

GREAT FUTURES START **HERE.**



**Boys & Girls Clubs
of Adair County Schools**

2023 - 2024

Parent Handbook

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DISCLAIMER

The Parent Handbook is for the convenience of parents, legal guardians, and Club members. The Handbook is intended to serve as a guide to help parents come to know Boys & Girls Clubs of Adair County Schools programs and opportunities as well as to set forth expectations and agreements.

The Handbook will answer many questions you may have about programs, discipline, Club expectations, safety, locations, and other topics. No set of expectations or guidelines can cover every conceivable situation that might arise at a Club. The expectations, policies and procedures set forth in this Handbook are intended to apply under normal circumstances. However, we recognize that from time to time, there may be circumstances that require immediate or nonstandard responses.

This Handbook does not limit the authority of Boys & Girls Clubs of Adair County Schools to deviate from the scripted procedures set forth in this Handbook, Boys & Girls Clubs of Adair County Schools and to handle individual circumstances as they arise in the manner deemed most appropriate by taking into consideration the best interests of Boys & Girls Clubs of Adair County Schools, its employees, Club members or overall organizational community.

The policies may be revised or updated, at any time during the year. Boys & Girls Clubs of Adair County Schools's website will have the most up-to-date information posted. All questions pertaining to any part of the Handbook should be directed to the Club leadership. The Chief Executive Officer has the ultimate authority in all operating decisions.

NON-DISCRIMINATION STATEMENT

Boys & Girls Clubs of Adair County Schools does not discriminate on the basis of race, ethnicity, national origin or gender.

THE AMERICANS WITH DISABILITIES ACT

Boys & Girls Clubs of Adair County Schools is committed to enforce and implement all required provisions of the Americans with Disabilities Act, in both policy and practice. We will not deny admission based on disability or deny a request for reasonable accommodations without making an individualized assessment of a child's particular needs.

INCLUSIVE ENVIRONMENT

Boys & Girls Clubs of Adair County Schools 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 as defined by Boys & Girls Clubs of Adair County Schools.

PROFESSIONAL DEVELOPMENT AND SUPPORT FOR STAFF

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

ABOUT BOYS & GIRLS CLUBS OF ADAIR COUNTY SCHOOLS

Boys & Girls Clubs of Adair County Schools has been at the forefront of youth development, working with young people from disadvantaged economic, social and family circumstances. With 8 locations throughout the county, we serve more than 1,900 youth annually with our after-school programming.

The Clubs offer daily access to a broad range of programs that promote health, social, educational, vocational, character, and leadership development. Club programs foster a sense of belonging, competence, usefulness, and influence that builds self-confidence and self-esteem. The scope and depth of our programming addresses the community's need for positive programs for these at-risk youth.

Boys & Girls Club of Adair County Schools is part of Boys & Girls Clubs of America (BGCA), a national organization. BGCA provides assistance to local Clubs through program creation, staff and resource development; organizational planning and administration.

MISSION

To enable all young people, especially those who need us most to reach their full potential as responsible, productive, and caring citizens.

OUR VALUES

Respect, Work Ethic, Passion, Innovation, Caring, Commitment, Teamwork, and FUN!

5 CORE PROGRAMS

To ensure all of our members have great futures and to achieve three of our priority outcomes - academic success, good character and leadership, and living healthy lifestyles, we follow our Formula For Impact (FFI). The FFI combines youth that need us most with an outcome driven Club experience, which includes providing high-yield learning activities and targeted programs, actively encouraging young people to attend more frequently, and employing the Five Key Elements for Positive Youth Development: A Safe, Positive Environment; Fun; Supportive Relationships; Opportunities and Expectations; and Recognition.

Character & Leadership Development:

Empowers youth to support and influence their Club and community, sustain meaningful relationships with others, develop positive self-image, and respect their own culture and others' cultural identities.

Education & Career Development:

Enables youth to become proficient in basic educational discipline, to instill good study habits, and apply learning.

Health & Life Skills:

Develops young people's capacity to make positive choices and engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

The Arts:

Enables youth to develop their creativity and cultural awareness through knowledge appreciation of visual arts, crafts, performing arts and creative writing.

Sports, Fitness & Recreation:

Develops fitness, positive use of time, skills for stress management, appreciation for the environment, and social skills.

