



BOYS & GIRLS CLUBS
OF THURSTON COUNTY

Parent Handbook

Tumwater Branch
600 Israel Rd. SW
Tumwater, WA 98501
360-570-8888

Rochester Branch
10140 Hwy. 12 SW
Rochester, WA 98579
360-273-9397

Lacey Branch
1105 Tracey LN SE
Lacey, WA 98503
360-438-6811

Olympia Branch
Jefferson Middle School
2200 Conger Ave NW
Olympia, WA 98502
360-556-3615

Tenino Branch
Tenino Elementary School
301 Old Highway 99 N
Tenino, WA 98589
360-810-3700

Yelm Branch
105 W Yelm Ave
Yelm, WA 98579
360-529-5392

Raj Manjas Activity Center Branch
200 Sleater Kinney Rd NE (off of Kasey Keller)
Olympia, WA 98516

Administrative Office
2424 Heritage Ct SW Suite 301
Olympia, WA 98502
360-956-0755

Website at: www.bgctc.org



BOYS & GIRLS CLUBS

OF THURSTON COUNTY

MISSION STATEMENT

To inspire and enable
youth to realize their greatness.

The *Youth Development Strategy* is the way in which our staff members interact with young people and builds in them:

- A Sense of Belonging – a setting where they know they fit and are accepted.
- A Sense of Competence – the feeling that there is something they can do well.
- A Sense of Usefulness – opportunities to do something of value for others, to assume real responsibility and do real work.
- A Sense of Influence – a chance to be heard, to lead, to take part in decision making and feel that they have control over their own destiny.

Dear Parents,

Thank you for choosing Boys & Girls Clubs of Thurston County!
We look forward to building a strong and long lasting relationship with your family.

We, the staff of the BGCTC, are dedicated to making a difference in the lives of our members. Through our *Youth Development Strategies*, we hope to contribute in the growth, socialization, education and daily fun of your child (ren) by providing a safe and positive place for all.

This handbook is designed to give some basic information about the Club, our procedures, and policies. If questions or suggestions arise during the course of your time with us, our door is always open to discuss these matters with you.

Once again, thank you for choosing Boys & Girls Clubs of Thurston County. We look forward to sharing in the laughter, tears, highs and lows of your child's journey to adulthood.

Sincerely,

BGCTC Staff

ORGANIZATION OVERVIEW

Boys & Girls Club is a youth development organization dedicated to promoting the health, social, educational, vocational, cultural, character & leadership development of youth. It aims to help young people improve their lives by building self-esteem, development values and skills during critical periods of growth. These principles are a proven successful formula that has made Boys & Girls Clubs successful for over 130 years.

Boys & Girls Clubs:

- We are a drop-in program; we are not a licensed childcare. Clubs are open to all members at any time during hours of operation. We are license-exempt and do not assume responsibility in lieu of the parent, except for the coordination of transportation, should your child need you present, we will contact you. We have an Open Door policy, members may sign themselves out.
- Are for boys & girls, and satisfy the age-old desire of young people to have a “Club” of their own.
- Have full-time professional leadership, supplemented by part-time staff and volunteers. Our staff are mandated reporters and by law are required to report suspected child abuse/neglect to CPS.
- Require no proof of good character. They help guide girls and boys who may be in danger of acquiring, or who have already acquired unacceptable habits and attitudes, as well as those of good character.
- Make sure that all boys & girls feel welcome, regardless of their backgrounds.
- Are building centered. Activities are conducted in a warm, friendly atmosphere specifically designed to conduct youth development programs.
- Have a varied and diversified program, which recognizes and responds to the collective and individual needs of boys & girls.
- Are guidance oriented. Clubs emphasize values inherent in the relationship between young people, their peers, and adult leaders.

A safe place to learn and grow...

Ongoing relationships with caring, adult professionals...

Life-enhancing programs and character development experiences...

Hope and opportunity!

PROGRAM OVERVIEW

Boys & Girls Clubs of Thurston County offers a variety of activities, which meet the interests of all youth. Our core programs engage youth in activities with adults, peers, and family members that enable youth to enhance self-esteem and to develop their full potential. Our programs are designed to meet the physical, emotional, cultural, and social needs and interests of all our members. We offer programs in the following areas:

GOOD CHARACTER AND CITIZENSHIP

(Ex. Youth of the Year, Torch Club, Keystone, Community Service Programs)

Programs in this Core Program Area empower youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and others' cultural identities.

