



BOYS & GIRLS CLUB
OF LAS CRUCES

PARENT GUIDE
Summer 2017

330 W. Las Cruces Ave
Las Cruces, NM 88005
(575) 526-1519
www.bgclascruces.org

GREAT FUTURES START HERE.

WELCOME

Thank you for allowing us to serve your child! Each day at the Club we hope to serve as a support system for your child both socially and emotionally, by focusing on academic success, healthy lifestyles and character and leadership. Additionally, we strive to create a safe and fun environment for your child, so that you can rest assured that your child is in a productive environment while you are at work and/or tending to other needs.

Summer is a special time for kids, but can also be incredibly challenging as children often have long days with nothing to do. We hope to combat that problem, by offering your child with productivity and fun, for 10 hours a day. The following pages serve as a short guide to being a member at the Boys & Girls Club of Las Cruces. While we have tried to be as detailed as possible, this guide may not fully encompass all policies and procedures. Thanks again for sharing your children with us, and we look forward to watching them grow.

OUR MISSION

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

THE BOYS & GIRLS CLUB PROVIDES

- ★ A safe place to learn & grow
- ★ Ongoing relationships with caring, adult professionals
- ★ Life enhancing programs, and character development experiences
- ★ Hope and opportunity

PROGRAM AREAS

- ★ Character & Leadership Development
- ★ Education & Career Exploration
- ★ Health & Life Skills
- ★ The Arts
- ★ Sports, Fitness, & Recreation
- ★ Specialized Initiatives

CLUB MEMBERSHIP

BGCLC is open to all boys and girls ages 6 to 18, as well as 5 year olds who have started kindergarten. Membership forms and a \$10 registration fee are required at the start of each term (Fall, Spring, and Summer). All forms must be filled out completely in order to qualify for membership.

Program Fees: Our Summer Program rate is \$65 per week, with a \$5 discount for each additional child. Although regular attendance is strongly encouraged, those members who will only attend the Club 1 or 2 days a week will be offered a discounted rate of \$40 per week. While we strive to make our programs as affordable as possible, summer rates are reevaluated each year.

If your child will not be attending the Club for a specific period of time, or you decide to not have your child attend at all, we ask that you please notify the front desk coordinator or the office manager so that we can adjust your invoice.

Payments: Weekly payments must be made in advance of the week for the week in which your child will attend.

Failure to pay in advance or to make arrangements may result in your child being unable to attend for that week.

Scholarships/Assistance: While all Club members will be required to pay some form of a weekly payment, the Club works diligently to not turn any child away for inability to pay. Should you need assistance, you will be required to fill out a scholarship application, which may be obtained at the front desk. The scholarship application will be evaluated by the CEO and you will be notified if you qualify for a reduced rate. Reduced rates are approved using federal poverty guidelines, with some consideration in cases of temporary financial hardship.

Membership Numbers & Cards: Each Club member will be issued a membership number. It is the member's responsibility to learn their number and check in and out at the front desk each day. Learning numbers and checking in daily is imperative for tracking and safety, so that we will know when your child is in and out of the building.

Each member will be assigned a Club card that may be scanned at the front desk when entering and exiting the building, however, learning their number will be the most efficient way to check in and out of the building and each area. Club cards are issued upon membership, and if lost, may be replaced for \$1.

Open door policy: The Boys & Girls Club is not, nor does it claim to be a licensed day care center. BGCLC has an open door policy, which allows children to come and go at will from the program. While BGCLC will strongly encourage children to remain within Club boundaries or activities, BGCLC does not prevent children from leaving the Club if they so desire. Most Club members are not aware of this policy, so do not draw on it; and we do our best to prevent members from leaving without parent knowledge.

Ultimately, it is the parent's responsibility to inform their child as to whether or not he/she may leave the Club and with whom they may leave. All people who have permission to pick up your children from the Club should be listed on their membership form; and are required to enter the building for the child at pickup.

COMMUNICABLE DISEASES

Parents of members who have or are suspected of having an infectious or communicable disease (TB, lice, hepatitis, ringworm, etc.) should notify the Club immediately, and may be asked to keep their child at home until the situation is properly addressed. BGCLC may require a written doctor's statement in order for the member to return. The Club will immediately notify parents when we become aware of a health situation that could effect your child.

Please advise children of the dangers of sharing head gear so that we can do our best to avoid the common issue of head lice.

SURVEILLANCE CAMERAS

Our Club is now monitored by surveillance cameras in most program areas 24 hours per day and 7 days a week. These cameras are primarily for Club member safety and organizational accountability. Video footage may be reviewed when needed.

