



**BOYS & GIRLS CLUB  
OF EL CAMPO**

**PARENT / MEMBER  
HANDBOOK**

**Boys & Girls Club of El Campo  
713 Farenthold, El Campo, TX 77437  
979-543-8320  
info@bgcelcampo.org**

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



## PARENT / MEMBER HANDBOOK

The Boys & Girls Club of El Campo is a youth development agency with more than 20 years of experience here in El Campo, Texas. Our mission is promoting education, positive choices and health for community youth. Our Club is a way of life wherein support is offered whether it be through homework assistance, individualized tutoring, mentoring, teaching of life and job skills, learning how to develop personal relationships, what it takes to become a leader and how to give back to our community.

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

The Club expects to be the best youth development organization in El Campo, Texas. Our staff members are youth development professionals who are hired for their engaging, energetic and enthusiastic skills. We want our members to come to the Club each day, attracted by the activities and the staff that lead them. As part of their After School Program experience, members will learn the importance of giving back to their community and will participate in local community service projects which occur during Club hours.

*The Boys & Girls Club of El Campo is **NOT A DAYCARE** and is not governed by licensure as a childcare facility and operates as a neighborhood recreational facility.*

**Members are required to check in and present their membership card for admittance to the Club and are required to check out.** Club staff will enforce safety measures at the Club and every effort will be made to ensure members only depart with adults who are authorized for pickup. Anyone listed as an approved designee will be permitted to pick up the Club member from the Club with or without notification from the parent. Identification will be required from anyone unknown to staff. Under normal circumstances, staff members are not allowed to forcibly prohibit a member from leaving the facility. Club staff will make every effort to notify the parent/guardian in the event that a child leaves the Club without an authorized designee. The Club is not responsible for the welfare and/or behavior of any member leaving the property with or without parental consent.

Please note that youth are not allowed on the Club's grounds during operating hours unless they are signed in and participating in Club activities. Members should NOT be dropped off prior to the opening of any facility, as the Club cannot be held responsible for the supervision of such youth. Members may only be on the property during "open" periods or during the time their specific Club/League meets.

### **Special Notices and Bulletins**

A bulletin board is located in the front lobby for posting of all Club notices to include any changes in our policies, procedures, rates and hours of operation. Parents are encouraged to check this board daily to stay abreast of important information.

Parents are encouraged to provide an email address for receipt of newsletters and notices.

The Boys & Girls Club of El Campo also has a Facebook page at [www.facebook.com/bgcelcampo](http://www.facebook.com/bgcelcampo) - we encourage all parents to "like" this page to keep informed on Club news and special notices.

### **Core Beliefs**

Boys & Girls Clubs provide youth with:

- A safe place to learn & grow
- Ongoing relationships with caring, adult professionals
- Life-enhancing activities
- Character development experiences
- Hope & opportunity



## PARENT / MEMBER HANDBOOK

### Code of Conduct

One of the Boys & Girls Clubs core beliefs is to provide a safe place to learn and grow. Positive attitudes keep the Club fun. Below are some simple guidelines members are expected to follow...

- **Have Fun!**
- **Respect yourself.**
- **Play fairly and be honest.**
- **Applaud the efforts of others.**
- **Dress appropriately at all times.**
- **Running is reserved for athletics.**
- **Say only good things about others.**
- **Do not use inappropriate language.**
- **Bring your membership card every day.**
- **Be respectful of Boys & Girls Club staff.**
- **Resolve disagreements in a positive way.**
- **Listen during appropriate times and assemblies.**
- **Be respectful of other members and their property.**
- **Tobacco, drugs, alcohol and weapons are prohibited.**
- **Participate only in activity areas open to your assigned group.**
- **Take care of your Boys & Girls Club facility, grounds, and equipment.**

### Membership

Membership is open to all youth between the ages of 6 to 18 (18-year-olds must be enrolled in high school). A membership form must be completed and signed by a parent or guardian each year (even if you are simply renewing your membership).

Our membership fee is \$20 per year (January – December). Open enrollment for Club membership will begin in December each year. Any memberships secured after the open enrollment period will run from the date of sign up through the end of the year. The membership fee will not be prorated. Membership fees are non-refundable

Participation in Club Programs and Sports Leagues will require the payment of additional program fees. Program fees must be paid in full before a member can participate in a Club Program.

