



**BOYS & GIRLS CLUBS
OF WASHINGTON COUNTY**

PARENT & MEMBER

School Year 2023-2024 Handbook

Whatever It Takes To Build Great Futures

Our Mission: To enable all young people, especially those who need us most, to realize their full potential as productive, caring and responsible citizens.

Introduction

This handbook is designed to inform members and parents of the policies and procedures of the Boys & Girls Clubs of Washington County. It contains rules by which the Club operates and helpful hints that will make a member's experience more enjoyable. Each member and parent should review this handbook as a condition of membership.

The Boys & Girls Clubs of Washington County is a non-profit youth organization that seeks to help children from all backgrounds develop the qualities needed to become responsible citizens and leaders.

The purpose of the Club is to promote character development in young people by instilling a sense of competence, usefulness, belonging and influence with each member.

The Boys & Girls Club believes in 5 core areas of programming to educate, inspire, and promote a positive and healthy lifestyle in young people. The 5 core areas are:

- Character & Leadership Development
- Education & Career Development
- Health & Life Skills
- The Arts
- Sports, Fitness and Recreation

Membership

Membership at the Club is open to all youth in Kindergarten-12th without regard to race, color, religion or national origin. A parent or legal guardian is required to register children on MyClubHub.

Fees: The Club does not turn anyone away for the inability to pay. There are scholarship opportunities just apply on MCH or give us a call (740)373-4123. The membership fee for the school year is below:

K - 5th: Monthly rate of \$35.00

6th - 12th: Annual rate of \$25.00

Registration for our school year program is open to our current members first, and if all spaces are not filled



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at that time, registration will be open to the general public.

Membership and fees are non-refundable.

**Effective June 1st there will be an annual fee not covered by scholarship of \$50.00.*

We are not responsible for your child's supervision until your child is signed in by a team member at the Club. As we are not a daycare facility, we do not have the capacity or staff training to provide assistance with youth needing help in the bathroom, cleaning themselves or changing clothes. All members must have the ability to address these needs themselves.

Hours of Operation

The Boys & Girls Clubs of Washington County is open for the school year program as follows:

Marietta AM Program (**Marietta City Schools Youth Only**): 6:30 am - 8:45 am

Marietta Site After School hours: 3:00 pm - 6:30 pm

Marietta Site All Day hours: 7:00 am - 6:00 pm (this may vary depending on weather)

Belpre Site After School hours: 3:00 pm - 6:00 pm

Beverly Site: 2:30 pm - 6:00 pm

Belpre Site All Day hours: 7:00 am - 6:00 pm (this may vary depending on weather)

Newport / New Matomoras: 2:30 pm - 6:00 pm

Shenandoah Site: 2:30 pm - 6:00 pm

**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 will be notified in advance. Additionally, there may be days when it is necessary to close the Club due to unforeseen circumstances such as emergency repairs, inclement weather, COVID, etc. As soon as we confirm any of those dates we will post notices at the Club and send notices home.*

Weather Policy

Early School Dismissal: BGCWC will open if safe to do so. Parents will be encouraged to pick up as quickly as possible with formal closing time determined by weather conditions. **Updates will be on our social media and news channels.**

Delayed School Openings - Currently only the Marietta Site: (2 Hour Delays) BGCWC will open for morning as regularly scheduled and stay open in the morning the extra 2 hours so youth can catch the bus. **An announcement regarding operations will be made no later than 5:30 am.**

If school closes for the day after being a 2 hour delay, BGCWC will determine if they will close or stay open for the day depending on weather conditions and staffing.

School Closure: School-based sites will follow the schools' schedule. The rest of the BGCWC sites will make a determination on operations based upon existing weather conditions. The safety of our members, families,



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and staff will be the primary consideration. **An announcement regarding afterschool operations will be made no later than 8:00 am.**

Volunteers

We welcome and need adult volunteers to assist us with our programs. All volunteers must first pass a background check and adhere to a schedule set by the Program Coordinator of the Club.

