

**Parent/Member Handbook**

**2022-23**

***Mission Statement***

**“To enable all young people,**

**especially those who need us most,**

**to reach their full potential as**

**productive, caring, responsible citizens.”**

**(918) 273-1007**

[**www.bgcofnowata.org**](http://www.bgcofnowata.org)

[**bbarron@bgclubnowata.org**](mailto:bbarron@bgclubnowata.org)

**Membership**Membership is open to all youth between the ages of **5-18**. An initial membership application form must be completed and signed by a parent or guardian and **renewed annually each August**. Membership fees are $20 per year and will not be pro-rated for partial year memberships. Our membership year runs from August through July. Additional fees may be charged for summer programs, sports, and/or field trips for members wishing to participate. Membership for the Boys & Girls Clubs of Nowata is a privilege, not a right. The Boys & Girls Clubs of Nowata Inc. reserves the right to refuse membership to any child at any time, with or without cause.

***Club Membership must be renewed each year in August; memberships DO NOT carry over into the next fiscal year.***

**Philosophy & Goal**  
We believe that all members can behave and obey the rules and policies while attending our Clubs and are expected to do so. Our priority is to provide a safe, caring environment for members through a variety of activities including but not limited to; Education, Physical Education, Recreation and Games, Arts and Crafts, Field Trips, Free Choice and more! We also offer Little League Basketball with additional fees that apply.

**Club Hours  
BGCN Youth Center** is open Monday – Friday 2:00-6:00pm in our after-school program. Summer hours are typically 7:30am - 5:30pm closed July 4th. Office/Administration Hours: 8:30am – 5:00pm. Any closings or temporary change of operating hours are posted on the front window/door/Facebook as soon as we know a change may occur. The Club will also use the “Remind” service to update families by text.

**BGCN Teen Center** is open Monday – Friday 2:00-6:00pm in our after school program. Summer hours are typically 9am-5pm closed July 4th. Any closings or temporary change of operating hours are posted on the front window/door/Facebook as soon as we know a change may occur. The Club will also use the “Remind” service to update families by text.

Both Clubs may also be open during school holiday’s, spring break, etc. with availability posted during those times. Club **CLOSED** holidays include; **New Year’s Day, Dr. Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day July 4th, Labor Day, Thanksgiving Day and the Day After, Christmas Eve, and Christmas Day and any other day posted by Administration.** The Club reserves the right to change its hours and days of operation based on the need and/or economic circumstances. If such changed occur, parents/guardians will be notified as soon as possible.

Additionally, there may be days when it is necessary to close the Club’s due to unforeseen circumstances not limited to emergency repairs, inclement weather, etc. Again, notifications will be made as soon as possible.

**Open Door Policy**The Boys & Girls Club of Nowata, Inc. has an OPEN DOOR POLICY. This policy allows members to come and go at any time during the Club’s operating hours. Members are required to sign in and out with the appropriate staff. Staff members under normal circumstances are not allowed to prohibit a member from leaving the facility. **Thus, it is the responsibility of the parent/guardian and member to make arrangements as they see fit. Please note, that youth are not allowed on either Club’s grounds during operating hours unless they are signed in and participating in our Club’s activities**. Members should not be dropped off prior to operating hours of any facility, as the Club’s cannot be held responsible for the supervision of such youth.

**Membership Dues**August 1st – July 31st is our membership year. Annual Dues are $20.00 per member. Families with more than one child, needing financial assistance, can speak directly with the Director of the BGCN to make alternate arrangements.

**Children’s Rights**

To have a safe environment.   
To use all equipment and space on an equal basis.   
To have their ideas and feelings respected.   
To have discipline that is fair, equal and respectful.   
To have staff members that care about them, enjoy being with them and help them grow.

**Mandatory Reporting of Child Abuse or Neglect***All adults are mandated by Law to promptly report suspected child abuse or neglect. The 24-Hour Statewide Hotline is 1-800-522-3511.* **Children’s Responsibility**Members at the Youth Center must stay inside Club facilities unless accompanied by staff.   
Return materials and equipment to the place they found them so other children may use them.   
Respect the rules that guide them and control their feelings so their actions do not harm others.   
Learn to accept the consequences of their actions.   
Be Respectful of the Club, Club Staff and the Club’s belongings.   
Control their hands, feet and mouth.