ACADEMIC SUCCESS

(Ex. Power Hour, Goals for Graduation, Homework Help, Tech Lab, Art)

Programs in this Priority Outcome Area enable youth to become proficient in basic educational disciplines apply learning to everyday situations and embrace technology to achieve success in a career. Youth are also able to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

HEALTHY LIFESTYLES

(Ex. Triple Play, Passport to Manhood, Smart Girls, Junior Staff, Tournaments)

Programs in this area develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults. Youth also develop skills for stress management, appreciation for the environment and social skills.

MEMBERSHIP GUIDELINES

Members of the Boys & Girls Clubs of Thurston County are encouraged to participate in daily Club activities. Club members will have a variety of activity choices in the Games Room, Learning Center, Art Center, Gym, Tech Lab, or Teen Center. In all areas there is a trained, professional staff person to create and implement activities for girls and boys as a group or individually.

FEES

Membership for the year is \$30.00 per child. Additional fees are; Monthly Activity Fee \$0-75/month, Extended Hours \$115/week, Transportation \$28/month, Morning Program \$95/month, and Field trips. Fees for Morning Program and Extended Hours are due by the 5th of the month. Fees paid after the 5th will incur a late fee of \$10.00. Fees may vary depending on branch. Tax statements are available upon request.

Scholarships are available for those who apply and qualify.

MEMBERSHIP CARDS

After receiving full payment for membership, your child(ren) will receive a hard membership card with their name and bar code. The cards are kept at the Front Desk and will be organized by school or grade; please make sure your child scans out before they leave. The membership cards are used to scan in and out of the Club.

UPDATING MEMBERSHIP INFORMATION

It is the responsibility of the parent(s) or guardian(s) to ensure that all membership information is current. Please make sure that you let the Front Desk Coordinator know about any changes immediately, so we can update the information in our database.

CLUB INFORMATION

CLUB SCHOOL YEAR HOURS

The Club is open Monday-Friday after school from 2:30-7:00pm
Rochester/Tenino close at 6:30pm, and Olympia closes at 6:00pm

During the school year the Rochester Club is closed
on the 1st Friday of every month.

Refer to your Club's Annual Calendar for a full list dates.

CLUB EXTENDED HOURS

Extended Hours Program

Monday-Friday

During COVID-19: 8am-5pm

Hours vary by location.

INCLEMENT WEATHER POLICY

If the school districts in which our Clubs are located, close due to inclement weather, the Clubs located in that district will also close. In the event that the weather gets worse over the course of the day, the Executive Director will make the decision to close the Clubs. You may access our website or Facebook for the most updated closure information. <https://www.facebook.com/bgctc>

FLYERS/NEWSLETTERS

Information on Club activities, field trips, special programs, and all parent information is available at the Front Desk and/or posted on the bulletin board. Please check frequently for these flyers to keep updated on Club happenings. The Club does not send out informational mailings, so please make sure to check the bulletin boards for the latest information.

PERSONAL POSSESSIONS

THE CLUB IS NOT RESPONSIBLE FOR PERSONAL POSSESSIONS BROUGHT FROM HOME. (I.E. MONEY, BIKES, BACKPACKS, PHONES, ETC).

There are cubbies, hooks or a designated area available for storing backpacks and coats.

All items need to be taken home daily. There is a Lost & Found area at each Club; inquire at the Front Desk to find out where yours is located. Lost & Found will be taken to charity every other Friday.

Toys, games, and electronic equipment*, are not allowed at the Club.

*Refer to full Technology Policy

LATE PICK UP POLICY

We charge **\$1.00 per minute** - for members remaining after the Club closes.

Members must wait inside Club for parents/guardians. After all available contacts have been called and one hour has passed, we will contact the proper authorities. A member is not allowed to return until late fee has been paid. Those using 10am-4pm must be picked up by 4pm, or weekly fee applies.

REFUND POLICY

Refund request forms for Extended Hours must be submitted no later than the Friday prior to week being cancelled. See Registration form for complete details.

School year refunds must be submitted prior to the first day of services.

(Ex: morning program begins on the first of the month; refund must be requested by the first day of the month)

RETURNED CHECKS

Returned checks are processed by our bank, applicable fees are deducted from the checking account, when this isn't possible we must collect directly from the parent. Check writing privileges will be revoked if the Club receives more than two returned checks.

FEDERAL TAX IDENTIFICATION NUMBER

For income tax purposes, the BGCTC federal tax id # is
91-2124629

ILLNESS/MEDICATION

COVID-19 Health Guidelines

All members and staff must have a temperature check before entry, pass the health questionnaire, wash their hands, and wear a mask. Those who exhibit symptoms consistent with COVID-19 will not be able to enter the Club. They can return with a doctor's note clearing them, or after 10 days with no symptoms has passed. Staff or members who develop COVID-19 related symptoms over the course of the day, will be sent home, and cannot return until they have a doctor's note clearing them, or until 10 days symptom free has passed. Staff and/or youth who have a medical condition that prevents them from wearing a mask will not be forced to do so.