The Center currently accepts payment in the form of cash, check or money order. Returned checks will result in an additional fee of \$25.00 and possible refusal of future payment acceptance by check. All program fees are non-refundable.

The Club requires each member's parent and/or guardian to complete the following prior to their child's involvement in any Club Program:

- Membership Application Form
- Waiver & Release of Liability Form
- Medical Treatment Authorization & Medical Information Form
- Copy of Member's Medical Insurance Coverage Card (attach to the above form)
- Parent/Member Handbook Receipt Acknowledgement
- Authorized Pick-Up Designees (pertains to After School & Summer Programs only)
- Parent Partnership Agreement

Membership in the Boys & Girls Club of El Campo is a privilege, not a right. The Club reserves the right to refuse membership or to revoke membership to any child at any time, with or without cause.



## PARENT / MEMBER HANDBOOK

The Boys & Girls Club of El Campo offers a variety of programs for our Members. Individual program fees will apply to each Club Program.

- After School (Spring) - \$100
- After School (Fall) - \$100
- Summer - \$80
- Soccer - \$60
- Basketball - \$60
- Flag Football - \$60
- Red Wave Swim Team – Fees vary by level of involvement.

### Membership Cards

All Club members will be assigned a member number. Members in the After School and Summer Programs will be issued a membership card valid for each program session. **Members are required to present their card for admittance to the Club.** If members do NOT have their cards, certain privileges and access to activities may be denied.

Members arriving at the Club without a Membership Card will have a Replacement Card Form sent home with the member to notify the parents that a replacement card is required if the member cannot locate their card at home. There will be a replacement card fee of \$1.00. If a member fails to bring their Membership Card or fails to purchase a new card more than two days in a row, admittance to the Club will be denied and a parent/guardian will be called to pick up the member.

It is suggested that members that repetitively misplacing their cards be asked to perform tasks at home and/or pay for the replacement cards to reinforce the need for personal responsibility.

### Office Hours

The administrative offices of the Boys & Girls Club of El Campo are Monday – Thursday from noon – 7:00 p.m. during the school year and 9:00 a.m. – 3:30 p.m. during the summer. The Club's administrative staff will observe the following holidays and our offices will be closed.

- New Year's Day
- Good Friday
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve and Christmas Day
- New Year's Eve Day

The Club reserves the right to change its hours and days of operations based on need and/or economic circumstances. If such changes occur, parents/guardians will be notified in advance.

### Program Hours

During the school year, the Boys & Girls Club of El Campo will offer programs Monday – Friday from 3:00 p.m. – 7:00 p.m. with the following exceptions:

**ECISD Early Release Days:** The Club will be open from 1:00 p.m. – 5:00 p.m.

**ECISD School Holidays/Teacher Conference Days:** The Club will be closed.

**If school is cancelled for the day or there is early dismissal due to bad weather the Boys & Girls Club will not be open.**

During the summer months, the Club operates Monday – Friday from 8:00 a.m. – 5:00 p.m.

The Club reserves the right to change its hours and days of operations based on need and/or economic circumstances. If such changes occur, parents/guardians will be notified in advance.



## PARENT / MEMBER HANDBOOK

### Club Programs

**Power Hour:** A comprehensive homework help and tutoring program, Power Hour, is designed to raise the academic proficiency of Club members ages 6-18.

**BUG (Bringing Up Grades) Lab:** BUG Lab provides extra tutoring for members who are making a 75 or below in a subject. The BUG Lab Permission Form must be completed and signed by a parent/guardian to allow our Program Director to access your child's grades and/or speak with teachers about your child's needs. We encourage all parents/guardians to complete the BUG Lab Permission Form to allow the Program Director to assess what areas of study your child may need extra help in. Participation in BUG Lab is not limited to those members with grades of 75 or below. If you feel your child needs extra help, please contact the Program Director to have your child placed in this program.

**Healthy Habits:** Designed for ages 6-15, the program aims to incorporate healthy living and active learning in every part of the Club experience. Healthy Habits - the "mind" component of Triple Play: A Game for the Mind, Body and Soul – emphasizes good nutrition, regular physical activity and improving overall wellbeing.