**Parents/Guardians Rights**

To know their children are in a safe environment.

To share concerns with appropriate staff if feeling uncomfortable.

To know about their child’s behavior and wellbeing while in Club care.

**Parents/Guardians Responsibilities**To notify staff when another authorized person is picking up their children.   
To pay dues and fees in a timely manner.   
To keep their children’s records up to date with telephone numbers, addresses and other changes.   
To pick up their children before the Club’s closing times.   
To tell staff if the child needs special attention, this is not on their membership forms. Example: a special crisis time, death in the family, etc.

**Unacceptable Conduct Prohibited by both the Youth Center and Teen Center**

1. Damage or destruction of Club property on or off Club’s premises.
2. Damage or destruction of private property on the Clubs premises or in areas controlled by the Clubs.
3. Possession or use of dangerous weapons.
4. Misuse of chemical sprays.
5. Fighting.
6. Chronic misbehavior which disrupts or interferes with any Club program or activity.
7. Disregard of reasonable direction or commands by Club staff, Board Members, Volunteers, etc.
8. Any disruption or interference with Club activities.
9. Presence in areas during hours where a member has no legitimate business without permission from the Club authorities.
10. Distribution of pamphlets, leaflets, buttons, insignia, etc., without permission of the proper Club authorities.
11. Disrespect to a Club Staff, Club Volunteer, or other Club authority.
12. Disrespect to other Club members.
13. Buying, selling, using possessing, distribution, or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.); or buying, selling, using possessing, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that you think is a controlled substance) on Club premises.
14. Buying, selling, transferring or using any drug, or alcohol, medication, inhalant or other substance which can be taken internally where the member or members involved cannot show a legitimate health or other reason for the use of such substance.
15. Possessing, using, distributing, or being under the influence of any alcoholic beverage or intoxicant of any kind.
16. Smoking, using, distributing, or possessing any substance containing tobacco, including, but not limited to cigarettes, cigars, a pipe, chewing tobacco, or use of tobacco in any other form is prohibited. It is a violation of the law for a minor child to use or possess tobacco in any form, at anytime, anywhere, regardless of location.
17. Turning in false fire, tornado, bomb, or disaster alarms.
18. Placing of signs and slogans on Club property without the permission of proper authorities.
19. Forgery of Club related documents.
20. Cursing, Hazing, or Threatening.
21. Gambling.
22. Engaging in sexual acts on Club premises.
23. Publication or possession of obscene, pornographic or libelous material.
24. Use of indecent or obscene language in oral or written form.
25. Use of obscene gestures.
26. Indecent Exposure.
27. Arson.
28. Possession and/or discharge of any explosive substance on Club property.
29. Willfully aiding another person to violate Club regulations.
30. Theft.
31. Assault on a Club employee, member, or other person on a Club premises or in the course of a Club-related activity.
32. Any type of prohibited activity listed herein engaged in by a member on Club premises, in a Club vehicle or at a Club-related activity regardless of location, shall be reason for expulsion, suspension or removal from Clubs.

**Discipline**All Children are entitled to a safe, pleasant, harmonious environment.   
Minor discipline problems such as arguing, name calling, etc. will be handled in the following manner per day:   
1st Time: Time-Out (1 minute per number of years old)  
2ndTime: Loss of Privilege(s) and notify parent/guardians  
3rd Time: Suspended for reminder of the day/and or following day  
**3 Time-Outs in a week will result in suspension for two days.**

**All punishment is on a sliding-scale basis, and may be adjusted according to the severity of the offense. The above information is a guideline, final decisions rest in the hands of the Youth Development Professionals and Executive Director.**

