



**BOYS & GIRLS CLUB
OF COOKE COUNTY**



Parent HANDBOOK

**2024
to
2025**



About the Club

Boys & Girls Club of Cooke County provides young people a safe place to learn and grow after school and in the summertime.

The Club offers a dynamic learning environment that includes fun, impactful and age-appropriate programs focused on developing healthy lifestyles, good character and citizenship and academic success, mentoring by caring youth development professionals, free healthy meals and an outstanding facility.

Our Club is located at 315 N. Denton St. Gainesville, TX 76240 and features program areas & engaging activities

If you would like a tour of the Club before the start of the program, please contact us at 940-665-6527 to set up an appointment.

Mission

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

Vision

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



Programs

While at the Club, members will participate in a variety of programs in the following areas which have been nationally proven to address today's most pressing youth issues and assist in teaching young people the skills they need to succeed in life.

- Character & Leadership Development
- Health & Life Skills
- Education & Career Development
- The Arts
- Sports, Fitness & Recreation

Five Key Elements

- A safe, positive environment
- Fun
- Supportive relationships with peers & adults
- Opportunities & expectations
- Recognition

Office Hours

Our office hours are 10:00 am - 3:00 pm. We will not accept payments or registrations outside of this time. Please plan accordingly.

If you are needing assistance outside of those hours, please give us a call and we can troubleshoot most issues over the phone.



Program Registration

Our programs are open to all youth beginning at 1st grade to 9th grade. The Club is a private, non-profit organization. Participation in our After School and Summer programs begins with a current Club registration.

To register for our programs, visit our website, www.bgccooke.com to create/login into your MyClubHub account and complete registration. If you need assistance registering, we are happy to walk you through that over the phone.

Information provided on the registration form is critical. We ask that every effort be made to present contact information that is both current and accurate. It is the parents/guardian's responsibility to notify the Club of any changes to telephone numbers (home, work, emergency contacts, etc.), changes to address information, e-mail, etc. as soon as any changes occur.

Outstanding balances MUST be resolved before registering for future programs.

Program Rates

Summer

\$50 per week

\$320 full payment discount*

*Full payment must be made by May 31st to receive discount

After School

\$100 per month

Financial Assistance Rates

Summer

\$20 per week

\$128 full payment discount*

*Full payment must be made by May 31st to receive discount

After School

\$40 per month

Financial Assistance is available for all of our programs.

To qualify, you must apply and provide required documents. We will work with all families regarding their financial situation. Please reach out to us if you are needing assistance.

Please allow 48 hours to process applications

A photograph of two young boys in blue t-shirts playing pool in a school hallway. One boy is leaning over the pool table, and the other is sitting on the edge. A purple speech bubble is overlaid on the top left of the photo.

**HOURS OF
OPERATION**

Summer Program

June 10, 2024 - July 26, 2024

Monday - Friday

7:30 am - 6:00 pm

Closed July 4th & 5th

After School Program

August 7, 2024 - May 22, 2025

Monday (Full Day) - 8:00 am to 6:30 pm

Tuesday to Friday (After School) - 3:30 pm to 6:30 pm



Club Holiday Closures

The Club is closed on the following days:

Memorial Day • May 27, 2024

Independance Day • July 4 & 5, 2024

Labor Day • September 2, 2024

Thanksgiving • November 28 & 29, 2024

Christmas • December 24 & 25, 2024

New Years Eve • December 31, 2024

New Years Day • January 1, 2025

MLK Day • January 20, 2025

If a holiday falls on a weekend, we will be closed either the Friday or Monday.

Club Holiday Camps

The Club will provide Camps during the following Holidays:

Thanksgiving Camp • November 25 - 27, 2024

Christmas Camp • December 23, 26, 27, 30, 2024 & January 2, 3 & 6, 2025

Spring Break • March 17 - 21, 2025

Holiday Camps follow our After School Full Day Schedule of 8:00 am - 6:30 pm

Weather Related Closures

The Club operates under the Gainesville ISD calendar, when school is closed due to weather, we will be closed as well.



Youth Check-in

Youth must have an active registration with payments current before attending any of our programs. Members will be checked in and out at the front desk via our member management system to track their attendance.

Volunteer & Visitor Policy

In order to ensure the safety of our Club members and staff, anyone who enters our building to volunteer, including parents and guardians, must have completed their volunteer paperwork which includes application, background and reference checks, orientation, and abuse prevention trainings.

All adults must sign in and out at the front desk and receive a visitor badge before entering our program areas.

Volunteers and visitors are accompanied through the building and monitored at all times.



Meals

Through USDA funding and a partnership with Intrinsic Foundation, we are able to provide meals to our members free of charge.

During the After School program, members are provided with a dinner and snack. During the Summer program, they are provided with breakfast and lunch.

After School:

Dinner & Snack 4:00 pm - 5:00 pm

Summer:

Breakfast - 8:30 am - 9:30 am

Lunch - 12:30 pm - 1:30 pm

MEMBERS MAY NOT BRING OUTSIDE FOOD OR DRINKS.

Parent Concerns

We strive to exceed every parent's expectation of our program by providing quality and structure in a safe and caring environment for your children. If you have a concern or suggestion to improve our programs, please speak with a member of the Leadership Team.