**SMART Moves:** The SMART (Skills Mastery and Resistance Training) prevention/education program addresses problems such as drug and alcohol use and premature sexual activity. The program uses a team approach involving Club staff, peer leaders, parents and community representatives. More than simply emphasizing a "Say No" message, the program teaches young people ages 6-15 how to say no by involving them in discussion and role-playing, practicing resistance and refusal skills, developing assertiveness, strengthening decision-making skills and analyzing media and peer influence. The ultimate goal is to promote abstinence from substance abuse and adolescent sexual involvement through the practice of responsible behavior. A SMART Moves Permission Form is required for participation in this program.

**PRETTY (Precious, Resilient, Talented, Trained Young Ladies) Girls:** This program is devoted to empowering the minds and spirits of young ladies through literacy, the arts, community service and fellowship, while inspiring their mind, body and souls in an effort to increase their sense of self-worth, value and confidence. This program is available to female members ages 10 and up. A PRETTY Girls Permission Form is required for participation in this program.

**Passport to Manhood:** Passport to Manhood promotes and teach responsibility while reinforcing positive behavior in male members ages 11-14. Passport to Manhood consists of small-group sessions which concentrate on specific aspect of manhood through highly interactive activities. Each participant is issued his own "Passport" to underscore the idea that he is on a journey of maturation and personal growth. A Passport to Manhood Permission Form is required for participation in this program.

**Junior Chefs:** Junior Chefs is a unique culinary experience which offers a real life cooking class that encourages discovery and creativity. Students sharpen their skills by observing and then trying what they've learned for themselves. We take the fear, mystery and the unknown out of cooking.

**Junior Staff:** The Junior Staff: Cultivating Tomorrow's Club Professionals Today is a small-group program that assists Club teens in exploring a career in youth development or other human services, with a particular focus on Boys & Girls Club work. A Junior Staff Permission Form is required for participation in this program.

### Summer Outings

During the summer months, members will be taken on outings throughout the week to take advantage of El Campo's many recreational facilities (movies, skating, bowling, museum, library, parks, etc.). Members must pay any required admission fees for these outing. The Club will provide transportation and supervision during these outings. A minimum number of members attending each outing must be met before the outing can be scheduled.

Sign-up sheets will be available in the front lobby of the Club for each week's outing. Members wanting to attend outings must pay the associated fees by Monday of each week. Fees will be paid to the Club's Office Manager and a receipt will be given for all fees paid. Fees will be refunded if the outing is not scheduled for that week or they can be carried over to the next week.



## PARENT / MEMBER HANDBOOK

### **Other Club Activities**

- Recreational activities will occur both indoors and outdoors each day. When members are outdoors, frequent hydration breaks will be taken to prevent over-heating.
- Field trips may be schedule during Club hours. Parents will be notified of any off-site field trips in advance.
- As a condition of membership, Club members are required to participate in Community Service projects which are held during normal Club hours. Parental permission is given for these events on the General Permission Slip provided in the Membership Application. These events include trash pickup on Club property and at schools and/or local parks. Parents will be notified when fundraising activities will occur and times when members will be offsite participating in helping to raise money for their Club.
- The Club is a recreational facility and as such there is no area for Club members to remain at the Club and nap. It will be necessary for youth wishing to nap to either leave the Club and/or contact their parents for pickup from the Club. It is recommended that Club members attending summer camp obtain a good night's rest prior to arriving at the Club.

### **Late Pickup Policy:**

Due to the additional costs sustained by the Club for extended hours beyond the posted closing time, a late fee of \$1.00 per minute, per child will be charged for each minute the pickup is extended up to thirty minutes from the posted closing time. This late fee must be paid at the time of pick up. Refusal to pay the late fee and/or repeated offenses may result in permanent expulsion of your child(ren) from the Club.

Parents/Guardians should have a backup plan for pickup in case of emergency, car trouble, etc. If unforeseen circumstances occur and you find you are going to be late picking up your child, please call the Club at 979-543-8320.

The BGCEC reserves the right to contact the appropriate authorities which include the appropriate authorities when members are not picked up within a within thirty minutes of the designated closing time AND after all emergency contact alternatives have been exhausted.

**Special Notice:** Club members will not be permitted to leave even with an authorized adult if the individual driving is suspected of being under the influence of drugs and/or alcohol. A replacement driver will be required prior to the member being released. In this situation anyone attempting to remove their child from the Club will result in the local police being immediately contacted.

