

Parent Handbook



GREAT FUTURES START HERE.

Boys & Girls Clubs of Toledo ♦ 2250 N. Detroit Ave. ♦ Toledo, OH 43606 ♦ 419-241-4258

www.bgctoledo.org



CEO WELCOME

The Boys & Girls Clubs of Toledo has been the premier youth service organization in the region for over 130 years. We target children who face enormous challenges and drive them toward success in life. Our program focuses on Academic Success, Healthy Lifestyles and Good Character & Citizenship. The depth and breadth of our programming is considerable, and our impact is invaluable, but none of our success could be realized without a foundation and a focus on safety.

The families we serve trust us with their greatest treasure, their children, and we have the enormous responsibility to ensure they are safe in our care. Creating physically and emotionally safe environments is the only way our children can thrive and is the bedrock upon which our mission is built. Ensuring our staff and volunteers are also safe, understand protocol in an emergency and know reporting procedures is also paramount to our success. Our first responsibility, in every situation, is the wellbeing of our members and staff.

The Boys & Girls Clubs of Toledo is truly a transformative place. It has changed thousands of lives over the years, and we will change thousands more in the years to come. That success is due to the positive relationships we forge and our commitment to creating safe environments for children to grow.

- Jim Ravas, President & CEO

MISSION STATEMENT

To enable and inspire all members, especially those who need us most,
to reach their full potential to be productive, caring and
responsible citizens.

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Safety Statement

Dear Parents/Guardians,

As Chairman of the Board Safety Committee for the Boys & Girls Clubs of Toledo, I want to assure you that member SAFETY is our NUMBER ONE PRIORITY. Our staff members receive continuous training in preventing problems and maintaining a safe Club environment. There is always a staff member on duty who is trained in CPR and first aid, and there is a defibrillator in each of our Clubs. In addition, Boys & Girls Clubs of America provides expert training. Be assured your child is in a Safe place while attending our Clubs. Great futures depend upon it!

~Rick Mann, Life Trustee

Open door policy

Parents and members are responsible for their own transportation to and from the Club. As a drop-in facility, we are not responsible for the Club members' whereabouts. Boys & Girls Clubs of Toledo operate on an open-door policy. Youngsters are scanned in and out of Club locations. Children must be instructed by the parent to remain on the property.

Formula for Impact

- **Academic Success** - Graduate from high school, ready for college, trade school, military or employment
- **Good Character & Citizenship** - Be an engaged citizen involved in the community, register to vote and model strong character
- **Healthy Lifestyles** - Adopt a healthy diet, practice healthy lifestyle choices and make a lifelong commitment to fitness

Hours of Operation & Locations

Homer Hanham Boys & Girls Club

2250 North Detroit Avenue

Toledo, OH 43606

419-241-4258

School hours: 3:30pm – 7:15pm

Summer hours: 12pm - 4:45pm

Carson Family Boys & Girls Club (Marshall Elementary)

415 Colburn Avenue

Toledo, OH 43609

419-255-1191

School hours: 3:00pm – 6:45pm

Summer hours: 12pm – 4:45pm

David Wehrmeister Boys & Girls Club (Sherman Elementary)

817 Sherman Street

Toledo, OH 43608

419-720-8266

School hours: 3:00pm – 6:45pm

Summer hours: 12pm – 4:45pm

East Broadway Boys & Girls Club (East Broadway Elementary)

1755 East Broadway

Toledo, OH 43605

419-693-1961

School hours: 3:00pm – 6:45pm

Summer hours: 12pm – 4:45pm

Hours of Operation & Locations

Schoenrock Family Boys & Girls Club

4700 Hill Avenue

Toledo, OH 43615

419-720-3366

School hours: 3:30pm - 7:15pm

Summer hours: 12pm - 4:45pm

McTigue Boys & Girls Club (McTigue Elementary)

5555 Nebraska Avenue

Toledo, OH 43615

567-420-1883

School hours: 3:00pm – 6:45pm

Summer hours: 12pm – 4:45pm

Ottawa River Boys & Girls Club (Ottawa River Elementary)