HOURS OF OPERATION DURING THE SCHOOL YEAR

School-based Clubs are open after school dismissal until 6:30 pm. Consult your Club for Spring Break, Summer & Winter Break hours when available. Boys & Girls Clubs of Adair County Schools will follow the School District's schedule when it comes to closing our Clubs for holidays, breaks and inclement weather.

HOLIDAY OBSERVANCES (for Administrative Offices)

New Year's Day
Martin Luther King Jr. Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Indigenous People's Day
Thanksgiving Day (and the day before & after)
Christmas Day (and the day before & after)

If one of the above holidays falls on a Saturday, it will be observed the preceding Friday; if one falls on a Sunday, it will be observed the following Monday.

LOCATIONS:

School-based Clubs:

Maryetta & Maryetta Teen 470819 E 810 Rd Stilwell, OK 74960 918-696-2285	Zion & Zion Teen 470658 E 850 Rd Stilwell, OK 74960 918-696-7866	Stilwell 10 S 6 th Street Stilwell, OK 74960 918-797-2002	Westville 500 W Chincapin St Stilwell, OK 74960 918-723-3351
Rocky Mountain 463355 E 835 Rd Stilwell, OK 74960 918-696-7509	Dahlongegah 468739 E 878 Rd Stilwell, OK 74960 918-696-7807	Administrative Offices 421 W Pine Street PO Box 46 Stilwell, OK 74960 918-696-2202	

Administration

Chief Executive Officer

Riva Owl
ceo@bgcofadaircountyschools.com
918-696-2202

Director of Operations

Jamie Nakedhead
admin@bgcofadaircountyschools.com
918-696-2202

Chief Financial Officer

Pam Rowe
cfo@bgcofadaircountyschools.com
918-696-2202

Program Director

Chaislyn Holloway
chollowaybgc@gmail.com
918-696-2202

T.R.A.I.L Coordinator

Karen Hooper
karenhooperbgc@gmail.com
918-696-2202

We would also like to Acknowledge Our Valued Community Partners

Cherokee Nation of Oklahoma



Adair County OSU Extension Office



Help In Crisis



CREOKS



ELIGIBILITY/ENROLLMENT

Boys & Girls Clubs of Adair County Schools accepts applications for children in grades 2nd grade through grade 12. Annual Registration/Membership fee is free. Membership applications can be printed at <http://bgcofadaircountyschools.com/> or obtained from the Unit Directors. All documents must be completed in full and on file before your child can participate in Club activities.

To assist in determining if your child is "Club ready," the following criteria have been developed:

- ✓ Youth can participate in Club programs independently or with minor accommodations.
- ✓ Youth is age 7-18 years old.
- ✓ Participant can use the restroom independently or with minimal verbal prompting.
- ✓ Youth can take direction and instruction from a staff member.
- ✓ Youth is comfortable with, and able to interact in, a group environment.
- ✓ Youth can successfully participate in a group with an adult to child ratio of at least 1 to 20 (one adult to every twenty youth).
- ✓ Youth interacts and participates in programs in a manner that is physically and emotionally safe for themselves and others.

If you believe that your child may not be ready, or have questions about the above, please feel free to schedule a meeting with a Program Director, Director of Operations, or CEO.

EXPECTATIONS

Parents/Guardians May Expect:

- Their children to be cared for in a safe supportive environment.
- To visit with the Club Program Director about concerns related to their child or the program.
- To be informed about their child's behavior.
- To be informed about program activities and upcoming events.

The Club Expects That Parents Will:

- Keep child's records up-to-date; including changes to address and phone numbers.
- Pick up children on time.
- Follow Club policy.
- Contact the Club/Program Director regarding issues or concerns relating to their child.
- Pay attention to any communications from the Club/Program Director regarding child's behavior and cooperate in efforts to bring about improvements.
- Respect and treat staff with courtesy at all times.

Children May Expect:

- A safe, structured, and supportive environment.
- To use all program equipment, materials, and facilities on an equal basis.
- To receive respectful treatment.
- To have discipline that is fair.
- To receive nurturing care from staff members who are actively involved with them.

SAFETY

At Boys & Girls Clubs of Adair County Schools, child safety is our number one priority. Our dedicated and professional staff use daily procedures to ensure the safety of every child who walks through our doors.

