

Parent / Member Handbook



BOYS & GIRLS CLUB
OF THE WESTERN RESERVE

November 30, 2018 Edition

My Club is the _____ Club.

The Club Director's name is _____.

The Club Director's Phone number is _____.

The Club Director's email is _____.

Thank you for taking the time to learn what the Boys & Girls Clubs of the Western Reserve (a.k.a. The Club) is all about. We believe that all members and their parents/guardians can benefit from the information in this handbook.

Our Mission

The Boys & Girls Clubs of the Western Reserve seeks to “inspire and enable all the young people to realize their full potential as productive, responsible and caring citizens.”

Formula for Impact

A Safe Positive Environment: The Club is a safe haven where members feel physically and emotionally secure at all times.

Supportive Relationships: The Club ensures that every young person feels connected to one or more adults and has friendships with peers.

Opportunities and Expectations: Club Staff and programs consistently communicate the expectation that every child has the potential to excel, be productive and succeed at the Club and in life.

Recognition: The Club takes every opportunity to recognize and validate Club members’ achievements and accomplishments.

Fun: The Club facilities, Staff and program offerings create a welcoming and positive environment that allow members to engage in play, enjoy their play time and be happy and eager to come to the Club.

Programming

The Boys & Girls Club is the premier youth development organization in the Greater Akron area. Our staff are trained Youth Development Specialists who are hired for their engaging, energetic and enthusiastic skills. We want our members to come to the Club each day, attracted by the programs and the staff that lead them. The programs at the Boys & Girls Club fall under the following priority outcomes from the National BGCA Formula for Impact Initiative – Academic Success, Good Character and Citizenship, and Healthy Lifestyles.

Membership

Membership is open to all youth in the 1st grade to age 18 and is mandatory for participation in Club programs and activities. A membership form must be completed and signed by a parent or guardian each program session (even if you are simply renewing your membership). We offer a school and summer sessions each with its own non-refundable fee. Our goal is to strive to keep costs associated with Boys & Girls Club membership as low as possible, so as to not exclude anyone based on economic circumstances.

A Parent or Guardian must attend a parent orientation session before their child can attend a Club site. Please take advantage of the opportunity to see and hear what the Boys & Girls Club of the Western Reserve is all about.

School Sessions Club Hours, M-F

Eller Club: 3:00 PM-7:30 PM

LeBron James Club: 2:30 PM-7:00 PM

Steve Wise Club: 2:30 PM-7:00 PM

School Session

The Club sites operate on the Akron Public Schools calendar. The Club will be open on most days when school is not in session (i.e. school holidays, spring break, etc.) When the Club is open during these school closure days the hours of operation for all the Club sites is 12:00 PM- 6:00 PM. Please check with Club staff or visit our website regarding any questions about specific days of operation.

Summer Session Hours

Eller Club: 10:00 AM-5:00 PM

LeBron James Club: 10:00 AM-5:00 PM

Steve Wise Club: 10:00 AM-5:00 PM

The Boys & Girls Clubs will be closed on Club recognized holidays, which include New Years Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Labor Day, Independence Day, Thanksgiving Day, the day after Christmas Eve and Christmas Day. Please check with staff or the website for updates regarding holiday hours of operation. The Administration offices are open Monday through Friday 8:30 AM to 4:00 PM.

Emergency Closing Procedure

The Clubs will be closed for snow emergencies when Akron Public Schools are closed. There may be days when it is necessary to close the Club due to unforeseen circumstances such as emergency repairs, inclement weather, etc. When such instances occur, a “Club Closure” message may be placed on the local news school closure list or posted on the Club doors. If a closure is needed during Club hours then the parents/guardians will be called to pick up their children. It may be necessary to take Club members to another Club or location during this time.

Departing Arrangements

Please make arrangements for your child(ren) to depart the Club, either by walking or being picked up, by closing time. You will be charged, per child, if your child(ren) does not depart the Club at closing time. The charges are \$20.00 for the first time, \$30.00 for the second time and \$50.00 for the third time. The fee will increase \$10.00 with each time after the third penalty. The late fees must be paid in full after the third penalty before the child(ren) are permitted to return to the Club. The Boys & Girls Club reserves the right to contact the appropriate authorities for assistance when members are not picked-up by a reasonable time and after all emergency contact alternatives have been exhausted.

