

## Platte Canyon Clubhouses

Facebook: <https://www.facebook.com/bgchrpc>

### Deer Creek Clubhouse

Inside Deer Creek Elementary  
1737 Co Rd 43, Bailey, CO 80421  
Phone: 303-679-7546

### Platte Canyon Summer Clubhouse

Inside RE-1 Administration Building  
57393 U.S. Hwy. 285, Bailey, CO 80421  
Phone: 303-679-7751 (June 11 – August 8, 2018)

## Boys & Girls Club of South Park

Facebook: <https://www.facebook.com/bgchrsp>

360 9<sup>th</sup> Street  
Fairplay, CO 80440  
Phone: 719-836-9019

Visit our website: HYPERLINK  
"<http://bgchr.co/>"<http://bgchr.co>



# BOYS & GIRLS CLUBS OF THE HIGH ROCKIES

## PARENT/MEMBER HANDBOOK

**June 2018 – December 2019**

### MISSION STATEMENT

To enable all young people, especially those that need us most, to realize their full potential as productive, caring, responsible citizens.



## **INTRODUCTION**

This handbook is designed to inform members and parents/guardians of the policies and procedures of the Boys & Girls Clubs of the High Rockies. This handbook contains rules by which the Club operates and helpful hints that will make a members experience more enjoyable. Each member and parent/guardian must review this handbook as a condition of membership.

Unless otherwise specified, the contents of this handbook shall apply to all members of the Platte Canyon Clubhouse, the Boys & Girls Club of South Park, and any other youth development programming or outreach offered by the Boys & Girls Clubs of the High Rockies. The terms the “Boys & Girls Club” and the “Club” refer to all sites within the Boys & Girls Clubs of the High Rockies.

The Boys & Girls Clubs of the High Rockies is a non-profit youth service organization that seeks to inspire children from all backgrounds to embody the qualities necessary in becoming responsible, caring citizens and leaders. The purpose is to promote personal growth in young people by instilling a sense of purpose, encouraging positive social interaction, and providing diverse experiences. Funding for programs comes from memberships, business and individual contributions, government/state grants, special events, and activity fees for specific programs.

### **Five Key Elements for Positive Youth Development**

- Creating a safe, positive environment
- Having fun
- Developing supportive relationships with caring adults
- Offering opportunities for and having high expectations of members
- Recognizing members for who they are and their achievements

### **Our Club offers programs and activities in three core areas:**

- **Academic Success**
  - Tutoring, educational programming, and technology resources.
- **Healthy Lifestyles**
  - Triple Play (mind, body, and soul), and outdoor activities
- **Good Character & Citizenship**
  - Life skills, community service, and career development.

## **PARTICIPATION**

Members are encouraged to participate in the programs and activities scheduled. It is highly encouraged for parents/guardians to consistently communicate with staff about their child’s engagement in programming, positive performance, and areas needing improvement. The Club is dedicated to introducing children to a wide array of programs to help develop the whole child.

**It is important to remember that the Boys & Girls Club is NOT A DAYCARE and is not governed by DHS as a licensed childcare facility. The Boys & Girls Club is a club for youth 6 – 18 years of age that focuses on youth development. Club membership is contingent upon following the Club rules.**

## **MEMBERSHIP AND FEES**

Membership is open to all youth between the ages of 6 and 18. A current membership form must be completed and signed by a parent or guardian prior to youth attending.

Membership fees are determined by each site. *Please view your site’s membership information for more details.* Scholarships are available for those who qualify. The scholarship application must be completed in full to be eligible for scholarship. Most families qualify for some assistance. Refunds cannot be issued for membership fees paid in advance.

## **CLUB HOURS**

The Platte Canyon Clubhouse and Boys & Girls Club of South Park operate on different schedules, although both Clubs are generally open after school and on some weekdays when school is closed. The Clubs are closed on weekends and some holidays. *Please view your site’s membership information and calendar for days and hours of operation as well as closures specific to your Club.*

The Club reserves the right to change its hours and days of operation based on need and/or economic circumstances. If such changes occur, parents/guardians will be notified in advance. Additionally, there may be days when it is necessary to close the Club due to unforeseen circumstances such as emergency repairs, inclement weather, etc. To mitigate any inconvenience this may cause, schedule changes and closure information will also be posted on each Club’s Facebook page. Be sure to follow these pages for important updates.

