



**BOYS & GIRLS CLUB
OF CHEYENNE**

GREAT Futures Start Here

2018 Member

Club Site, Administrative Offices, and Mailing Address

Handbook

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The Mission of the Boys & Girls Club of Cheyenne is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Rev. 11/10/2017

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We welcome you to the Boys & Girls Club of Cheyenne. This handbook is designed to inform members and parents of the policies and procedures of the Boys & Girls Club of Cheyenne. It contains expectations by which the Club operates and information that will make a member's experience more enjoyable. Each member and parent should review this handbook as a condition of membership.

The Club is a non-profit youth service organization that seeks to help children from all backgrounds develop the qualities needed to become responsible citizens and leaders. The purpose of the Club is to promote character development in young people by instilling a sense of competence, usefulness, belonging and influence within each member to build self-confidence and self-esteem. The Club's impact is measured by providing a safe positive environment that includes fun, supportive relationships, opportunities, expectations and recognition for members. The Club website, www.bgcchey.org, has a wealth of information to assist you.

Open communication is encouraged. The staff is happy to provide services to your family. The Unit Director will be happy to help parents/guardians with any questions, concerns or suggestions. We realize that a parent needs to feel his/her child is receiving quality programs in a safe environment and has the right to inquire about and observe the facility when escorted. Video cameras may be in use.

2017-18 Club Closures—All Sites

The Club is closed the following days:

Thanksgiving & Day After (November 23-24, 2017)

Christmas (December 25-26, 2017)

New Year's (January 1, 2018)

Martin Luther King Day (January 15, 2018)

Chili Challenge (January 26, 2018 Close at 6pm)

President's Day (February 19, 2018)

Summer Preparation (May 28-June 8, 2018)

Memorial Day (May 28, 2018)

Independence Day (July 4, 2018)

Cheyenne Day (July 25, 2018)

Post Summer (August 20-27, 2018)

Labor Day (September 3, 2018)

Dancing with the Stars (TBD, Close at 6pm)

Thanksgiving & Day After (November 22-23, 2018)

Christmas (December 24-25, 2018)

In the event of inclement weather, the Club will close and notify local media, update our Facebook page and website. In the event that LCSD1 closes for weather, we will also be closed.

For Club updates

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Membership Fees

Membership is open to youth between the ages of 6 and 18. A Request for Membership form must be completed, paperwork signed by a parent/guardian, and fees paid each year (January 1-December 31). Orientation is required for parents and members. All fees are to be paid at the West Jefferson site.

The membership fee is \$10 per year. Early Release and No School Days are \$5 per day.

Summer Program fee is payable in advance. See back cover for detailed payment options.

A \$20 returned check fee will be charged for any returned checks.

Fees are non-refundable.

Late fees will be charged for members at a rate of a \$1 a minute for members who are left after closing time for the first time. Additional charges may apply if the parent is late more than one time per year. The Boys & Girls Club reserves the right to contact appropriate authorities, including Cheyenne Police Department or Department of Family Services, when members are not picked-up by a reasonable time AND after all emergency contact alternatives have been exhausted. It is the parent's responsibility to update contact information with the Club.

School year transportation is provided from several LCSD1 elementary schools by LCSD1 for no fee. LCSD1 Jr. and Sr. High School students are transported by the Boys & Girls Club during the school year for the nominal fee of \$20 per month.

Transportation is provided afterschool including early release days. A limited number of seats are available, so payment is due the 15th of the month prior to service.

Transportation fees are eligible for DFS assistance. A signed Transportation Form for youth riding the Club buses must be on file for each school year.

Limited financial assistance or scholarships may be available for members meeting guidelines of DFS Child Care Assistance or TANF.

Club Hours

Members may not be dropped off before opening times and must be picked up by closing time. Club is open Monday thru Friday.

After School Program: 2:00pm-7:00pm

Early Release Days: 11:00am-6:00pm, includes early release for elementary or secondary (Jr/Sr High) (**2017:** Nov 1 elementary; Nov 2 Jr/Sr High; Nov 10. **2018:** Mar 20 & 30, Oct 31, Nov 1 Jr/Sr, Nov 12)

Non-school Days: 7:30am-6:00pm, (**2017:** Nov 2-3; Nov 22; Dec 21-22; Dec 27-29. **2018:** Jan 19 Jr/Sr, Feb 16, Mar 16, Apr 2-6, Oct 8, Nov 1 Elem, Nov 2, Nov 21, Dec 20-21 & 26-31)

Summer Program: 7:30am-6:00pm, June 11- August 17, 2018

Core Program Areas

Character and Leadership Development

Torch Club & Keystone Club: Small-group leadership development program for youth ages 11 to 13 and 14 to 18.