DROP OFF/PICK-UP PROCEDURES

Parents, Guardians and/or authorized individuals are NOT permitted to escort a club member past the designated check-in station. Members, from school-based clubs or dismissing from the school bus, must enter the building and check in at the designated check-in station, where the information will be recorded in our membership management system. After signing in, members will go to the designated area to join their group. Members will remain with their group until pick up.

Parents, Guardians and/or those authorized to pick up club members must come into the building for member check-out. Authorized persons must be 18 years of age or older.

Safety is our number one priority at Boys and Girls Clubs of Adair County Schools, and Club members will not be permitted to leave the Club unless the parent/ guardian has authorized in the enrollment form that the Club member can leave the Club on their own volition. Only authorized adults may pick up. Even as staff gets to know authorized adults, we will run random ID checks on all persons picking up members.

It is Club Policy that Club members be picked up on or before Club closure time. If a parent, guardian and/or those authorized to pick up a club member arrives after Club closure they may be subject to a late fee of \$1.00 (per member) for every minute after the Club closure time. If your child/ren have not been picked up after one hour of the Club closing, staff will make every attempt to contact you and those who you have listed as emergency contacts. If we are unsuccessful in contacting someone, we will have to notify the proper authorities and your child may be turned over to the Sheriff's Department and/or the Department of Human Services (DHS).

A Club member will NOT be released to any parent/guardian/or authorized individual suspected of being under the influence of a controlled illegal substance. Staff will call law enforcement if they suspect a child/children may be in danger.

For safety reasons, calls from parents/guardians WILL NOT be accepted for members to be released to unauthorized individuals. Parents/guardians/or authorized individuals will be called and required to pick up the Club member.

The parent/guardian of the Club member, who completed the original membership application, is authorized to make any changes and/or additions to the membership application at the Club member's respective Club. Phone calls, emails and/or faxes for change in authorization WILL NOT be accepted. If there is someone to whom a member should not be released, please notify us immediately.

It is Boys and Girls Clubs of Adair County Schools policy to release Club members' to either parent, guardian, or other authorized individuals unless a court order regarding the subject is presented to the Club directing us to act in a specific manner. Furthermore, a Club member may be released to a non-custodial parent if they are on the Club member's pick-up authorization form.

VISITOR INFORMATION

Visitors are defined as people other than staff members, members, parents/guardians, and volunteers involved in a specific member related task (i.e., Licensed Counselor, Child Protective Services Case Manager, Tutor, or similar profession).

All visitors will be required to report to the administrative office or to the Unit Director (School Clubs) prior to any activity with the Club, where they will be required to sign a 'Visitors' book and will be assigned a visitors pass with their name. The badge must be worn at all times within the Club.

STAFF TO MEMBER RATIO AND TRAINING

All Club activities are under continuous adult supervision with an appropriate ratio of adult staff or volunteer -to-members.

The ratio complies with Boys & Girls Clubs of America best practices:

- Programs: 1 adult Staff to 20 youth/Club member
- Field Trips: 1 adult Staff to 10 youth/Club member

Boys & Girls Clubs of Adair County Schools prides itself on being a safe place for kids. Our staff and volunteers receive a very thorough orientation and training process in the following areas:

- Background screening
- Appropriate interactions between adults and members
- Safe supervision of Club activities
- Reporting accidents and incidents
- Emergency response procedures CPR/First AID
- Social and Emotional Learning
- Trauma-Informed Care Interventions
- Abuse and Neglect awareness and reporting
- Professionalism

DISCIPLINE/CODE OF CONDUCT

Discipline Policy

The member code of conduct is effective during the following times and in the following places:

1. Club facilities including School-based Clubs.
2. Off site at any Club activity, function or event and while traveling to and from such events
3. Any vehicles provided for members' transportation by the Clubs

Member Code of Conduct

Membership in the Club is a privilege, and the focus of our programs is impacting our members' lives in a positive manner. Members can expect to be treated with dignity and respect. Members of Boys & Girls Clubs are expected to behave in the same manner and have high standards for their behavior. Acceptable behavior is defined by the following:

- Respect for themselves
- Respect for others
- Respect for staff
- Respect for Boys & Girls Clubs & Property

While our primary focus in working with members is to acknowledge positive behavior, at times consequences are necessary. As often as possible, Club staff will attempt to use the following methods before resorting to a more formal disciplinary procedure:

- Reminding members that certain behavior is inappropriate and using redirection to positive activities
- Using preventive management techniques and encouraging self-discipline
- Stressing positive behaviors
- Providing an enriching environment to diminish disruptive behavior
- Offering a selection of interesting activities and giving choices
- Changing environments (i.e. removal from program) before behaviors escalate
- Facilitating the settlement of disputes versus intervening
- Letting children experience the consequences of their actions when appropriate
- Establishing mutual respect

We ask parent/guardians to please let us know if anything exceptional or unusual is happening at home or in other aspects of the child's life. Having this information will help us when working with your child(ren).

