

*The **Positive Place For Kids***



**BOYS & GIRLS CLUB**  
OF SOUTH LOGAN COUNTY

# **Membership Handbook**

**for Members and Parent(s)/Guardian(s)**

United Way  
of Fort Smith Area



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Thank you for taking the time to learn what the Boys & Girls Club is all about. We believe that all members and their Parent(s)/Guardian(s) can benefit from the information in this handbook. We rely on a partnership with Club Members and their Parent(s)/Guardian(s). The information in this handbook should take no longer than 20 minutes to review with your child, and hopefully, will prevent time spent on resolving incidents at the Club. Reviewing the handbook will assist the Club in knowing that the basic guidelines that we need each member to follow have been discussed and understood. Your participation and understanding are important to the work we do each day. If there is anything else we can help you with, please let us know.

## **Our Mission**

The Boys & Girls Club of South Logan County will provide opportunities that instill positive values and life skills in young people through programs that offer a variety of activities that are available to all young people desiring to participate. These activities include health, fitness and athletics, educational enhancement, the arts and social recreation. We will provide alternatives that will help the youth of our area develop the qualities needed to become responsible adults, citizens, and leaders.

## **Core Beliefs**

- ***A safe place to learn & grow.*** We provide year-round, age-specific programs for youth, ages 6-18. Our Main Club and Magazine site serves the elementary school age members, while our Teen Center serves Jr. High and Sr. High members.
- ***Ongoing relationships with caring, adult professionals.*** Full-time professional leadership, program support staff and volunteers provide daily oversight, mentoring, and instruction for the youth we serve.
- ***Life-enhancing programs.*** A balanced offering of a variety of programs provide fun activities, as well as character-building and skill-developing classes. We also provide alternative sports leagues and skills competition events.
- ***Character development experiences.*** Classes and sessions such as Project Learn, SMART Moves, Passport to Manhood, Torch Club, Keystone Club, Jr. Staff and Music Makers, and more provide opportunity to develop character and discipline needed to become responsible citizens and leaders.
- ***Hope & opportunity.*** Our Club is a place for all youth regardless of race, religious background, ethnic culture, or economic status. We assure that any child can afford to belong and participate.

## **Affiliations**

Our Main Club is a chartered site of the Boys & Girls Clubs of America. The Teen Center and Magazine site are extension sites under the Main Club. We are a 501(c)(3) non-profit organization and a Community Partner of United Way of the Fort Smith Area. We also partner with the Booneville and Magazine School Districts, the City of Booneville, civic organizations, and faith-based organizations to help us maximize resources and provide youth services. We serve South Logan County, which includes Booneville, Magazine, and surrounding rural areas.

## **Membership & Registration**

Membership is open to all youth between the ages of 6 and 18. We have two registration cycles – After School and Summer. Registration for the after-school and summer cycles will continue until all spaces are filled. History of good behavior, participation, and attendance will be considered.

A membership form must be completed and signed by a Parent(s)/Guardian(s) each registration cycle (even if you are simply renewing your membership). Our registration fee is \$15 per registration cycle and is due on the first day of the registration cycle and will not be pro-rated for partial year registrations. Registration fees are non-refundable. Additional fees may be charged for our summer program and/or certain field trips. However, our goal is to always keep costs associated with Boys & Girls Club registrations as low as possible so as to not exclude anyone based on economic circumstances.

Additional registration forms are used for our seasonal sports leagues and special programs. Fees and due dates associated for registration in a sport league or special programs will be noted on the registration form for that specific registration.

The information you provide us on the membership application is critical. We ask that every effort be made to present contact information that is both current as well as accurate. It is the Parent(s)/Guardian(s) responsibility

to notify us of any changes to your telephone number (home, work, emergency contacts, etc.) and/or address information as soon as such changes occur.

Membership in the Boys & Girls Club is a privilege, not a right. The Boys & Girls Club reserves the right to refuse membership to any child at any time, with or without cause.

