

12 Hours of Operation

After School Program

Monday through Friday
3:00 PM to 7:00 PM

Summer Program

Monday through Friday
7:30AM to 5:30PM



**BOYS & GIRLS CLUBS
OF WALKER COUNTY**

ADMINISTRATIVE OFFICE INFORMATION:

OFF: 936. 291.6054

FAX: 936. 291.8882

www.walkercountykids.org

info@walkercountykids.org

PHYSICAL ADDRESS:

119 FM 980 Road
Huntsville, Texas 77320

MAILING ADDRESS:

P.O. Box 8600
Huntsville, Texas 77340



Find us on
Facebook



PARENT HANDBOOK

2019 REVISED



**BOYS & GIRLS CLUBS
OF WALKER COUNTY**

Martin Luther King Site

99 Martin Luther King Drive

Huntsville TX 77320

936-649-4443

Changing Lives...Changing Community

GREAT FUTURES START HERE.

From The President

Mission Statement:
The Boys & Girls club of Walker County inspires and enables all young people, especially those who need us most, to reach their full potential as productive, responsible and caring citizens.

Congratulations! on becoming a member of the Boys & Girls Club of Walker County. I would like to take this opportunity to welcome you to the Club and inform you of the many things we have to offer.

I feel that some of the most important ingredients at our Club should be parental and membership involvement as well as community, staff and Board support.

The following information will highlight the programs we have to offer and explain the policies of our organization to you. The Parent Orientation Meetings will help you to familiarize yourself with our staff, programs and special events here at the Club. The meetings can be held once every 9 weeks., unless otherwise indicated by the Site Director.

For more information, please feel free to contact the Administrative Office at (936) 291.6054, or the Site that your child attends.

Michelle Spencer
Chief Executive Officer

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Programs

The Arts *(Core Program)*

Enables youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

Heath and Life Skills *(Core Program)*

Develops young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

Character and Leadership Development *(Core Program)*

Empowers youth to support and enhance their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and others' cultural identities.

Sports, Fitness and Recreation *(Core Program)*

Develops fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social skills. Youth have access to team sports and to the game room.

Education and Career Development *(Core Program)*

Enables youth to become proficient in basic educational disciplines, apply learning to everyday life and embrace technology to achieve success in a career.

Torch Club

The Torch Club is a group for members 9-13 years of age, and is similar to the Keystone Leadership Club, but on a less formal basis. Staff members provide direction and guidance to provide community service projects for the Club, school and community.

Discipline continued...

Members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and fully expected, by policy, to maintain full control of any situation that occurs in their program area and will NOT tolerate anything that threatens that control, in appearance and/or manner. Also, please understand that sometimes the story that gets home is not always complete or accurate. Children sometimes tend to explain an incident in a manner that will not implicate them or cast blame their way. In addition, staff members, though well trained and experienced, are human, so please call the Club if you have any questions at all concerning disciplinary measures or any other Club activity. Your support and involvement as the parent/guardian is vital to our success as youth development professionals.

Parent Committee

The Parent Committee is comprised of parents who want to contribute more to the Boys & Girls Club of Walker County by helping with the structure and impact of the programs in which all members participate. The committee is also involved with coordinating special events and fundraisers.

The committee meets as advised by the Site Director. Parents who meet with the Site Director are instrumental in supporting the staff.

Program Choice

Club youth will rotate through all programming areas each day. Each program area will have a scheduled activity appropriate for each age group.

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Philosophy

Our goal at the Boys & Girls Club of Walker County is to help prepare our members to be **LEADERS of TOMORROW**. By doing so, we encourage positive attitudes, education, good sportsmanship and friendship. Our aim is to empower boys and girls with the skills needed to face all types of challenges that they may encounter.

The Boys & Girls Club of Walker County bases its programs on membership, community involvement and its recognized role as an advocate for youth.

The Boys & Girls Club of Walker County is aware of the influences of the total environment and so provides youth with relevant, everyday, varied and diversified individual and group services — based on proven principles of youth development — which will achieve the health, social, educational, vocational, character and leadership development of our membership.

Membership

Membership is open to youth grades K to 12th, regardless of race, color, religion or national origin. A membership form must be completed and signed by a parent or guardian each calendar year even if you are simply renewing your membership.

