

# Boys & Girls Club Of WESLACO INC

300 N AIRPORT DR SUITE B

Weslaco, Texas 78596

(956) 973-1610

www.weslacoboysandgirlsclub.net

*“The Positive Place for Kids”*

## PARENT HANDBOOK – TRADITIONAL SITES

**Corporate Status:** Boys & Girls Club of Weslaco Inc. is a non-profit 501(c) 3 Corporation under the laws of the State of Texas, April 2013, chartered by the Boys & Girls Club of America.

**Authority:** The Club’s authority is Mid-Valley. It is the only youth service organization that primarily emphasizes reaching economically disadvantaged youth.

**Administrative Office:** 300 N Airport Dr., Suite B, Weslaco, Texas 78596

**Club Management:** A volunteer Board of Directors manages corporate affairs. The Executive Director is accountable to the board and oversees the operations of the Boys & Girls Club of Weslaco, Inc.

**Funding:** The Boys & Girls Club of Weslaco is funded by Corporate, Government, State, and Local Grants, including those from Hidalgo County and the City.

**Mission Statement:** To inspire and enable all young people, especially those from disadvantaged circumstances, to realize their full potential as productive, responsible, and caring citizens.

**Vision Statement:** Safe havens for young people, providing generation-changing outcomes.

**Core Beliefs:** A Boys & Girls Club provides a safe place to learn and grow, fosters ongoing relationships with caring adult professionals, offers life-enhancing programs, promotes character development experiences, and offers hope and opportunity.

### Core Program Areas:

**Character Development** programs empower members to support and influence their Club and community, sustain meaningful relationships with others, and develop a positive self-image. Please participate in the democratic process and respect their cultural identities.

**Education and Career Development** programs enable members to become proficient in fundamental educational disciplines, apply their knowledge to everyday situations, and utilize technology to achieve career success.

**Health and Life Skills** develop members’ capacity to engage in positive behaviors that nurture their well-being, self-esteem, personal goal setting, and ability to live successfully as self-sufficient adults.

**The Arts** enable members to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, creative writing, and the performing arts.

**Sports, Fitness, and recreation develop fitness, promote positive leisure time use, enhance stress management skills, foster social skills, and cultivate** environmental appreciation.

### **Program Sites** (after-school drop-in sites for ages 6-18)

**Main Unit**  
300 N Airport Dr., Suite B  
Weslaco, Texas  
**Open all year**

**Memorial Elem Site**  
1700 S Broder  
Site Coordinator  
**: Eric Cavazos.**

**Silva Elem. Site**  
1001 W Mile 10 Rd  
Site Coordinator

**Ybarra Elem. Site**  
1800 E Mile 10N  
Site Coordinator

**Rico Elem**  
202 N International Blvd.  
Site Coordinator

For more information, please get in touch with the administration office at (956) 973-1610.

## **To the Parents/s or Guardian/s:**

Welcome to the Boys & Girls Club of Weslaco Inc.'s traditional after-school program! We are excited to welcome your child(ren) to our vibrant club, where they can gain experience, grow, and make lasting friendships. This handbook serves as a comprehensive guide to familiarize you with our various policies, procedures, and guidelines, which help ensure a safe and enriching environment for all participants.

These pages have essential information about our activities, staff, and values. After reviewing the handbook, if you have any questions or need further clarification, we encourage you to contact our program director at the administrative office at (956) 973-1610. We are here to assist you and ensure that your experience with us is enjoyable and rewarding.

The staff at all Boys & Girls Club sites have undergone a criminal and sex offender background check to ensure the safety of your child(ren). All volunteers are required to pass a background check.

We intend to keep you well-informed about all our programs and activities. Parent meetings are held periodically. Please attend these meetings if possible. Special notices are posted on the bulletin board at each site. Please check the board weekly for notices of special events, activities, and other important information.

We have many volunteer opportunities and would welcome and appreciate your participation in planning and conducting special events. Contact the program site director at the administrative office for more information. As with our staff, we require criminal background checks for volunteers working with children at any of our sites.

**Hours and Days of Operation:** Traditional sites are open Monday through Friday from school dismissal until 6:30 p.m. Our organization will announce any closures and send advance notifications.

