



# Boys and Girls Club of Lac Courte Oreilles

## Parent and Member Orientation Guide



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**BOYS & GIRLS CLUB  
OF LAC COURTE OREILLES**



# I. About the Club

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**1. Mission Statement:** The mission of Boys & Girls Club of Lac Courte Oreilles is to enable all young people, especially those who need us most, to reach their full potential as responsible, caring, and productive citizens.

## **2. What is the Boys & Girls Club?**

The Boys & Girls Club: ☐

Provides high quality year-round programs for youth ages 6-18 centered around our three priority outcomes: Academic Success, Healthy Lifestyles, and Character & Leadership

Has full-time professional leadership, supplemented by support staff and volunteers ☐

Is financially attainable for all youth☐

Is for youth of all races, religions, and ethnic cultures ☐

Has an open door policy ☐

Is guidance-oriented

## **3. Statement of Policy**

Boys & Girls Club of Lac Courte Oreilles makes no discrimination in admissions or determination of enrollment on the basis of race, sex, religion, creed, national origin, sexual preference or any other protected group.

## **4. Boys & Girls Clubs of America:**

Boys & Girls Club of Lac Courte Oreilles is a private, 501(c)(3) non-profit organization affiliated with Boys & Girls Clubs of America.

## II. Membership Information

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### 1. How to Register:

\* A parent or legal guardian must fill out a Membership Form for each member being registered. These forms may be picked up at the Boys and Girls Club or downloaded/printed off from our club website ([www.boysandgirlsclublco.org](http://www.boysandgirlsclublco.org))

\* An annual Club membership fee of \$10 will be required at time of registration. (This \$10 fee does *not* include summer program costs)

\* On June 1<sup>st</sup> of each year, Club memberships expire and need to be renewed before they can attend again. Students may attend the Club one time without a Membership Form filled out, but will not be permitted to ride the Club van.

\* To participate in summer programming, each member must pay a dollar a day, or \$40 for the entire summer. This is in addition to the \$10 annual Club membership fee. **These fees are non-refundable, and non-transferable.**

### 2. Who can join?

\* All youth ages 6-18 may sign up for the Club. The Boys and Girls Club of Lac Courte Oreilles does not discriminate based on race, religion, culture, gender, economic status, or any other protected group.

## III. Transportation

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### 1. Transportation to the Club:

\* During the school year, our Club has an agreement with the Hayward School District for direct transportation from school to the Club. Parents who want their children to ride the bus from school to the Club *must* contact the school office and make arrangements. The bus that goes to the Boys and Girls Club is bus #19. St. Francis also offers busing to the Club, but prior arrangements must be made.

\* During the summer, we do not offer transportation to the Club.

### 2. Transportation home from the Club:

\*During the school year, the Boys and Girls Club of Lac Courte Oreilles offers van runs free of charge from the Club to designated locations Monday-Thursday for all members, and Teen vans Wednesday-Friday.

\* During the summer, we do not offer transportation home from the Club.

\* **Van Run Rules**

1. Only Club members who were signed in at the front desk at least half an hour before van runs may ride.
2. The Club's Code of Conduct applies when riding the van. Any misconduct on the van may result in a loss of van run privileges. This is completely at the discretion of the Club Unit Director.
3. In addition to the Code of Conduct, Club members will be required to wear seatbelts at all times, and to behave in such a way as to not be a distraction for the van driver. Failing to comply may also result in a loss of van privileges.
4. Any damage to Club vans will be charged to the parents/legal guardians of the Club member who caused the damage.

\* In the event that a member should be removed from the van service, the parent will be notified so that alternate transportation arrangements can be made.

## IV. Open Door Policy

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The Boys & Girls Club of Lac Courte Oreilles is a drop-in facility and has an open door policy that states: ☐

- Members are not required to attend the Club every day.
- Members are advised to stay on Club premises; however, we cannot legally require a member to stay at the Club. ☐
- Teens are the only exception to this policy, in that they are allowed to leave the Club without adult supervision, if permission has been specifically granted by parents/legal guardians. ☐
- The Club is not responsible for the welfare and/or behavior of any member leaving the property with or without parental consent. ☐

All Club Members are required to sign out before leaving the Club.

## V. Pick-up Policy

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### 1. Parent Pick-up:

- \* Parents/legal guardians must come into the Club building to pick up their member(s).
- \* If a member is not picked up by 1 hour after closing time, either ICW or the local Police Department may be notified.