Youth of the Year: The premier opportunity for 14-18 year olds to compete at a local, state, regional and national level based on essays and a speech. A junior program is available for youth ages 11-13.

Education & Career Development

POWER HOUR: Homework help and tutoring is available to any member needing assistance.

Project Learn: Project Learn reinforces and enhances the skills and knowledge young people learn at school through "high-yield" learning activities.

STEM: Members are provided the opportunity to explore the world of science, technology, engineering and math. NetSMART training is provided to all members so they can learn to use the internet safely.

Health & Life Skills

SMART Moves: The SMART Moves (Skills Mastery And Resistance Training) prevention/education program addresses the problems of drug, tobacco, and alcohol use and premature sexual activity while encouraging healthy behaviors.

SMART Girls: An outgrowth of the SMART Moves program, SMART Girls is a health, fitness, prevention/education and self-esteem enhancement program for girls ages 10-15.

Passport to Manhood: Passport to Manhood promotes and teaches responsibility while reinforcing positive behavior in male Club members ages 11-14.

The Arts

Art: Individual improvement of technique and creativity focused on traditional art programs, culinary arts, photography, literary arts, and performing arts.

Art Exhibit: This competition, which encourages creativity through a variety of media, is made up of local, regional and national exhibits. Members are encouraged to create artwork in any of the following categories: monochromatic drawing, multicolored drawing, pastels, water color, oil or acrylic, print making, mixed media, collage, sculpture, photography, and digital art. Artwork selected through a national competition is displayed at BGCA's National Conference.

Sports, Fitness & Recreation

Triple Play: This program takes a holistic approach to educating members about good nutrition, making physical fitness a daily practice, and developing individual strengths and good character. Flag Football, Dance, and Girls on the Run programs also help keep our members physically active.

Operational Information

Accidents

The Boys & Girls Club staff works hard to create a safe and secure environment. The completed membership application authorizes the Club staff to obtain medical treatment for a member, if necessary. If a serious injury occurs, the staff calls 911 and then contacts the parents or emergency contact. If the parent cannot be reached, treatment will be provided as determined by medical personnel. It is the parents' responsibility to 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.

Communicable Diseases

Boys & Girls Club policy mandates that members with contagious illnesses not be admitted to the Club. This includes but is not limited to lice, vomiting, diarrhea, flu, chicken pox and any other illness that causes fever. Parents will be contacted to pickup members if they have a fever (of 99o or higher) or are not feeling well. Members who have or have had a fever within the last 24 hours are not permitted to come to the Club. If a member has spent the previous day or night vomiting, please do not bring them to the Club. When a member is absent from school, they are not able to attend Club that day.

Dress Code

Members should dress comfortably and wear clothes that allow them to participate in typical Boys & Girls Club activities and programs.

Footwear: *Closed toed shoes must be worn at all times.* Flip-flops, sandals, cleats, and any shoes with wheels in them are not to be worn except when allowed for special events. The reason for this is the safety of children in the program. Tennis shoes must be worn during activities in the gym. The best advice is to wear tennis/walking shoes every day.

Clothing: Appropriate clothing must be worn at 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. Hats and head gear are not allowed inside the Club. 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. Members need to have suitable cold weather gear if they plan on participating in outdoor activities. This judgment will be left solely to the discretion of the Club staff.

Field Trips

The Club provides a variety of opportunities for members to participate in activities that support our core beliefs and programs. **Your child may not be able to participate in every field trip.** Each out of town excursion requires a signed permission slip, any fees, necessary personal items (i.e., sunscreen, appropriate clothing and shoes, water bottle), and for the member to wear a Boys & Girls Club shirt before departing. Members must sign in at the Club prior to departing for the field trip and may not be dropped off at the field trip location. Most sign-ups are taken on a first-come, first-served basis with an evaluation of proper behavior prior to the field trip. Some field trips have space limitations reserved for certain ages and reserved for those participating in certain programs. Members and parents are reminded that all rules extend to field trips. Members who fail to follow Club expectations 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 field trip. Members may not be picked up at a field trip location for any reason other than behavior or illness.

Food

The Club 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 well being of our members. A designated area is provided for meals and snack time. Unless provided by the school, breakfast is served at 8:30 am, lunch is served at noon and snack is served at 3:30pm. Every effort is made to provide a water fountain, but a water bottle (with the member's name on it) is encouraged during warmer times of the year. **Food shall not be brought to the Club by members unless required by strict dietary requirements as prescribed by a physician.** Additional fees to cover food costs for field trips and specialized classes may apply.

Medications

Boys & Girls Club of Cheyenne does not administer medication. Sunscreen and bug spray may be provided for members to self apply.

If a member is required to take medication, the medication should be administered at home. If medication is required during Club hours, a parent or guardian of the member may:

- 1)** bring the medication in the original container with the member's name on it to Club for the member to administer to himself or herself.
- 2)** may accompany or join the member at the program in order to administer the medication. A background check may be required prior to the program. Background checks usually take 10 days to complete.