### **Parent Pick Up & Parking**

The purpose of the following Parent Pick Up & Parking Regulations are the safety of ALL our children. Please abide by the following:

- Park your vehicle in marked parking spaces only.
- Do not leave your car running or your children unattended while you enter the building.
- Handicap Parking spaces are for those individuals with handicap permits ONLY. Handicap permits must be visible in the windshield. Violation of this regulation could result in suspension/expulsion of your child.

### **Transportation**

Transportation from El Campo ISD campuses is provided to the Club for members enrolled in the After School Program.

### **Supervision**

Our staff members are Youth Development Professionals. Trained volunteers often support our staff. A staff member and/or trained volunteer will oversee each of our designated activity areas. Please take the time to remind your child of the need to follow Club rules and directions AT ALL TIMES whether directions are given by a staff member or a volunteer. It is the policy of the Club to require a Criminal Background check on all volunteers interacting with Club members on a regular basis.

Making an unauthorized entry into the Club activity areas or use of abusive language directed at a Club Staff member will not be tolerated and membership may be revoked at the discretion of the Unit Director and/or the President of BGCEC.



## PARENT / MEMBER HANDBOOK

### Dress Code

Youth should dress comfortably and wear clothes that allow them to participate in typical Boys & Girls Club activities. We will expect the following:

- **Footwear:** Shoes and socks must be worn at all times when outdoors. Flip-flops, sandals and cleats are discouraged, as are any other open-toed shoes for safety reasons. Shoes must be worn at all times when indoors to avoid slips and falls. Club members may not be allowed to participate in certain activities if open-toed shoes are worn. The best advice is to wear tennis/walking shoes every day and instruct our child to keep them on their feet.
- **Clothing:** Inappropriate clothing of any kind is NOT allowed in the Club. Members and/or volunteers wearing clothes that are too short, too tight or too revealing in any way (including swimwear), or clothes with questionable or distasteful advertising will be asked to change or leave immediately. This judgment will be left solely to the discretion of the Club staff.

### Field Trips

The Boys & Girls Club provides a variety of opportunities for our members to participate in activities off Club property that support our core beliefs and youth activities. Field Trips are not included as part of membership and may include additional fees. Some activities are covered under the General Permission Slip included in the membership application packet.

Members and parents are reminded that all of our Club rules extend to field trips. Members who fail to follow rules and general Club expectations for appropriate behavior will have the parent/guardian contacted so they can make arrangements to remove their member(s) from the field trip at their own cost. A parent or guardian MUST be available by telephone at all times during any Club sponsored field trip in the event that the staff needs to contact you. *Parents are encouraged to volunteer to accompany the children on field trips.* No refunds will be made for field trips missed by Club members due to absence and/or behavioral issues.

### Discipline Policy

**NOTE:** *Club staff will contact the proper authorities if any member inflicts injury upon a staff member, volunteer and/or another member OR if a member is in the possession of a weapon. 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.*

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 Club activities or creates a dangerous situation will be disciplined appropriately. Members who do not follow rules can expect to lose privileges and face consequences.

The Boys & Girls Club of El Campo observes a ZERO TOLERANCE policy on the specific inappropriate behaviors. Listed below are infractions which are possible grounds for IMMEDIATE SUSPENSION or PERMANENT EXPULSION based upon the discretion of the Unit Director or Executive Director.

- Aggressive Behavior of Any Kind
- Assault (Physical or Verbal)
- Property Damage
- Theft
- Communication of a Threat
- Bullying
- Obscene / Profane Language or Gestures
- Possession of a Weapon, Tobacco Products, Alcohol, Narcotics or Other Intoxicants
- Direct Defiance of an Authority Figure



## PARENT / MEMBER HANDBOOK

First-time offenses are never excused as such and will be handled based on their severity. Parents will be called to immediately remove any member who is behaving in an aggressive or violent manner that creates a dangerous situation for themselves, fellow members, staff or visitors as well as any member who continues to be disruptive and inhibits the Club's ability to provide activities and programs for fellow Club members.

Should it become necessary to correct and resolve any rule breaking or dangerous/disruptive behavior, the following procedures will be followed:

- **FIRST OFFENSE\***: Verbal Warning (Communication between member and staff when behavior is unacceptable)
- **SECOND OFFENSE\***: Time Out (Removal from specific activity for a short period of time – usually 5-10 minutes)
- **THIRD OFFENSE\***: Incident Report completed, consequence given, parent notified

\*Within one program period or one day.