**Membership and Registration:** The monthly membership fee is \$50.00 and must be paid at the time of registration. All membership forms and Parent Handbook acknowledgment must be completed, signed, and returned to the site before your child(ren) may participate in the Boys & Girls Club of Weslaco Inc. program. To ensure the best possible care, please notify the Site Director of any changes to your emergency contact information and phone numbers.

**Surveys:** As part of the National Boys & Girls Club Program, we conduct an annual survey to ensure our Club's programs meet the needs and interests of your child(ren). All information provided in this survey is kept private and confidential. Your child(ren)'s participation is voluntary. Please notify the Site Director if you prefer that your child(children) not participate.

**Arrival and Departure:** The Boys & Girls Club of Weslaco Inc. is a Traditional Boys & Girls Club site and is not licensed as a daycare provider. Staff will sign in and sign out each member at the designated pick-up area. Members are strictly prohibited from leaving with anyone not listed in the provided contact information. If there are any legal documents establishing a parent or guardian authorized by the courts, we require a copy to be submitted immediately.

**Parent Visitation:** Parents are welcome to call or come by and wait in the designated area. For security reasons, we do not permit anyone to pass through the glass door.

**Personal Belongings and Clothing:** Closed-toe shoes are needed when your child(ren) participates in athletic or outdoor activities. The Boys & Girls Club of Weslaco Inc. is not responsible for lost or stolen articles. If a possession is valuable, we recommend that your child(ren) leave it at home. Found articles will be kept at the site for up to two weeks. After this time, any unclaimed items will either be donated or disposed of.

**The club does not provide transportation. Some schools offer transportation as a privilege, not a requirement. There is a zero-tolerance policy; any member who violates it may be banned from riding the bus. In the event of an incident, the school assumes responsibility. Once a member enters our facility, we take responsibility for them. We provide transportation specifically to Central Middle School, and an additional \$5.00 per month will be added to the membership.**

## **Discipline and Guidance**

**\*\*Discipline and Guidance: \*\*** The Boys & Girls Clubs are dedicated to supporting kids, understanding that they occasionally exhibit typical behaviors such as pushing, shoving, or arguing. We aim to create a wonderful experience for your child(ren) and maintain a “Positive Place for Kids.” We have established Club Guidelines that outline major conduct violations. Please take a moment to review these guidelines with your child(ren). Our staff will implement the following rules:

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|---|--|
| • Smoking   | : Confiscate the items and call the parents.   |
| • Drugs or Alcohol                                    | : Confiscate the items and call the police.  |
| • Weapons   | <b>PERMANENT SUSPENSION</b>  |
| • Disrespect toward Staff of Volunteers               | First Offense – time out<br>Second Offense – parent notification and one-day suspension<br>Third Offense – Immediate 3-day suspension and meeting with parents |
| • Fighting (Physical, kicking, biting, hitting, etc.) | Not seen by staff – time out for all involved<br>Seen by staff – There will be an immediate 3-day suspension for all involved, and a meeting with parents.     |
| • Play Fighting                                       | Play fighting is dangerous and will be treated as above.   |
| • Ignoring Suspension                                 | If a child returns to the site on the day of suspension and the parent fails to pick up the child, an extra day of suspension will be added.                   |

**The member will be suspended in-house if a Parent cannot be reached.  
And suspended from the Club for one or more days.**

*Suspension of Membership:* The Boys & Girls Club of Weslaco Inc. Our primary responsibility is to ensure the safety and well-being of all members who engage in activities and programs at our facilities. To uphold this commitment, we maintain the right to deny access to any individual using our sites, programs, or activities if their conduct raises concerns.

*Specifically, any member, parent, or guardian who has been accused of serious offenses, including assault or sexual misconduct, will be prohibited from attending or visiting any of our Club locations. Furthermore, suppose a member is currently on probation due to such offenses. In that case, their membership will be suspended, and they will be prohibited from participating in any activities or accessing any Boys & Girls Club facilities. We take these measures to foster a safe and secure environment for everyone involved.*

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***File with the membership application.***

## Parent Handbook Acknowledgement

I received a copy of the Parent Handbook. I hereby agree and acknowledge, by my signature below, that I have reviewed and will continue to review and discuss the rules and expectations governing members' behavior while attending or participating in Boys & Girls Club activities or programs with my child(ren). I also agree to accept the consequences outlined in the Discipline and Guidelines section of this Handbook.