## **Club Locations, Contacts, and Hours**

**www.bgcslc.org**

**Facebook: Main Club @bgcslc1 Boys and Girls Club of South Logan County  
Magazine @bgcslc2 Boys and Girls Club of South Logan County Magazine**

### **Main Club**

6 years to 6<sup>th</sup> Grade  
751 N. Kennedy Ave.  
P. O. Box 545  
Booneville, AR 72927  
479-675-2764  
Fax 479-675-2773

### **Hours**

3:00 pm – 7:00 pm After School  
7:30 am – 3:00 pm Holiday Breaks  
7:30 am – 3:00 pm Summer Session for All Locations

### **Teen Center**

7<sup>th</sup> Grade – 18 years  
82 West 4<sup>th</sup>  
Booneville, AR 72927  
479-849-0685

### **Hours**

3:00 pm – 6:00 pm After School  
Teens attend Main Club during Holiday Breaks

### **Magazine**

6 years to 6<sup>th</sup> Grade  
351 East Priddy Street  
Magazine, AR 72943  
479-849-0247

### **Hours**

3:15 pm – 6:15 pm After School  
7:30 am – 3:00 pm for Open Intersessions

**Executive Director: Rick Scott**

## **After School Schedule**

Club is normally open for programming during the times listed above. The exceptions to this are Club-recognized holidays on which the Boys & Girls Club will be closed and include New Year's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day, the day following Thanksgiving, Christmas Eve, and Christmas Day.

## **School break schedule**

When school is dismissed during the school year for Thanksgiving and Christmas, the Club will typically close. We will post an announcement if we open any days during these breaks. For Winter Break and Spring Break, the Club is open 7:30 a.m. – 3:00 p.m., unless otherwise announced. Through the school year, the Club will be closed for Club recognized holidays. Days and times open, as well as days closed, are always posted at the Club.

**Magazine Site - Until further notice please refer to the Club for dates and information on open and close dates.**

## **Closures due to weather and other reasons**

**If school is canceled, or dismissed early, due to inclement weather and/or hazardous road conditions, the Club will also be closed.** Club closures related to these situations may be included in "School Reach" messages. Otherwise, closures are typically reported to local news stations, and a phone message is recorded on the Club answering machine.

The Club reserves the right to change its hours and days of operation based on need and/or economic circumstances. If such changes occur, Parent(s)/Guardian(s) 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. Again, when such instances arise, we will do our best to post this information so as to limit any inconvenience this may cause.

### **Summer schedule**

Our Main Club is open during the summer Monday through Friday, 7:30 a.m. - 3:00 p.m. The Teen Center and Magazine Site are closed during the summer and those members are welcome at the Main Club. The Club will be closed for July 4<sup>th</sup> holiday, as well as for scheduled maintenance, staff training, or preparation for after-school programming. Days and times open, as well as days closed, are always posted at the Club and on Facebook.

### **Come and Go Policy**

The Boys & Girls Clubs of South Logan County operates under a **Come and Go Policy**. This policy allows members to come and go at any time during the Club's operating hours. If a member leaves the Club they may not return on that same day without Director approval (typically for Dr.'s Appts, etc). Staff members, under normal circumstances, are not allowed to prohibit a member from leaving the facility per the regulations of the Arkansas Department of Protective & Regulatory Services governing facilities/programs exempt from licensure as child cares. Thus, it is the responsibility of the child AND the Parent(s)/Guardian(s) 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 should NOT be dropped off prior to the opening of any facility, 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 licensure as a childcare facility.**

### **Pick-up policy**

Please be sure to pick-up your child by the posted closing times. This is important to help us control costs and to be allowed to shut down equipment and facilities as needed. If a member is not picked up by the closing time, two staff must stay until pickup is made. Late fees beginning at \$15 may be charged for members left after closing. Late fees must be paid before the member(s) will be allowed to return. If occurrences persist, suspension may also be applied. 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. It is imperative that Parent(s)/Guardian(s) inform us of changes in phone numbers and emergency contacts as soon as possible.