Occasionally, misbehavior is so severe, repetitive or the code of conduct has been violated that additional steps must be taken. In these cases, a progressive discipline policy will be implemented. When this occurs, the Club Staff will select an appropriate level of discipline.

Those levels include the following:

- **Verbal Redirection** - Club staff will ask the member to choose a different behavior and give them logical consequences for failure to comply. (i.e. apology, sitting out for a period of time, leaving the area, etc.)
- **Think Time** - Required time away from the group to reflect on how positive choices could have changed outcomes, also time to refocus and regain self-control.
- **Written Warning** - Member's behavior is formally documented and parents/guardians are notified of the member's behavior. Written warnings are given to ensure parents/guardians know that continued behavioral issues may result in future suspension.
- **Suspension** - Member is removed from Club programs for 1 or more days. The Club may also include certain requirements for a member to return to the Club.

Clubs will not release any Club documentation or reports. All Club documentation or reports remain the property of Boys & Girls Clubs of Adair County Schools.

Suspension/Termination of Membership - May result in response to continued inappropriate behavior. The Club Director and any member of the Senior Management Team are the only staff persons authorized to suspend members. The Director of Operations and Chief Executive Officer are the only staff authorized to terminate membership. (Parents will be notified by phone call and/or conference when the child is picked up) Actions that may result in suspension and/or termination are listed below but are not limited to:

- Violent behavior that may endanger other Club members or staff
- Striking a staff member in any way
- Excessive or abusive language
- Not complying with the Club expectations
- Bringing a weapon into the Club or onto Club property
- Fighting
- Theft
- Vandalism or abuse to building property or equipment
- Bullying or harassing of another member (we define bullying as a repeated behavior that places one person in power over another including verbal or physical threats and/or actions.)
- Excessive arguing
- Anything in the form of sexual misconduct
- Bringing illegal drugs/alcohol into the Club
- Attending the Club while under the influence of an illegal drugs and/or alcohol

Excessive continual suspensions could lead to termination of membership

Any level of disciplinary action may occur on the first offense or any subsequent offense depending upon the nature of the situation and the age/maturity of the member involved. Each member shall be informed of the offense and shall be afforded an opportunity to explain his/her behavior before disciplinary action is taken.

Please discuss these policies with your child:

- Club members are respectful to staff, volunteers, visitors, parents and other members.
- Club members play fairly and are honest.
- Club members applaud the efforts of others.
- Club members resolve disagreements in a positive manner.
- Club members take care of Club equipment.
- Club members do not use inappropriate language or gestures.
- Club members always dress appropriately.
- Club members know the importance of listening during Club meetings and while instructions are being given.
- Club members run ONLY in designated areas.
- Club members adhere to the code of conduct.
- If brought, all cell phones must be turned off and kept out of sight while members are in the Club program.

****The Club is not responsible for personal items brought from home.***

WHAT WE NEED FROM YOU AS A PARENT/GUARDIAN

Club staff will use training, and support to act in a manner that helps to de-escalate members' behavior. This will be done in a manner that is mindful of the individual, responsive to the specific situation, and done with respect, care, and concern for the child. Staff will interact with parents/guardians in the same regard.

As a parent/guardian, it is expected that conflicts/challenges/concerns are addressed with Club staff in a manner that is mutually respectful. Staff will not be yelled at, threatened, or demeaned by parents/guardians. Every effort to reach an agreement should be done with reasonable attempts made from both sides (staff and family).

The Club is frequently confronted with conflicting requests from the parents of our members – parents who may be separated or divorced, parents may argue about who is to deliver or pick up the child, parents may demand that the Club prohibit one or the other from taking the child.

It is our policy to deliver the child to either parent, guardian, or authorized caregiver unless a court order regarding the subject is presented to the Club directing us to act in a specific manner. In addition, the Club will not disclose attendance information contained on our membership tracking system without an order from an appropriate court requiring us to do so.

