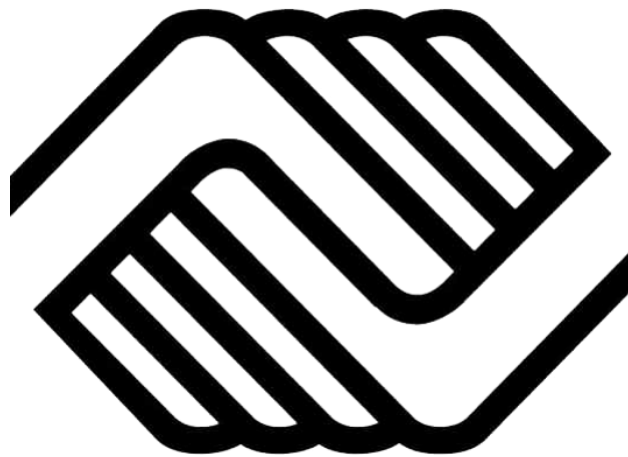


BOYS & GIRLS CLUB OF HOBBS

PARENT HANDBOOK



Last Updated: July 2024

We welcome you to the Boys & Girls Club of Hobbs. The purpose of this handbook is to inform members and parents/guardians of the policies and procedures of the Boys & Girls Club of Hobbs. To ensure a safe, healthy, and fun environment for all our members, we ask that you familiarize yourself and your child(ren) with the rules and guidelines.

OUR VISION

Provide a world-class Club Experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

OUR MISSION

To enable all young people to reach their full potential as productive, caring, responsible citizens.

MEMBERSHIP

Club membership is required for participation. Club members must be 5–15 years old, enrolled in kindergarten through 9th grade. The annual membership fee is \$35. This runs from August through May. A completed membership application is required along with any other necessary forms. At times, the Boys & Girls Club of Hobbs may operate on a first come first serve basis. During this time, a wait list will be anticipated. The Boys & Girls Club of Hobbs does not discriminate against any individual on the basis of sex, religion, race, color, national origin, or disability.

CLUB HOURS

Members may not be dropped off before opening times and must be picked up by closing time. Parents/guardians must inform their child to stay at the Club until the approved person picks them up. Under no circumstance can they leave on their own.

After School Program

August 1, 2024 – May 23, 2025

2:30 – 5:30 – Monday, Tuesday, Thursday, Friday

1:30 – 5:30 – Wednesday

Summer Program

June 3, 2024 – July 26, 2024

7:30 – 5:30 – Monday through Friday

Drop Off Times – 7:30 – 10:00

CLUB CLOSURES – 2024 - 2025

The Club may close on certain school holidays. Notifications will be sent to parents prior to closing.

May 27 – May 31, 2024

July 4, 2024

September 2, 2024

November 28-29, 2024
December 24-25, 2024
January 1, 2025
April 18, 2025

In the event of inclement weather, the Club may follow the Hobbs Municipal School closure/delay schedule. Should the Club close for other reasons parents/guardians will be notified.

ATTENDANCE & PARTICIPATION

Attendance at BGCH is not mandatory, but it is highly encouraged! Members may attend and participate at their leisure. Club privileges are contingent upon participation and conduct. Our goal is to have club members attend as frequently as possible. If a club member is kept home from school due to illness, he or she is not permitted to attend the club that day. During the times we must limit our membership, members may be required to attend a minimum number of days per week, or their spot will be given to another child.

DROP OFF & PICK UP PROCEDURE

To ensure the safety of our club members, we ask our club members and parents to adhere to the following guidelines:

- **DROP OFF** - Parents/guardians must walk all children into the club.
- **PICK UP** - Parents/guardians will remain in their vehicle and will call the club to pick up their child. Staff members will walk the child to the car. Identification may be required to verify proper pick-up authorization. Only people listed on the membership application will be allowed to pick up children. The Club does not accept verbal phone calls to add or remove someone to the pickup list.
- **LATE PICK-UP** – A late pick-up creates added cost to our program and a distraction from the end of the day duties of our staff. If a club member is picked up late parents will be reminded of the policy with a written warning. If the first offence is more than 15 minutes late it will result in a fine. Subsequent late pickup will result in fines per minute per child for each minute late. Children will not be able to return to the Club until all late fees are paid in full. If a child is not picked up by the designated time after continuous tardiness, the local authority may be called.

SAFETY POLICIES & PROCEDURES

Safety is our #1 priority. Ensuring child safety is fundamental to the mission of the Boys & Girls Club of Hobbs. We work everyday to create a safe environment for our kids.