Membership dues are \$30.00 per year regardless of what time of year membership is purchased. **Monthly activity fee of \$30 per child.** Additional fees may be charged for our summer program and/or certain field trips. However, our goal is to always keep cost associated with Boys & Girls Club membership as low as possible so as to not exclude anyone based on economic circumstances..

The following steps are required in order to become a member of the Boys & Girls Club of Walker County:

- 1 Pick up application packet from Club front desk or online.
- 2 The **membership application** and Expectation of Conduct must be filled out completely and signed by parent/guardian.
- 3 Return completed application to front desk at the Club with payment dues.
- 4 Contact your child's school to arrange HISD bus transportation to the Club. It normally takes up to 48 hours to receive child's bus number and begin riding the bus..

MEMBERSHIP IN THE BOYS & GIRLS CLUB IS A PRIVILEGE, NOT A RIGHT. THE BOYS & GIRLS CLUB RESERVE THE RIGHT TO REFUSE MEMBERSHIP TO ANY CHILD AT ANY TIME, WITH OR WITHOUT CAUSE.

*To **renew membership**, a parent or guardian must attend orientation again.

Discipline

The Boys & Girls Club strives to keep the consequences for unacceptable behavior clear, appropriate and timely. The safety of all members is of utmost importance to us. Our standards, along with the expectation that all members use good common sense, exist to ensure that your child and every other child at the Club can safely enjoy the Club's activities. Any member who disrupts programs or creates a dangerous situation will be disciplined appropriately. Member's who do not follow rules can expect to lose privileges and face consequences. First-time offenses are never excused as such and will be handled based on their severity. Parents will be called to remove any member who has failed to curb his or her disruptive behavior and/or is behaving in an aggressive or violent manner that creates a dangerous situation for themselves, fellow members, staff or visitors.

When a member is suspended, it is his/her responsibility to let you parent/guardian know. A phone call may be made to you if time allows. Please understand that it is very difficult for the staff to interrupt programming to call you and speak at great length about behavior that has already occurred and led to your child's suspension. We will, however, complete a written suspension report that we will give to the member or to you, should you pick up your child in person. In some cases, a suspension report will be mailed to you if the situation dictates such a need.

Disciplinary actions may include, but are not limited to, the following:

- Verbal Counseling;
- Suspension from program area;
- Loss of Club privileges;
- Suspension (one day to two weeks);
- Indefinite suspension (until the situation can be resolved or the parent/guardian is consulted);
- Expulsion (i.e., permanent suspension);
- Contacting the proper authorities.

Please note that any time a law is broken in or around the Boys & Girls Club or it is suspected that a Club member or guest has broken the law and fled to the Club to avoid the authorities, the police will be notified immediately. The Boys & Girls Club is NOT a haven or refuge for those committing illegal acts or fleeing the authorities.

Transportation

The Boys & Girls Club of Walker County will provide transportation for field trips **ONLY**. Transportation services are provided on a first-come, first-serve basis with a maximum number of members that will participate in the field trip. The Club will not be responsible for children who miss the van/bus.

Members are **NOT ALLOWED** to bring toys, electronics, hand-held video games, cameras or any other personal belongings to the Club. These items attract attention and may be lost or stolen.

Personal Belongings

The Boys & Girls Club of Walker County is **NOT** responsible for any personal belongings that are lost or stolen at the Club. Please encourage your children to follow this guideline.

Incl ement Weather

On days of icy weather and when schools are closed, we will follow Huntsville Independent School District decision to open or close. Please listen to KSAM, check with local news station and check Boys & Girls Club of Walker County Facebook page for details.

LATE PICK-UP FEES

The Boys & Girls Club of Walker County closing time during the afterschool program is 7:00PM and during summer programing is 5:30PM. Please call the Club and notify the staff of your unfortunate delay. We understand there are things out of your control.

Children not picked up or a notification after 15 minutes passed the closing time will be charged \$5 per child for every 5 minutes thereafter.

Late fees are due at the time of pickup.

Hol idays Observed

The Boys & Girls Club of Walker County will be closed according to the Huntsville Independent School District schedule.

Staff

The Boys & Girls Club of Walker County has a professional staff of employees and a host of qualified volunteers.

Staff members are thoroughly trained and kept advised of the changing trends throughout the youth movement. To promote personal and professional growth, staff members attend workshops, seminars, and other trainings as deemed appropriate.