Examples of consequences include, but are not limited to:

- Clean-up duty
- Exclusion from a particular program area
- Exclusion from field trips or other special activities
- Essays or other writing assignments
- Suspension
- Expulsion

In the event that a member's behavior warrants a written Incident Report, the following procedures will be followed:

- **FIRST INCIDENT**: Parent Conference
- **SECOND INCIDENT**: Suspension (If unacceptable behavior continues a 1-3 day suspension will occur)
- **THIRD INCIDENT**: Suspension/Expulsion (Up to 5 days suspension and possible expulsion from the Club)
- **Any incident after the third incident will result in expulsion.**

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 activity area and will NOT tolerate anything that threatens that control, in appearance and/or manner. In rare instances when a child is out of control, physical force may be used to protect the member from injuring themselves and/or other members.

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 direct responsibility on them. 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. The Club also makes available to parents a formal complaint form. This form is provided with the membership application and upon request at the front desk. (See: Concerns & Complaints)

### **Toilet Habits**

Personal hygiene is very important at the Club. In order to attend the Club all members must be toilet trained. Club members who fail to use the bathroom facilities and instead use the restroom on themselves will not be allowed to remain at the Club. The parent/guardian will be contacted immediately and asked to remove their child from the Club. Staff members are not permitted to clean up your child or assist them with changing of their clothes.



## PARENT / MEMBER HANDBOOK

- FIRST INCIDENT – Parent/Guardian will be called to pick up member. Once the member has been cleaned up and changed into clean clothing, the member may return to the Club for the balance of the day.
- SECOND INCIDENT – Parent/Guardian will be called to pick up member immediately. Member may not return to Club for the balance of the day
- THIRD INCIDENT – Parent/Guardian will be called to pick up member immediately. Member will be suspended for the balance of the day plus the following day (Monday if occurs on a Friday).
- FOURTH INCIDENT – Parent/Guardian will be called to pick up member immediately. Member will be suspended for the balance of the day plus two additional days.
- FIFTH INCIDENT – Parent/Guardian will be called to pick up member immediately. Member will be suspended for the balance of the day plus three additional days. The Unit Director & parent/guardian will meet to discuss corrective action and/or loss of membership privileges from the Club.

*NOTE: If the parent/guardian fails to pick up, or have someone else pick up the member immediately, the Club member's suspension time will be doubled.*

### Phone Calls

Our phones are for Club business only. Members should not use phones or receive calls in except in emergencies only. Our lines need to remain open in the event of an emergency. Please make any necessary arrangements before your child comes to the Club so that you do not have to call the Club and your child does not have to call you.

Parents needing to reach members in emergency situations should call the main number for the Club: 979-543-8320

Members needing to call their parent/guardian may request and must receive permission from a staff member to come to the front lobby area to place their call. No calls may be made nor received outside of this area.

### Electronic Devices

While on Club property or participating in any Club activity, members are required to **keep cell phones turned off** and stored with their personal belongings. The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at the Club or at a Club-related activity.

Members are not allowed to bring laptops, tablets, gaming devices, MP3 players, video recorders, cameras, e-readers, or other electronic devices to the Club.

Members failing to comply with these regulations will have their electronic device confiscated and given to the parent at time of pickup.

### Personal Belongings

All personal belongings brought into the Club are the responsibility of that youth. Please discourage your child from bringing anything to the Club that is not completely necessary, especially money. Necessary items, such as backpacks and jackets should be clearly marked with the member's name. The Boys & Girls Club is **NOT responsible for lost, damaged or stolen items.**

### Lost & Found

All item left by members at the end of the day are placed in Lost & Found bins located on both wings of the Club. Items that are not collected from our Lost & Found bins by the last day of each month will be donated to a local charity. Parents are encouraged to look through the lost and found items to ensure their child(ren)'s belongings have been claimed.



## PARENT / MEMBER HANDBOOK

### Technology Usage Guidelines

The Boys & Girls Clubs of El Campo's 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 these Technology Usage Guidelines is to foster the appropriate use of that network and the Internet. The following Guidelines apply to all users whenever they access the Boys & Girls Club's network connection.