## **DROP OFF AND PICK UP**

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 CANNOT be dropped off prior to the opening of the Club, as the Club cannot be held responsible for the supervision of such youth.**

Be sure to pick-up your child by the posted closing times. **Late fees will be charged for members left after closing. We may charge \$1.00 for every minute the member is left at the Club after closing.** The Boys & Girls Clubs of the High Rockies reserves the right to contact local authorities for assistance if a

Club Member has been left for over an hour, the member's guardian remains unreachable or uncooperative, AND all emergency contacts have been exhausted.

### **INCLEMENT WEATHER CLOSURE POLICY**

If there is deep snow, high wind, or ice, the Club may open late, close, or close early for everyone's safety. As a general rule of thumb, the Club will be delayed or closed if Platte Canyon School District or Park County RE-2 Schools are delayed or closed. If there is a high probability of Highway 285 closing, the Club will also likely be closed. In the event of a delayed opening or early closure, we will contact parents/ guardians as soon as possible. Please monitor the Facebook page for delayed start and closure information and have a plan in place for inclement weather closures.

### **FIELD TRIP /FEES**

**Field trip fees are not included in membership fees, and they must be paid by the member.** Some field trips may require that the member has attended the Club a minimum number of times to qualify. Field trips that are farther than 12 miles from the Club require special permission slips. These spots are on a first come, first serve basis. Sign-up sheets are put out a week before the trip at the front desk. The parent/guardian must sign up in person and pay the trip fee at that time (no phone calls please). Swimming fees must be paid on the day of these activities. It is highly recommended that members grade 5 and under do not bring any money over \$2 dollars to the Club, unless there is a scheduled field trip or other special circumstance.

### **CLUB RULES AND ETHICS**

- Respect the club, yourself, and others.
- Keep your hands to yourself.
- Use appropriate language.
- Clean up after yourself.
- Follow all directions given by all staff and junior staff.

### **ZERO TOLERANCE POLICY**

The following behaviors will automatically result in a minimum one day suspension:

- Fighting
- Stealing
- Bullying
- Damage to BGCHR facility
- Threatening the safety of a BGCHR member or staff
- Possession of alcohol, tobacco, illegal material, or weapons

Depending on the severity of the incident the suspension can be elevated to any level including membership revocation.

### **SUPERVISION**

A staff member or trained volunteer will oversee each of our designated program areas at all times. Please take the time to remind your child of the need to follow Club rules and direction at ALL TIMES, whether said directions are given by a staff or volunteer.

### **DISCIPLINE POLICY**

The Boys & Girls Club of the High Rockies 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 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 severity. Parents/guardians will be called to remove any member who has failed to curb his or her disruptive behavior and/or is behaving in an aggressive or violent manner that creates a dangerous situation for themselves, fellow members, staff or visitors. If you are called to pick up your child for discipline reasons, it is your responsibility to pick him/her up as soon as possible or an emergency contact will be called.

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

- Verbal Counseling
- Time-out
- Parent meeting or phone call
- Loss of Club privileges
- Suspension (one day to two weeks)
- Expulsion (permanent suspension)
- Contacting the proper authorities

Members are expected to respond to any discipline action 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 any behavior that threatens that control or prevents other members from getting the full Club experience.

### **PROPERTY DAMAGE**

The parent or guardian will assume the financial responsibility for repair for any damage to Club property including vehicles caused by their child.