Club Member Sign In/Out and Walkers

- Members should not arrive prior to the opening of the Club and should depart the Club by departure/closing time - the Club will not be held responsible for the supervision of such youth.
- Members must check in/out with Staff and cannot leave without notifying Staff.
- Members are not allowed inside the Club during operating hours unless they are signed in and participating in Club activities.
- Members are not allowed to return to the Club the same day after they leave. (Parents/Guardians may make arrangements with the Club Director/Staff to leave and come back for medical/health appointments or academic reasons.)
- Members may walk home from the Club, or leave the Club program space in a shared facility, as long as they are at least 10 years old or with a sibling that is at least 10 years old and they attend the same Club. Walkers must have parental/guardian consent to walk home from Club or to leave the Club program space in a shared facility.
- Staff cannot prohibit a member from leaving, but if they are under the age of 10 the staff will call to let the Parent/Guardian know they have left the Club.
- Walkers will be dismissed and/or expected to leave the Club by 6:30 PM during Daylight Saving Time.

Club Member Pick Up

- Anyone picking up a Club Member must be on the “Release To” list and show a picture ID for Staff to verify their identity before they are released.
- A Sibling from another Club that is picking up a Member must also be listed as a person to “Release To” list.
- Anyone picking up a Club Member from the Club must enter the Club to sign them out.
- If a door call box is present, those picking up a Club Member must state their name and the name of the Club Member they are picking up before they are allowed in.
- Those picking up a Club Member must wait by the entry door or front desk until they leave with the Club Member.
- Club Directors may allow Club Member’s Parent/Guardian into the Club only with a Staff escort.
- Members on field trips are not permitted to leave or walk off from the trip.
- Special events may follow a different protocol

Members that violate these policies may receive disciplinary actions up to and including suspension and termination of membership

It is important to remember that the Boys & Girls Club is NOT A DAYCARE and that state licensing does not regulate the operation of the Club.

Ohio Department of Education Food Program

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider

School Sessions Food Program

Snack and Dinner

Summer Session Food Program

Breakfast, Lunch and Snack

Supervision

Our staff are trained Youth Development Specialists. Trained volunteers often support our staff. A staff member and/or trained volunteer will oversee each of our program areas. Please take the time to remind your child of the need to follow Club rules and directions AT ALL TIMES when directions are given by a staff member or volunteer.

Code of Conduct

One of the Club's 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.

- Respect yourself.**
- Play fairly and be honest.**
- Applaud the efforts of others.**
- Avoid inappropriate language.**
- Dress appropriately at all times.**

Code of Conduct (cont'd)

Running is reserved for athletics.

Say only good things about others.

Be respectful of Boys & Girls Club staff and volunteers.

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 program areas open to your assigned group.

Take care of your Boys & Girls Club facility, grounds, and equipment.

Dress Code

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

Footwear: Shoes and socks must be worn at all times. Flip-flops, sandals and cleats are discouraged, as are any other open-toed shoes for safety reasons. 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.

Clothing: Inappropriate clothing of any kind is NOT allowed in the Club. Members wearing clothes that are too short, too tight or too revealing in any way 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/ Permission Slips

The Boys & Girls Club provides a variety of opportunities for our members to participate in activities off of Club property that support our Formula for Impact and programs. Each excursion requires a club membership application. Most sign-ups are taken on a basis/ and or based on behavior/ participation in programming. Members and parents are reminded that all of our Club rules extend to field trips. Members who fail to follow our rules and general Club expectations for appropriate behavior will prompt an immediate call to a parent or guardian to remove that member 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.*

The Clubs campus includes the neighborhoods around the clubs. Permission slips will not be distributed or required when members are escorted to nearby schools and playgrounds within our neighborhood.

Discipline Policy

The Boys & Girls Club of the Western Reserve 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

Discipline Policy (cont'd)

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. First-time offenses are never excused as such and will be handled based on their disruptive behavior and/or are behaving in an aggressive or violent manner that creates a dangerous situation for themselves, fellow members, staff or visitors.

When a member is suspended, the Club Director or Staff will contact you to inform you of the situation and ask you to come to the Club, and pick up your child.

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

- Verbal Counseling
- Time-out
- Warning letter sent home before suspension
- Suspension from Program Area
- Loss of Club Privileges
- Suspension (one day to several weeks)
- Indefinite suspension (until the situation can be resolved or the parent/guardian is consulted)
- Expulsion (i.e. permanent suspension)
- Contacting the proper authorities

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

Members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and fully expected, by policy, to maintain full control of any situation that occurs in their program area and will NOT tolerate anything that threatens that control, in appearance and/or manner. Also, please understand that sometimes the story that gets home is not always the complete or accurate story. Children do sometimes tend to explain an incident in a manner that will not implicate them or casts blame their way. In addition, staff members are well trained, 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.