### **School attendance and its effect on Club attendance**

We have an ongoing partnership with our school districts, and an understanding that participation and attendance at our Clubs is reliant upon behavior and attendance at school on a daily basis. If a child has had behavior issues at school on any given day and has received an office referral, that child will not be allowed to attend the Club. Suspension at school, whether it is out-of-school or in-school, will directly coincide with suspension at the Club. As well, absence from school for any day, full or partial, due to illness, infestation, or contagious conditions will prohibit a child from attending the Club. If a Parent(s)/Guardian(s) checks out a student from school and returns them to school due to doctor checkup, dentist, etc., that child may attend the Club. Behavior and absenteeism, and the consequences from such, will affect participation in basketball games sponsored by the Club.

### **Transportation**

The Club does not provide transportation to or from its Main Club, Magazine Site, or Teen Center facilities. Through our partnership with the school district, members of our Teen Center are transported and dropped off by school bus. Members from the elementary schools are escorted to the Club after school has dismissed. Club staff members are not allowed to transport Club members in personal vehicles. If it is deemed necessary for the welfare of the child, a determination will be made by the Executive Director whether a safe and appropriate way of transportation can be provided according to Club child safety guidelines.

## **Our Younger Members**

We have experienced an increase in 6 year old / Kindergarten age members. These young children get tired and hungry shortly after their school day. We urge Parent(s)/Guardian(s) to pick up members no later than 5:00 p.m.

## **Membership Cards**

ONE membership card will be provided to each new member and renewal member when all registration requirements have been met. Members should bring their card to the Club EVERY DAY. Club members are required to sign in and out each day upon entering the Club. 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 of \$1.00 will be charged.

***Membership cards cannot be carried over into the next registration cycle.***

## **Sports leagues**

We are pleased to offer alternative sports league opportunities to our young people. Currently, we provide registration, training, facilities and participation in two sports: soccer for ages 4-17 (Club membership not required), and basketball for 1<sup>st</sup> – 6<sup>th</sup> grade members. We make every effort to provide games between local teams to diminish the need for travel. If necessary, or if the overall program is benefited, we will schedule games with area teams within an approximate ½ hour driving distance. This will be communicated to coaches and Parent(s)/Guardian(s) in advance during scheduling. Our emphasis in our sports leagues includes participation, good sportsmanship, fun, and learning experience. Prior knowledge and experience on the child's part are not required. Even though we understand that competition will always be a part of sports, we do not believe that it must overshadow our emphasis and ruin what could have otherwise been an enjoyable experience for players and Parent(s)/Guardian(s) alike.

## **Supervision**

Our staff are trained Youth Development Professionals. Trained volunteers often support our staff. A staff member and/or trained volunteer will oversee each of our designated program areas. Please take the time to remind your child of the need to follow Club rules and directions AT ALL TIMES whether said directions are given by a staff member or a 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.
- Be a good example by playing fairly and being honest.
- Be supportive of the efforts of others.
- Avoid inappropriate language and gestures, or words and gestures that mimic such.
- Dress appropriately at all times. School dress code is recognized.
- Running is never necessary except for some games and athletic activities.
- Say only good things about others, refrain from name-calling.
- Protect your membership card at all times.
- Be respectful of Boys & Girls Club staff.
- Resolve disagreements in a positive way.
- Listen and be respectful 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.

## **Behavior**

Good behavior is an absolute must and a requirement for every member of the Club. Bad behavior disrupts daily activities and takes away from the fun and positive activities that are planned for members. Our methods of discipline are limited. When issues of behavior become repetitive, Parent(s)/Guardian(s) will be called to pick up

their child, will be informed of further disciplinary action, and will be asked that the behavior be corrected before the child can return to the Club.