All qualified staff/volunteers must complete application process and consent to background check and be cleared prior to direct contact with youth.

Summer Program

The Boys & Girls Clubs' Summer Program provides activities aimed at developing the social, education, vocational, character and leadership of members during the summer vacation months from school.

Summer program cost is paid by the month. We are unable to take weekly payments or drop-ins. The 2019 cost per child - May 28-31 \$40; June \$160; July \$160; August \$80.

The members are supervised by senior and junior staff. The Summer Program consists of field trips to museums, parks, special events and attractions. Trips are open to members, and some may require a fee.

School buses or rental vans are used for most field trips, and space is reserved on a first-come, first-serve basis because of limited space. Permission slips and payment, when applicable, must be received in advance.

Heal th & Emergency procedures

It is important that every parent cooperate fully with the Health and Emergency Procedures. Our regulations are designed to protect the well-being of all members. If a member becomes ill at the Club, he/she **MUST** be picked up within sixty (60) minutes after contact has been made with the parent or guardian.

If your child is ill before leaving home, please DO NOT bring him/her to the Club.

Since the Boys & Girls Club is not a day care facility, we are not equipped with an area to isolate ill members.

In case of an accident that requires medical attention, the Club will make arrangements so that proper aid is provided. It is important that you update us of any phone number changes. Prescription/non-prescription medication will **NOT** be administered by any Club staff at any time.

- Respect is a must. Profanity, fighting and/or rudeness will not be tolerated.
- Roughness, horseplay, running or any other unsafe behavior is not permitted.
- Gum is not permitted on the grounds or inside the building.
- All visitors must sign in at the front desk before entering the building.

The Following Acts are Cause for IMMEDIATE Suspension:

- Possession of a weapon or any item which could cause bodily harm. (*Cause for PERMANENT SUSPENSION.*)
- Defacing or destruction of Club property.
- Theft of any other person's belongings, or of any Club property.

Any member who is suspended must return with a parent or guardian to meet with the SiteDirector and/or the Executive Director.

Dress Code

The following attire is **NOT PERMITTED** at the Club. Club members are **NOT PERMITTED** to enter the Club dressed in any of the attire below:

- | <u>BOYS</u> | <u>GIRLS</u> |
|---|--|
| <ul style="list-style-type: none"> • Sagging pants • Visible tattoos • Earrings in the ears, nose or any other body part • Hats, rollers, scarves or do-rags • Oversized clothing • Brads anywhere on the body • Colored shoestrings • Inappropriate advertising on clothing • Faded or dirty clothing • House shoes or bare feet | <ul style="list-style-type: none"> • Tight fitting/revealing clothing (<i>daisy duke shorts</i>) • Visible tattoos • Earrings in any body part but the ears • Hats, rollers, scarves or do-rags • Oversized clothing • Brads anywhere on the body • Colored shoestrings • Inappropriate advertising on clothing • Faded or dirty clothing • House shoes or bare feet |

Parents play a vital role at the Boys & Girls Club of Walker County, and it is important that each parent be involved in the growth and development of their child(ren).

The Club's purpose is to provide assistance to parents, the primary role models in a child's life. By being involved with the child, parents can instill moral values, gain trust and share love.

If a problem arises, please direct your concern to the Site Director or the Executive Director. If the problem is not resolved you may request a meeting with the President of the Board of Directors through the Executive Director.

To schedule an appointment to discuss and resolve a matter, call the Site where your child is enrolled or the administrative office at (936) 291.6054.

The Boys & Girls Club of Walker County needs qualified and enthusiastic volunteers. To help with any of the following activities call the administrative office at (936) 291.6054. All potential volunteers must fill out an application and consent to a background check.

Open Door Policy

The Boys & Girls Club of Walker County has an Open Door Policy. This policy allows members to come and go at any time during the Club's operating hours. Members are NOT required to sign out; and staff members, under normal circumstances, are not allowed to prohibit a member from leaving the facility per the regulations of the Texas Department of Family & Protective Services governing facilities/programs exempt from licensure as child cares. Thus, it is the responsibility of the child AND the parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit.

It is important to remember that the Boys & Girls Club is NOT a DAYCARE and is not governed by licensure as a child care facility.