MEMBER BEHAVIOR

In an effort to provide an environment that is free from conflict, distraction, intimidation, or various other influences that result from a member's misbehavior, BGCLC sets several rules and guidelines for your child. Although there will never be a full list of "do nots," BGCLC asks that as a rule of thumb members treat Club staff, volunteers, visitors and peers with full respect. When asked to do or not to do something by a staff member or volunteer, all Club members are expected to comply. The following is strictly prohibited:

- ★ Disruption and/or interference with normal and orderly conduct of the Club
- ★ Behavior that involves indecent and/or immoral acts
- ★ Wagering or any form of gambling
- ★ Physical abuse or assault on any individual (Hands should always be kept to self)
- ★ Possession of weapon or any object that can be considered a dangerous instrument
- ★ Using, selling or attempting to sell any alcoholic beverage or illegal drug
- ★ Destruction of or attempting to destroy Club property, or the property of another individual
- ★ Use of profanity, vulgarity or obscene language and gestures
- ★ Bullying of any form either while on Club property or reported by other members as a result of cyberbullying or other methods (including but not limited to extortion, coercion, bullying, blackmail or forcing another member or person to act against his or her own will)
- ★ Engaging in verbal abuse such as name calling, ethnic, or racial slurs, and using derogatory statements to other members, personnel or other individuals

Bullying: We take bullying very seriously at the Boys & Girls Club and have a strict no tolerance policy of such behavior. Any Club member who expresses discomfort or concern due to bullying by another Club member will immediately have their situation reviewed. Any Club member who is caught bullying in any form will face serious consequences, which may lead to suspension or complete removal from our programs. We encourage parents to discuss the severity of bullying with your children so that they feel comfortable informing Club staff should such a situation occur.

Member misconduct is documented and shared with parents daily. The Program Director, together with the Executive Director may suspend any member whose conduct warrants it. Should member misconduct result in suspension, parents will be immediately notified and a conference with the parent and member will be set up to discuss the issues.

COMMUNICATION

Please note, BGCLC distributes notifications on Club issues, status, changes, emergencies and all other pertinent information to our parents via flyers and memos. We also post notices on the front door and ask that you review the information when picking up your child. It is the parents responsibility to make sure that they are reading ALL distributed information, postings, permission slips, etc.

From time to time, we use e-mail services for the purpose of Club announcements and communications. If you wish to receive parent notifications, Club news, and announcements through e-mails, please make sure that your e-mail address is listed on the membership form.

All Club/program related issues, questions or concerns can be directed to the CEO, by phone (575) 526-1519, by e-mail: ashley@bgclascruces.org, or by appointment.

PARENT BEHAVIOR

All BGCLC staff members, Club members, Club parents and volunteers should be treated with respect by not only Club members, but also by parents. Should a staff person, Club member, Club parent or volunteer feel disrespected or mistreated by a Club parent, they may file a complaint in writing to the CEO. BGCLC reserves the right to refuse to do service with any parent. Refusal to work with a specific parent does not necessarily mean that the Club member will be denied services, but the parent may be asked to make arrangements for another family member to be responsible for communications with BGCLC.

Additionally, if you feel mistreated by any parent, member, staff member, or volunteer you have the same right to file a complaint in writing to the CEO so that it may be addressed.

Any parent who wishes to express a concern or complaint about a specific staff member, should bring that concern to the attention of the Program Director or the CEO. We ask that parents do NOT take up an issue with a staff person directly.

Any communication between parents and any BGCLC employee regarding payments is required. Please understand that mistakes are made from time to time, and that any one requesting a payment is only doing their job. If you feel that the request for payment is a mistake, you are asked to POLITELY address the situation, so that it may be further investigated by the Office Manager and/or CEO.

Please bare in mind that the front desk area is an open area, and that situations that occur in that area are often over heard by other parents and Club members. If your behavior makes anyone in the building feel uncomfortable, we reserve the right to refuse to work with you. Please practice courtesy and respect, and there will not be any issues.

SUMMER PROGRAM INFORMATION

CLUB HOURS

Monday-Friday 7:30 a.m. to 5:30 p.m.

Summer Program: June 5th thru August 11th

Club Closed: May 29th - June 2nd, July 4th, and August 14th - 15th. Fall After-School Program Begins August 16th. Dates are tentative, and subject to change.

Parents are required to enter the building to pick up their children. Please do not call the front desk and request that we send your child outside.

PLEASE NOTE: We enjoy having all of your children during full Club hours, and strongly encourage regular attendance, but we do ask that you are mindful and respectful of Club hours as they are in place to keep Club operation costs as low as possible. We need you to arrive for your child on or before closing time every day. We understand that emergency situations occur, and ask that you notify us should you be late. Repetitive late pick-ups may result in your child's membership being suspended or revoked.

CLUB CLOSURES: Parents are notified of Club closures due to holidays, training, and other circumstances on the digital announcement screen at the front desk. In case of power outages while kids are in the building, the Club will have a 30 minute wait period. If the power outage is not resolved within 30 minutes, Club members will call home for pick up.

SUMMER MEALS

Breakfast & Lunch is provided through the FYI Summer Food Program. For Summer 2017, Breakfast and Lunch will be provided June 5th through August 4th. Club members will need to pack a lunch and breakfast (if needed) from August 7th through 11th.