### **Discipline Policy**

The Boys & Girls Club 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. Parent(s)/Guardian(s) 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 manor that creates a dangerous situation for themselves, fellow members, staff or visitors.

When a member is suspended, it is his/her responsibility to let you (the Parent(s)/Guardian(s)) know. A phone call may be made to you if time allows. Please understand that it is very difficult for the staff to interrupt programming to call you and speak at great length about behavior that has already occurred and led to your child's suspension. We will, however, complete a written suspension report that will be recorded.

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

- Verbal Counseling
- Time-out
- Suspension from Program Area
- Loss of Club Privileges
- Suspension (one day to two weeks)
- Indefinite suspension (until the situation can be resolved or the Parent(s)/Guardian(s) 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 illegal acts 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 complete or accurate. Children sometimes tend to explain an incident in a manner that will not implicate them or cast blame their way. In addition, staff members, though well trained and experienced, are human, 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(s)/Guardian(s) is vital to our success as youth development professionals.

### **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**

The Boys & Girls Club provides a variety of opportunities for our members to participate in activities off Club property that support our core beliefs and programs. Each excursion may require a signed permission slip and any necessary fees prior to departing. Most sign-ups are taken on a first-come, first-served basis (meaning eligible members who return the required permission slip). Members and Parent(s)/Guardian(s) 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(s)/Guardian(s) to remove that member from the field trip at their own cost. A Parent(s)/Guardian(s) *MUST be available by telephone at all times during any Club sponsored field trip in the event that the staff needs to contact you.*

## **Computer Lab and Safety on the Internet**

Our Club has excellent technology resources for our members. We strive to maintain and promote the positive usage of the hardware, software and access to the internet. As a member and as a Parent(s)/Guardian(s), please take the time necessary to review these guidelines. It is important that these rules be understood and followed for the good of each member and the good of the Club.

Should Parent(s)/Guardian(s) prefer that a member NOT have internet access, our member computers and tablets may still be used for educational games and homework helps, such as word processing, that do not require internet access.

Club members are responsible for appropriate behavior on the Club's computer network. Our staff is watchful for inappropriate websites, or inappropriate advertising that sometimes is attached to otherwise safe sites. We continually update our "do not access" list for the members' benefit.

Registration for Membership means acceptance of the following rules/procedures by Club members.

- I will use my Club's computers, associated hardware and software with care to help prevent damage. I understand that food and/or drink are not permitted in the computer lab.
- I will respect the Club's staff. They are here to provide a safe and positive place for me and my fellow members to have fun and to learn.
- I will participate in orientation or internet safety classes as required.
- I agree that the Boys & Girls Club of South Logan County has the right to monitor how I use the Internet to help keep me safe. The Club may limit access to computer games at times in order to promote more educational alternatives. The Club may limit access to games that we deem to be inappropriate for any reason.
- I will not hide or keep any private information on Club computers or devices.
- I will not create personal user profiles that are password protected on Club Computers.
- I will not bring any personal media, CD's, DVD's, game discs, etc. to use on Club computers. If you need to use a club computer for homework, you may use a USB drive to save documents or information with the approval of the staff person in the program area.
- I will not access another Club member's work, files, or personal accounts.
- I will not download or install any software on a computer without first discussing it with the proper staff. I understand that there is a risk of computer viruses or inappropriate content with many websites.
- I will not use personal email, instant chat, social media services, messaging services, chat rooms, game chat, etc. to communicate with anyone outside the Club facility, including my friends. There are no exceptions to this rule.
- I will not access social media sites on Club computers.
- I will keep my identity private by never sharing personal information such as my full name, my mailing address, my telephone number, my picture, the name of my Club or school, or any other information that could help someone determine my actual identity. I will never reveal any personal information about my friends or family. I will not meet with anyone in person that may have contacted me online. I will inform my parents or staff if someone tries to contact me in this way.



