

BOYS & GIRLS CLUBS
OF ADA COUNTY

Parent Handbook

Revised: October, 2008

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Club Hours & Locations

School Year Hours

Standard Hours

3:00 PM — 8:00 PM

Half-School Day Hours

1:00 PM — 7:00 PM

No-School Day Hours

11:00 AM — 6:00 PM

NOTE: Breakfast Club starts at 7:00 AM on no-school days that are not holidays

Summer Hours

11:00 AM — 6:00 PM

NOTE: Breakfast Club starts at 7:00 AM on all summer days

Boys & Girls Club Staff



Colleen Braga
Executive Director



Jason Sears
Operations Director



Lindsey Bain
Administrative
Assistant



Richard Johnson
Marketing &
Development



Cindy Addison
Marketing &
Development



Joey Schueler
Unit Director
Meridian Unit



Matt Sorensen
Unit Director
Moseley Center



Jenny Ware
Nutrition Program
Director



Rob Weseman
Program Director
Meridian Unit



Jacquie Deahl
Program Director
Moseley Center

What We Provide

School Year Membership

\$10

Good from the first day of school through the last day of school

Summer Membership

\$10

Good from the first day of summer through the first day of school

Extended Programs

Breakfast Club

\$90/month during the summer,

\$5/day during the school year

Breakfast Club runs from 7:00 AM until the close of the Club during the summer and any week day school is not in session, excluding holidays

Transportation

\$60/month

For selected schools, transportation is available to pick youth up after school and bring them to the Club. Parents are responsible for picking members up from the Club before closing

Field Trips

\$5/each*

During the summer and occasionally during the school year field trips will be made available to members. Permission slips must be completed by an authorize guardian.

**Prices of individual field trips may vary depending on destination.*

Sunrise Club (Meridian Elementary Only)

\$25/Week

Drop your kids off at the Club after 7:00 AM on school days and we will ensure they are brought to school on time.

CHARACTER VALUES

RESPECT

I SEE THE VALUE IN OTHER
PEOPLE AND THINGS

RESPONSIBILITY

I TAKE CARE OF MYSELF AND
THE THINGS AROUND ME

INTEGRITY

I DO THE RIGHT THING, EVEN
WHEN NO ONE IS LOOKING

All Staff, volunteers and members at the Boys & Girls Clubs are expected to demonstrate three character values. Respect, Responsibility and Integrity are each values that, if practiced, result in a greater ability to make positive choices. We incorporate these values into everything we do at the Club and expect all Club Members to demonstrate them always.

Our Mission:

“To Inspire and Empower all young people, especially those who need us most, to reach their full potential as productive, responsible caring citizens.”

“To Inspire...”

- Staff & volunteers who develop caring and supportive relationships with youth
- Showing possibilities to youth through programs that educate while entertaining
- An engaging, dynamic Club environment

“and empower...”

- Encouraging participation in programs while emphasizing positive choices
- Consistent enforcement of valued character traits: Respect, responsibility, integrity
- Well-defined rules and a “positive choice” policy that holds youth accountable for their actions
- A positive, encouraging environment that recognizes achievements and progress towards goals

“all young people...”

- A range of programs that appeal to children with a variety of backgrounds and interests
- No discrimination; open to all school-aged youth who are able to follow the Club Rules

“especially those who need us most...”

- Low fees encourage buy-in and add value to the programs, scholarships ensure access to those with the greatest need
- Location of Clubs in areas where there are likely to be more youth who need after school services.
- Targeting of special services to youth and families who need or request additional help

“to reach their full potential”

- All youth have a place at the Club where they can succeed, learn and grow
- Our daily challenge is to provide endless opportunities for youth to excel
- We model high standards for conduct including character values (respect, responsibility, integrity) and encourage members to do the same

“as productive, responsible caring citizens.”

- We want to produce youth who are successful at achieving their goals

Carrying Out Our Mission:

1. **High-quality facilities full of resources that engage youth while entertaining**

Our after school program begins as soon as children are released from school. We have special hours during half days and no school days. We are also open all summer long with extended hours.

All our facilities have:

- Games room with pool, foosball, and a number of board games
- Education center with books, computers and educational resources
- Tech Lab with computers, cameras and camcorders
- Art Room with various arts and crafts
- A Teen Center
- Indoor and outdoor fitness areas

2. **Fun, engaging programs and activities on a daily basis**

We run a variety of programs that help youth with homework, demonstrate art skills, teach healthy habits, encourage physical fitness, introduce computer skills and even get involved in the community and learn leadership skills.

3. **Motivated, highly trained staff who model good character and engage youth in positive relationships**

In addition to CPR/first aid training, our staff learn the principles behind youth development including creation of fun activities, implementing quality programs and guiding youth toward positive decisions. They are trained in child abuse and bullying prevention and strive to make each part of the club positive for all members.

4. **Being "A Positive Place For Kids"**

We define a positive place as one which is:

- *Safe*
- Built on *trusting* relationships
- *Provide entertaining* programs and activities
- And ultimately results in *positive changes* in character, confidence and competence.

