

Boys & Girls Clubs of Carbon County

Member/Parent Handbook



Updated: August 2017

MISSION STATEMENT

To inspire and enable young people, especially those who need us most, to realize their full potential as productive, responsible, and caring individuals.

FIVE CORE PROGRAM AREAS

1. Character and Leadership Development
2. Education and Career Development
3. Health and Life Skills
4. The Arts
5. Sports, Fitness, and Recreation

HOURS OF OPERATION

Red Lodge Club Hours

Monday-Friday: 3:30 pm - 6 pm

PIR Days: 12 pm - 6 pm

Select Holidays: 12 pm - 6 pm

Roberts Club Hours

Monday – Thursday: 4 pm - 6 pm

Friday: 12 pm - 4 pm in Roberts

12 pm – 6 pm on Fridays in Red Lodge

During the summer, the Red Lodge and Roberts Clubs merge.

Summer Hours, Red Lodge Clubhouse

Monday - Friday: 12 pm - 6 pm

CLUB CLOSURES

- ❖ New Year's Day
- ❖ Monday and Friday of Red Lodge School Spring Break
- ❖ Week of Memorial Day
- ❖ Independence Day
- ❖ The first week of school in Red Lodge and Roberts
- ❖ Labor Day
- ❖ Thanksgiving and the following Friday
- ❖ Christmas Eve and Christmas Day
- ❖ Other days as announced

CONTACT INFORMATION

Chief Professional Officer: Dana Castellani
Phone: 406-446-2582 (CLUB)
Email: dcastellani@bgcofcarboncounty.org

Location, Red Lodge: 24 West 9th Street
Red Lodge, MT 59068

Location, Roberts: Roberts Community Center (fire hall)
3 South 1st Street
Roberts, MT 59070

Mailing Address: PO Box 11
Red Lodge, MT 59068

Website: www.bgcofcarboncounty.org

Facebook Page: www.facebook.com/bgcofcarboncounty

BOARD OF DIRECTORS

Dick Fellows - Chair
Steve Thuesen – Vice-Chair
Josh McQuillan – Secretary/Treasurer
Anne-Marie Foisy-Grusonik - Director
Deirdre McNamer – Director
Ryan Brajcich - Director

CLUB MEMBERSHIP

Eligibility

The Boys & Girls Clubs of Carbon County accepts any child grades K-8 in its School Year Session.

The Summer Session is for youth who have completed kindergarten (or are age six) through eighth grade.

High school students are invited to attend special events as announced.

Non-Discrimination

Membership in the Boys & Girls Clubs of Carbon County is open to eligible boys and girls without regard to race, religion, color, disability, sexual orientation, national origin, or family income.

Registration Forms

Each prospective member must have completed membership registration forms signed by a parent/guardian on file.

Additionally, the signed Parent/Guardian Signature Page from **this document** must be on file.

Membership Fees

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|---------------------|--------------------|
| School Year Session | \$50.00 per member |
| Summer Session | \$30.00 per member |

Financial assistance is available and absolutely NO CHILD will be refused membership because of financial reasons.

Summer Session Fee does not include specialty camps.

EXPECTATIONS

Members and their families can expect the Club staff and volunteers to:

- Provide positive and supportive relationships.
- Provide a safe environment on Club property and during Club activities.
- Provide Members opportunities to increase skills in leadership, athletics, and in making healthy choices.
- Provide educational enrichment.
- Provide weekly and monthly schedules of activities.

Club staff and volunteers expect parents and guardians to:

- Encourage your child to follow Club rules.
- Ensure that an emergency contact is always available.
- Be aware of Club hours of operation; please do not send your child before the Club opens or be late in picking him/her up when the Club closes.
- Expect your child to clean up the area he/she was using.

- Be aware of activity schedules; please encourage your child to complete the program or activity.
- Ensure that your child is wearing appropriate clothing for the activity and/or weather conditions.
- Keep your child home if he/she is ill or dealing with a contagious disease.
- Ensure that your child's membership is renewed promptly upon expiration.
- Provide the required funds needed ahead of time for any activity your child plans to attend.
- Please make sure your child takes medications prior to coming to the Club, if possible.
- Understand that the Club is not a day care facility but a resource for children and their families that provides enrichment experiences in each of the five core program areas.

SAFETY

Safety is always the Club's primary concern. The Club's policies and procedures are designed to facilitate effective monitoring and supervision in order to keep Club Members, staff, and volunteers safe from harm, including abuse and false allegations thereof.

- In conjunction with local law enforcement and public safety personnel, the Club maintains a comprehensive plan to ensure Members' safety.
- In the event of an emergency evacuation, the person listed as the Member's primary contact will be notified by phone.
- Staff and volunteers are trained in the prevention and reporting of suspected child abuse. They also receive training in appropriate staff/Member interactions. This includes both appropriate and inappropriate verbal and physical interactions. Staff are also trained on how to provide discipline and guidance to Members of all ages; staff and volunteers are prohibited from using physical punishment.
- Staff and volunteers will not abuse Members in any way, including (but not limited to): physical, verbal, sexual, and mental abuse and neglect.
- The Club enforces its policy that establishes a drug and alcohol-free workplace.
- Staff and volunteers must pass background checks before working with Members.
- Club Members of all ages are prohibited from engaging in the following: hazing, bullying, derogatory name-calling, Truth or Dare or similar games, ridicule or humiliation, sexual activity.

