



**BOYS & GIRLS CLUB
OF NOWATA**

Parent/Member Handbook

2024-2025

Mission Statement

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

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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.

The Boys & Girls Club of Nowata agrees that in the performance of its services, it will not, on the grounds of race, color, sex, age, sexual preference, gender identity, disability, or national origin, exclude any person from participation in, deny any person the benefits of, or otherwise subject any person to discrimination under any activity. The BGCN reserve the right to limit or reconsider membership if a child is unable to participate at BGCN safely and successfully, this is at the discretion of the club administration with parent/guardian meeting.

Member Eligibility Check List

To assist in determining if your child is "Club ready," the following criteria have been developed:

- ✓ Youth can participate in Club programs independently or with minor accommodations.
- ✓ Youth is age 5-18 years old.
- ✓ Participant can use the restroom independently or with minimal verbal prompting.
- ✓ Youth can take direction and instruction from a staff member.
- ✓ Youth is comfortable with, and able to interact in, a group environment.
- ✓ Youth can successfully participate in a group with an adult to child ratio of at least 1 to 20 (one adult to every twenty youth).
- ✓ Youth can interact and participates in programs in a manner that is physically and emotionally safe for themselves and others.

If you believe that your child may not be ready, or have questions about the above, please feel free to schedule a meeting with the Chief Executive Officer.

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. To receive BGCN Youth Center information by “Remind” please text @bgcn24 to the number 81010.

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. To receive BGCN Teen Center information by “Remind” please text @378abk to the number 81010.

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.

Visitor Information

We are PROUD that we are a lock-down club. Just a reminder- ALL doors will be locked and you must be let in by the office/assigned door monitor before entering. Parents are an important part of our club and we welcome you to come and visit; however, due to safety issues and other safety concerns, court orders, protective orders, and DHS Safety Plans, parents and visitors must check in with front desk/assigned door monitor, who will then direct you to the appropriate staff member that will accompany you around the club.

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.

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.

Member'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.

Member'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.

Boys and Girls Club of Nowata's Programs

- **Power Hour-** Making Minutes Count helps Club members ages 6-18 achieve academic success by providing homework help, tutoring and high-yield learning activities and encouraging members to become self-directed learners.
- **SMART Moves** - SMART Moves is a suite of health promotion programs, focused on building the key attitudes and skills necessary for youth to make decisions about their health.
- **SMART Girls** - SMART Girls is a small-group health, fitness, prevention/education and self-esteem enhancement program designed to meet the developmental needs of girls in three age groups.

Through dynamic sessions, highly participatory activities, field trips and mentoring opportunities with adult women, Club girls explore their own and societal attitudes and values as they build skills for eating right, staying physically fit, getting good health care and developing positive relationships with peers and adults.

- **Passport to Manhood** - Passport to Manhood promotes and teaches responsibility in Club boys ages 8-17. Passport to Manhood consists of 14 sessions, each of which concentrates on a specific aspect of manhood through highly interactive activities. Passport to Manhood represents a targeted effort to engage young men in discussions activities that reinforce positive behavior. Passport to Manhood is an excellent complement to SMART Girls.
- **Together Raising Awareness for Indian Lives (T.R.A.I.L)** - Is a program that provides youth with a comprehensive understanding of healthy lifestyles with the long-term goal of preventing and/or reducing the onset of type 2 diabetes in Native youth ages 8-10.
- **Keystone (Teen Program)**- Keystone is the Boys & Girls Club Movement's most dynamic teen program. It affords teens an opportunity to gain valuable leadership and service experience. They conduct activities in three areas: academic success, career exploration and community service. This program is for ages 14-18.
- **Torch Club (Teen Program)**- Torch Club members learn to elect officers and work together to implement activities in four areas: service to Club and community, education, health and fitness and social recreation. This program is for ages 11-13.
- **Career Launch (Teen Program)**- Career Launch is BGCA's job-readiness and career preparation program for teens. It provides fun and interactive activities for youth ages to explore a broad range of career areas, match their interest to career clusters and identify the skills and education needed for their career path. This Program is for ages 13-18.

Breakfast/Lunch/Snacks

- A snack will be provided to all club member each day.
- During school breaks, a breakfast and lunch will be provided for the benefit and convenience of both the club member and parents. *If your child would prefer to bring their own breakfast and lunch it will be accepted.*
- All club members will be served breakfast and lunch at no cost to the students.

If your child has any food allergies, please make sure that the staff member and office knows about them.

Dress Code and Grooming

Club members are expected to dress appropriately for the Club. A club member's appearance should not distract other club members from the activities.