Pick-up Procedure

All parents/guardians are required to enter the building to pick up their child and to sign them out. **FOR SAFETY REASONS: *Club members will not be allowed to wait outside to be picked up.*** Members who have permission to walk home must have that marked on their membership application and must discuss with the Site Coordinator.

No member will be allowed to return to the Club once they have been signed out and leave the premises for the day unless the parent has notified us beforehand.

Pick-Up Policy and Late Pick-Up Fee

Please remember that the Club closes at **6:00 pm / 6:30 pm (refer to site hours above) during the school year.** Members need to be picked up by closing time. ***A late pick-up fee of \$10 will be charged per child if late. This fee will apply immediately after closing. At 30 minutes after closing authorities will be notified to pick up the child. Members may not return until these fees are paid in full. If you are late more than 3 times, you must schedule a meeting with the Program Coordinator or Executive Director before your child may return to the Club.*** Only those people listed on the member registration form contact list will be allowed to pick up your child.

*Please list at least 2 additional contacts besides yourself.

Illness Policy

If a member(your child) is too ill to attend school, then they are too ill to attend the Club. We do not have the staff to attend to sick children nor a place for them to rest quietly. If a member becomes ill while at the Club, the parent/guardian will be contacted and will be required to pick up their child within one hour. If greater than one hour passes, our standard late fee will be charged. This is not only for the comfort and safety of your child, but the well-being of all of our members. In addition, if a Club member(your child) has a fever of 99 degrees or above the member is not allowed at the Club until 24 hours after the fever has passed. Staff are NOT permitted to administer medication to youth without the permission form on MCH signed and submitted.

Expectations of Our Club Members

1. BE courteous of others, including staff, volunteers, and the Club's neighbors.
2. BE respectful of yourself, others, and the Club equipment and facilities.
3. BE aware of and follow the rules of the Club (as given by staff and volunteers).
4. BE involved and engaged in a program or activity until it is completed.
5. BE helpful in cleaning up and putting away materials you use.
6. BE selective and choose only Club approved programs or games on computers and tablets. Violence,



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swearing, and sexual content are forbidden.

7. BE prepared for the weather; wear appropriate clothing, shoes, etc.
8. BE ready to have fun!

Participation/Programming

Members are required to participate and stay within their program/group at all times. Programming is scheduled for approximately 45 mins and all members are encouraged to participate in activities. The Club is dedicated to introducing youth to a wide array of programs to help develop the whole child. Those who refuse to participate must remain with their group and sit quietly. When you pick up your child(ren), consider allowing youth to finish the program they are in. A schedule will be posted of program times at each individual site.

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.

Expectations of Our Staff Members

1. Will treat everyone fairly and consistently and in a professional manner.
2. Open communication regarding member's difficulties and accomplishments.
3. Be good role models for our members.
4. Provide positive and supportive relationships.
5. Provide a safe environment on Club property and during Club activities.
6. Provide members opportunities to increase skills in leadership, athletics, and in making healthy choices.
7. Provide educational enrichment.

Supervision

Our staff are trained Youth Development Professionals. A staff member will oversee each of our designated program areas at all times. Staff maintain a 1:15 staff/student ratio for youth. Please take the time to remind your child of the need to follow Club rules and directions at **ALL TIMES**. All staff have to pass a background check and training to work at the Boys and Girls Clubs of Washington County and with youth.

Expectations of Our Club Member's Parents

1. Please respect that our staff are not allowed to text parents regarding their children at any time. All questions or concerns must be addressed to the Program Coordinator only. Staff are not allowed to pick up Club members during Club hours. Staff are discouraged from fraternizing with Club member parents as such relationships could possibly cause discourse within our program and could potentially cause unsafe circumstances to our members.
2. Approach conflict with staff and/or other parents in a manner that is respectful and is not witnessed by members or other children. If you have an issue with a team member, please schedule a time to discuss it with the Program Coordinator or Executive Director. Remember, they have more than your child they



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are responsible for and cannot ignore other members to meet with you.