The parent must complete a medications form provided by the Club for all items. All medications including but not limited to: inhalers, epi pens, insulin, Tylenol, and seasonal medications must be disclosed to staff.

All medications must be checked in upon arrival and checked out upon leaving. No medications can be stored on a member's person.

Diabetic supplies and medications will be handled on a case to case basis, with a doctor's note.

Membership Cards

One membership card will be provided to each member annually. Members must bring their card to the Club every day. Remember that membership in the Club is a privilege, not a right. If members do not have their cards, certain privileges to program offerings may be denied. If a Club card is lost, a replacement fee will be charged.

Open Door Policy

The Boys & Girls Club of Cheyenne has an Open Door Policy. This policy allows members to come and go during the Club's operating hours. It is the responsibility of the child and parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit. The parent who registers the child will determine those who are authorized for pickup. 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 the Club, as the Club cannot be held responsible for the supervision of such youth.

It is important to remember that the Boys & Girls Club is not a daycare and is not governed by DFS as a childcare facility.

Personal Belongings

All personal belongings brought into the Club by a member are the responsibility of that member. Use of cell phones, electronic devices, game devices, i-pods, etc. is prohibited on Club property and while the member is checked in. The Boys & Girls Club is NOT responsible for lost, damaged, or stolen items. Members should not bring anything to the Club that is not completely necessary. All items that are brought to the Club should be clearly marked with the member's name. Items that are not retrieved from lost-and-found will be donated to charity.

Phones

All phones in the Club are for emergencies and for staff use only. Cell phone use is prohibited while the member is checked in. Cell phones must be kept in the member's backpack. Club staff will take the member's cell phone and the cell phone can be picked up when leaving for the day.

Parents are asked to refrain from using cell phones and cameras while at the Club.

Parents who want to know when their child checks in and out of the Club may download the MTS Notify App from the App Store. Parents must inform the Boys & Girls Club of Cheyenne that you have the App installed.



Restroom

One person is allowed in the restroom at a time. Adults may not use the Club member restrooms and members may not use the adult restrooms.

Supervision

Staff members are trained Youth Development Professionals who oversee each designated program area however, trained volunteers often support our staff. Parents shall not ask staff or volunteers to watch/babysit their children outside of Club hours as this is against our policies.

Member Expectations

RESPECT YOURSELF.
RESPECT THE CLUB.
RESPECT OTHERS.
RESPECT WHAT YOU CAN BE.

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.

Play fairly and nicely including sharing, following rules, and being nice to other.
Bring your membership card every day.
Listen to staff and volunteers at all times and respond with nice words and actions.
Say only good things about others. If you have nothing nice to say, don't say anything at all.

If you can't resolve disagreements with other kids nicely, ask the staff for help.
Be nice to all kids and their belongings. Treat others how you want to be treated.
Take care of the building, games, and equipment at the Club.

Use kind words and positive language.

Hats and head gear should be removed in the building.

Applaud the efforts of others, say "Good Job" even if you don't win at something.

Walk while inside the Clubhouse.

Participate in the activities available to your age group.

Listen during announcements; no talking, facing forward with eyes on the staff.

Dress appropriately.

Food and drink must stay in the snack area.

All personal belongings such as toys, games, electronics like cell phones, iPods, iPads, etc., must stay up front, in backpacks or at home (except homework and books for homework).

No horseplay, play fighting including pretend shooting or spies allowed.

Keep hands, feet, and entire body to yourself and remember to give everyone space, respecting their personal bubble.

Keep shoes on at all times.

Smoking, drugs, alcohol and weapons are not allowed.

Guidance and Discipline Techniques

The Boys & Girls Club of Cheyenne staff will use positive techniques or guidance (redirection, anticipation, and elimination of potential problems), positive reinforcement, and encouragement. Techniques of competition, comparison, and criticism are avoided. In addition, consistent, clear expectations for the Club are explained to the members. Staff will work with families to establish open communication and to problem solve. The Club Site Director is available for parent conferences. Follow-up with parents/guardians may be necessary to help children correct/change their behavior. Families will be notified if a child is in danger of hurting himself/herself, others, or the environment.

The Boys & Girls Club of Cheyenne's Guidance and Discipline philosophy is based on the following beliefs:

Discipline is more about teaching, learning, and problem solving than about punishment.

Every member deserves the effort it may take to keep him or her in the Club. All youth can learn to behave appropriately with the help of consistent role models, staff and parents.

The best discipline is self-discipline. We encourage, practice, teach and role model self-discipline.

All members and staff are listened to and treated with respect and fairness. Everyone has responsibility for solving problems in the Club.