A light afternoon snack will be provided by BGCLC. If you choose to send an additional snack with your child although one will be provided, please make sure it is secured in a bag with their name on it, and that it is turned in at the front desk so that it can be stored in the kitchen, out of reach of members during the day.

TRANSPORTATION

BGCLC will not provide transportation to and/or from members' homes. Due to liability issues, BGCLC staff are strictly prohibited from transporting Club members in personal vehicles. Parents should NEVER ask, give permission to, or rely on a staff member(s) to transport children home after or during Club activities.

MEDICATION

We cannot be responsible for holding medication or administering medication to Club members. If your child should be taking medication, it is your responsibility to make arrangements to administer the medication for them, unless they are of an age where they can do so on their own.

SUNSCREEN

We highly encourage Club members to protect their skin from the hot summer sun. We strongly advise that you take a few minutes each morning to put sunscreen on your child. It is the responsibility of your child to reapply sunscreen as needed throughout the day. We will try to have sunscreen available for children to apply in the afternoons, but it is recommended that you send your child with their own bottle of sunscreen. If your child has any allergies to sunscreens, you must let staff know with a written letter given to the Front Desk Coordinator.

PERSONAL OBJECTS

Club members are encouraged to leave ALL personal objects at home. iPods, other MP3 players, tablets, toys, and other personal and valuable objects brought to the Club are brought at the risk of each Club member. BGCLC will not be responsible for any lost or stolen objects.

Club members rarely need money during our programs. We ask that you do not send your child to the Club with more than \$10. If you choose to send your child with money for the movies, swimming, etc. they need to keep the money in their own pockets, or check it in at the front desk. We will take their money, place it in an envelope with their name on it, and hold it until it is needed. BGCLC will not be responsible for any money that is not checked into the front desk, nor once it is released to a member. We encourage members not give their money to or share their money with friends. If a member chooses to do so, we will not be held liable for that money.

LOST AND FOUND

We will maintain a lost and found area. Please label everything your child brings to the Club. Do not send expensive items to the Club. BGCLC is not responsible for the loss or damage of any items that your child may bring. Please check with staff immediately upon noticing the loss of any item(s). At the end of the summer, all lost and found items will be discarded.

RECOMMENDED CLOTHING/ATTIRE

- Send your child to the Club in comfortable clothes appropriate for the weather and for both indoor and outdoor activities. (Shorts, t-shirts and sneakers are acceptable Club attire.)
- We like to keep our members busy and engaged in activity, which could result in clothes getting dirty, so it is recommended that children are sent to the Club in clothes that are ok to get dirty.
- While we do not have a requirement on choice of footwear, we recommend that members wear sneakers/tennis shoes when at the Club. All Club members are required to keep their shoes on during all times at the Club.
- Members who will be going swimming on their respective swimming days should be sent to the Club with swimsuits and towels.

SUMMER PROGRAM INFORMATION

WATER

It is important that members drink water during the day. Water is accessible to members all day. Personal water bottles are welcomed. Please make sure member's name is on his/her bottle.

FIELD TRIPS

BGCLC provides several field trip opportunities for Club members during summer programming. We make every effort to provide these field trips at no cost to families, however, from time to time there may be a minimal cost for some of the trips. The following details our regular summer field trips:

Movies & Swimming:

Movies: Tuesdays from 8:20 to 11:45 a.m.
and 1 to 4 p.m.
Video 4
1005 El Paseo Rd.

Swimming: Ages 5 to 9 - Wednesdays
11:45 a.m. to 3:45 p.m.
Laabs Pool - 750 W. Picacho

Ages 10 & Up - Thursdays
12:45 to 5:15 p.m.
Desert Hills Swimming Pool
5800 La Reina

BGCLC will take a maximum of 2 vans (28 members) on each swimming and movie trip. These field trips will be given to Club members on a first come, first serve basis on the day of the field trip. Members who wish to go on the field trip, should sign up at the front desk immediately upon their arrival to the Club on the day of that respective field trip. All Club members who sign up to go on a field trip at the beginning of the day will be required to do so at the time of the field trip.

If all 28 field trip slots are filled by the time your child arrives to the Club, you may request that your child be put on the list to hold their spot for the following week. With the exception of the overflow list from the previous week, Club members will NOT be allowed to sign up for field trips prior to the specific day of the field trip.

This system is put in place to minimize operational costs, to increase safety (so that a limit is placed on kids who are outside of the building, and so that staff are spread out accordingly), and to ensure that no member is forced to go on a trip that they do not wish to go on. We have found that in most cases this system allows for members who wish to go on these trips to do so at a minimum of every other week.

Other Field Trips:

There will be various other field trips throughout the summer. Permission slips for these trips will be available at the front desk as they arise, and will be limited to a specific number of kids and at times for specific age groups.

THANK YOU FOR ALLOWING US THE OPPORTUNITY TO SERVE YOUR CHILD!