- I will tell a staff member if I see or read anything that makes me feel scared, uncomfortable, or confused. I will not try to access any website that is inappropriate – contains profanity or rude language, indecent pictures, dirty jokes, depicts death or killing, and even some cartoons that are not meant for children.
- I will respect other people's rights, including copyright laws that prohibit downloading music, videos, pictures, games, movies or other media that have not been given to the public for free.
- Our Club recommends adherence to age limitations for games or websites.

**BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate use are violated.**

### **Phone Calls**

During program hours, when our members are present, this phone is available for incoming calls from Parent(s)/Guardian(s), outgoing calls from members requesting pickup from the Club, and calls from Club personnel to Parent(s)/Guardian(s) due to member illness or disciplinary actions. There are times during the program hours that we must ask for patience, especially during check-in times and check-out times. Members wanting to make calls for reasons other than requesting pick-up or illness may be asked to wait until a less hectic time to make such calls.

Due to an increasing use of cell phones that are outside the local call area and the costs associated with these long distance phone calls, please provide a contact number that is local and does not have long distance charges attached.

### **Cell Phone Policy**

Members who are in possession of a cell phone will be asked to store them at a designated area and may use them to contact Parent(s)/Guardian(s) if needed. We understand a Parent(s)/Guardian(s) desire to be in contact with their child, but members tend to use a cell phone for texting, games, and talking to others during program times. There is also a risk of cell phones being lost or stolen. Club Members in possession of cell phones may not take photos and/or videos of other Club Members and/or post such photos and/or videos on social media sites. Cell phones being used in undesignated areas or inappropriately will be held by Staff until the member is picked up and returned to a Parent(s)/Guardian(s). We ask that Cell Phones not be brought or used at Club.

### **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 but also includes games, toys, Legos, food, candy, electronic devices, etc... 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.

### **Medication**

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

### **Accidents**

The Boys & Girls Club of South Logan County 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 staffs are attentive to providing the safest environment possible. The completed membership application is extremely important in case of an emergency and it is imperative that Parent(s)/Guardian(s) keep this up to date. In the event of a serious injury the staff will call 9-1-1 immediately and then call the Parent(s)/Guardian(s) or alternative emergency contacts. This is one more reason why updated contact information is your responsibility and crucial to your child's well-being.

### **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. Parent(s)/Guardian(s) will be contacted for immediate removal of the member from Club facilities.
2. Proof of treatment from a health care facility AND written approval from the Director is required before the child will be allowed back into the Club.

Please contact the Club if your child has a contagious condition and has recently been at Club.

### **Food**

The Boys & Girls 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 youth. Each Club has a different policy regarding the provision of snacks. Additionally, each Club has a designated area for eating. Please keep food and drinks out of the areas where such items are prohibited (game room, computer lab, education room, etc.). Water-fountains are available at all Clubs. Water bottles are strongly recommended during the summer months, when temperatures can exceed 100 degrees.

### **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 our Club, please stop by the Club site to pick-up a volunteer application. Background checks are required of all volunteers prior to being able to work with our youth members.

### **Programming**

The Boys & Girls Club of South Logan County strives to be the best youth development organization in the county. Our staff members are trained youth development professionals 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.

Programs at the Boys & Girls Club fall under Five Core areas – Character & Leadership Development, Education & Career Development, Health & Life Skills, The Arts, and Sports, Fitness & Recreation

### **Contacting Us**

Please do not hesitate to speak to a staff member or Director whenever you have a question or a concern. We hope you will always start by contacting the staff or Director when issues arise; after all, they are the ones who know your children the best. If the need arises, however, and you feel that an issue or complaint has not been satisfactorily resolved at the unit-level, please know that Parent(s)/Guardian(s) may always contact the Executive Director at the Club. The telephone number for our Club is (479)675-2764.

Thanks for joining the Boys & Girls Club of South Logan County – The Positive Place for Kids.