The Boys & Girls Clubs focus on sustaining an environment where kids want to be, parents know they are safe, and where youth experience changes that the community values.

Members of the Club love it because it's a fun place; alumni of the Club love it for the life-long relationships and good memories.

What We're Not...

A Daycare

We do not force youth to participate in any program or activity. Membership is a privilege to be earned every day by making positive choices. Members who do not consistently follow Club rules can be suspended immediately and sent home.

A School

We do not use classroom-style educational programs. Instead, we educate youth through a variety of daily activities and engaging programs at a level that piques their interest. We believe that youth learn the most when they are having fun, and we try to incorporate fun learning into every aspect of the Club.

A Church

We are not religiously affiliated, nor do we adopt any philosophical ideologies beyond our belief that youth who exhibit integrity, responsibility and respect will succeed in accomplishing their goals. We support and value the variety of beliefs our members hold.

A Camp

We work with youth daily and in ongoing relationships. The youth development we strive to achieve continues throughout the year. Our work does not stop at the end of a day, week or summer, but rather continues year after year.

A Business

Membership fees are intended to encourage buy-in and establish value for our services, but not cover their costs. It costs approximately \$550 per member to pay for our facilities, staff and programs. This leaves our hard-working board of directors and administrative staff to raise the remaining \$1 million each year.

We are...

The Positive Place For Kids

Positive Choice Policy

Positive choices are ones that result in youth achieving their goals while upholding character values of respect, responsibility and integrity.

We hold all youth accountable for their conduct and decisions while at the Boys & Girls Club. When handling discipline issues, we rely on two things: 1. The member's desire to be at the Club; 2. A Member's willingness to take responsibility for their own decisions and actions.

Unfortunately, the Club is not for everyone. We cannot work with members that do not wish to be at the Club or are unable for whatever reason to take responsibility for their actions.

POSITIVE CHOICE FOUNDATIONS

FOUNDATION 1

Members are not required to stay at the Club and parents may be contacted to pick their kids at any time

FOUNDATION 2

We will work individually with youth to identify poor choices and encourage positive ones

FOUNDATION 3

If members continue to make poor decisions, they will be suspended for a day. Additional negative choices will result in incremental suspensions of 3 days, 1 week, and more.

General Rules

Respect Club Staff. Disrespectful conduct toward Staff is prohibited. Showing respect to Staff includes following instructions, remaining quiet when asked and during assemblies, and interacting with the Staff in a positive and constructive way. Members may not use inappropriate or rude language (swearing, slandering, or embarrassing) with Staff or other Members.

Respect Club Members. Disrespectful conduct toward other Club Members is prohibited. Respecting other Club Members includes treating other members appropriately, practicing good sportsmanship, and helping other members. Members are expected to practice respectful behavior at all times, not engage in play fighting, and limit physical contact with other members as much as possible.

Respect Club Equipment. Inappropriate, dangerous or malicious use of BGCAC equipment is prohibited. Club equipment is any equipment owned by, under the care of, or otherwise possessed by the Boys & Girls Club of Ada County. Members are expected to treat all BGCAC equipment with respect.

Respect Yourself. While at the Boys & Girls Club of Ada County, members are expected to treat themselves well. This means that any behavior that is destructive to either the physical or mental well being of themselves and others is prohibited. We teach our members that it's ok to make mistakes. By accepting the consequences for their decisions they demonstrate positive character values.

These are our four basic Club rules. They are not intended to be specific or lengthy. Instead of providing a long list of “Do’s” and “Do Not’s”, the Club simply asks that these four basic rules be observed.

While broad, these rules are intended to discourage all wrongful behavior. It is the responsibility of the BGCAC Staff members to enforce the rules at the Club. Members are given opportunities to correct mistakes and encouraged to become better decision makers.

“Disrespectful” conduct is any behavior, including language, action, or expression, that brings emotional or physical harm, either intentional or unintentional, to another person or object.

We address disrespectful behavior differently depending on the circumstance using both guidance and discipline.

Guidance: An attempt by Staff to enable young people to make better decisions for themselves. The goal of guidance is to have members become self-directed.

Discipline: After a member has been intentionally disrespectful, or is negatively affecting the Club environment, discipline is used. At the Club, discipline often involves time outs or loss of privileges. Suspensions will result if discipline fails to correct the behavior. Parents can expect to be contacted if repeated discipline incidents occur.

Directors are happy to set aside time to discuss the rules of the Club if parents have any questions or concerns.

Conditions of Membership

Guardians of all members at the BGCAC must agree to the following mandatory conditions of membership:

All new parents and members must **attend an orientation** provided by the Club

The Club **can not be held liable for injuries or accidents** that may occur at the Club or during Club-sponsored events. The Club does have an insurance policy that covers medical expenses for such accidents.

Authorized Club Personnel may **provide medical assistance** to members in the form of CPR, first aid, and transport to medical facilities as deemed necessary and without parental consent.

Authorized Club Personnel **can not administer medications** nor provide other-the-counter drugs to members. Members must bring and be able to self-administer any medications they require.

