
Club Locations

Elementary Programs

Clinton and Gloria John Clubhouse

409 NE Anderson Road
Vancouver, Washington 98665
360.313.5670
club.cgj@mybgc.org

O.K. Clubhouse

4040 Plomondon St.
Vancouver, Washington 98661
360.313.5700
club.ok@mybgc.org

Fruit Valley Clubhouse

3410 NW Fruit Valley Road
Vancouver, Washington 98660
360.313.1908
club.fv@mybgc.org

Washington Clubhouse

2908 S St.
Vancouver, Washington 98663
360.949.6116
club.we@mybgc.org

Teen Programs

Clinton and Gloria John Teen Center

409 NE Anderson Road
Vancouver, Washington 98665
360.313.5670
teenservices.cgj@mybgc.org

Teen Turf Club

4040 Plomondon St.
Vancouver, Washington 98661
360.313.5690
teenservices.ttc@mybgc.org

Teen Club at McCallister Village

2155 West Firestone Lane
Vancouver, Washington 98660
360.433.9349
teenservices.mv@mybgc.org

Club Administration

Administrative Offices

1111 Main Street Suite 605
Vancouver, Washington 98660
360.448.7089



BOYS & GIRLS CLUBS
OF SOUTHWEST WASHINGTON

Parent-Member Handbook



BOYS & GIRLS CLUBS
OF SOUTHWEST WASHINGTON

Visit our website: www.mybgc.org

CLUB FEES

| | |
|---|-------------------|
| Elementary & Middle School Membership | \$30.00 |
| High School Membership | \$10.00 |
| Transportation | \$30.00 |
| Replacement Card | \$1.00 |
| Day Pass | \$.50 |
| Early Birds | \$5.00/day/member |
| Late Pick-Up (may increase for frequent late pick-ups) | |
| After Hours | \$1.00/5 minutes |
| Behavioral | \$1.00/minute |
| Field Trips | Posted |
| Intramurals | Posted |

Volunteers

Volunteers are an integral part of the Club experience. We welcome volunteers who wish to share their time and/or talents. We are always in need of tutors, youth mentors and assistants for programs and special events. If you or someone you know would like to volunteer at one of our Clubs, please stop by the Club or contact the Club's volunteer coordinator. Background checks are required of all volunteers prior to working with our members.

Donations

While our annual cost to provide programs and services is over \$600 per child, the Board is committed to maintaining Club membership dues at \$30 a year so that all youth have the opportunity to participate. Financial or in-kind donations from member families or their employers are greatly appreciated. Donations may be tax deductible. Please check with your Club for additional giving opportunities.

Confidentiality

Strict guidelines are in place to ensure confidentiality. No individual data will be publicly released. Individual student information may be grouped and summarized for reports to the community and parents to show positive impacts of the program. Member information may only be shared with parent/guardian.

Contact Us

Please do not hesitate to speak to a staff member or the Club Director whenever you have a question or a concern. We ask you to respect staff time while the Club is operating. If your question or concern will take staff time away from the other Club members, we ask you set up time to meet with the staff during non-Club hours or request to speak with the Club Director. If the need arises, however, and you feel an issue or complaint has not been satisfactorily resolved, please know parents/guardians may always contact the Executive Director of the organization.

Thank you for joining the Boys & Girls Clubs of Southwest Washington.
Great Futures Start Here!

Transportation

Transportation from schools is provided in a limited capacity. Please check with your Club Director for information on availability and cost. Members are also encouraged to check with their schools, as well, for possible transportation alternatives.

Transportation Rules

1. The driver is in full charge of the bus and members must obey the driver promptly and willingly.
2. Appropriate behavior is required at all times. Members will:
 - Talk in a way that will not distract the driver.
 - Sit face forward in their seat while the bus is in motion.
 - Not use profanity/vulgarity.
 - Respect the rights and property of others.
 - Keep their hands, feet and objects to themselves.
3. Cell phone use is not allowed on the bus.
4. Windows may be opened only with permission of the bus driver. No member shall extend any part of his/her body or belongings beyond the window ledge.
5. The bus driver may assign seats, at his/her discretion.
6. Members are to assist in keeping litter off of the floor.
7. Food and beverages are not allowed.
8. Members will not speak with the bus driver, while the bus is in motion, unless absolutely necessary.
9. Members will not sit on the bus driver's seat or bother with any doors or equipment.
10. Hazardous materials are not allowed. The bus driver shall determine which articles are hazardous and not to be transported.
11. Except for service animals, no animals or insects are allowed.
12. Parent/guardians of members damaging Club buses will be responsible for reimbursement.

