

# Elko & Spring Creek Boys & Girls Clubs



## Program Guide

January - December 2021

Boys & Girls Clubs of Elko • 782 Country Club Drive • Elko, Nevada 89801  
(775) 738-2759 • [www.bgcelko.org](http://www.bgcelko.org)



**BOYS & GIRLS CLUBS**  
OF ELKO

## Information

### Membership

Youth ages K-DGN – 18 years of age may become members of the Boys & Girls Clubs. **Membership is \$15 per year per child.** Membership is association-wide giving Spring Creek and Elko member privileges at all locations. Scholarships are available for families needing financial support. One membership card is issued annually upon registration and is required for admittance into the Boys & Girls Clubs. Lost cards will be replaced at a cost of \$3.00 per card.

### School-Year Program

The Boys & Girls Club school program operates during the school year at **Spring Creek Elementary School** for kindergarten through 5<sup>th</sup> grade and the **Boys & Girls Clubs of Elko** for kindergarten through 12<sup>th</sup> grade. Children will be broken into groups by grade and participate in education/homework, PE/sports, arts & crafts, computers/STEM, outdoor play, games/video, fitness, and life skills. Must be a member.

Dates: 2021-2022 School Year  
Days: Monday – Friday  
Times: After School – 7:00 PM  
Fee: \$300 per child. Must be a member.

**School-Out Days:** The Boys & Girls Club in Elko is open during school-out days from 7:30 AM – 6:00 PM. The Spring Creek Boys & Girls Club at Spring Creek Elementary is not open during school-out days. Spring Creek Boys & Girls Club members may attend the Boys & Girls Clubs of Elko during school-out days for no additional fee.

**School Early-Outs:** The Boys & Girls Clubs of Elko and Spring Creek are open during school early-out days from early out time to 6:00 PM.

**Transportation:** Transportation is provided for the afterschool program by the Elko County School District from Southside Elementary, Northside Elementary, Grammar #2 Elementary, Mountain View Elementary, and Adobe Middle School to the Elko Club. Transportation is not provided in Spring Creek at this time. Membership cards are required to ride bus.

### Summer Camp

The Boys & Girls Club summer program operates at only the Elko location and is only available to members. 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. Must be a member.

Dates: June 7 – August 20, 2021  
Days: Monday – Friday  
Times: 7:30 AM – 6:00 PM  
Fee: \$300 per child. Must be a member.

## Program Format

### Kindergarten – 4<sup>th</sup> Grade

Youth in Kindergarten through 4<sup>th</sup> grade are broken into groups according to grade and rotate throughout our service areas every 40 minutes. Rotations include Computers/STEM, Video/Games, Arts & Crafts, Fitness, Engineering/Construction, Life Skills, Outdoor Play, and PE/Sports. A Homework room with teacher is also available every day.

### Tweens

Youth 5<sup>th</sup> grade – 12 year olds have their own Tween Center with computers, video games, fitness center, gymnasium, and recreational/educational space. Tweens also have daily electives available.

### 13 Years & Above

Thirteen-year olds and older members have their own Teen Center with computers, video games, fitness center, gymnasium, and recreational/educational space. Teens also have daily electives available. Teens also have the option of participating in Junior Staff and Keystone Club.

### Building Tours

For the safety of the children, we do not conduct building tours during program times. Individual tours may be scheduled by contacting the Club at (775) 738-2759.

### Closings

May 31, 2021	Memorial Day
July 4, 2021	Independence Day
Week Before School Starts	Renovations
September 6, 2021	Labor Day
October 29, 2021	Nevada Day
November 25-26, 2021	Thanksgiving
December 24-25, 2021	Christmas
Dec. 31, 2021 – Jan. 1, 2022	New Years

### Breakfast & Lunch

Children must bring their own sack lunch and breakfast during all school-out days and summer. Microwavable and refrigerated food is not allowed.

## Youth Sports

The Boys & Girls Club offer youth basketball for 5 year olds through 4<sup>th</sup> grade boys & girls and volleyball for 3<sup>rd</sup> – 4<sup>th</sup> grade girls. Refer to sport flier for further information.

5 yrs. – 1 <sup>st</sup> Grade Basketball:	October – December, 2021
2 <sup>nd</sup> – 4 <sup>th</sup> Grade Basketball:	January – March, 2022
3 <sup>rd</sup> – 4 <sup>th</sup> Grade Girls Volleyball:	October – December, 2021

## Club Policies

### 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 & Girls Club 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.

### Checking In & Out of Club

All participants are required to check-in and out of the Club every time they come and go. Children 4<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. Youth 5<sup>th</sup> grade and above may check themselves in/out of the Club with signed parent approval.

### 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 Club leadership and document the incident in writing. Club 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.

### Bathroom Policy

All children must be potty trained and able to use a bathroom without assistance to attend the Club. Only one child may be in a bathroom at any time during regular program hours. Any child caught in a bathroom with another individual for any reason will be moved to step 5 of the discipline policy.

### 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.

## Discipline Policy

### 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, vaper 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.

## Computer Use Policy

### Responsible Computer Use Guidelines for Members

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 Clubs' network connections.

### Educational Purpose

The Clubs' network has been established for educational purposes limited to classroom activities, school-to-career development and scholastic research on appropriate subjects. The Clubs' network has not been established as a public access service or a public forum. The Club 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 Club rules and policies applicable to members) when in the Technology Center or accessing the network.

The Clubs' 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 Club 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 Clubs' network. This situation is similar to the rights you have in the privacy of your locker at school. The Club 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 Club 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 Clubs' network, or to any other computer system through the Clubs' 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 Clubs' 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.

## Computer Use Policy

### 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 Club 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.

1. Sending or displaying unkind or offensive messages or pictures, pornography or hate literature
2. Using unkind or obscene language
3. Harassing, insulting or attacking others
4. Intentionally damaging computers, computer systems or computer networks
5. Violating copyright laws
6. Using another person's password
7. Trespassing into another person's folders, work or files
8. 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)
9. Employing the network for commercial purposes, political activities or lobbying
10. Installing additional software without prior approval
11. 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 Infringement

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.

### Disciplinary Actions

Members who violate the Acceptable Use Policy may be denied future internet and/or network privileges for a defined period of time, and may be subject to other disciplinary measures as set forth by Club policies.