Regular school year:

Members that did not participate in school due to illness, expulsion, etc. are not allowed to participate in BGCTC programs during that day.

While at Club, if a member displays symptoms of illness and/or fever, the member will be isolated and kept comfortable until parent arrives. To ensure the safety and well-being of our members and staff, parents must pick members up within 1 hour of receiving a phone call. If a member vomits while at the Club, they cannot return to Club for 24hrs.

MEDICATION

Any medication to be administered to a member attending the BGCTC, prescription or otherwise must follow these procedures:

- The medicine must be in the original container with written dosage;
- Send only amount needed while at the Club, (ex. If a member is to take 1 pill daily for 1 week, send only 5 pills);
- All medication must be given to the Front Desk Coordinator, Program Director or Branch Director to be locked up. Do not send in a backpack, including over-the-counter medications, such as Tylenol. We need written parental permission to administer these as well;
- Parents must give us written directions on how to administer the medication as well as an "Authorization to Administer Medication" form signed by the child's physician;
- If a child has asthma and uses their inhaler at the Club, an "Authorization to Administer Medication" must be filled out and signed by their physician.

CLUB SECURITY

To keep our members safe while participating in our program, we have set forth the following guidelines:

COVID-19 Health Guidelines

The Washington State Department of Health recommends that only staff and members be permitted in our buildings at this time. Please wait at the front entry at drop off and pick up.

Regular School Year:

Only staff and members are permitted beyond the reception area. Please check in and receive permission from a staff member before entering program spaces. This applies to **ALL** adults.

Persons picking members up for the first time will be asked to show identification. They may be asked multiple times until staff recognize them.

A phone call asking staff to find and send members out to a vehicle **is not allowed**, as our Front Desk Coordinator must remain at the desk and cannot go find members.

Boys & Girls Clubs operate its Clubs with an open door policy, which means that if you do not want your child to leave the Club, it is your responsibility to instruct your child. It is also your responsibility to make the Club Director/Program Director aware of any special custody arrangements regarding your child, and you must provide the Club with any documents pertaining to this information.

We highly recommend that elementary school-aged members not be allowed to walk home alone or after sunset.

Important Security Policies

1. The Club strictly prohibits the use and/or possession of alcohol, drugs, and tobacco products on the Club premises or any Club sponsored activity.
2. All weapons and simulated weapons are banned including but not limited to toy, cap and water guns.
3. Inappropriate attire will not be allowed in Boys & Girls Clubs (any overly revealing attire, attire depicting alcohol, tobacco, or any inappropriate stereotypes).
4. Boys & Girls Club staff may search personal property if there is reasonable concern for Club security.
5. Re-Entry to the Club is not permitted; once a member scans out for the day they are not to return unless accompanied by their parent/guardian.
6. Club members found misusing computers, or accessing inappropriate media on personal phones, or devices can be suspended/or expelled.

CLUB RULES & DISCIPLINE PROCEDURES

CLUB RULES

Boys & Girls Clubs has adopted a simple set of rules to guide youth when they are in the Club. The rules are simple to follow and easy to remember:

- **Sign in & out every day at the front desk**
- **Follow all directions of staff members**
- **Keep hands, feet and all objects to yourself**
- **No swearing or teasing**
- **Food and drinks are allowed in designated areas only**
- **Offices, storage and non-staffed areas are off-limits to all members.**
- **Respect yourself, other people, and Club property**
- **HAVE FUN!**

CLUB DISCIPLINE PROCEDURES

During the day-to-day operation of our programming, there may be some occasions when a Club member chooses to disregard a Club rule. The Club staff will use these moments as teaching opportunities for our members and work to guide them into making positive choices in the future.

First Occurrence

Warn or talk to member about the behavior that needs correcting. Time away from activity or Club service may occur.

Second Occurrence

Member will spend time away from program area taking a calm down break or doing Club service. Parent will be informed of the situation upon arrival to the Club. Parents may be contacted to schedule a parent/guardian conference with Program Director/Branch Director if member continues to behave inappropriately.

Third Occurrence

After Club Staff have exercised all avenues, and the member has not corrected the behavior(s), the member will be suspended from the Club. The Club Staff may suspend or expel any member for behavior that is judged extremely inappropriate.

Depending upon the severity of the situation Club Staff will use their discretion to determine the order of the above-mentioned guidelines.

If your child is suspended or expelled, immediate pick-up is required.