Phone Calls

Our phones are for Club business. Members should use phones or receive calls in emergencies only. Other phone use will be at the discretion of the staff based on need and availability. 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. Please do not instruct your child to check in daily via the Club phone.

Personal Belongings

All personal belongings brought into the Club by a youth are the responsibility of that youth. **The Boys & Girls Club is NOT responsible for lost, damaged or stolen items. Please discourage your child from bringing anything to the Club that is not completely necessary, especially money. Tablets, laptops, portable video game systems and other electronic devices are not allowed.** Necessary items, such as backpacks and jackets should be clearly marked with the member's name. Items that are not collected from our lost-and-found in a timely fashion will be donated to a local charity.

Cell Phone Policy

Members may have cell phones during club hours. We ask that members use them only in case of emergency. We ask that they ask permission before using their phones for any reason. This includes making phone calls, checking voicemails, and receiving or responding to text messages. Phones may not be used during programming or in the restrooms. A member that is using their phone during a program or in the restroom will be required to either put their phone away or give it to a staff member until the program has concluded. **The Boys & Girls Club is NOT responsible for lost, damaged or stolen cell phones.**

Medication

The Boys & Girls Clubs of the Western Reserve is NOT allowed, by policy, to dispense, store and/or oversee medication of any kind, including all non-prescription medications.

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.

1. Parents will be contacted for immediate removal of the member from Club facilities.
2. Proof of treatment from a health care facility AND written pre-approval from the Unit Director is required before the child will be allowed back.

If you child was absent or sent home from school due to an illness, the child is not permitted to attend the Club for that day.

Accidents

The Boys & Girls Club of the Western Reserve strives to maintain a safe and secure environment. There is an assumed risk in many of our core programs, including, but not limited to sports. Please feel safe in knowing that our trained staff is 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/guardian's or alternative emergency contacts. Updated contact information for each youth is your responsibility and crucial to your child's well being.

**Authorization of medical and/or surgical treatment. The authorization granted herein will be used only when absolutely necessary in case of a minor it will be used only after every attempt has been made to contact the parent. If my child (or ward) requires medical attention and I can not be reached in a timely fashion, I give permission to the staff/designees of the Boys & Girls Clubs of the Western Reserve to transport, hospitalize, and secure any medical treatments they deem necessary including, but not limited to, X-rays, routine tests, injections, and surgery. I accept full financial responsibility for such treatments or medical attention. Authorization: In case of emergency, I hereby authorize the doctor/hospital to which my child may be brought and whomsoever he/she may designate as their assistant to perform any emergency and/or operation to give treatment and the administration of anesthetics*

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 to pick-up a Volunteer Application or download the form at www.wrkids.org/volunteer. Background checks and applications are required of all volunteers prior to being able to work with our youth members. We welcome volunteers as enthusiastically as we welcome members! If you have any questions in regards to volunteering please contact our Volunteer Manager at 330-773-3375.

Parent Involvement

Here at the Boys & Girls Clubs we want to meet the needs of our members and stay connected with our parents and guardians. If you have any questions regarding parent involvement please contact: 330-773-3375

Stay Connected

Check out our website www.wrkids.org. Through the website you can stay connected with the Club events and activities, while finding access to our key online content areas including our mission, programs and our parent section as a resource for your family.

Connect with Boys & Girls Clubs of the Western Reserve through social media and our website! Follow us on all our platforms, but Facebook is used for program updates, emergency closing information, and Club resources.



Facebook@BGCWR



Twitter@BGCWR



Instagrambgcwr

Contact Information

Administration Offices, 889 Jonathan Ave. 330-773-3375
Director of Operations and Programming, David Wilson
330-773-3375
dwilson@wrkids.org

Eller Club (Ages 13 y.o. -18 y.o.)
890 Eller Avenue. 330-773-3909
Club Director, Anthony Isom
aisom@wrkids.org

LeBron James Clubhouse (Ages 1st grade -18 y.o.)
825 Fuller Street. 330-794-7489
Club Director, Aretha Valentin
aretha@wrkids.org

Steve Wise Club (formally Arlington Club) (Ages 1st grade -12 y.o.)
889 Jonathan Ave. 330-773-3375
Club Director, Sam Slovisky
sslovisky@wrkids.org

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