**Conflicts/Fighting**

The Boys & Girls Clubs of Nowata need to be perceived as a safe environment. Without that perception, members cannot focus on the positive reasons that they come to our Clubs. Clubs also need to be free of the “entertainment value” in which fights provide. This source of distraction usually goes beyond the instance of a fight. There is often a great deal of verbal sparring before and then after an altercation. This too often involves many individuals besides those who are experiencing a problem. Staff will always try to stop the verbal sparring before a situation gets out of hand. **Therefore, in order to discourage members from fighting or assaulting other members and to encourage them to seek non-violent solutions to problems, the consequences for fighting or an assault will be a five (5) day suspension from all Clubs.**

**Suspensions**

Boys & Girls Club personnel will notify the members’ parent/guardian of these reason(s) for suspension within twenty-four (24) hours.

**Emergency Medical Procedures**

**In case of a medical emergency**Step 1: A staff member will call a parent/guardian. If a parent/guardian cannot be reached, Step 2 will be taken.

Step 2: If an emergency contact has been listed, that person will be contacted. If that person cannot be reached Step 3 will be taken.

Step 3: **If the situation is critical, 911 will be called and an ambulance may be requested and the child will be taken to the nearest medical facility, while the parent/guardian or emergency contact is being made.**

Step 4: **Medical treatment cannot be provided for a child without written parent/guardian permission**.

Step 5: The responsibility of the Boys & Girls Clubs of Nowata ends after the child has been transported to the medical facility. However, a member of the staff will stay with the child until a parent/guardian arrives.

**It is suggested that parents/guardians have a signed notarized medical release form on file at the local hospital.**

**Procedures for Handling Illness**

A parent/guardian will be contacted as necessary in the event that a child becomes ill while under the supervision of the Clubs. We will do our best to provide comfort for minor aches and pains*.*  ***Please DO NOT send your child if you know he/she has a temperature or possible contagious illness.***

If a child becomes ill on a field trip, a Club staff will attend to the child as necessary. If the situation warrants, a parent will be notified and a Club staff will transport the child back to the Club for pickup.

\*\*The BGCN does have a prescription medication policy, and should your child absolutely need to have the medicine during club hours, you need to speak directly with the Director to go over the policy and work out the details.

**Vehicle Rider Rules**

**Riding a Club vehicle is a privilege that may be revoked if rules are not obeyed.**

The vehicle driver, and monitor if present, is the sole authority over the vehicle passengers while in transit. The driver, and monitor if present, is expected to maintain discipline and order at all times to insure proper safety. They have the authority to correct behavior and will report behavior problems to Club officials. The follow rules shall apply to Club vehicle passengers:

**Prior to loading the vehicle:**

Stay back and wait until the vehicle has come to a complete stop before attempting to move forward or enter the vehicle. Use caution, keep your hands feet, book bags, objects, etc. to yourself while waiting to enter vehicle.

**While in Vehicle:**

No snacks or drinks are allowed on vehicles without permission from the driver or monitor.

No possession, use or distribution of tobacco, alcohol, drugs, or drug paraphernalia.

Remain seated and keep all body parts inside vehicle.

Keep the aisle clear of all objects, feet, bags, etc.

No loud talking, noises, horseplay, fighting, or distractions.

Do not throw objects around inside, or into or out of the vehicle.

Be courteous to other riders, the vehicle driver and monitor.

Remain quiet at railroad crossings and during any road emergency.

**Unloading from Vehicle:**

Wait for the vehicle to come to a complete stop before standing up.

Once the vehicle door is open, collect your belongings and trash from your area, then exit the vehicle in an orderly manner.

Stay clear of the vehicle and do not linger at the sides or the rear.

Assist small children and watch for traffic.

**Procedure for Reporting Discipline Problems on Club Vehicles:**

1st Time: Driver/monitor gives a verbal warning

2nd Time: Parent/Guardian notified and one (1) day off bus/vehicle

3rd Time: Parent/Guardian notified and two (2) days off bus/vehicle and possible suspension from the Clubs.

**Severe Clause: If the vehicle rider poses a threat to the safety of other passengers, suspension from the vehicle may be invoked immediately.**