WELCOME

Thank you for taking the time to learn about the policies and procedures of the Boys & Girls Clubs of Southwest Washington (Club). We believe all members and their parents/guardians will benefit from the information in this handbook. If there is anything we can help you with, please let us know.

About Us

We are a community-based organization that provides young people with a fun, safe and constructive after-school environment. We offer programs and services designed to build character and strengthen life skills. We offer programming in five core areas—education, sports and fitness, cultural arts, social recreation and technology.

The Club is a private non-profit organization governed by a volunteer Board of Directors. Funding for the Club comes from generous community support through individuals, businesses and foundations. These gifts have allowed us to keep our membership fees low so that all youth can afford to belong.

The Club is a safe place where young people can come and enjoy themselves and their friends. Club members have the opportunity to learn, give back to the community, discover their interests, set goals, and meet new friends. From simple games to leadership opportunities, we offer a wide range of activities.

Membership

Membership eligibility is determined by grade level. Members must be enrolled in or attending 1st grade or above. Transitional 1st grade (T-1) is not eligible for membership. Teen membership is defined as youth currently enrolled in 6th-12th grade. Members are promoted to the next grade level every September. Proof of school registration may be requested to ensure membership eligibility.

The following is required for membership:

- Orientation for all **new** members and their parents,
- Orientation for members entering the teen program and their parents,
- Accurate and completed membership application,
- Payment of annual membership fee and any outstanding balances, or a payment plan on file.

To ensure a safe environment, new and returning members must wait one full business day after submitting their membership application to attend club. This will allow staff sufficient time to fully process the application. (example: If a member submits their application on a Monday they can begin attending Club on Wednesday.)

The membership year runs September 1 to August 31. A membership form, designating a home clubhouse, must be completed and signed by a parent/guardian and child each membership year. The annual membership fee will not be pro-rated for partial year memberships.

The information you provide on the membership application is vital and necessary for our records and funding that our organization receives. **It's the parent/guardian's responsibility to notify us of any changes to your contact information (home, work, e-mail, address, emergency contacts, etc.) as soon as such changes occur.**

Membership at the Club is a privilege, not a right. Prior to joining Club it is the responsibility of the parent/guardian to assure his/her child is physically, mentally, socially and emotionally capable of properly functioning in the Club's interactive atmosphere. The Club is not suitable for all children and the Boys & Girls Club reserves the right to refuse membership to any child at any time, with or without cause. The membership fee is non-refundable.

The completed membership application authorizes the Club staff to seek medical treatment for a member, if necessary. In the event of a serious injury, the staff will call 911 immediately and then call the child's parents/guardians or alternative emergency contacts.

Infestation or Contagious Conditions

Any and all suspected transferable infestations or transmittable contagious conditions will be addressed in the following manner and without exception.

1. Parents will be contacted for immediate removal of the member from Club facilities.
2. Proof of treatment AND approval from the Club Director is required before the child will be allowed back into the Club.
3. Club staff will promptly notify families of any outbreaks of infestations or contagious conditions that may put Club members at risk.

Field Trips

The Club provides a variety of opportunities for our members to participate in activities off Club property that support our core beliefs and programs. To attend each excursion, members must return signed permission slips and any necessary fees prior to leaving. Most sign-ups are taken on a first-come, first-serve basis (meaning eligible members who return the required permission slip & pay associated fees and any account balance due).

As part of disciplinary consequences, members may be excluded from field trips. Please remember all of our Club rules extend to field trips. Members who fail to follow our rules and general Club expectations for appropriate behavior will prompt an immediate call to a parent/guardian to remove that member from the field trip at his/her own cost. *A parent/guardian MUST be available by telephone at all times during any Club-sponsored field trips in the event the staff needs to contact him/her.*

Food

We ask members to keep food and drinks out of program areas and eat only during designated areas and times. Members can bring their own snacks and drinks and have them during established meal times. Refrigerators and microwaves are NOT available for member use.

During the school year we provide free snacks afterschool. During the summer we provide a free breakfast, lunch and snack. These programs are open to any child between the ages of 1 and 18. All food items must be consumed on Club grounds, and may not be shared with adults.

When Club is open all day during the school year, we are unable to provide lunch. Parents/guardians must provide a lunch for their child.

Member Health

Please notify staff of any medical, physical, mental or behavioral issues that may affect your child's well-being at Club. Club staff work to be in tune to the special needs that your child faces. In the case of an emergency it is necessary Club staff be able to provide medical personnel with appropriate medical information.

Medication

Club staff needs to be appropriately notified regarding any medication a child is taking. Staff may dispense medication upon receiving the medication consent form and instruction from the child's parent/guardian. Medication consent forms must be on file for any cream, spray, ointment or medication used by members while in the supervision of Club staff. Prescription medication must be in the original container with the prescription label on the container. It is the responsibility of the member to remember to retrieve the medication at the assigned time.