3. **NEVER** confront one of our members who is not your own child. If you have a concern with one of our member's behavior, please address an team member and let them handle it. Treat the other members as you would want your child treated and remember they are still kids.
4. You may be responsible for any damages that your child may intentionally or unintentionally cause to Club property.
5. Respond as quickly as possible when members need to be picked up.
6. Maintain open communication with staff, informing us of any accomplishments or issues so that we may better serve members.
7. Refrain from any physical punishment of children or verbal attacks of children on Club property.
8. Encourage your child to follow Club rules.
9. Ensure that an up to date emergency contact is always available.
10. Expect your child to clean up the area he or she was using before leaving the Club.
11. 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.

Suspension

Violation of Club Rules and Regulations may result in a written warning, suspension or even expulsion from the Club, depending on the severity of the offense. It is up to the discretion of the Site Coordinator, if they determine the circumstances have compromised the safety of the members or staff.

Rules

The Site Coordinators and Youth Development Professionals are responsible for posting a list of Club member rules where all members can observe them. It is the responsibility of the Staff to ensure that all members have read the Club rules and understand them.

Discipline Policy

The Boys & Girls Clubs of Washington County 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. Members who do not follow rules can expect to lose privileges and face consequences for their actions. First-time offenses are never excused as such and will be handled based on the severity of the incident. Our staff will make every possible attempt to resolve discipline problems in a positive and constructive manner. At times, if necessary, discipline may include being written up, assigned club service, or suspension. If asked to come and pick up your child, you must do so within one hour or our standard late fee will be charged.

Children restricted or expelled for behavioral reasons will not be granted a refund.

**Only the Program Coordinator and Executive Director reserve the right to expel a youth member.*

Minor offenses: running in the building, eating outside the designated areas, horseplay, disruptive during program, unable to follow directions (these are offered as examples and not meant to be an all-inclusive list)



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could result in:

- 1st Offense: Staff will give guidance, redirection, and possibly a note home
- 2nd Offense: Staff will give guidance along with completing a Behavior Reflection Form
- 3rd Offense: Staff will document and notify the Director and an Incident Report will be documented.
- 4th Offense: Director will contact and inform parents of the incident and initiate possible disciplines and solutions that could include earning back specific parts of the Club, Suspension, Expulsion.

Immediate Suspensions: Will range from 1 day to 4 weeks. This includes: bullying, fighting, abusing Club equipment or property, inappropriate non-contact minor sexual behavior, possession of a knife or weapon, youth leaving the Club without a staff or approved adult, being in an unsupervised area, stealing, fighting, racism, disrespecting anyone from a staff to a Club member.

Indefinite Suspensions: Possession of a gun, threat with a weapon, threat of use with weapon towards staff or youth member (verbal/physical), hitting a staff member, vandalism, distribution of drugs or alcohol, sexual misbehavior, continuous misbehavior, and racism. These violations may include law enforcement or children services.

Personal Belongings

All personal belongings brought into the Club by a member is the responsibility of that child. The Boys & Girls Clubs of Washington County is NOT responsible for lost, damaged, or stolen items. Please discourage your child from bringing anything to the Club that is not completely necessary. Items that your child brings to the Club should be clearly marked with their name. All belongings are to be kept in their backpack until they leave.

**Items that are not collected from our lost-and-found by Friday of each week will be donated to a local charity.*

Phones

The phone at the Club is a business phone. Members may call their parents in an emergency or under absolutely necessary circumstances. They will not be allowed to call to see what time or who will be picking them up. The use of the phone is a privilege and any member who abuses this privilege will be subject to disciplinary action.

Additionally, personal phone and electronic usage at the Club is limited. Youth are only allowed to be on their phones from 5:30pm-6:30pm, as this is after our homework time and programming time. If you need to get in contact with your child at any point, you can call the Club phone and we will put them on the line to speak with you.

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.

- To meet safety requirements, members are required to wear closed toe shoes at all times.
- No skirts and shorts must have at least a 3 inch inseam.



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- 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.

Telecommunications and Other Personal Devices

If such devices are brought, they are not to be used without the expressed consent of the Staff and are to be turned off when not in use and are **NEVER** to be taken in the restrooms or used in rooms where staff members are not present. Staff have the right to instruct youth to put away any device at any time members abuse the regulations for its use. Staff at the Club cannot guarantee the safe keeping of any equipment. Members are not allowed to take any pictures or videos of any other members.