The parent and/or guardian of the Club member, who completed the original membership application, is the ONLY authorized individual to make changes and/or additions to the membership application.

COMMUNICATION POLICY

Parents should feel free to voice ideas, suggestions, or complaints in a professional and respectful manner without fear of retaliation. Boys and Girls Club of Adair County Schools has established this policy to provide an opportunity for parents/guardians of Club members to bring to the attention of Club management any complaints or situations that the parent/guardian feels need to be addressed. It is the intent and desire of Boys & Girls Clubs of Adair County Schools to resolve complaints and/or concerns as they arise. However, if a parent/guardian has concerns, they are instructed to handle them in the following manner:

Step One: A parent/guardian shall present the complaint to the Unit Director at the site where the member is attending within 48 hours from the time of the occurring issue. The Unit Director shall attempt to resolve the issue at the Club level.

Step Two: If the parent/guardian feels the answer received is not satisfactory he/she can contact the Director of Operations. The Director of Operations will investigate the areas of concern and notify the parent/guardian of his/her decision in writing within five working days of receiving the complaint.

Step Three: If the complaint/concern is not resolved by the Director of Operations, the parent/guardian may submit the complaint to the Chief Executive Officer and request a meeting to address the complaint directly. Notification to all parties involved of a final determination will be communicated within 10 business days of receipt.

BRING YOUR OWN DEVICE POLICY

A personally owned device includes all member-owned existing and emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media, and transmit or receive messages or images.

Emerging technologies and devices include but are not limited to cell phones, computers, tablets and storage media (e.g., flash drives), as well as communication tools including social media sites, text messages, chat and websites. Not all devices are covered within this policy. Unacceptable devices in this policy include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers and televisions.

Club purposes include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility of asking staff when they aren't sure of the permissibility of a particular use of technology prior to engaging in the use.

Personally owned devices are at times, permitted for use during Club time for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Any inappropriate use of a personally owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership, or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Inappropriate communication includes, but is not limited to, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted or spoken by members; information that could cause damage to an individual or the Club community, or create the danger of disruption of the Club environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a member is told to stop sending communications, that member must cease the activity immediately.

Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is bullying that takes place using emerging technologies and devices. Examples of cyberbullying include mean text messages or emails; rumors sent by email or posted on social networking sites; and embarrassing pictures, videos, websites, or fake profiles. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club member, Club staff or community is subject to disciplinary action.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages and material posted online by members.

Boys & Girls Clubs of Adair County Schools reserves the right to monitor, inspect, copy and review a personally owned device that is brought to the Club. Parents/Guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/Guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

Personally owned devices used at the Club are not permitted to directly connect to the internet through a phone network or other content service provider. Personally owned devices must access the internet via the Club's content-filtered wireless network. Boys & Girls Clubs of Adair County Schools reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks or other services. Members must follow Club procedures to access the Club's internet service.

Loss and damage. Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

Parental notification and responsibility. Boys & Girls Clubs of Adair County Schools Internet Acceptable Use Policy restricts the access of inappropriate material. However, supervision of usage may not always be possible while members use the internet. Due to the wide range of material available on the internet, some material may not fit the particular values of members and their families. Because of this, it is not practical for Boys & Girls Clubs of Adair County Schools to monitor and enforce a wide range of social values in student use of the internet. If parents do not want members to access information beyond the scope of the Internet Acceptable Use Policy, parents should instruct members not to access such materials.

No one is authorized to use telephonic communication, videotape or collect any electronic file of Club interactions with Club members and/or staff.

Boys & Girls Clubs of Adair County Schools is not responsible for lost, stolen, or damaged items.

PERSONAL ITEMS

Students are asked not to bring toys, games, trading cards and other personal items from home. Boys and Girls Clubs of Adair County Schools is not responsible for lost, stolen or damaged items. Students are also asked not to share personal items such as hygiene products, hairbrushes, clothing, blankets etc. Clubs will not allow members to share blankets. If blankets are used there will be only one club member to one blanket.

SEVERE WEATHER

In the event of severe weather including tornadoes and any other severe weather system, Boys & Girls Clubs of Adair County Schools will exercise extreme caution to ensure the safety of all children, staff, volunteers and visitors. Please note that Boys & Girls Clubs of Adair County Schools will follow the School District's schedule when it comes to closing our Clubs.