4747 290th Street

Toledo, OH 43611

567-420-1881

School hours: 3:30pm – 6:45pm

Summer hours: 12pm – 4:45pm

James A. Huber Club @ Whitmer Middle School

3547 Quast Lane

Toledo, OH 43623

567-420-1970

School hours: 2:30pm – 6:30pm

Summer hours 12pm – 4:45pm



BOYS & GIRLS CLUBS
OF TOLEDO

2026 HOLIDAY, FLOATING HOLIDAY, TRAINING SCHEDULE

- Thursday, January 1st – New Year’s Day – **HOLIDAY #1**
- Monday, January 19th – M. L. King Day – Clubs & Admin. Closed – **HOLIDAY #2**
- Friday, February 13th – **Training – Unit Level - Safety Drills, Emergency Ops, & OTSF, CPR**
- Monday, February 16th – President’s Day – Clubs & Admin Closed – **HOLIDAY #3**
- Friday, April 3rd – Good Friday – Clubs & Admin. Closed – **HOLIDAY #4**
- **April 6 – 10th TPS/WLS-Spring Break -TPS/WLS sites closed - HH & Rock -OPEN**
- Monday, May 25th – Memorial Day – **HOLIDAY #5**
- June 2nd – 5th – **Summer Prep & Trainings -**
- Friday, June 19th – Juneteenth – **HOLIDAY #6**
- Friday, July 3rd – Independence Day – **HOLIDAY #7** 
- August 10th – August 21st – **Fall Prep, Barefoot at the Beach, Cleaning & Trainings**
- Monday, September 7th – Labor Day – **HOLIDAY #8**
- Thursday, October 29th – **Training TBD – Parent Teacher Conferences – TPS Clubs Closed**
- Friday, October 30th – **Training TBD – Parent Teacher Conferences – TPS Clubs Closed**
- Tuesday, November 3rd – **TPS & WLS Closed, staff to Schoenrock & HH – Election Day**
- Wednesday, November 25th – **Training - Professional Development at HH/Rock**
- Thursday, November 26th – Thanksgiving – **HOLIDAY #9**
- Friday, November 27th – Clubs & Admin. Closed – **Floating Holiday #1**
- Thursday, December 24th – Christmas Eve – Clubs & Admin. Closed – **Floating Holiday #2**
- Friday, December 25th – Christmas – **HOLIDAY #10**
- Thursday, December 31st – New Year’s Eve - **Floating Holiday #3**

*If TPS/WLS are closed, so are those locations.

MEMBERSHIP

- Children must be seven years old upon entry to the Club. The Boys & Girls Clubs of Toledo reserves the right to require proper identification from anyone who wishes to join. Parents of youngsters who are 7 or 8 should be prepared to show proof of birthdate.
- The Boys & Girls Clubs of Toledo will provide an equal opportunity for all members to receive access to services provided regardless of race, ethnicity, sex, color, sexual orientation, age, disability, religion or national origin.
- For safety reasons, we do not allow parents into our buildings and program spaces. Exceptions are limited to registration or attending a sporting/special event.
- There is a \$3.00 annual membership fee for ages 7-13.
- There is a \$5.00 annual membership fee for ages 14-18.
- Members who are enrolled at Ottawa River, McTigue, Sherman, East Broadway and Marshall Elementary are free at that location only.

WHAT IS A BOYS & GIRLS CLUB?

- All programs are conducted in a clean, attractive and safe environment. Children are treated with respect and dignity, and it is expected that they will treat others in the same manner.
- The Boys & Girls Clubs of Toledo is a very special place for youngsters and teens. We offer a wide range of activities for members in grades 1-12.
- Our programs are designed to be fun, but also provide a healthy dose of guidance.

Club Rules

- I will respect other members, staff, volunteers and Boys & Girls Club property.
- I will keep my hands and feet to myself.
- I will allow adults to settle any conflicts or issues.
- I will use my walking feet when moving throughout the building.
- I will eat in assigned areas.
- Hats, phones, electronic devices, coats, purses must be checked in at the front desk.
- Members are permitted in areas that are supervised by staff or volunteers only.
- Members are not to use or have in their possession drugs, alcohol, vaporizers and tobacco products.
- Members are encouraged to scan in/out when entering and leaving the building.
- Members are permitted to use restrooms and hallways with a restroom pass.
- Inappropriate behavior, public displays of affection, and profane or offensive language is not permitted in the Club.
- If a member is removed or not in attendance at school, they may not attend the Club.
- There is no gum chewing inside the Club.
- We enforce a zero-tolerance policy towards gang behavior and bullying.

Everyone is here to learn, to laugh and grow. Club members will take good care of the facilities and its belongings. Failure to do so, privileges of membership may be lost.

Transportation Policy

Boys & Girls Clubs of Toledo is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults.

Boys & Girls Clubs of Toledo only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.

DRIVERS:

- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization.
- Must keep an updated list of all youth who are transported to and from the Clubhouse and Club-related activities.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be signed daily to ensure compliance.
- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- Must submit written reports detailing issues or incidents involving transportation of members to and from the Clubhouse or to and from Club-related activities.
- Must only transport members in official Club vehicles.
- Must ensure that at least three individuals are present when transporting members.
- If one child remains to be dropped off, two adults (18 or over) must be present in vehicle.

Restroom Policy

Having clear policies and procedures is an important step in preventing behaviors such as bullying, sexual misconduct, fighting, and vandalism. It is recommended that each individual site operated by the Boys & Girls Clubs of Toledo develop and document practical policies, procedures, and strategies for ensuring the safety in each facility. Best practices used by Clubs include:

- Issuing restroom passes or keys
- Prohibiting mixed age groups (children, teens and adults) from sharing a restroom
- Limiting the number of restroom users at one time
- Positioning staff near restroom entries
- Implementing a restroom inspection and monitor schedules
- Designing restrooms to eliminate doors but maintain privacy

The Boys & Girls Clubs of Toledo is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults:

- Restrooms located at Boys & Girls Clubs of Toledo have been designated for Club members, and separate restrooms for staff and volunteers.
- Restrooms shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs, inspections, and/or other best practices 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.
- Complete a Repair Request Form and submit to Club leadership.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible.

Supervision

Boys & Girls Clubs of Toledo is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over). To ensure appropriate supervision, staff, and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one adult staff (18 and over) is present when supervising members.
- Must always maintain proper supervision ratios.
- Must be trained on appropriate supervision tactics and behavior patterns.
- Prescription and/or nonprescription medicine will **NOT** be administered or kept for a Club member by any Club staff at any time. Allergies or any special health considerations must be made available on the membership application.