Member(s) may not return until parent/guardian meets with the Program Director or Branch Director. Boys & Girls Clubs of Thurston County reserve the right to immediately suspend a member at anytime during the day. Usually an immediate suspension will only occur for the following reasons:
Fighting (violence of any kind), Theft,
or Blatant Disrespect of Staff, Volunteers, Parents, or Members.

Every member begins the day with a clean slate!

Commonly asked summer questions...

What is a Boys & Girls Club? We are an independent non-profit, license-exempt, drop-in youth development program that is affiliated with the national organization of Boys & Girls Clubs of America and we are required to follow their standards. We are a “best practice program” which means our program has been scientifically proven effective in youth development.

How is Boys & Girls Club funded? 80% of Boys & Girls Clubs funding comes from donations. Donations are accepted in any amount. All Boys & Girls Club organizations are separate organizations and are funded separately by their own communities. The more community support and parent support we get, the lower we can keep our fees.

How do I donate? What can I donate? Just about, everything you see at the Club is donated. You can donate time, materials or money. If making a monetary donation please see the front desk coordinator or contact the Branch Director. All donations are tax deductible.

How much is Extended Hours camp? \$115.00/ per week
(Scholarships are available to those who apply and qualify)

When does Summer Camp begin and end? Ask the staff at the Front Desk of your Club.

How many weeks of summer camp are there? 8/9 weeks (depends on Branch)

When is the Club closed? July 4th for Independence Day

What are the Summer Extended hours? 7:00am – 6:00 pm (not during COVID-19)

If I sign my children up for Extended Hours, does that include the field trips?

No, field trips have a separate fee, and are signed up for on a weekly, first come first serve basis. Field trip fees are non-refundable. If your child misses the trip, you will not receive a credit for the fee you paid.

What is the member to staff ratio? 1/20 on site (at Club) 1/10 off site (field trips)

What if I am late picking up my child? Please call and let us know if you are stuck in traffic or running a few minutes late, as we will be tolerant. However, if it becomes a pattern, we will charge \$1/min as stated in the handbook. If you are more than an hour late, we have not received a phone call, and emergency contacts are not able to pick your child up, we will notify law enforcement to pick up your child (ren).

What if I want to cancel a week of Extended Hours? If payment for the week has already been made, refunds must be requested by filling out a refund request form and submitting it no later than the Friday before the week being cancelled. Once a refund has been approved, a check will be issued to you within two weeks. If payment has not been made, a cancellation form must be filled out in writing no later than the Friday before the week being cancelled. Balances will be adjusted to reflect the new amount owed. If the cancellation procedure is not followed accordingly, you will be charged full price for the week(s) being cancelled.

Do you provide lunch? No, please send a sack lunch and water bottle with your child daily, with your child's name on it. We **do** provide breakfast snack and an afternoon snack. NO MICROWAVING (Lacey, Rochester, and Tumwater offer FREE Lunch)

What should I send with my child to Club? Water bottle, Chap Stick, sunscreen, lunch and a change of clothes for water games, closed toed shoes.

What should I NOT send with my child to camp? Please do not send anything of significant value with your child. The Club is not responsible for lost or stolen property.

My child burns easily, can you apply sunscreen every hour? No. We are not allowed to administer medication to any child. Sunscreen is considered medication and should be applied in the morning before coming to camp. We will remind campers periodically to re-apply lotion.

What if I don't want the camp T-shirt? A camp T-shirt is required to be worn by members on summer field trips, with the exception of swimming trips.

If my child is absent from Club do I need to call? No. We are a drop-in program and different from day care, there are no daily fees or penalties for being absent. You do not need to call us if your child is not attending.

What are "program areas"? Program areas are the rooms within the Club that house the core enrichment activities your child will participate in daily. They are Technology, Art, Education, Recreation, Field, and Teen Center. There is a dedicated staff in each area referred to as a "program staff".

What is "assembly"? All of the kids gather in the gym, sometimes to play large group games, or to dance. The kids eat their snack, and are told about the activity choices. There are up to three assemblies during any given summer day. The first is in the morning, then again after lunch and another at just before the afternoon snack.

Am I allowed to go to a program area to get my child? Yes, please do. Just check in at the Front Desk, and then you are welcome to enter the Club. The kids love showing their parents the fun things they've been doing!

When will my child go on field trips? There is a full schedule of trips available at the Front Desk, please take a copy.

Can my child stay behind at the Club from the field trip? Yes! Field trips are optional and are paid for separate from Extended Hours. If your child has been signed up for a trip, we will insist that they attend it, as this was your intention for them when you signed the permission slip and paid the fee. If your child is not interested in attending a particular trip, please do not sign them up for it, there is plenty to do at the Club if they do not go on the trip. Field trip fees are non-refundable.