Each day we work to create a fun, safe and positive Club environment so Club members can have every opportunity to be successful in life. We have a zero-tolerance for any inappropriate behavior of any kind, including child sexual abuse or misconduct, and the Club invests resources purposefully to support this by doing the following:

- **Mandatory Background Checks** - Mandatory criminal background checks are required for every employee, volunteer, and board member who is in direct contact

with children. These background checks are conducted before the person has any contact with children and are conducted annually as well.

- Training/Tools - Annually staff receive training on the requirements of being a Mandated Reporter, how to prevent, recognize and react responsibly to childhood sexual abuse, First Aid/CPR, Supervision of Children and more.
- Facilities & Equipment - The Boys & Girls Club of Hobbs focuses on safety when making resource allocation and decisions regarding facilities, equipment, and other capital expenditures.
- Policies - Our Child & Safety Handbook outlines clear steps to prevent safety issues and concerns. Our safety policies are in place to protect youth – including, but not limited to, supervision, restroom, transportation, communication, and prohibiting one-on-one contact.
- Mandated Reporting - The Boys & Girls Club of Hobbs follows the State of New Mexico's guidelines for mandated reporting.

HEALTH & WELLNESS

COVID-19 PROTOCOL

The Boys & Girls Club will adhere to all COVID-19 restrictions imposed by the CDC and/or the State of New Mexico. These mandates can and will change periodically. The Boys & Girls Club has the following practices in place:

- During times of government and/or local mask mandates; masks must be worn by all members, staff, and visitors at all times, unless eating, playing outside, or exercising. Children must bring masks from home. Masks are available for purchase at the Club.
- Social distancing will be enforced.
- Children will be grouped according to the State of NM guidelines. If anyone in the group tests positive for COVID-19 the groups parents/guardians will be contacted and the individuals in the group must self-quarantine for 14 days.
- Children may be screened before they are allowed to enter the Club. During these times parents/guardians must walk their children into the Club to answer health questions. Children will have their temperature checked and parents/guardians will be asked questions regarding symptoms, travel, and possible exposure. If the temperature reading is 99.5 degrees or higher, that individual will not be able to enter the Club.
- Children may be required to sanitize or wash their hands as they go from one location to another.
- Children will be constantly monitored for COVID-19 symptoms. Anyone exhibiting COVID-19 symptoms will be discreetly taken to the nurse's office and the parents/guardians will be notified to pick their child up.
- Children who have been exposed to COVID-19 will not be allowed to enter the Club until they have self-quarantined for 14 days.
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community the Club will consider closing for a brief

time for cleaning and disinfection, dependent on current CDC and/or State of New Mexico regulations.

- All parents/guardians will be required to complete a Coronavirus/COVID-19 Waiver of Liability.

ACCIDENTS

The Boys & Girls Club is dedicated to creating a safe and secure environment. The completed membership application authorizes the Club staff to obtain medical treatment for a member, if necessary. If a severe injury occurs, the staff will call 911 and then contact the parents/guardians or emergency contact. If the parent/guardian cannot be reached, treatment will be provided as determined by the medical personnel. It is the parent/guardian's responsibility to keep contact information current. Minor injuries, such as cuts and scrapes, will be treated onsite and parents/guardians will be notified.

DISPENSING MEDICATION

It is the responsibility of parents/guardians to administer medications to their children. Staff do not hold or administer any over the counter or prescription medications to members.

COMMUNICABLE DISEASES

Boys & Girls Club policy mandates that members with contagious illnesses are not admitted to the Club. This includes but is not limited to any evidence of lice, vomiting, diarrhea, flu, chicken pox and any other illness that causes fever. Parents/guardians will be contacted to pick up members if they have a fever (of 99.5 degrees or higher) or are not feeling well. Members who 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 do not bring them to the Club. A child who presents with symptoms will be sent home unless a medical diagnosis from a health care provider, which has been communicated to the Club in writing indicates that the child poses no serious health risk to himself or herself or to other children. A child with a contagious disease must provide medical documentation before returning. Medical documentation will be placed in the member's file. SEE COVID-19 PROTOCOL SECTION FOR SPECIFIC INFORMATION REGARDING COVID-19.

SPECIAL HEALTH NEEDS

Parents/guardians must provide the Club with information on a child's special health needs or conditions. This includes any allergies and/ or health issues a Club member is diagnosed with as well as the proper method of treatment (ex. asthma: treat with inhaler – child should administer him/herself).

REFUND POLICY

All funds collected are non-refundable. If a special event is cancelled it will be handled on a case-by-case basis.

DRESS CODE

Members should wear comfortable clothes that allow them to participate in typical Boys & Girls Club activities and programs. The Club staff will enforce the dress code standards established for all members.

