activities for marketing purposes. Marketing materials may include brochures, flyers, social media, etc. If you do not wish for your child to be photographed for purposes mentioned, please be sure to indicate your desire on your child's membership application.

INCLEMENT WEATHER POLICY:

- When Arlington Public Schools have delayed opening the Club will open at 11:30am and conduct afternoon and evening programs as scheduled. The ABC Preschool will be closed for the day.
- When Arlington Public Schools are closed the Club will ATTEMPT to open at 11:30am and conduct afternoon and evening programs weather permitting. Check website for status. The ABC Preschool and Afterschool Program will be closed for the day.

THE CLUB WILL BE CLOSED FOR THE FOLLOWING HOLIDAYS:

Martin Luther King Day
Presidents Day
Patriots Day
Memorial Day
Juneteenth

Labor Day
Indigenous Peoples Day
Veterans Day
Thanksgiving Day

Christmas Day
New Years Day