The Club network has been established for educational purposes limited to classroom activities, career development, and independent scholastic research on appropriate subjects. The Club network has not been established as a public access service or a public forum. The Club has the right to place reasonable restrictions on the material members can access or post through the system. Members are also expected to follow all Club rules when accessing the network.

Members may not use the Club's network for commercial purposes. This means members may not offer, provide, or purchase products or services through this network.

Members may not use the Club's network for political lobbying, but may use the system to communicate with elected representatives and to express opinions on political issues.

### Personal Safety

1. Members will not post personal contact information about themselves or other people. Personal contact information includes (but is not limited to) home, school, or work addresses and telephone numbers.
2. Members will not agree to meet with someone they have met online without a parent/guardian's approval. A parent or guardian should accompany the member to this meeting.
3. Members will promptly disclose to the Unit Director or any other Club staff member or adult volunteer any message that is received that is inappropriate or makes them feel uncomfortable.

### Illegal Activities

1. Members will not attempt to gain unauthorized access to the Club network or to any other computer system through the Club network. This includes attempting to log on through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
2. Members will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.
3. Members will not use the Club network to engage in any illegal act, including but not limited to arranging for the purchase or sale of drugs or alcohol, engaging in criminal activity, or threatening the safety of another person.

### Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
2. Members 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 communication.
3. Members will not post information that could cause damage or a danger of disruption.
4. Members will not engage in personal attacks, including prejudicial or discriminatory attacks.
5. Members will not harass other people. Harassment is persistently acting in a manner that distresses or annoys another person. If a member is told by a person to stop sending him or her messages, they must stop.
6. Members will not knowingly or recklessly post false or defamatory information about a person or organization.

### Respect for Privacy

1. Members will not re-post a message that was sent to them privately without permission of the person who sent the message.
2. Members will not post private information about another person.



## PARENT / MEMBER HANDBOOK

### Plagiarism and Copyright Infringement

1. Members will not plagiarize works that are found on the Internet. Plagiarism is taking ideas or writings of others and presenting them as if they were yours.
2. Members will respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Copyright law can be very confusing. If you have any questions ask the Unit Director or a Club staff member. Club staff members will direct the question to the Executive Director to ensure no infringement occurs.

### Inappropriate Access to Material

1. Members will not use the Club 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). A special exception may be made for hate literature, if the purpose of the access is to conduct research, and both the member's teacher and parent or guardian approve.
2. If a member mistakenly accesses inappropriate information, they should immediately tell the Unit Director or any Club Staff member or volunteer. This will protect them against a claim that you have intentionally violated this policy.
3. A parent or guardian should instruct their child(ren) of any additional material that he or she thinks would be inappropriate for the member to access. The Boys & Girls Club fully expects you to follow your parent's or guardian's instructions in this matter.

### System Security

Members will immediately notify the Unit Director or any other Club staff member or adult volunteer if they have identified or witnessed a possible security problem. Members should not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Members who violate these Guidelines may be denied future Internet and/or network privileges for a defined period of time, or be subject to other disciplinary measures as set forth in the Discipline Policy of this Handbook. Disciplinary action depending upon the severity may result in suspension and/or termination of membership.

### Medication

Staff members of the Boys & Girls Club of El Campo are not allowed to dispense medication of any kind, including all non-prescription medications. Parents wishing to have children bring medication, either prescription and/or over the counter medication, to the Club for use by their child while at the Club, must complete a Request & Release For Medication Storage Form. It is the responsibility of the member to: (1) request the medication from the Unit Director, or their designee and (2) for the actual taking of the medication. Because some disorders require daily medication, it is inherent upon the parents to ensure medication is available for their child(ren). If children needed to be reminded to take their medication at a specific time, it is the responsibility of the parent to provide that notification to their child.

### Accidents

The Boys & Girls Club of El Campo strives to maintain a safe and secure environment. There is an assumed risk when youth attend a recreational facility and participate in activities, including, but not limited to sports. Please feel safe in knowing that our staff members are attentive to providing the safest environment possible. The completed membership application authorizes the Club staff to seek medical treatment for a member, if necessary, and that any associated costs for such care are the responsibility of the parent or guardian. ***The Boys & Girls Club does NOT provide medical insurance for members.*** In the event of a serious injury, the staff will call 911 immediately and then call the parents/guardians or alternative emergency contacts. This is one more reason why updated contact information is your responsibility and crucial to your child's well-being. The annual waiver and release form, the medical information and treatment information form accompanied by a valid insurance coverage card is to be provided with your membership application. These forms are required in order to ensure medical treatment, when necessary, will be provided to the Club member.