### 2. Late Pick-up:

- \* During the summer, members must be picked up no later than 5:00 pm.
- \* During the school year, members must be picked up no later than 7:00 pm (for teens, no later than 9:00 pm)
- \* There may be occasions when the Club will have to close early. Parents will be notified in advance if such an occasion occurs.
- \* If not picked up on time, the following consequences will apply:

FIRST LATE PICK-UP	Warning
SECOND LATE PICK-UP	3 Day Suspension from the Club
THIRD LATE PICK-UP	5 Day Suspension from the Club
REPEATED LATE PICK-UPS	Possible expulsion or indefinite suspension (at the discretion of the Executive Director)

## VI. Inclement Weather Policy

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**Snow/Extreme Temperatures:** If the Hayward or LCO Schools close, dismiss early, or cancel all afterschool activities, the Boys and Girls Club of Lac Courte Oreilles will also close.

**Tornado:** In the case of a tornado warning, Club members will be kept at the Club in the designated tornado shelter area until the tornado warning is no longer in effect.

## VII. Medical/Injury

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**1. First-aid:** Club staff members will apply basic first-aid as necessary (Band-aids, ice, etc.).

**2. Medications:** If your child is on a medication that you would like staff to administer, you must fill out a Medicine Permission Form for *each medication* you would like Club staff to administer, as dosages and medications may vary with time. No member should have medication in their possession at the Club. For safety purposes, all medication will be held behind the front desk.

**3. Illness:** No member will be allowed to remain at the Club if they are ill, have been ill and have not fully recovered, or if there is a reasonable assumption that they are ill. Parents should use the utmost discretion when deciding whether to send their child to the Club.

**4. Head Lice:** No member will be allowed to remain at the Club with Head Lice, and may not return to the Club until all lice, nits, and eggs have been removed. Club staff have the right to check all members hair for lice.

**5. Medical Release:** On signing up new Club members, parents/legal guardians will be required to sign a medical release form, authorizing Club staff to seek out treatment for their children in case of a medical emergency or illness.

## VIII. Code of Conduct

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1. Be respectful of one another. Never hurt anyone physically or emotionally.
2. Be respectful to Club staff. Listen and obey staff the first time they ask you to do something.
3. Be respectful of the Club facility and equipment.
4. Say only good things about other people.
5. Avoid use of improper language.
6. Leave all hats, coats, bags, electronics, valuables, medications and personal belongings behind the desk.
7. Walk indoors (except for gym)
8. Dress appropriately at all times.
9. Smoking, drugs, alcohol and weapons are prohibited.
10. Clean up after yourself, and have a good attitude when staff asks you to clean up something – even if it wasn't your mess!

## 11. Have fun and be safe!

There may be other rules for special events, but on a day-to-day basis, this is the code that we abide by. All Boys & Girls Club staff and members are expected to uphold it, both in and out of the Club.

### **Discipline Policy**

#### **Minor Offenses:**

**1<sup>st</sup> Offense:** Verbal Warning

**2<sup>nd</sup> Offense:** Time Out

**3<sup>rd</sup> Offense:** Write up, sent to the Unit Director

- Parents will be notified of all write-ups
- 3 write-ups of minor offenses will result in an in-Club or out-of-Club suspension.
- Examples of consequences for minor offenses 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
  - In-Club suspension (exclusion from all program areas and activities)
  - Out-of-Club suspension

#### **Major Offenses:**

All major offenses can constitute an automatic suspension without warning.

Major offenses are:

- Fighting
- Disrespecting Staff
- Inappropriate Language (i.e.: cursing, name-calling or other offensive or explicit language)
- Stealing
- Vandalism/Destruction of Property
- Inappropriate Touching/Inappropriate Sexual Behavior
- Gang Activity

- Smoking/Vaping
- Bullying

Note: This is only a guideline. Actual consequences are determined on a case-by-case basis and are at the discretion of the Unit Director.

## IX. Field Trips

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Occasionally, we will take special field trips with the Club. Here are a few things you need to know if you would like your Club member to go on a field trip:

- Sign-up sheet goes out the Monday of the week before the trip. The space for these trips is limited, and spots will be given on a first-come, first-serve basis.
- All trip fees must be paid at time of sign up. There is no other way to hold a spot.
- All trips are nonrefundable unless the Club cancels the trip or if we are able to fill the spot with another member.
- All parents must sign a blanket permission slip for all Club field trips when registering their children.
- Code of Conduct and transportation rules apply during field trips.

