



**BOYS & GIRLS CLUBS
OF COOKE COUNTY**



**Parent
HANDBOOK**

**2022
to
2023**



About the Club

Boys & Girls Clubs of Cooke County (referred to as "the Club") provides young people ages 6-18 with 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 adult 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

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 proved 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

Club Tours

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. Our office hours are 10:00 am - 3:00 pm

Our office hours are limited so that all staff are able to fully engage in our programs while our members are present.

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 and into High School. The Club is a private, non-profit organization. Participation in our After School, Summer and Sports programs begins with a current Club registration.

To register for our programs, visit our website, www.bgccooke.com create/login into your MyClubHub account and complete registration. If you need assistance registering, we are able 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. 3

Program Fees

Summer

TBA Spring 2023

After School

\$300 per semester

Program fees must be paid at the time of registration. If payment is not resolved at the start of a program, disenrollment will occur.

If a family has an outstanding balance, that family may not register for future programs until that outstanding balance is resolved.

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.

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

**HOURS OF
OPERATION**

After School Program

August 17, 2022 - May 25, 2023

Monday - Friday

3:00 pm - 6:30 pm

Summer Program

TBD Spring 2023



Club hours on non-school days

The Club operates under the Gainesville ISD calendar. On weekday, non - school days, we will be open from 8:00 am - 6:30 pm.

Club Holiday Closures

The Club is closed for the following holidays every year: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve and Christmas Day.

If a holiday falls on a weekend, we will be closed either the Friday or Monday. Any additional closure dates will be announced two weeks prior to allow parents to make alternative plans.

Weather Related Closures

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

Parents/guardians are encouraged to sign up for Remind, the Clubs texting service, as closures will also be announced via text.



Scan QR to sign up
and use Class Code
@723bgc



Youth Check-in

Youth must be active members 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.

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 volunteer paperwork which includes an application and background check. All adults must sign in at the front desk and receive a visitor badge before entering and volunteering in our program areas.



Field Trips

Field trips will be Club-Wide to allow all youth to participate. During field trips, our facility will be closed to in-coming members. Please make sure your child is at the club by 8:00 am on scheduled field trip days. If they are unable to arrive by 8:00 am on field trip days, please wait until after 1:00 pm to bring them for the day, as all staff will be in attendance at field trips.

2022 Summer Field Trips:
TBD Spring 2023



Communication with Parents/Guardians

The Club uses Remind, a communication app that makes it easy for parents/guardians and teens to stay connected with the Club. Remind is free to use and you can receive and send messages. We encourage you to sign up.



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Meals

Through USDA funding, 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.

Please no outside food or drinks. Members may only bring their own meals and snacks due to dietary restrictions/allergies; Club must be notified and provided with a doctors note. Intrinsic Foundation can provide separate meals if provided with a doctors note.

Please do not bring anything that requires refrigeration or heating.

After School: Dinner & Snack 4:30-5:30 pm

Summer:

Breakfast - 8:30 am - 9:30 am

Lunch - 12:30 pm - 1:30 pm



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 with a solution
3. After multiple attempts to correct the behavior, members will be asked to sit out the activity, Club service, or parent contact.
4. Members who fail to follow safety rules, engage in violence, intentional harassment, racism, social injustice, etc. will be immediately suspended and are subject to having their registration revoked.

We will do everything in our power to resolve member behavior issues. Please be sure to report any issues to Leadership Staff immediately.



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

Members are highly encouraged to leave cell phones at home. All cell phones **must** be checked in at the front desk and will be kept by staff until the end of the day. If a child is seen with their phone, 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 our office at 940-665-6527.

Use of Medication

If your child requires medication administered, please complete the Medication Authorization Form. Please inform the Leadership staff 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, parents will be notified and asked to pick up their child immediately and they 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, parents 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.



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.

Supervision

Our staff are trained Program Leaders. All staff receive orientation, training and background checks. All youth are supervised by a Club staff at all times.





After School Drop off & Pick Up

Members must be dropped off and picked up at the front of the building. GISD busses typically arrive for drop off beginning at 3:40 pm. If you are dropping off your child, drop off may occur after 3:00 pm.

Only authorized pick-up persons will be allowed to pick up members. Please notify us in advance if someone else will be picking up. If we do not recognize the pick-up person, they will be required to provide a government issued ID.

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

Members must be picked up at the front of the building.

Prior to 5:00 pm, parents may enter the building to pick up their children. Beginning at 5:00 pm parents and guardians must pull into the driveway, remain in the vehicle and wait to be greeted by a staff member to call their children out.

Only authorized pick-up persons will be allowed to pick up members. Please notify us in advance if someone else will be picking up. If we do not recognize the pick-up person, they will be required to provide a government issued ID.

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Late Pick Up

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Leadership Team

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Roberto Diaz Operations Coordinator
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Board of Directors

Sandy Schmitz - Board Chair

Jim Goldsworthy - Vice Chair

Ray Nichols - Treasurer

Karen Sampson - Secretary

Robbie Baugh

Lupe Baltazar

Kelly Corbett

Leslie Crutsinger

Charles Draper

Darron Fredrickson

Paula Moore

Kristi Rigsby

Steven Sims

April Walterscheid

Jim Weaver



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