## PARENT / MEMBER HANDBOOK

### Property/Equipment Damage

The Club understands that incidents will occasionally occur where equipment and/or property may be damaged by members. As part of teaching our members personal responsibility, members (parent/guardian for minors) are held responsible for replacing or repairing of any equipment and/or property damaged by the member. When a Club member is involved in a situation that results in equipment damage with other Club members, all Club members involved will be required to pay their proportionate share of the replacement cost. The Unit Director will provide the parent with notification of the extent of the damage and the replacement cost assessed by the Club.

### Infestation or Contagious Conditions

Any and all suspected transferable infestations or transmittable contagious conditions will be addressed fully in the following manner and without exception:

- Parents will be contacted for immediate removal of the member from Club facilities.
- Proof of treatment from a health care facility and a written release from the treating physician confirming the contagious period has passed is required before the member/child will be allowed back into the Club.
- Head lice – If head lice is found, the parent/guardian of the member will be contacted for immediate removal from the property. Club members will not be readmitted without a head lice check by Club staff. Should any trace of eggs or lice remain, the member will not be admitted to the Club until the condition is completely resolved.
- All parents will be notified of any contagious condition observed at the Club or learned about from the members' schools.

### Meals/Snacks

The Club is **not** responsible for providing meals or snacks for Club members. Members are encouraged to bring their own healthy snacks and drinks from home.

The Club will participate in ECISD's Summer Lunch program during the summer months. ***Sack lunches must be sent with your child(ren) on the days that ECISD does not provide lunch.***

Snack vending machines are available at the Club along with a water fountain. The Club stocks drinks that may be purchased ranging from \$0.50 to \$1.00 each. A microwave is available at the Club and Club members requiring the use of the microwave for their snack must request assistance from a staff member. The Club also operates a small snack bar where Club members may purchase snacks during snack bar hours.

Club members are prohibited from borrowing money from other Club members and/or asking other Club members to buy either snack bar and/or vending machine items.

Each Club has an area or areas designated for eating and drinking. Members, volunteers and guests must keep food and drinks out of the areas where such items are prohibited (library, computer lab and instruction rooms) unless approved by Club staff.

### Volunteers

Volunteers are an integral part of the Boys & Girls Club experience. We welcome volunteers who wish to share their time and/or talents. If you or someone you know would like to volunteer at one of our Clubs, please stop by the Club to pick-up a volunteer application.

All volunteers undergo a criminal background check, a suitability interview and a volunteer orientation prior to being approved to work with Club members. A tax deductible donation of \$10 to the Club is suggested to help offset the cost of conducting the background check. All volunteers are required to sign-in and wait in the front lobby area for assignment by the local Unit Director or their designee upon arrival at the Club.

Teens may volunteer at the Club either as part of a class requirement for volunteer service hours. Teens wishing to volunteer at the Club must complete a Membership Application and have the appropriate releases signed by their Parent/Guardian if under the age of 18.

All volunteers are required to sign in upon arrival and to sign out as they depart the Club.



## **PARENT / MEMBER HANDBOOK**

### **Concerns & Complaints:**

Please do not hesitate to speak to a staff member or the Unit Director whenever you have a question or a concern. We hope you will always start by contacting the staff or the Unit Director when issues arise; after all, they are the ones who know your children the best. If the need arises, however, and you feel that an issue or complaint has not been satisfactorily resolved at the unit level, a formal complaint process has been established at the Club. Members and/or parents/guardians wishing to file a complaint relating to the staff and/or policies/procedures at the Club may do so in writing. A Complaint Form is included in your membership packet and is also available upon request. The Executive Director will meet with the parent/member initiating the complaint to ensure sufficient information is collected to facilitate a thorough investigation. Upon conclusion of the investigation a meeting will be scheduled to discuss the findings as well as any corrective action needed or changes that will be implemented. Parents are always within their right to remove their child from the program if they feel the Club and/or staff is not meeting their needs and/or expectations.