The Club can not be held responsible for the manner in which members **arrive and depart**. Such arrangements are strictly between the member and their guardians.

Following our Positive Choice Policy, in circumstances where the member repeatedly does not follow Club rules, a guardian will be contacted and **must be able to pick up the Member** from the Club immediately.

All members may be **photographed, surveyed or interviewed** as those activities pertain to official business of the Boys & Girls Clubs of Ada County.

All **off-site activities (field trips)** require the expressed, written **consent of a guardian**.

Guardians should plan on **personally retrieving their youth** from the Club. Staff cannot be taken from assigned areas to locate specific children.

Guardians may call and leave a message for members at any time. Messages will be delivered as soon as possible while maintaining safety and members will always be permitted to return calls.

Members must be picked up before closing time. Youth who are not picked up before closing may be regarded as abandoned and turned over to the custody of the police.

Members Must

- Be at least 6 years old and no more than 18 years old
- Be physically and emotionally able to follow the Club rules independently, or accompanied by an adult.
- Be potty trained
- Be able to self-administer any prescription medications
- Be aware of and able to manage severe allergies

Club Member Rights

- Attend the Club during regular operating hours.
- Participate in age-appropriate activities or programs.
- Telephone a legal guardian that is listed in the membership file for that Club Member once a day or in an emergency
- Have any disciplinary incidents reviewed.
- Confide in Staff to reveal confidential, private, or sensitive information.
- Make suggestions or comments regarding BGCAC policy, procedures, practices, and programs.

Nutrition Program

We are proud to offer **100% free daily meals** at the Clubs. Throughout the year, we serve breakfast, lunch, snacks and dinners that are nutritious and delicious.

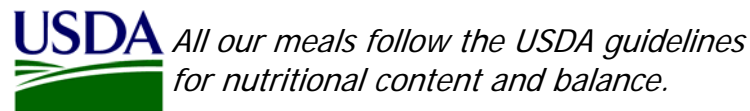
Summer & School closure day Meals:

Breakfast*, lunch, afternoon snack

*Only for participants of the Breakfast Club program

School Day Meals:

Afternoon snack and dinner



Nutrition Program Rules:

1. Members may not leave the club with any food– they must finish their meals before leaving. This is due to the federal program requirements.
2. Adults may purchase a meal for \$1.00.
3. All items offered must be taken by members. Anything members do not want to eat can be put into a share box.
4. All meals are available to anyone ages 1 through 18 whether they are a club member or not.

Allergies

Any food allergies need to be addressed with the Unit Director and Nutrition Director. Any nut or dairy allergies can be addressed with food substitutes, however gluten or soy allergies cannot be accommodated due to the pre-packaged nature of most of our food products.

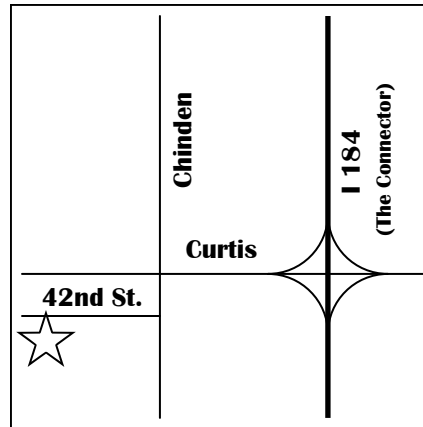
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Every Day in the Clubs...

- Over 300 youth attend the BGCAC every day and more than 600 during the summer
- Youth receive help with their homework, get some physical activity and receive a free snack
- 3 to 10 trained volunteers assist with programs and activities
- Highly trained Youth Development Professionals come up with new activities, games and fun programs that appeal to youth and keep them engaged
- More than 70 teens from 7th to 12th grades come to hang out, play games and benefit from a positive environment
- 1,500 local companies, foundations and individuals contribute \$3,000 daily to make it all possible
- 200 free dinners and 300 free snacks are served every day during the school year
- 250 breakfasts, 550 lunches and 500 snacks are served for free every day during the summer
- Youth learn how to demonstrate respect, responsibility and integrity
- Youth become empowered to become responsible, productive, caring citizens.

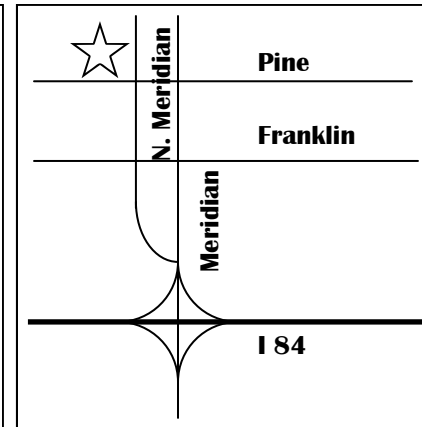
Our Locations

Moseley Center



321-9157
610 E. 42nd Street
Garden City, ID 83714
MoseleyCenter@bgclubidaho.org

Meridian Unit



888-5392
911 N. Meridian Road
Meridian, ID 83642
MeridianClub@bgclubidaho.org

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