Accidents

The Club strives to maintain a safe and secure environment. Feel safe in knowing our trained staff is attentive to providing the safest environment possible.

Arrival and Departure

It is the responsibility of the child AND parent/guardian to determine, understand and enforce arrival and departure methods. Members are encouraged to come to the Club daily and do not need to prearrange visits to the Club.

Club members are not allowed on the Club 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 facility, as the Club cannot be held responsible for their supervision.

It is the responsibility of the parent/guardian to notify the Club regarding: (1) who is authorized to pick up your child, (2) permission for your child to check out from Club on their own, or (3) individuals, for legal reasons, who are not to pick up your child. A copy of the legal document and picture of the individual must be provided for staff to uphold legal restrictions. In addition, parent/guardians should notify Club if there are changes to your child's normal pick-up routine.

When arriving to pick-up your child, please park in designated areas and check-in at the front desk. Parent/guardians and other visitors are required to check-in at the front desk and utilize an identification badge when entering Club. Parent/guardians should then proceed to locate their child within Club areas. If assistance is required, staff is available to help.

It is essential for safety and supervision that all members remain in program areas at all times. During Club hours, members are not allowed to wait for transportation in the front lobby or on Club property.

Please be sure to pick-up your child by the posted closing times. **A late fee will be charged for members who remain at the Club after closing. Frequent late pick-ups will result in increased late fees or termination of membership.** The Club reserves the right to contact the appropriate authorities for assistance when members are not picked-up within 30 minutes of closing and all emergency contact alternatives have been exhausted.

There is one clearly marked entrance and exit at each of our facilities. Members are not allowed to return to Club once they have left the premises or they have signed out unless the parent/guardian has made arrangements with the Club Director. Club staff will make a reasonable effort to contact parent/guardians if a member chooses to leave Club without permission.

It is important to remember the Boys & Girls Club is NOT a licensed childcare facility.

Visiting Members

Members may visit another clubhouse during drop-in hours but may not incur any charges.

Transferring Clubhouses

Members must designate a home clubhouse on their membership application. Members may request to transfer clubhouses at any time during the membership year. In order to request a transfer, a parent/guardian must contact the home clubhouse to inform of change. Members may not transfer clubhouses while under disciplinary restrictions.

Membership Cards

Every membership year (Sept. 1– Aug. 31), a new card will be issued for each paid membership. Membership cards cannot be carried over into the next membership year.

It is every member's responsibility to have his/her card daily. Club members are required to sign-in and out each day. If a member does not have his/her card, a day pass fee will automatically be charged to his/her account. In addition, privileges to certain program offerings may be denied. Replacement cards can be purchased.

Club Hours & Closures

After-School Hours: The Club is open for after-school programming, based on the Vancouver School District calendar. On early release days Club is open from school dismissal to normal closing time. Members must attend at least three and a half hours of school in order to participate in Club activities.

Phone Calls

Our phones are for Club business and emergency use only. Please make any necessary arrangements before your child comes to the Club. Elementary members are not to have cell phones. If a member has a cell phone, we encourage him to check it in at the front desk for safe keeping until he is picked up. If you need to contact your child at Club, please feel free to call the Club.

Dress Code

Youth should dress comfortably and wear clothes that allow them to participate in typical Club activities and programs. The following guidelines apply to the appropriate dress of members:

- Shoes must be worn at all times.
- Open-toed shoes and shoes with heels are discouraged.
- In the gymnasium, close-toed shoes with gripping soles are required.
- Hats are not allowed in Club facilities.
- Inappropriate clothing of any kind is NOT allowed at Club. Inappropriate clothing is defined as: clothes that are too short, tight and/or revealing in any way, clothes with questionable or distasteful advertising, or clothes that show gang affiliation.

Members breaking the dress code may be asked to change or leave immediately. This judgment is left solely to the discretion of the Club staff.

Internet Use

Internet access is available to members. The Club places reasonable restrictions on the material members access or post through the system. Staff supervise use of technology. Members must complete an internet safety course before utilizing the internet on their own. Through the internet safety course and other Club programs, members are instructed regarding appropriate use. Members who use Club technology for uses other than those outlined by staff will have appropriate disciplinary actions, including loss of access.

*In the case a member is sent home from Club, due to behavioral issues, it is expected that parent/guardians pick up their member within one hour of being contacted by Club staff. **A behavioral late fee will be charged for offending members who are not picked up within the hour.** The Club reserves the right to contact the appropriate authorities for assistance when parent/guardians and emergency contacts of offending members are not contacted within 30 minutes of the initial call.*

It is our policy to keep parents informed on their child's progress and to notify them of misconduct. Please call the Club if you have any questions concerning disciplinary measures. Your support and involvement as parent/guardian is vital to our success as Youth Development Professionals.