### **OPEN DOOR POLICY**

The Boys & Girls Clubs of the High Rockies has an OPEN DOOR POLICY. This policy allows members to come and go at any time during the Club's operating hours. Members are NOT required to sign out with a staff; and staff members, under normal circumstances, are not allowed to prohibit a member from leaving the facility per the regulations of the Department of Health Services that govern facilities/programs exempt from licensure as child cares. **Thus, it is the responsibility of the child AND parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit.** 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 CANNOT be dropped off prior to the opening of the Club, as the Club cannot be held responsible for the supervision of such youth.**

### **ACCIDENTS**

The Boys & Girls Clubs of the High Rockies staff work hard to create a safe and secure environment. The completed membership application authorizes the staff to obtain medical treatment for a member, if necessary. When a serious injury occurs, the staff calls the parents or emergency contact person immediately. If they cannot be reached, treatment may be provided, but only if deemed necessary by an EMT or physician. Please contact the Club if you have any changes in work or home phone numbers, alternate contact people, or other emergency numbers. Minor injuries, such as cuts and scrapes, will be treated on site.

### **FOOD**

The Boys & Girls Clubs of the High Rockies understands and appreciates the need for a healthy diet among all of our members. It is our goal to encourage healthy eating habits that promote the wellbeing of our youth. **On full days, cold lunch is required and 3-4 snacks are suggested.** Water is available at all times to your child, but a water bottle (with your child's name on it) is required.

### **MEDICATION POLICY**

The Club will NOT dispense any medicine to any Member for any reason. Possible exception: If your child has a chronic condition requiring emergency medication such as an epi-pen and/or inhaler. If your child needs an epi-pen or inhaler, please make sure s/he knows how to use and carry it. All staff is first aid certified in case of emergency.

### **SICK POLICY & 'BATHROOM ACCIDENTS'**

The Staff will notify a parent/guardian if a member becomes ill while he/she is at the Club. Arrangements MUST be made to have the member picked up as soon as possible after notification. Any member exposed to a contagious disease will be allowed back into the Club only after official authorization

from a physician. **DO NOT send a sick child to the Club- PLEASE make other arrangements.**

Any member who has a "bathroom accident" involving soiled clothing while at the Club MUST be picked up immediately. Club staff are not allowed to help a child clean up or change his/her clothes. Please be aware Club members wearing soiled clothing pose a serious health risk to other Club members and staff and may not remain at the Club.

### **OTHER INFORMATION**

Please see monthly calendar for programming. Space is sometimes limited. Some programs may be provided outside regular programming hours. Some programs may require a fee and/or pre-registration.

### **PHONE CALLS**

The Boys & Girls Clubs of the High Rockies allows members to use landlines at any time to reach a parent or guardian. This is the preferred method of communication (vs. cell phones). If it is a problem for your child to call you while you are at work, it is the responsibility of the child AND parent/guardian to determine.

### **DRESS CODE**

Youth should dress comfortably and wear clothes that allow them to participate in typical Boys & Girls Club activities and programs. **Closed toed shoes such as tennis or walking shoes are required.**

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 immediately. If the member does not have a change of clothes, and the Club does not have temporary clothes for them to wear, then a Club staff will contact the parent/guardian to bring different clothes. This judgment will be left solely to the discretion of the Club staff.

**Summer Requirements:** It is required to provide your child with a water bottle, hat/sunglasses, backpack, closed-toed walking shoes, appropriate clothing, and jacket/rain gear during summer camp.

### **PERSONAL BELONGINGS**

All personal belongings brought into the Club by a youth are the responsibility of that child. The Boys & Girls Club is NOT responsible for lost, damaged, or stolen items. Club members in grade 5 and younger are discouraged from bringing their own toys or electronics. Personal electronics must be stowed away at all times unless a staff gives permission. Items that your child brings to the Club should be clearly marked with their name. Items

that are not collected from our lost-and-found in a timely fashion will be donated to a local charity.

### **PARENT/GUARDIAN CODE OF CONDUCT**

The staff at the Boys & Girls Clubs of the High Rockies is happy to help parents/guardians with any questions, concerns or suggestions. We realize that a parent needs to feel his/her child is receiving the best possible programs in a safe environment and has the right to inquire about and observe the facility. Any questions or complaints should be addressed with the Chief Executive Officer who will be happy to address the concerns or set up a meeting for further review of the situation. Any persons who engage in disorderly conduct of any kind, such as use of speech/language that is offensive/inappropriate and/or physical/verbal abuse or threat of harm to any staff/volunteer/member will be subject to removal and possible exclusion from the facility.