## X. Personal Items

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Members are solely responsible for all of their personal items. Please label all belongings to increase the potential of lost items being returned. ☒

The Boys and Girls Club strongly discourages members from bringing cell phones, electronic devices, toys, radios, trading cards, etc. If any such items cause problems, they will be confiscated and returned to members when they leave. **The Club is not responsible for any personal items and will not provide any reimbursement in the event that they are damaged, lost, or stolen.**

## XI. Technology Guidelines

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The Boys and Girls Club of Lac Courte Oreilles offers a STRIDE computer program

Here are the rules for using the computers:

- Treat all computers, equipment and other technology with respect.
- Never send anyone your picture or anything else.



- Do not share any personal information including:
  - Address
  - Phone Number
  - Parents work address or phone number
  - Name and location of your school
- Stay on Club appropriate websites.
  - Websites that include, promote, or suggest the following are deemed inappropriate for the Boys and Girls Club:
    - Violence (Guns, fighting, killing people, cruelty to animals, etc.)
    - Sexually explicit or suggestive material
    - Inappropriate language
    - Chatrooms, Instant Messaging, Email, or any other form of online communication
    - Facebook, Twitter, Instagram, Snapchat, and ALL other social media sites. (Teens are allowed to use Facebook, Instagram, and Twitter)
    - Illegal download sites
    - Websites with high risks of spam, computer viruses, spyware, or any other malware.
- A list of approved and disapproved websites is posted in the computer room. Students may request to have a website added to the approved list, and a Club staff will review the website and decide if it is Club appropriate or not.

## XII. Responsibilities at a Glance

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### Club Members

- Go to school! (You are not allowed to come to Club if you weren't in school that day)
- Always sign in and out
- All hats, coats, and bags must be hung in a cubby
- Leave all valuables at home
- Respect yourself, staff, Club property, and others
- No hurting anyone physically or emotionally
- If there are any problems or issues, you need to bring it to the staff's attention. We can't do anything about it if we don't know about it!
- Always stay within designated areas where Club staff can see you.
- On field trips, always stay with your assigned staff member
- Play fair and safe
- Be kind
- Share ideas of what *you* would like to do, let a staff member know about it so that we can do it!
- Always obey Club staff the first time they ask you to do something.
- Have fun!

### Parents/Legal Guardians

- Always come into the Club to pick up your children for safety purposes as well as to have an idea of what's going on at the Club!
- Keep all contact information up to date.
- If your kids are coming directly from school, it is your responsibility to contact the school office. Students coming to the Boys and Girls Club directly from Hayward Schools ride Bus 19.
- All personal items/property are the sole responsibility of the Club member. Please leave valuable items at home.
- Parents must pick up their child *on time!* If they are not riding the van, it the parents' responsibility to arrange for transportation home from the Boys and Girls Club.
- Lost articles will be kept in the lost and found box. This box is emptied once a month, so please check the lost and found for lost articles.

- Make sure your children have proper attire for activities (gym shoes, coats, hats, gloves, boots in winter, swimsuit and towel for summer, etc.)
- Disclose any conditions (special needs, allergies, medications, etc.) your child may have that Club staff should know about, so that we can better meet his/her specific needs.
- If your child needs to take a medication (prescription or non-prescription), you must fill out a Medication Permission Form.
- Ask your child how their experience was at Boys and Girls Club at the end of the day. We want to hear back from kids and parents, so that we can provide the best possible environment for our Club members.
- For special events that involve a cost, the full amount is required at the time of sign up. There is no holding spots/pay later option.
- Any damages to property will be charged to parents.

## Club Staff

- Provide a safe, clean, positive, and fun place for youth
- Plan fun and enriching activities for Club members in the areas of Healthy Lifestyles, Academic Success, and Character & Leadership
- Never leave Club members unsupervised
- Look out for the overall health and wellbeing of *all* the youth we serve
- Appropriately address issues (behavioral, medical, academic, etc.) as they arise
- Report significant behavior problems to parents/legal guardians

Adapted by Boys and Girls Club of Lac Courte Oreilles (January 2020) from “Parent and Member Orientation Guide” from the Boys and Girls Clubs of Metro Atlanta, July 2010