In the event that a severe weather system is approaching, and we need to close our Clubs, we will use multiple methods to contact parents to inform them of the closing, including: phone calls, posting on our Facebook and website page. Despite the use of these outlets, we may not be able to reach every parent to inform them of our closing. During severe weather, or before a severe storm approaches, you can check our opening and closing schedule by:

- Calling our administrative office at 918-696-2202
- Visiting our website at www.bgcofadaircountyschools.com
- Visit us on Facebook page <https://www.facebook.com/Boys-Girls-Clubs-of-Adair-County-Schools>

In the event that we do close for inclement weather, you can use the above methods to find out when we will re-open.

HEALTH AND SAFETY POLICY

If your child has a known medical condition (asthma, diabetes, seizure disorder, food allergy, etc.), we need to be informed. Please identify the medical condition and or medication on the enrollment form in the applicable areas. Please make sure that any medication is available and that the appropriate information has been provided to us in writing, with instructions for us to follow in the event of emergency.

Use of Medication/Sunscreen

Medicine must be kept at the Club in a secure area – members are not allowed to keep their own medications, except in certain, medically necessary circumstances.

The Club cannot administer any medication to any member, except in life-threatening situations. Members requiring medication during Club hours must self-administer medicine in the presence of a staff member. To accomplish this, a member must be able to read the instructions for the medication as well as dispense and take the correct dose. Further, the member must have previously taken at least one dose of the medicine away from the Club to help ensure members will not have unexpected reactions to medicine at the Club. Club Staff must be thoroughly apprised of any possible reactions to and the storage needs of the medicine. To ensure this process occurs, a meeting must be arranged with the Club Director before any medicines are brought to the Club. All medicines must be in the original prescription bottle properly labeled by a registered pharmacist as prescribed by law.

Staff are not able to administer sunscreen to Club members. On field trip days, it is recommended that parents administer sunscreen to their respective Club member(s) before arriving to the Club.

The Club follows the state guidelines for school districts regarding head lice. No child can remain at the Club when head lice are found. You will be called to pick your child up immediately when head lice is found. After you have treated your child, they can return to the club and will be checked by a staff member. Only if the treatment has been successful will your child be allowed to return to the club.

Communicable Diseases

There are numerous communicable diseases that may affect a club age population and/or club staff. Some of these have degree of communicability. Some are life threatening in nature. Some are both. These include, but are not limited to: AIDS, Hepatitis A,B, Pertussis, Salmonella Infection, Cat Scratch Disease, Non-A, Non-B, Pinworms, Scabies, Chicken Pox, Herpes Infections, Rabies, Scarlet Fever, Common Cold, Impetigo, Ringworms, Shigellosis, Conjunctivitis, Influenza, Rocky Mt Fever, Syphilis, Cytomegalovirus, Meningitis, Roseola, Tetanus, Diphtheria, Mononucleosis Infection, Rubella, Trench Mouth, Fifth Disease, Mumps, Rubeola, Typhoid Fever, Gonorrhea, Pediculosis (Head Lice,) Tuberculosis, Strep Throat.

RECOMMENDED EXCLUSION AND RETURN TO CLUB

- Aids: Individual case consideration mandatory
- Chicken Pox: May return seven days after onset of rash or when lesions are crusted over.
- Hepatitis: Parents or staff member requested to provide release statement from MD or DO
- Impetigo: If under proper treatment. Monitored by school nurse
- Influenza: Parent or staff member requested to provide release statement from MD or DO
- Meningitis: Parents or staff member requested to provide release statement from MD or DO
- Mononucleosis: If under proper treatment. Monitored by school nurse
- Mumps: Parents or staff member requested to provide a release statement from MD or DO
- Pediculosis: Requires certificate from health professional and monitoring of proper treatment (Head Lice)
- Pertussis: Parent or staff member requested to provide release from MD or DO.
- Ringworms: If under proper treatment. Monitored by school nurse
- Rocky Mt. Tick Fever: Parents or staff member requested to provide release statement from MD or DO
- Rubella: Parents or member requested to provide release statement from MD or DO
- Rubeola: Parents or staff member requested to provide release statement from MD or DO
- Scabies: Parents or staff member requested to provide release statement from MD or DO and monitoring of the proper treatment.