Any inappropriate texting or sexting (inappropriate picture mail) is illegal and will be investigated and the incident will be turned over to the proper authorities.

SAFETY

Safety is always the Club's number one priority. 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. Staff and Volunteers 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 & 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.

Acceptable Technology Use Policy and Responsible Use Guidelines

The Boys & Girls Clubs of Washington County computer network and Internet access are available to members to enhance their educational experience and become literate in an increasingly technological world.

The purpose of this policy and these guidelines is to foster the appropriate use of that network and the Internet as well as other personal technology devices while at the Club.



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• **Acceptable Use**

The Boys & Girls Clubs of Washington County's network has been established for educational purposes limited to classroom activities, career development, independent scholastic research on appropriate subjects and Club staff supervised activities only.

The Club network has not been established for our members to use as a public access service or public forum. The Club has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow Club Member Behavior Standards when accessing the network.

You may not use the Club network for commercial purposes. This means you may not offer, provide or purchase products or services through this network. You may not use the Club network for political lobbying or to express yourself on political issues.

• **Unacceptable Use**

You will not post personal contact information about yourself or other people. Personal contact information includes but is not limited to home, school, or work addresses or telephone numbers.

Computer access can only be during your group's scheduled computer lab time. No personal pictures, including selfies, may be taken or uploaded during Club hours or on Club field trips. Cyber bullying will not be tolerated. Involvement in cyber bullying will result in loss of computer privileges.

Inappropriate Language

Restrictions against inappropriate language apply to public messages, private messages, and materials posted on Web pages.

You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful forms of communication. This applies to verbal and written language, diagrams, photographs, representations, videos or any other form of communications.

You will not post information that could cause damage or danger of disruption.

You will not engage in personal attacks, including prejudicial or discriminatory attacks.

You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him or her messages, you must stop.

You will not knowingly or recklessly post false or defamatory information about a person or organization.

Inappropriate Access to Material

You will not use the Boys & Girls Clubs of Washington County's network to access material that is profane or obscene (pornographic), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature).



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If you mistakenly access inappropriate information, you should immediately tell a Staff member. This will protect you against a claim that you have intentionally violated this policy.

Your parent or guardian should instruct you if there is additional material that he or she thinks would be inappropriate for you to access. The Boys & Girls Club of Washington County fully expects you to follow your parent or guardian's instructions in this matter.

Illegal Activities

You will not attempt to gain unauthorized access to the Boys & Girls Clubs of Washington County's network or to any other computer system through the Club network. This includes attempting to log on through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing".

You will not attempt to make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

You will not use the Club's network to engage in any illegal act, including but not limited to arranging for the purpose or sale of drugs or alcohol, engaging in criminal activity, or threatening the safety of another person.

Disciplinary Actions of Technology Misuse

Members who violate the Technology Use Policy or Responsible Use Guidelines may be denied future Internet and/or network privileges for a defined period of time or may be subject to other disciplinary measures as set forth by the Boys & Girls Clubs of Washington County.

Commitment to Safety

National Child Abuse Hotline: 800-422-4453

Provides free 24/7 access for adults and youth to professional child abuse crisis counselors who offer crisis intervention and confidential referrals.

Child Safety Helpline: 866-607-7233

Praesidium provides employees, volunteers, parents, and youth with an anonymous helpline for reporting of suspicious or inappropriate behavior regarding children.

EthicsPoint Hotline: 866-295-3701

Provides employees, volunteers, and parents anonymous reporting of any unethical or illegal workplace activities.



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Crisis Text Line: Text CLUB to 741741

Provides free 24/7 access for adults and youth to confidential support with professional crisis counselors.

Report to Child Protective Services: 740-373-3485

Provides 24/7 access for adults and youth local anonymous reporting of child abuse and/or neglect.



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Parent/Member Handbook Acknowledgment

Club Member Name (Print):

Club Member Signature:

Parent/ Guardian Name (Print):

Parent/ Guardian Signature:

Date:

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Parent/ Guardian Signature:
