

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF ELKO | SPRING CREEK | WELLS

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## Parent Handbook

<p><b>Boys &amp; Girls Club of Elko</b> 782 Country Club Drive Elko, NV 89801 775-738-2759</p> <p>Office Hours: Monday – Friday 9:00 AM – 7:00 PM</p> <p>Program Hours: Monday – Friday 4:00 AM – 8:00 PM</p>	<p><b>Boys &amp; Girls Club of Spring Creek</b> 200 Springfield Parkway Spring Creek, NV 89815 775-748-6136</p> <p>Office Hours: Monday – Friday 8:30 AM – 7:00 PM</p> <p>Program Hours: Monday – Friday 4:00 AM – 8:00 PM</p>	<p><b>Boys &amp; Girls Club of Wells</b> <b>518 Dover St.</b> <b>Wells, NV 89835</b> 775-777-4559</p> <p>Program Hours: Monday – Thursday 3:45 PM – 6:00 PM Friday 8:00 AM-5:00 PM</p>
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(Revised 3/2024)

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# **OVERVIEW**

## **Mission Statement**

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

## **SCHOOL-AGE PROGRAMS**

Youth ages Kindergarten through 18 years of age may become members of the Boys & Girls Clubs. Boys & Girls Club Membership/Joining Fee is \$15 per year per child. One membership card is issued and is required for admittance. Lost cards will be replaced at a cost of \$5.00 per card. The Boys & Girls Clubs offer before-school programs, after-school programs, Fridays, and a summer camp. Transportation to/from the Elko Club during the school year is provided by the Elko County School District and Boys & Girls Clubs of Elko to/from Southside Elementary, Northside Elementary, Mountain View Elementary, Grammar #2 Elementary. Also, transporting from Adobe Middle School. Transportation during the school year to/from the Spring Creek Club is provided by the Elko County School District and the Boys & Girls clubs of Elko to/from Spring Creek Elementary, Liberty Peak Elementary, and Sage Elementary. Transportation during the school year from Wells Elementary. Updates are posted at the front desk including monthly newsletters outlining important information and policies.

### **After-School Program**

The Boys & Girls Clubs of Elko after-school program operates during the school year for kindergarten through 12<sup>th</sup> grade in Elko, kindergarten through 5<sup>th</sup> grade in Spring Creek, and kindergarten through 8<sup>th</sup> grade in Wells. Children are broken into age-appropriate groups and participate in Education/Homework, PE/Sports, Arts, Crafts, Computers, STEM, Outdoor Play, Games/Video, Fitness, and Life Skills. The after-school program runs Monday – Thursday from the time school dismisses to 8:00 PM. The Boys & Girls Club is open during school-out days from 4:00 AM – 8:00 PM and school early out days from the early out time until 8:00 PM. Snacks are not provided, so please send your child with a snack.

### **Before-School Program**

The Boys & Girls Clubs of Elko before-school program operates during the school year for kindergarten through 6<sup>th</sup> grade in Elko and kindergarten through 5<sup>th</sup> grade in Spring Creek. The before school program operates Monday – Friday from 4:00 AM until school starts. Children who arrive at the before-school program before 6:00 AM are encouraged to go back to sleep on a cot that is provided by the club. Children must bring their own breakfast and snacks.

### **Friday Program**

The Boys & Girls Clubs of Elko after-school program operates during the school year for Kindergarten through 12<sup>th</sup> grade in Elko, Kindergarten through 5<sup>th</sup> grade in Spring Creek, and Kindergarten through 8<sup>th</sup> grade in Wells. Children are broken into age-appropriate groups and participate in Education/Homework, PE/Sports, Arts, Crafts, Computers, STEM, Outdoor Play, Games/Video, Fitness, and Life Skills. The Friday program runs from 4 AM-8 PM in Elko and Spring Creek. The Fridays only program runs from 8 AM-5 PM in Wells. Snacks are not provided, so please send your child with a snack.

### **Summer Camp**

The Boys & Girls Clubs of Elko summer program operates at the Elko and Spring Creek locations. Children will be broken into groups by grade and participate in Water Activities, Summer Brain Gain, PE/Sports, Arts/Crafts, Computers/STEM, Outdoor Adventure, Games/Video, Fitness, and Life Skills. Summer Camp is open Monday – Friday 4:00 AM until 8:00 PM in Elko and Spring Creek. In Wells Monday through Thursday 8 AM until 5 PM.

### **Checking In & Out of Club**

All participants are required to check-in and out of the Club every time they come and go. Children in 6<sup>th</sup> grade and under are not allowed to check themselves in and out of the Club. Parents are required to come into the club when dropping off and picking up. Members in 7<sup>th</sup> grade and above may check themselves in and out of the Club with signed parent approval.

### **HOLIDAYS AND CLOSURES**

The Boys and Girls Club of Elko, Spring Creek, and Wells are closed on the following holidays: New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Labor Day, Nevada Day, Thanksgiving (Thursday & Friday), Christmas Eve, and Christmas Day.

### **BATHROOM POLICY**

#### **Bathroom Policy**

The Boys & Girls Clubs of Elko is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

Program Times: Program time is defined as the times that the Boys & Girls Clubs of Elko operates its usual services including it's before/after school program and full day summer camp program.

Other Program/Event Times: Other program/event times is defined as any program or event run by the Boys & Girls Clubs of Elko or any other entity/individual that is above and beyond the program time defined above.

Adult: Any individual that is 19 years old or older and is not a member of the Boys & Girls Clubs of Elko.

Youth Member: Any youth that is 18 years old or younger that is a member of the Boys & Girls Clubs of Elko.

Youth: Any youth that is 18 years or younger and is not a member of the Boys & Girls Clubs of Elko.

During all program times there will be designated bathrooms for adults only and designated bathrooms for youth member use only. During designated program times, adults may only use the adult designated bathrooms and youth members may only use the youth designated bathrooms. During program times, all youth members must obtain a bathroom pass from their counselor to gain permission to use bathroom facilities. Only one youth member may utilize any bathroom at a time during program times. The approved discipline policy will be enforced when in violation of this policy.

Designated bathrooms will be utilized to separate Boys & Girls Clubs of Elko youth members and non-Boys & Girls Clubs of Elko adults and youth during hours when program times coincides with other program/event times held at the Boys & Girls Clubs of Elko.

Adults and youth will have access to all bathrooms during other program/event times. Guardians or adults are responsible for monitoring the bathroom safety and behavior of their youth during other program/event times.

All restrooms shall be cleaned and sanitized daily. There shall be no individual utilizing bathrooms when being cleaned or restocked.

Staff observing unacceptable restroom conditions shall immediately notify Boys and Girls Clubs of Elko leadership and document, in writing, incidents as soon as possible.

Individuals shall not flood toilets, urinals, or sinks on purpose. Individuals shall not purposely break bathroom equipment. Individuals shall not purposely dirty walls or floors when using the bathrooms. Only one person may utilize any bathroom at a time. The approved discipline policy will be enforced when in violation of these policies.

## **MEMBER DRESS CODE**

All participants are asked to wear shoes with socks every day. Shirts must cover the entire torso with sleeve straps being at least 3-adult fingers wide and must fit tight under arm-pits. Shorts must be longer than the youth fingertips when arms are fully extended by their side. Please do not let your child bring valuables to the Club.

## **YOUTH CONTACT POLICY**

### **One-on-One Contact Policy**

The Boys & Girls Clubs of Elko prohibit one-on-one interaction between youth and staff and volunteers, including board members. One-on-one contact is defined as any private contact or communication (including electronic communication) between a member under the age of 18 and an adult, including staff, volunteers, board members, and others that may come in contact with members during regular programming and activities. Should any adult staff, volunteer, or board member violate this policy, the Organization will take appropriate disciplinary action, up to and including termination. The Boys & Girls Clubs of Elko is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the Organization prohibits all one-on-one interactions between youth and staff and volunteers, including board members.

### **Exceptions**

Exceptions can be made when delivering medical or counseling services by a licensed, trained therapist or similar professional (i.e., counselors, social workers). Exceptions can be made when the emotional or physical safety of a member is at risk and a private, one-on-one communication is deemed necessary by Boys and Girls Clubs of Elko leadership. All instances of exceptions should be communicated with Boys and Girls Clubs of Elko leadership and documented. If medical care is given, Clubs should reference HIPAA for state-specific guidance. In emergency situations, which could create a safety risk, exceptions can be made, i.e., if a member is not picked up by a parent and leaving them alone at the Club could be a safety risk. Should exceptions need to be made, the Club shall have policies in place to monitor interactions, including, but not limited to:

- Disclosing the meeting to Boys and Girls Clubs of Elko leadership and regularly checking-in with the member and adult during conversations
- Placing time limits on conversations
- Meeting in rooms with clear sight lines (i.e., rooms with windows, glass doors)
- Documenting the interaction
- Disclosing the emergency situation to another staff member

### **External/Off-Site Events**

When travelling to external events such as Keystone, Youth of the Year, or other off-site events, the one-on-one policy shall continue to be followed. Should the Boys and Girls Clubs of Elko take responsibility for transporting members to and/or from an event, one staff member should not transport one single child at any time in a vehicle. Accommodations shall be made to ensure at least 3 people (2 staff and one

member or one staff and 2 members) are together when traveling. As an alternative, public transportation may be used (i.e. taxi, Uber, bus, train, air, etc.). Parents and guardians should also provide written consent in each instance a member travels to any off-site event.

If this contact arrangement presents staffing or budget challenges, the Boys and Girls Clubs of Elko has the right to consider the following:

- Invite parents or guardians to attend and/or chaperone their child
- Include additional youth (i.e. Junior Youth of the Year) and/or staff in travel plans
- Coordinate with other Clubhouses or nearby Organizations to travel together
- Travel with additional staff or members
- Modify bus or van routes so single children aren't picked up first or dropped off last
- Use a bus aide if available
- Pick up and drop off children in groups
- Modify staff schedules to ensure multiple staff are present

### **Partnering with Community Organizations**

If the Boys and Girls Clubs of Elko decides to partner with a local mentoring organization in the community:

1. All efforts should be made to ensure mentors abide by Boys and Girls Clubs of Elko policies, including background check requirements.
2. External mentors should agree to and abide by all Boys and Girls Clubs of Elko safety policies and procedures.
3. A written agreement should be in place to determine how and when the external organization assumes custody and responsibility of the member and is clearly communicated to parents or guardians.
4. Documentation should be maintained on each mentoring interaction.

### **Supervision Policy**

Boys and Girls Clubs of Elko activities should be under continuous supervision by an appropriate adult and should maintain reasonable ratios when supervising youth. The ratio should be based on an organization's experience, common practices in the community, and/or standards set by Boys and Girls Clubs of Elko leadership. **We prohibit private, one on one meetings and/or communications between Boys and Girls Clubs of Elko staff or volunteers and Boys and Girls Clubs of Elko members.**

### **Ratios**

Youth Drop-in: 1 adult to 20 youth

Instructional: 1 adult to 20 youth

Group Clubs: 1 adult to 15 youth

Teams: 1 adult to 15 youth

Day Camp: 1 adult to 20 youth

Day Trips: 1 adult to 10 youth

Overnight: 1 adult (with minimum of 2 adults present) to 7 youth

Swimming: 1 Lifeguard to 25 Swimmers

## **HEALTH POLICIES**

It is our interest at the Boys and Girls Clubs of Elko to make sure that all children have a safe and positive experience while at Boys and Girls Clubs of Elko. Part of that experience is to ensure the health and well-being of all our members, staff and volunteers. Therefore, we have established health policies that protect the health of all who are in Boys and Girls Clubs of Elko. Any child with a communicable condition, must

NOT attend Boys and Girls Clubs of Elko until the condition is no longer contagious. Some symptoms of communicable conditions are (but not limited to) diarrhea, vomiting, fever over 100 degrees Fahrenheit, a red, swollen sore throat, and regular coughing or sneezing. If a child displays any symptoms of illness while at the Boys and Girls Clubs of Elko, the parents will be notified and must arrange for their child to be picked up within 30 minutes of being contacted.

### **Lice**

If a child is found to have head lice or nits while at the Boys and Girls Clubs of Elko, you will be contacted, and your child must be picked up within 30 minutes of notification. Your child may return to Boys and Girls Clubs of Elko once they have been treated for the condition. Upon their return, they must have a signed note from you indicating the date of treatment.

### **Handling of Club Member's Medication**

The Boys & Girls Clubs of Elko does not dispense any medication to members. Parents must be present and give medications to their children.

## **TECHNOLOGY POLICIES**

### **Responsible Computer Use Policy**

Boys & Girls Clubs of Elko computer network and internet access are available to members to enhance their educational experience and help them become literate in an increasingly technological world. The purpose of this Acceptable Use Policy is to foster the appropriate use of that network, email and the internet. The following guidelines apply to all users, whenever they access any of the Boys and Girls Clubs of Elko network connections.