Medical Emergency of Illness

If your child becomes ill (vomiting, accident, fever, etc.) he/she will be comforted away from program areas. Parents/Guardians will be notified and asked to pick up the child as soon as possible. Please be aware that these guidelines are set forth to help maintain the health and safety of your child and other children as well. Children should be symptom free for 24 hours to return to the Club.

In the event of a medical emergency or accident, staff (after attending to the child) will attempt to contact parents or legal guardians. If parents/guardians cannot be reached, staff will take whatever emergency medical measures necessary for the care and protection of the child. If your child should receive a minor injury, they will be given first aid and you will be notified at pick up.

Illegal Drugs, Alcohol and Tobacco

If a Staff Member has reasonable cause to suspect that a Club member may be under the influence of, OR has in his or her possession alcoholic beverages, a controlled dangerous substance, or tobacco, the staff member shall notify the Unit Director of such suspicions. When appropriate, the Unit Director will then notify the Director of Operations and a parent or legal guardian if possible. Any search, seizure, or subsequent disciplinary action shall be subject to any applicable club policy, state law, or club member's handbook rule. It is important to note that tobacco is included in this list because it is against Oklahoma State Law for a minor to be in possession of ANY form of tobacco, including, but not limited to cigarettes, vapes or smokeless tobacco, etc. This applies both during the club day and while attending or being transported to any club-sponsored activity.

CHILD ABUSE/NEGLECT REPORTING

BOYS & GIRLS CLUBS OF ADAIR COUNTY SCHOOLS ARE MANDATED REPORTERS BY THE STATE OF OKLAHOMA.

Boys & Girls Clubs of Adair County Schools employees are required by state law to report any suspected physical abuse or neglect of a child to the Chief Executive Officer, Director of Operations, and to the proper public authorities, including the Department of Human Services (DHS). Staff is not allowed to comment to parents, other staff or any other persons on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DHS.

EMERGENCY EVACUATIONS

In the rare case of an evacuation of the facilities for a period exceeding two hours, the following procedure will be implemented:

- Staff will telephone parents, if possible, to inform them of the evacuation.
- If parents believe that an evacuation is taking place, they may call the Club or the administrative office.
- Parents should pick-up their children from the Club as soon as possible.
- The Club will resume operations as soon as it is safe and legally able to do so.

DRESS CODE

- Dress and grooming should be clean and in keeping with healthy and sanitary practice.
- Every club member must dress modestly, properly and neatly.
- Club members may not wear clothing or hairstyles that could be hazardous to them in activities such as PE, art, etc.
- Members are expected to wear closed-toed shoes for their safety.
- Club t-shirts must be worn on all field trips and special events.
- Spaghetti strap shirts/dresses and midriffs are not allowed.
- Skirts, shorts, and skorts must be 5 inches from the knee in length.
- All pants are to be securely fastened at the waist and absent of rips, and holes more than 3" above the knee.
- Clothing displaying disruptive, violent or suggestive symbols and lettering will not be permitted.
- Clothing advertising alcoholic beverages, drugs or tobacco products will not be permitted.
- Any member wearing clothing contrary to the policy will be asked to change. If the parent can't be contacted to bring suitable clothing, the member will be asked to wear clothing provided by the Club.

FIELD TRIPS

Field trips are a privilege. Field trips are often on a first-come, first-served basis with limited space available. All members going on field trips must have a signed permission slip from the parent or guardian.



**BOYS & GIRLS CLUB
OF ADAIR COUNTY SCHOOLS**

ACKNOWLEDGMENT & ACCEPTANCE

BOYS & GIRLS CLUBS OF ADAIR COUNTY SCHOOLS PARENT HANDBOOK

As the parent/legal guardian of a Boys & Girls Clubs of Adair County Schools member, I have received a copy of the Boys & Girls Clubs of Adair County Schools's Parent Handbook, and I have read and agree to all policies provided.

I understand that a violation of any of the policies and expectations is considered misconduct and appropriate corrective action will be initiated. I further understand, should I have any questions or concerns, that I may contact the Director of the Club in which my child(ren) attend.

PARENT / GUARDIAN SIGNATURE

DATE

PARENT / GUARDIAN SIGNATURE

DATE

CHILD'S NAME: _____

CHILD'S NAME: _____

CHILD'S NAME: _____

CHILD'S NAME: _____

CHILD'S NAME: _____