- Anyone, including Members, must check in at the front desk when entering the Club. Additionally, Members must be checked out by a staff member at the front desk when they leave.

ARRIVAL AND DEPARTURE FROM THE CLUB

During the school year, Club staff meets Members from the Red Lodge Schools, grades K-3, at the school and walks them to the Club. At the Roberts School, Club staff also walks Members from school to the fire hall. During the summer parents/guardians are responsible to see that Members arrive at the Club safely. It is also understood that if a child leaves the Club in a manner that is against the parent/guardian's wishes, Club policy prevents staff from holding any child against his/her will.

The Club maintains a CONTROLLED ACCESS POLICY. Members must depart the Club in the manner stipulated on their registration forms. In addition, Members are not readmitted to the Club once they leave. Exceptions are subject to approval by the Club's Chief Professional Officer.

LATE DEPARTURE POLICY

Members are expected to depart the Club promptly at closing time by whatever means their parent/guardian stipulates on the registration form. In case of an emergency that prevents a Member's timely departure, a parent/guardian, or other adult whose name is listed on the registration form, must notify staff immediately so an alternate arrangement can be made.

In the absence of notification, staff will make every attempt to contact the parent/guardian and additional emergency numbers. Red Lodge Police and/or the Carbon County Sheriff's Office will be called if staff is unable to reach a parent/guardian or emergency contact within 30 minutes. A Child Protective Services report may be filed depending on the situation.

CHILD ABUSE REPORTING

Montana State law requires the Club to report any suspected or identified child abuse to the proper authorities. The Central Intake Child Abuse reporting hotline number is 1-866-820-5437. The Club will maintain confidentiality of all records pertaining to a Family and Child Services report in accordance with Montana State Law.

CONFIDENTIALITY

Written information and conversations you share with us are confidential. The Club's purpose is to gather information so we can understand the needs of Members and their families. With this knowledge, our goal is to work with you to meet those needs. Information is stored in a secure area. We do not share any information about you or your family without your permission.

CONDUCT AND DISCIPLINE

- BE courteous of others, including staff, volunteers, and the Club's neighbors.
- BE respectful of yourself, others, and the Club equipment and facilities.
- BE aware of and follow the rules of the Club (as given by staff and volunteers).
- BE involved and engaged in a program or activity until it is completed.
- BE helpful in cleaning up and putting away materials you use.
- BE selective and choose only Club-approved programs or games on computers and tablets. Violence, swearing, and sexual content are forbidden.
- BE prepared for the weather; wear appropriate clothing, shoes, etc. Follow the dress code.
- BE ready to have fun!

Membership at the Club is a privilege, and behavior that is disrespectful and potentially dangerous is not tolerated and may result in a verbal warning, time out, parent notification, suspension and even immediate suspension, especially when the safety of another member is at risk. Decisions regarding discipline are final.

DRESS CODE

All Members must dress in a manner that allows full participation in Club activities. Members will be sent home for violating dress code.

- In order to meet safety requirements, Members are required to wear shoes. During winter this means Members must have an **extra pair** of closed-toe shoes.
- No skirts or shorts above mid-thigh
- No half-shirts or tops that are backless, strapless, or sheer
- No clothing that is demeaning
- No tobacco, alcohol or illegal substances may be depicted on any clothing.
- No vulgar or sexually explicit graphics or words on clothing.
- No gang symbols and/or attire
- No pants hanging below the belt line.

TECHNOLOGY/INTERNET/CELL PHONES

- Members are prohibited from bringing their own gaming devices and will not be allowed to access Club Wi-Fi.
- Cell phones will be placed in the cell phone box in the kitchen area during Club hours. If Members need to make a call or check their phones for messages, they will do so under staff supervision.

HEALTH & EMERGENCY PROCEDURES

- Staff members reserve the right to exclude sick members.
- If a Member is ill, he/she must be picked up after contact has been made with a parent/guardian or other adult whose name is listed on the Member's registration form.
- It is required that the Club be notified of any changes in phone numbers, medical conditions, etcetera so that emergency information in the Member's file is up-to-date.
- Whenever possible it is preferable that medication be given to Members before arriving at the Club. However, in cases where it is necessary for medication to be administered at the Club, specific instructions in writing must be on file.

LOST & FOUND

- The Club is not responsible for any personal property that is brought to the Club and ends up missing, lost, or stolen.
- Members are discouraged from bringing toys or personal electronic devices of any kind to the Club, as staff cannot be responsible for them.
- The Club retains all "found" items for a period of one month. Unclaimed property is donated to the Red Lodge Senior Center.

SNACKS AND MEALS

- One snack is served after school, and two snacks are served on longer days.
- While at the Club, Members are not to eat food from outside the Club.
- Please notify the Club of any special diet or allergies your child may have.

PARENT/GUARDIAN HANDBOOK SIGNATURE PAGE:

By signing below, you as the parent/guardian, acknowledge that you have read and understand the policies and procedures of the Boys & Girls Club of Carbon County. Please keep this copy of the Parent Handbook as your reference.

Club Member(s):

Parent/Guardian Signature:

Date:
