

Boys & Girls Club of Western Benton County Parent, Guardian, and Member Handbook

Mission Statement: To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Core Beliefs: The Boys & Girls Club has 5 key elements that make up the core beliefs. These are a safe; positive environment; fun; supportive relationships; opportunities and expectations; and finally recognition. These are the 5 elements that a Boys & Girls Club should represent on a daily basis.

Contact Information and Club Locations:

Siloam Springs Unit: 655 Heritage Ct, Siloam Springs, 72761

Executive Director: Chris Shimer

Director of Operations: Stephen Johnston

Unit Director: Stephen Johnston

Administrative Director: Ashley Oosterman

Interim Athletic Director: Stormy Odle

Program Director: Abby Boyd

Phone Numbers: 479-524-4174 or 524-0127

Gentry Extension: 302 West 2nd Street, Gentry, AR 72734 (Gentry Intermediate)

Site Director: Melissa German

Phone# - 479-524-4174 (must call Siloam Springs unit)

Membership Policy:

The Boys & Girls Club After School Program is open for membership to any youth 5 years old (and currently enrolled in the Kindergarten) through 18 years old (and currently enrolled in the 12th grade), regardless of race, color, creed, or economic circumstances. A membership application must be completed, including a signed release from the parent or guardian.

The Boys & Girls Club Summer Program is open for membership to any youth 6 years old and completed kindergarten through 18 years old (and going into the 12th grade), regardless of race, color, creed, or economic circumstances. A membership application must be completed, including a signed release from the parent or guardian.

The Boys & Girls Club of Western Benton County welcomes all children and is 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.

The information you provide us on the membership application is important. We ask that every effort be made to present current and accurate contact information. It is the parent's/ guardians responsibility to notify us of any changes to your contact information.

Membership to the Boys & Girls Club is a privilege, not a right. The Boys & Girls Club reserves the right to refuse, or revoke, membership to any child at any time, with or without cause.

Guest Privileges:

Members may bring friends to visit the club. All visitors must sign-in at the front desk to receive a free 1-day visitor's pass. Further participation in Club activities will require that they become Club members.

Hours of Operation:

The Siloam Springs Unit is Open:

Monday through Friday

School Year hours : 3:00 pm - 7:00 pm (after school program)

Summer Program: 7:30 am - 5:30 pm

Gentry Extension is Open:

Monday through Friday

School Year hours: 3:00pm-6:00pm (after school program)

Summer Program: 7:30am-5:30pm

Please be sure to pick-up your child by the posted closing times. The Boys & Girls Club reserves the right to contact the appropriate authorities for assistance when members are not picked-up by a reasonable time, and after all emergency contacts have been exhausted.

During the school year the Boys & Girls Club follows the school district schedule in the community each Unit or Extension is placed. When schools are out for a Holiday, or any other reason, the Boys and Girls Club is closed as well.

The Club reserves the right to change its hours and days of operation based on need and/or economic circumstances. If such changes occur, parents/guardians will be notified in advance.

Inclement Weather: When the public schools are closed due to inclement weather, then so is the Boys and Girls Club. If the schools make their decision before the day starts then the Club is closed as well. However, if students begin the school day and then let out early (ex. 1:00 p.m.) for weather, then the Club will remain open for a short period of time until all kids are picked up.

Discipline Policy

The Boys & Girls Club strives to keep the consequences for unacceptable behavior clear, appropriate, and timely. The safety of all members is of utmost importance to us. Our standards, along with the expectation that all members use good common sense, exist to ensure that your child and every other child at the Club can safely enjoy the Club's activities. Any member who disrupts programs, or creates a dangerous situation, will be disciplined appropriately. Members who do not follow rules can expect to lose privileges and face consequences. First-time offenses are never excused and will be handled based on their severity. Parents will be called to remove any member who has failed to curb his or her disruptive behavior and/or is behaving in an aggressive or violent manor that creates a dangerous situation for themselves, fellow members, staff or visitors.

Disciplinary actions may include, but are not limited to, the following:

- Verbal Counseling
- Time-out
- Suspension from Program Area
- Loss of Club Privileges
- Suspension (one day to two weeks)
- Indefinite suspension (until the situation can be resolved or the parent/guardian is consulted)
- Expulsion (i.e., permanent suspension)
- Contacting the proper authorities

Open Door Policy:

The Boys & Girls Clubs of Western Benton Country does have an open door policy. At the Boys and Girls Club, activities are carried on in the warm, friendly atmosphere of a building especially designed to conduct programs. Our open door policy states that once youth enter the Club they may not go outside unless they are accompanied by a staff member or they are leaving the Club premises entirely. This policy allows youth the freedom to choose programs and activities in which to participate at the times most convenient for them throughout the day. All members are strongly encouraged to get instructions from parents regarding how long they may stay at the Club and who they are allowed to leave with. Members are not required to sign out and it is the responsibility of the child,, and the parent to determine, understand, and enforce whatever arrival and departure methods they see fit.

It is important to remember that the Boys and Girls Club is not a daycare and is not governed by licensure as a childcare facility.