### **Educational Purpose**

The Boys and Girls Clubs of Elko network has been established for educational purposes limited to classroom activities, school-to-career development and scholastic research on appropriate subjects. The Boys and Girls Clubs of Elko network has not been established as a public access service or a public forum. The Boys and Girls Clubs of Elko has the right to place reasonable restrictions on the material members access or post through the system. Members are expected to follow this Acceptable Use Policy (as well as other Boys and Girls Clubs of Elko rules and policies applicable to members) when in the Technology Center or accessing the network.

The Boys and Girls Clubs of Elko network is considered a limited forum, similar to a school and, therefore, the Club reserves the right to regulate that forum for valid educational reasons. The Boys and Girls Clubs of Elko will not restrict speech on the basis of a disagreement with opinions you, the members, are expressing. You should expect only limited privacy with the content of your personal files on the Boys and Girls Clubs of Elko network. This situation is similar to the rights you have in the privacy of your locker at school. The Boys and Girls Clubs of Elko reserves the right to search your files, if there is a reasonable suspicion you violated this Acceptable Use Policy, Club rules and policies, or the law.

### **Unacceptable Uses and Personal Safety**

You must not post personal contact information about yourself or other people. Personal contact information includes (but is not limited to) home, school or work addresses; telephone numbers; and email addresses. You must never agree to meet with someone you have met online without your parent's approval. A parent or guardian should always accompany you to such meetings. You must promptly disclose to a Boys and Girls Clubs of Elko staff member any message you receive that is inappropriate or makes you feel uncomfortable.

### **Illegal Activities**

You must not attempt to gain unauthorized access to the Boys and Girls Clubs of Elko network, or to any other computer system through the Boys and Girls Clubs of Elko network. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing." You must not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses. You must not use the Boys and Girls Clubs of Elko network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person.

### **System Security**

You are responsible for any of your individual user accounts and should take all reasonable precautions to prevent others from being able to use your account. Under no circumstances should you provide any of your password to another person. You must immediately notify a Boys and Girls Clubs of Elko staff member if you have identified or witnessed a possible security problem. Do not look for security problems, because this may be construed as an illegal attempt to gain access.

### **Inappropriate Use**

Restrictions against inappropriate use apply to public message, private message and material posted on web pages. Within reason, freedom of speech and access to information will be honored. The following are not permitted. Violations may result in the loss of access, as well as other disciplinary or legal action.

- Sending or displaying unkind or offensive messages or pictures, pornography or hate literature
- Using unkind or obscene language
- Harassing, insulting or attacking others
- Intentionally damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing into another person's folders, work or files
- Intentionally wasting limited resources (i.e., distributing mass email messages, participating in chain letters, creating or participating in unauthorized newsgroups, and storing files on file servers without proper authorization)
- Employing the network for commercial purposes, political activities or lobbying
- Installing additional software without prior approval
- Using portal or proxy websites

### **Respect for Privacy**

You must not re-post a message that was sent to you privately, without the permission of the person who sent the message. You must not post private information about another person.

### **Plagiarism and Copyright**

You must not plagiarize works you find on the internet. Plagiarism is taking ideas, writing or pictures of others and presenting them as your own. It is dishonorable, and it is a prohibited use of this facility. You must respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Copyright law can be confusing; therefore, if you have any questions, please ask a teacher or Club staff member.



### **Photographs, Recordings, Member Creations**

The Boys & Girls Clubs of Elko may use photos or videos including, or projects created by members for advertising or publicity purposes. They may be used in, but are not limited to, the following: newspaper, social media, website, flyers, brochures, etc... If you do not want your child to be photographed or recorded for the purposes listed above, please be sure to indicate this desire on your child's membership application.

### **Surveillance Policy**

The Boys & Girls Clubs of Elko is equipped with a 24-hour video surveillance system and we have installed security cameras in all classrooms, common areas, outdoor play areas, and parking lots. This surveillance endures the safety and security of all children, staff, parents, and visitors at our facilities. Management may view a recorded video or live surveillance of any portion of the premise at any time.

## **PICK-UP AND DROP-OFF POLICY**

Parents are required to come into the Club when dropping-off and picking-up.