Personal Belongings

All personal belongings brought into the Club by a member are the responsibility of that member. **The Club is NOT responsible for lost, damaged, or stolen items.** Members are discouraged from bringing anything to the Club that is not completely necessary, such as toys, balls, pool sticks and trading cards. Electronic devices are NOT allowed in elementary programs, e.g. cell phones, portable music players and hand-held games. Privileges may be extended to teen members in designated teen space only. Staff will confiscate any items that cause a distraction or hazard. The front desk will hold confiscated items, which may only be retrieved by a parent/guardian or authorized adult.

Necessary items, such as backpacks and jackets should be clearly marked with the member's name. Items not collected from our lost-and-found will be donated to a local charity on a regular basis. Collection times will be posted.

If there is reasonable cause to believe that a member has been in violation of the law or Club rules, Club staff reserve the right to search a member or member's belongings. Parent/guardians will be notified if such a search is conducted.

Non-School Days: The Club is open extended hours on selected days when school is not in session (i.e., Winter Break, Spring Break, Summer Vacation, etc.).

Early Birds: Early Birds is a drop-in program available during the morning hours of non-school days for a daily fee. Teens are welcome to attend, however, teen specific programs will not be offered.

Closed Days: The Club is closed on New Years Eve, New Years Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, the day following Thanksgiving, Christmas Eve, and Christmas Day. In addition, Club will be closed at the end of the school year program for two weeks and at the end of the summer program for three weeks. Closures are needed for staff training and building maintenance.

Additionally, there may be days when it is necessary to close the Club due to unforeseen circumstances, such as: emergency repairs, severe weather, etc. Again, when such instances arise we will do our best to post this information so as to ease any inconvenience this may cause. In the case of emergency school closures, Club will be closed if Vancouver School District schools are closed. Club emergency closure information will be available on www.mybgc.org or by calling your clubhouse.

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.

Payment & Refund Policy

The Club will maintain a financial account for each Club member. Membership fees and any previously owed balance is due upon registration. In addition, at the end of each quarter, all account balances must be paid in order to continue attendance. **Any overdue account may result in suspension from Club activities.**

Payment plans are available to assist families. Members under payment plans must maintain scheduled payments in order to participate in additional Club services (field trips, intramurals, or early birds). Contact your Club Director to arrange a payment plan to work for your family's needs.

All optional activity fees (such as: field trips and intramurals) and program fees (such as: early birds and transportation) must be pre-paid. Refunds for field trips must be requested at least two days prior to the activity. Membership fees will not be refunded. All other activities will have posted refund information.

The Club will maintain a credit account for any member who wishes to make upfront payments. Parents can request a refund on unused program fees at any time. Please fill out a Check Request Form at the front desk for program fee refunds.

The Club accepts cash, checks and credit cards. **Additional bank charges will be added for each returned check.**

Professional Staff

The Club strives to be the best youth development organization in Clark County. All staff members are paid youth professionals. All receive background checks and training in Youth Development strategies, prior to working with youth. Staff members are easily identifiable by Club uniform and red identification badge.

Code of Conduct

The Club's core belief is to provide a safe place to learn and grow. Positive attitudes keep the Club fun. Below are guidelines members are expected to follow:

- Respect Yourself
- Respect Others
- Respect Property

Please take the time to remind your child of the need to follow Club rules and staff directions at ALL times.

Discipline Policy

The Club strives to keep the consequences for unacceptable behavior clear, appropriate and timely. Safety of all members is of utmost importance. Our standards, along with the expectation that all members use good common sense, exist to ensure your child and every other child at the Club can safely enjoy the 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. Disciplinary actions will be determined by the staff and administered in light of the inappropriate behavior, including:

Warning: Staff describes the inappropriate behavior and provides guidance to avoid recurrence.

Time-out: Member is placed away from the situation for a specific amount of time.

Alternative Consequence: Member is temporarily removed from the area where incident occurred to complete a task, logically connected to the inappropriate behavior.

Referral: A behavior contract is completed with staff and member. Member will be restricted from the program area where the infraction occurred or have other consequences assigned. Parent/guardian is contacted.

Suspension: Member is not allowed to return to Club or participate in Club activities for time decided by the Club Director. A Club member who receives two referrals in one week will be suspended.

Suspending members has its time and place and is used when other strategies have failed or the seriousness of the incident warrants the need to separate a member from the Club. Each situation will be assessed on an individual basis and acted on with an individualized plan or strategy.