At the Boys & Girls Club of Cheyenne, we realize that effective guidance and discipline focuses on teaching, responsibility and holding members accountable for their behavior. Good behavior is the norm in a Club where all members feel accepted, valued, recognized and rewarded.

Components For Success

Members are taught to problem solve, learn to guide themselves and take responsibility for

what they do. Appropriate member behavior will be the main focus of our Club. Good behavior

will be recognized and reinforced. Discipline is handled by staff and supported by parents.

Follow-through is an integral part of an effective guidance & discipline process.

Parental involvement and support are important for success. It is the responsibility of the parent to assure their child is physically and emotionally capable of properly functioning in the Clubs' interactive atmosphere prior to enrolling in membership. If a child has a helper at school, the same level of assistance must be supplied by the family in the Club setting. The Club is not equipped to effectively deal with profound medical, disciplinary and/or behavior problems.

Guidance/Discipline –continued

When rules are broken, the following procedure is used:

Step One—Teach and Choice (Warning)

- Encourage and problem-solve with the member
- Work with and teach the member a new skill or alternative behavior

Step Two—Consequence (Time-Out/Loss of Privilege)

Logical consequences, Club service, or loss of participation in an activity or area.

Step Three—Write-Up and Contact

A write-up will be given out and parents will be contacted. (Certain behaviors will be automatic write-ups such as inappropriate language, spitting and other unsanitary actions, hitting, disrespect and misuse of property and equipment, etc.)

Step Four—Home (Suspension)

- Parent will pick up child immediately
- Suspension will be in effect the following day(s).

Five warnings and/or time-outs in a week is a write-up and three write-ups in a two week period is a suspension.

Zero Tolerance/Immediate Suspension

The Boys & Girls Club of Cheyenne is a violence-free, weapon-free, substance abuse-free, and destruction-free facility. When methods of teaching and problem solving have not proven successful, or when serious disruptive behavior has taken place, other actions are necessary, the more serious the misbehavior, the more severe the consequence.

If a member chooses to engage in any of the following behaviors, they will be immediately suspended. Depending on the severity of the behavior, police or 911 may be called.

- Fighting (physically)
- Physical endangerment-drugs, alcohol, cigarettes, tobacco, inhalants
- Destruction or theft of property
- Racial or sexual harassment, including inappropriate physical contact
- Repeated violations of general expectations and rules/chronic behavior not changed by prior consequences.
- Bringing or using weapons: knives, sling shots, firearms/firecrackers - anything that is intended to be used as a weapon.
- Bullying

Dismissal from the Program Unrelated to Member Behavior

Although the Club will try very hard to work with families to keep the child enrolled, we reserve the right to dismiss a child from the program with no refunds for the following reasons:

- Disruptive or inappropriate parent behavior.
- Failure of a parent/guardian to schedule/attend conferences to resolve problems.
- Failure of parent/guardian to make agreed upon payment or to discuss options with the Site Director.
- Repeated late pick-ups of a child.

Did you know, you can start paying for the summer program at any time?

Summer Adventures June 11—August 17, 2018

West Jefferson Site

Space is limited

\$1,155 for the 10 week program - \$100 discount if 10 week program is paid in full by May 1, 2018
The rate is for the full summer program regardless of the number of hours your child attends.
Families needing a weekly rate: \$150 per week, 5 week minimum. There is no daily rate.

\$225 Minimum due per child if signed up by February 1

\$550 Minimum due per child if signed up by March 1

\$775 Minimum due per child if signed up by April 1

\$950 Minimum due per child if signed up by May 1

\$1,155 Minimum due per child if signed up after May 1 or if not paid in full by May 1

Partial scholarships may be available, see Scholarship Application Form for details.

You can make payments to have your Summer Adventures paid in advance. Here's how...

\$62.06 per week per child for 17 weeks from January 1 to May 1.

Or

\$263.75 per month per child for 4 months, January – April.

Or

Pay it with your Tax Refund by May 1.

Do you need to extend your payments until May 31? Here's how...

\$55 per week per child for 21 weeks from January 1 – May 31.

Or

\$231 per month per child for 5 months, January – May 31.

Or

Pay it with your Tax Refund after May 1, but before June 1.

Families Receiving DFS:

A minimum of \$225 is due per child. The rate is \$1055 for the summer program regardless of the number of hours your child attends or the amount paid by DFS. If the total required parent portion is less than the amount paid by the parent and if over \$1055 total is paid by DFS and the parent, then a reimbursement will be made to the parent when the final DFS payment is received and account is settled. Parents must receive DFS authorization and sign their DFS paperwork in a timely manner.

You can make payments! Here's how...

\$13.23 per week per child for 17 weeks from January 1 to May 1.

Or

\$56.25 per month per child for 4 months, January – April.

Or

Pay it with your Tax Refund by May 1.