### **Pick-Up Policy**

All children must be picked up on or before scheduled closing time with no exceptions. A \$2 fee per child will be charged for every 5 minutes late. The official Boys and Girls Clubs of Elko clock will be used to determine time. Parents will be notified on this violation and a written warning will be issued moving the child to step 3 of the discipline policy.

## **MEMBER DISCIPLINE POLICY**

### **Member Discipline Policy**

Youth must respect the rights and feelings of others and avoid disruptive behavior or actions that interfere with program activities. Disruptive behavior, hitting, bullying, extreme aggression, sexual misconduct, vulgar language, unsanitary behavior, theft, vandalism, racism, tobacco use, drug/alcohol use, vapor use, weapons, and running-away from the Club are not tolerated.

**Step 1:** Youth violating the discipline policies will be given a verbal warning by the staff after each incident. After one verbal warning a 5-minute, in-room, time-out will be issued.

**Step 2:** After one in-room time-out, individuals will be sent to the front desk for a time-out for the rest of that rotation time period. Child will return to next rotation after time-out.

**Step 3:** After second front desk time-out in a day's period, individuals will be sent to the front desk for a time-out for the rest of that rotation time period. Parents will be notified; a written warning will be issued.

**Step 4:** On the second write-up during a semester, the child will be suspended for the following day.

**Step 5:** Once the child returns from his/her first suspension, if another write-up occurs within that same semester, the child will be suspended for one week.

**Step 6:** Once the child returns from his/her second suspension, if another write-up occurs within that same semester, the child will be suspended for one month.

**Step 7:** Once the child returns from his/her third suspension, if another write-up occurs within that same semester, the child will be terminated from the Club for the remainder of that semester.

### **Immediate Suspension**

Extreme aggression, exposing or touching inappropriate body parts, theft, vandalism, drug/alcohol possession, and weapons are not tolerated. **Step 5** will be enforced immediately on all of these infractions.

### **Suspension for Severe Violation**

Any violation outlined above that is considered severe may receive permanent suspension. Age-appropriateness will be considered. The management team will research incident details and make a group decision on the severity of the act and the suspension length. Youth will be placed on a one-year probation on their return. A child will be unable to return to the Club if they receive a violation of a similar nature during their probation period.

## **BULLYING POLICY**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Staff and/or volunteers who observe an act of bullying shall take immediate, appropriate steps to intervene. If the staff member and/or volunteer believes his/her intervention has not resolved the matter, they shall report it to Boys and Girls Clubs of Elko leadership and document the incident in writing. The Boys and Girls Clubs of Elko leadership or appropriate staff member shall inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior, up to, and including terminating membership.

## **CHILD SAFETY**

### **ADA Policy**

Boys & Girls Clubs of Elko seek to serve all people. It is our intention to include people of all abilities in our programs in the most integrated setting and wherever it is reasonably possible to do so. This includes individuals with a physical, mental, or emotional need that substantially limits a major life activity, individuals with a record of such need, or individuals who are regarded as having such needs. Despite our best efforts, it may not be possible in certain circumstances for Boys & Girls Clubs to accommodate the disability or special needs of a particular child. This could occur in the following examples:

- The individual's disability or special needs present a significant direct threat to the health or safety of others and such risk cannot be eliminated or reduced to an acceptable level; or
- The required accommodation would require a fundamental alteration to Boys & Girls Clubs youth programs or otherwise would present an undue burden for Boys & Girls Clubs.

For some youth, special accommodation needs may appear later, or may differ over time. Boys and Girls Clubs of Elko will make ongoing assessments of your child's needs and will require the parent or legal guardian's involvement in this process. Failure to share information about your child that identifies special care, accommodations or supervision needs may jeopardize the placement of or continued

participation by your child in the program. All children are expected to abide by the Code of Conduct or stated behavior expectations. An individual plan of care stating needs is required prior to starting the program.

### **Restraining Club Members**

Other than positive and supportive contact, personnel are only authorized to physically restrain a Club member if they could harm themselves or others.

### **Alone with Children**

At no time during a Boys & Girls Clubs of Elko program may a staff person be alone with a single child where they cannot be observed by others. Staff may not be alone with children they meet in the Boys & Girls Clubs of Elko programs outside of the Boys & Girls Clubs of Elko. This includes babysitting, sleepovers and inviting children to your home. Any exceptions require a written explanation prior to such exception and are subject to Executive Director Approval.