- Dress and grooming should be clean and in keeping with healthy and sanitary practice.
- Students may not wear clothing or hairstyles that can be hazardous to them in their activities, such as physical education, art, etc.
- Club Members may not go barefoot. Unless approved by staff members.

- Clothing displaying disruptive, violent, or suggestive lettering or symbols is inappropriate and will not be permitted. Items advertising alcoholic beverages or drug and tobacco products will not be permitted.

When a student has worn unacceptable clothing to the club, his/her parents will be contacted, and asked to bring suitable clothing to the club.

Illegal Drugs, Alcohol and Tobacco

If a staff member has reasonable cause to suspect that a club member may be under the influence of, or has in his or her possession alcoholic beverages, a controlled dangerous substance, or tobacco, the staff member shall notify the Club Director of such suspicions. When appropriate, the Club Director will then notify the Chief Executive Officer and a parent or legal guardian if possible. Any search, seizure, or subsequent disciplinary action shall be subject to any applicable club policy, state law, or club member's handbook rule. It is important to note that tobacco is included in this list because it is against Oklahoma State Law for a minor to be in possession of ANY form of tobacco, including, but not limited to cigarettes, Skoal, etc. This applies both during the club day and while attending or being transported to any club-sponsored activity.

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.

Sick Policy

There are numerous communicable diseases that may affect a club age population and/or club staff. Some of these have degree of communicability. Some are life threatening in nature. Some are both. We serve to protect the safety of all club members and staff members. If your child has a fever, rash, contagious and/or spreadable infectious diseases, please refrain from sending them to the club. Your child will be sent home if they're showing symptoms of an illness.

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 two 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.

It is the policy of the Boys & Girls Club of Nowata that inhalers and EpiPens may be carried on the Teen Club bus with written consent by the parent. Elementary students' inhalers and/or EpiPens will be kept in the Youth Club office, however, elementary students may carry inhalers and/or EpiPens in their backpacks on the buses.

Head Lice Policy

The Club follow the state guidelines for the school districts, NO CHILD CAN REMAIN AT THE CLUB WHEN HEAD LICE ARE FOUND. If your child is found with head lice, you will be called to pick them up immediately. You will be given a letter with treatment instructions at that time. After you have treated your child, you will need to bring them to club to be checked by a designated staff member. If the treatment has been successful your child will be permitted to return to the club.

Toys, Electronics Devices, Phones, Personal Items ETC

- Students are NOT allowed to bring any type of gaming systems, tablets, iPads, trading cards, toys, etc. to the club unless requested by a club staff member for a specific purpose.
- Cell phones are not allowed at the club until they become a Teen Center Member.
- If your child brings a blanket into the club. They are only to use the blanket. The club does not accept sharing of blankets. Only one club member to one blanket.

Bullying Policy

The Boys & Girls Club of Nowata is committed to providing a safe and respectful environment for youth to grow and learn, and will not tolerate bullying at the Club or Club-sponsored activity. For the purposes of this policy bullying is defined as "Any unwanted aggressive behavior(s) by another youth or group of youths that is repeated multiple times or is highly likely to be repeated, and which may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm."

BGC of Nowata's staff who observe a Club member being the target of bullying or contributing to the bullying of others shall take immediate, appropriate steps to intervene and report such actions to their supervisor. All confirmed bullying incidents shall be documented in writing.

If the incident cannot be appropriately resolved, the Club will inform the parents or guardians of those directly involved. Depending upon the frequency and severity of an incident, the Club may act through intervention, counseling, corrective actions, discipline, suspension of membership privileges, and/or referral to law enforcement or child protective authorities.

Behavioral Policy

STUDENT CONDUCT: All members of the Boys & Girls Club of Nowata can expect to be treated with respect and dignity. Members are also expected to behave in a manner which fosters and deserves such respect. Behavior which may be detrimental or injurious to self or others cannot be allowed. Members are expected to abide by the requests of Club Staff. While all members are present at the Club, we ask that they acknowledge that club staff have certain rules that they ask club members to follow and respect.

DISCIPLINE: The Boys & Girls Club of Nowata considers several methods of disciplinary actions in an attempt to ensure that the most effective discipline is administered on a case-by-case basis and according to individual personalities. The following are examples of infractions that will result in disciplinary action by the club.

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)

2nd Time: Loss of Privilege(s) and notify parent/guardians

3rd Time: Suspended for remainder of the day//and or following day

3 Time-Outs in a week will result in suspension for three 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 Site Directors 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.

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.