For safety reasons, our front doors are locked and parents need to call the Boys & Girls Club and ask for their child to be sent outside for pickup. If inside the building, parents are not permitted to walk in areas of the club to find and/or talk to children unless permitted by the unit/site director.

Bathroom Policy:

We reserve the right to handle bathroom issues at our discretion and to monitor how we see fit, how many children use the bathrooms at a time. (More detail in Restroom Usage Policy to follow)

Transportation:

Transportation from schools is provided in a limited capacity to our clubs. Please check with each individual unit director for information on availability.

Dress Code

Youth should dress comfortably and wear clothes that allow them to participate in typical Boys & Girls Club activities and programs. We will expect the following...

Footwear: Shoes and socks must be worn at all times. Flip-flops, sandals and cleats are discouraged, as are any other open-toed shoes for safety reasons. Club members may not be allowed to participate in certain activities if open-toed shoes are worn. The best advice is to wear tennis/walking shoes every day.

Clothing: Inappropriate clothing of any kind is NOT allowed in the Club. Members wearing clothes that are too short, too tight or too revealing in anyway, or clothes with questionable or distasteful advertising will be asked to change or leave immediately. This judgment will be left solely to the discretion of the Club staff

Medication

The Boys & Girls Club is NOT allowed, by policy, to dispense, store and/or oversee medication of any kind, including all non-prescription medications.

Volunteers

Volunteers are an integral part of the Boys & Girls Club experience. We welcome volunteers who wish to share their time and/or talents. If you or someone you know would like to volunteer at one of our Clubs, please stop by a Club site to pick-up a volunteer application. Background checks are required of all volunteers prior to being able to work with our youth members.

Phone Usage:

The purpose of the Club phone line is to conduct Club business. Call by members will be allowed only under strict circumstances and kept to short a time. Unless an incoming call to a member is of outstanding importance, a message will be relayed to the member. Please do not allow your children to call the Club and see who is here.

Personal Belongings:

Space is provided for members to put backpacks and jackets. It is advisable that only essential items be brought to the Club. Any valuable items should be left at home. It is always the ultimate responsibility of the member to safe, guard his/her own belongings.

The Club does collect a lost and found. Once items have been left at the Club for a couple of weeks, they will be gathered and taken to a local thrift store. This usually occurs about once a month. It is the responsibility of the members to keep track of personal belongings and it is encouraged to write your child's name on all belonging brought to the Club.

Field Trips:

Members will never leave the Club Facility for a Boys & Girls Club sponsored activity without prior consent from a parent or guardian. Parents will receive a permission slip or be notified concerning any out of Club activity or field trip. Members and parents are reminded that all of our Club rules extend to field trips, and that members who fail to follow these rules will prompt staff to make an immediate call to a parent to remove that member from the field trip.

Food & Drinks:

Food and drinks may only be consumed in the designated eating area. Food or drink will not be permitted in other areas of the Club. Any food or drink found in these areas may be confiscated and disciplinary actions may be taken. Bottled drinks and sack lunches may be stored in the refrigerator. A lunch program is usually provided during the summer and snacks are usually given daily during the after school program. Water fountains are also available at all Clubs.

Smoking & Substance Policy:

The Boys & Girls Club of Western Benton County believes in supporting youth in staying free from substance use. The use of tobacco, or any other substance, will not be allowed by a member, parent, volunteer, staff, or visitors under the jurisdiction of the Boys & Girls Club.

Contact Us: For any further questions, or concerns, please feel free to contact the Unit Director for each club by phone or e-mail. Siloam Spring/Gentry – Stephen Johnston – (479) 524-4174, stephenbgwbc@gmail.com

Restroom Usage Policy

Having clear policies and procedures is an important step in preventing behaviors such as bullying, sexual misconduct, fighting, and vandalism. Best practices, regarding restrooms, used by Boys & Girls Club of Western Benton County include:

- Prohibiting mixed age groups (children and adults) from sharing a restroom
- Limiting the number of restroom users to one at a time
- Children must sign in before entering restroom
- Positioning staff near restroom entries, and periodically checking both boys and girls restrooms
- Implementing a restroom inspection and monitor schedules

The Boys & Girls Club of Western Benton County is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults. Restrooms shall be regularly monitored by designated staff. Monitoring includes walk-throughs, and inspections, set by Club leadership. Staff shall

- Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.
- Abide by all staff codes of conduct.
- Enforce the Organizations' restroom code of conduct.
- Intervene and notify Club leadership should inappropriate conduct be observed
- Ensure restrooms are regularly cleaned and sanitized. Staff observing unacceptable restroom conditions shall
- Immediately notify Club leadership.
- Multiple Members per stall is prohibited

- Use of any technology and/or cell phones in the restrooms is prohibited

By signing this I have received and understand the Boys & Girls Club of Western Benton County Parent, Guardian, and Member Handbook.

Member Name: _____

Parent / Guardian Printed Name: _____

Parent / Guardian Signature: _____

Date: _____