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Parent or Guardian

Date

Member's Name

## **Policies & Procedures**

**Culture of Safety:** The Boys & Girls Club of Weslaco continually updates safety policies, programs, and training for staff and volunteers to promote child safety and protect young people from threats in our society. These resources include, but are not limited to:

- Child Abuse Prevention Policy
- Prohibition of Private One-to-One Interaction Policy
- Supervision and Facilities Policy
- Drug-and Alcohol-Free Workplace Policy
- Incident Management Policy
- Technology Acceptable Use Policy
- Transportation Policy
- Emergency Operations Plan Policy

**Safety Policies:** The Boys & Girls Club of Weslaco keeps comprehensive safety policies that protect youth, including, but not limited to, policies on supervision, transportation, communication, and the prohibition of one-on-one contact.

**24-Hour Toll-Free Child Safety Hotline:** We encourage all staff, members, and families to report any incident or situation they believe is unsafe. Through our national partnership with [Praesidium](#), one of the nation's leading safety experts, Boys & Girls Club of Weslaco members and staff have access to a confidential 24-hour toll-free Child Safety Hotline at [866-607-SAFE \(7233\)](#) or [SafeClub@Praesidiuminc.com](mailto:SafeClub@Praesidiuminc.com).

### **SUPERVISION**

Boys and Girls Clubs (local name) is dedicated to providing a safe and secure environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by a suitable adult staff member (18 or over). To ensure proper supervision, staff and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one adult staff member (18 and over) is present when supervising members.
- Must always keep proper supervision ratios.
- Must be trained in proper supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult staff member who is 18 years old or older.
- Must notify Club leadership immediately and give written reports detailing supervision issues, accidents, or critical incidents.
- Must never use electronic devices such as cell phones, PDAs, or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

## EMERGENCY OPERATIONS PLAN

- Fire
- Weather (tornado, flooding, hurricane, etc.)
- Lockdown (for interior or exterior threat)
- Bomb threat
- Suspicious package
- Training/drill schedule and reporting procedures for staff, volunteers, and members.

**State and Local Laws:** We comply with federal, state, and local safety laws, including those that affect facilities and vehicles.

**Safety Partnerships:** Nationally, the Boys & Girls Clubs of America collaborates with leading experts in safety, security, and technology to develop state-of-the-art solutions for its Clubs. Partners include:

- National Child Safety Advisory Task Force, made up of leading experts and organizations
- Blue Ribbon Taskforce, composed of local Club leaders who provide input on safety direction and key safety initiatives
- Mental Health First Aid, a national program that teaches skills to recognize and respond to signs of mental illness and substance abuse
- Crisis Text Line, a confidential text message service for youth in times of crisis

Locally, the Boys & Girls Club of Weslaco partners with:

- Weslaco Police Department
- Weslaco Fire Department
- Weslaco City Department

**Continued Commitment:** In July 2020, Boys & Girls Club organizations voted to adopt additional safety measures to improve safety within our Clubs. Though many of these practices were already commonplace across our Movement, this vote made them mandatory for all Clubs. These include more stringent reference and background checks, enhanced Safety Committee requirements, robust communication of essential safety resources and information, and more. With an unprecedented majority, on July 26, 2021, local Boys & Girls Clubs voted in record numbers to adopt additional membership requirements that further enhance child safety, implementing recommendations from RAINN that began in 2020 and will continue over the next two years—a demonstration of our continued commitment to keeping kids safe.

Nationally, Boys & Girls Clubs of America has advocated for the passage of the [U.S. PROTECT Act](#) to improve background screening systems and access. The national organization has also partnered with the [FBI](#), the [National Center for Missing & Exploited Children](#), and the [Centers for Disease Control](#) to support the development of safety practices that benefit ALL youth-serving organizations.

America's young people deserve nothing less than our constant focus on their safety and our firm commitment to protect every child entrusted to our care at the Boys & Girls Club of Weslaco. Please visit the Boys & Girls Clubs of America's Child Safety page to learn more about our national safety policies and actions.