### **Supervising Children**

Staff shall never leave a child unsupervised. Staff should conduct or supervise private activities in pairs, such as putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.

## **SUBSTANCE-FREE ENVIRONMENT**

We are committed to fostering and maintaining a healthy and safe environment for everyone. The use of tobacco, drugs, or alcohol is prohibited at The Boys & Girls Clubs of Elko.

## **SAFETY**

### **Emergencies**

Staff members are trained in CPR and First Aid and are also able to handle everyday bumps and bruises. Should an emergency arise where medical attention is required, parents will be notified immediately. If parents cannot be reached, the person listed as the emergency contact on your child's Club membership form will be called. All efforts will be made to contact you prior to taking medical action. If, however, you or another designated person on your child's emergency contact list is unable to be reached, we will proceed as is stated on the medical treatment release on the member application. Please keep all emergency information up to date with the front desk.

### **Weapons**

The Boys & Girls Clubs of Elko prohibits all persons who enter Club property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by the Boys & Girls Clubs of Elko to carry a weapon on the property.

## **TRANSPORTATION**

### **Field Trips**

Notification of a field trip will be posted at the front desk with all pertinent trip information including destination, date, time, cost, and mode of transportation. Parents are required to give written permission for their child to attend each field trip. Field trip permission slips must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

No person may transport Boys & Girls Clubs of Elko members on official Boys & Girls Clubs of Elko field trips without publication of the driver's name on an authorized Drivers List. Authorized drivers must be paid staff approved to operate a Boys & Girls Clubs of Elko vehicle. Persons authorized by the Executive Director to operate Boys & Girls Clubs of Elko vehicles or transport children in privately owned vehicles must be 21 years or older. The Executive Director's approval is required prior to publication of a person's name on the Authorized Drivers List.

## **MANDATED REPORTING**

All staff are trained to recognize the signs and symptoms of child abuse and neglect. All staff are mandated by Nevada Revised Statutes to report suspected child abuse or neglect to the child protective services agency or law enforcement.

## **INCLUSION**

### **Disability Inclusion**

The Boys and Girls Clubs of Elko welcomes all children and is committed to act in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities and other complex needs.

### **Inclusive Environment**

The Boys and Girls Clubs of Elko staff members will work with families to understand special needs of children seeking accommodation, and to identify modifications necessary to support the disability. Staff will work to integrate individual accommodations as safely and feasibly achievable.

### **Staff Training and Development**

Training and support is provided to ensure that staff members are competent to be aware of and to meet the developmental needs of Club members for which an accommodation is being provided. Club staff will work with parents to understand specific or individualized needs, and to identify additional support and resources as necessary and/or appropriate.

## **RECORD KEEPING/ACCOUNTING & FINANCIAL**

### **Membership Record Keeping and Participation**

All membership records, physical and computerized, are strictly confidential. This information is only available to the Board of Directors, staff, auditors, Club members, guardians, or authorized individuals. All membership records are kept for five years. All participants in substance abuse, teen pregnancy, and gang prevention programs must comply with the criteria for the State of Nevada Health Division regarding consent to participate in a prevention program.

## Parent/Guardian Signature

I \_\_\_\_\_ have received the Parent Handbook provided by the Boys & Girls Club. I understand and will abide by all rules and regulations in the booklet.

X

X

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Parent/Gurdian Signature

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Date

If you have any questions regarding anything in this handbook, please contact the Boys & Girls Club.

<p><b>Boys &amp; Girls Club of Elko</b>            782 Country Club Drive            Elko, NV 89801            775-738-2759</p> <p>Office Hours: Monday – Friday            9:00 AM – 7:00 PM</p> <p>Program Hours: Monday – Friday            4:00 AM – 8:00 PM</p>	<p><b>Boys &amp; Girls Club of Spring Creek</b>            200 Spring Field Parkway            Spring Creek, NV 89815            775-</p> <p>Office Hours: Monday – Friday            8:30 AM – 7:00 PM</p> <p>Program Hours: Monday – Friday            4:00 AM – 8:00 PM</p>	<p><b>Boys &amp; Girls Club of Wells</b>            518 Dover St.            Wells, NV 89835            775-777-4559</p> <p>Program Hours:            Monday – Thursday            3:45 PM – 6:00 PM            Friday            8:00 AM-5:00 PM</p>
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