- Tops must be appropriately sized in the shoulders, sleeves, and length.
- Spaghetti strap tops, backless and see through clothing is prohibited.
- Vulgar language and/or alcohol/drug advertisements are prohibited.
- Pants must fit at the waist and be properly hemmed or cuffed at or below the ankle, not dragging the ground.
- Shorts, skirts and skorts must be appropriate lengths for physical activities.
- Open toes shoes are discouraged, and flip flops are prohibited.

FOOD

The Club understands the need for a healthy diet among all our members. It is our goal to encourage healthy eating habits. A designated area is provided for meals and snack time. The Club will provide a snack to all members during the after-school program. During the Summer Program lunch and a snack will be provided. All other times of operation will be determined. If food is brought into the Club, it must be in a disposable container and brought with the child at the beginning of the day. Parents/guardians cannot bring their child lunch during their lunch period under the State of New Mexico guidelines. The Club provides access to a snack bar. Please send money with your child so they may purchase snacks.

FIELD TRIPS

All field trips away from the Club require a completed and signed Boys & Girls Club of Hobbs travel permission slip. Your child may not be eligible to participate in every field trip. 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 serve basis, with an evaluation of proper behavior prior to the field trip. Some field trips are limited to certain ages or reserved for those participating in certain programs. Members who fail to follow Club expectations will prompt an immediate call to their parent/guardian to be removed from the field trip at their own cost. A parent/guardian must always be available by phone during the field trip. Members may not be picked up at a field trip location for any reason other than behavior or illness.

PERSONAL BELONGINGS

All personal belongings brought into the Club by a member are the responsibility of that member. Use of cell phones is discouraged on Club property and while the member is checked in. Members who are in middle school and high school may bring their phones into the Club, but they must be kept in the members backpack and are not to be used 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 members' name. Lost-and-found items will be placed in the lost-and-found bin.

MEMBER EXPECTATIONS

- RESPECT YOURSELF
- RESPECT THE CLUB
- RESPECT EACH OTHER

CODE OF CONDUCT

One of the Club's beliefs is to provide a safe place to learn and grow. Positive attitudes make for a great Club experience.

1. Play fairly and be honest.
2. Be respectful of Boys & Girls Club staff, other members, and their property.
3. Take care of the building, games, and equipment at the Club.
4. Use kind words and positive language.
5. Resolve disagreements in a positive way, ask staff for help.
6. Avoid use of improper language.
7. Stay in designated supervised areas.
8. Dress appropriately at all times.
9. Keep your hands and feet to yourself and remember to give everyone space.
10. Bullying of any kind will not be tolerated.
11. Food and drinks must stay in the designated area.
12. No horseplay or play fighting including pretend shooting is allowed.
13. Smoking, drugs, alcohol, and weapons are prohibited.

DISCIPLINARY ACTION GUIDELINES

Discipline is necessary if we are to have a safe and valuable program for members. Please discuss with your child the behavior that is expected of him/her. Please sit down and discuss the Code of Conduct with each of your children to ensure he/she understands them clearly. We reserve the right to alter discipline depending on the severity of the infraction.

- 1st Offense – Time out for 30 minutes. Examples include running in commons, not obeying staff, not playing by the rules of a game.
- 2nd Offense – Parent conference may be required. Time out for 30 minutes and writing sentences or apology note. Examples include failure to adjust to 1st offense issues, disrespect to staff, continuous failure to obey.
- 3rd Offense – Parent conference and sent home for the day. Examples include continued disrespect to staff, continued failure to obey, damaging the Club or equipment.
- Zero Tolerance/Immediate Suspension – 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 serious the consequence. If a member engages 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 (physical)
 - Physical endangerment – drugs, alcohol, cigarettes, tobacco, inhalants

- Destruction or theft of property
- Racial or sexual harassment, including inappropriate physical contact
- Repeated violations of general expectation and rules/chronic behavior not changed by prior consequences
- Bullying
- Expulsion – Although the Club will try hard to work with families and members to keep the child enrolled, we reserve the right to dismiss a child from the program for numerous reasons:
 - Repeated member violations after suspension.
 - Threatening behavior that causes a safety concern to the child, other members, or staff.
 - Leaving the Club without authorization from the Site Director, including running out any Club door in an attempt to escape.
 - Bringing or using weapons: knives, sling shots, firearms, firecrackers – anything that is intended to be used as a weapon
 - Disruptive or inappropriate parent/guardian behavior.
 - Failure of parent/guardian to make agreed upon payment or to discuss options with the Site Director.
 - Repeatedly picking up your child late.

RULES WITH MONETARY CONSEQUENCES

Any damage caused by members will automatically result in parents/guardians being notified of their obligations to pay for repairs or replacement of damaged items. The member will not be allowed to return to the Club until the obligation is taken care of by the parent/guardian. The replaced item must be of the same make/model as the damaged item.