Member Dress Code

Members should dress appropriately for active play. For that reason, **athletic shoes are required. If they can't wear it at school, please don't wear it to the club.**



Guidance, Redirection & Discipline

Our primary method of guidance is to focus on and reward positive behavior through the use of ceremonies, praise, and other methods of recognition. However, in order to ensure participant safety and maintain a positive environment, staff will redirect negative behaviors and navigate them to a positive direction. Any members who exhibit inappropriate behavior, will be disciplined appropriately depending on the offense. The Below steps may be utilized with you and your child to assist in carrying out the established policies and practices of the Boys & Girls Club of Cooke County Program.

1. Redirection to positive behavior and reviewing expectations
2. Speak with the member and work together to come up with a solution
3. After multiple attempts to correct the behavior, members may be asked to sit out an activity, participate in Club service, and/or parents may be notified.
4. Members who fail to follow safety rules, engage in violence, intentional harassment, any form of hate speech, etc. will likely be suspended and potentially expelled.

Please be sure to report any issues to Leadership Staff immediately. We ask that if parents hear of any issues, incidents or concerns, they alert leadership immediately so we may take appropriate action.



Personal Belongings

Personal toys, tablets, video games, jewelry, cameras and any other personal belongings are **not** allowed in the Club. We are **not** responsible for lost or stolen items.

Cell Phones & Electronic Devices

Members are not permitted to have cell phones or other electronic devices such as smart watches. Any devices **must** be left at the front desk and will be kept by staff until the end of the day. If a child is seen with their electronic device, they will be taken up and checked in at the front. This is to ensure the safety of all of our members and allows the members to be actively engaged in our programs and activities.

If you are needing to get ahold of your child, please call/text our Club Cell at 940-443-3103 or our landline 940-665-6527

Use of Medication

If your child requires medication to be administered, please complete the Medication Authorization Form and inform the Leadership Team when registering.

Medical Emergency or Illness

If a child exhibits symptoms of an illness, they will need to remain at home until they are 24 hours symptom free.

If a child becomes ill during program hours, emergency contact(s) will be notified and asked to pick up the child immediately. Members sent home due to illnesses, including, but not limited to: fever 99.5° or higher, vomiting, diarrhea, lice, suspicion of pink eye may return after **24 hours symptom free**.

If your child has an accident or injury, they will be given appropriate first aid and parents will be notified.

In the event of a life-threatening medical emergency, emergency contact(s) and 9-1-1 will be contacted immediately. If parents or guardians are not available, staff will notify Emergency Medical Services for the care and protection of the child. By signing the enrollment application, you are giving the Boys & Girls Club of Cooke County authorization to seek emergency medical attention for your child.



Supervision

Our staff are trained Youth Development Professionals. All youth are supervised by a Club staff at all times.

All staff participate in the following prior to working with children:

- Application & Interview
- Background & Reference Checks
- Orientation covering Policies, Procedures & Code of Conduct
- Trainings
 - Child Abuse Prevention: Child Abuse, Grooming Prevention, & Mandatory Reporting
 - Club & Child Safety
 - Emotional Safety
 - Staff to Youth Interactions
 - Boys & Girls Club Basics

All Staff participate in ongoing and frequent trainings throughout the year such as, but not limited to:

- Trauma Informed Practices
- Promoting Positive Behavior
- Inclusion & Equity
- De-escalating Concerning Behavior
- Programming & Youth Voice
- Safety Procedures



After School Drop off & Pick Up

Members must be dropped off at the front of the building.

GISD buses typically arrive for drop off beginning at 4:00 pm. If you are dropping off your child, drop off may occur after 3:30 pm. Please insure youth have been checked into the program and do not leave them unsupervised.

Pick up must be done prior to 6:30 pm. Only authorized pick-up persons will be allowed to pick up members. Adults picking up youth will be required to provide a government issued ID. Please notify us in advance if someone else will be picking up your child(ren).

Our members safety is our #1 priority.

Late Pick Up

YOUTH MUST BE PICKED UP NO LATER THAN THE DESIGNATED CLOSING TIME FOR EACH PROGRAM. IF A CHILD IS CONTINUOUSLY PICKED UP LATE, AUTHORITIES WILL BE NOTIFIED AND THEY WILL BE DISENROLLED FROM THE PROGRAM



Summer Drop off & Pick Up

Youth may be dropped off at the front of the building any time after 7:30 am.

Please insure youth have been checked into the program prior to leaving.

Do not leave youth at the front unsupervised.

Prior to 4:00 pm, pick-up person must enter the building the retrieve their child(ren). **After 4:00 pm**, pick-up person must pull into the driveway, remain in the vehicle and wait to be greeted by a staff member to call child out to the vehicle. Pick up must be done prior to 6:00 pm.

Only authorized pick-up persons will be allowed to pick up members. Adults picking up youth will be required to provide a government issued ID. Please notify us in advance if someone else will be picking up your child(ren).

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Leadership Team

Alex Rucker Chief Executive Officer
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Morgan Eiler Chief Operating Officer
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Adriana Perez Lara Facilities Manager

Board of Directors

Sandy Schmitz - Board Chair

Jim Goldsworthy - Vice Chair

Ray Nichols - Treasurer

Karen Sampson - Secretary

Jim Weaver - Area Council Liaison

Robbie Baugh

Lupe Baltazar

Kelly Corbett

Leslie Crutsinger

Daron Fredrickson

Paula Moore

Laura Otts

Kristi Rigsby

Steven Sims

April Walterscheid



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Visit our website at www.bgccooke.com or find us on Facebook & Instagram