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# Parent-Member Handbook



**BOYS & GIRLS CLUB**  
OF LEWIS COUNTY

[www.bgcchehalis.org](http://www.bgcchehalis.org)

Aug 30, 2022

CLUB FEES

FEES FOR ROBERT W. BALMELLI CLUBHOUSE—CHEHALIS

Annual Application Fee \$25.00

Monthly Activity Fee \$50.00

Teen’s 6th grade and older do not have monthly activity fees.

Late Pick-Up (may increase for frequent late pick-ups)

After Hours \$1.00/5 minutes

After 5 minutes \$1.00/minute

Field Trips Posted

Camps

Spring Break Camp \$50/member  
\$100/non-member

Winter Camp \$50/member  
(Closed Dec 22-23 & Dec 29-30) \$100/non-member

Summer Camp \$125/week/member

FEES FOR CLUB AT JEFFERSON LINCOLN—CENTRALIA

Club at Jefferson Lincoln is fully funded by a 21st Century Grant. There are currently no fees to attend Club at Jefferson Lincoln.

Camps are not funded by the grant, but scholarships are available.

# WELCOME

Thank you for taking the time to learn about the policies and procedures of the Boys & Girls Club of Lewis County (Club). We believe all members and their parents/guardians will benefit from the information in this handbook. If there is anything we can help you with, please let us know.

## About Us

We are a community-based organization that provides young people with a fun, safe and constructive after-school environment. We offer programs and services designed to build character and strengthen life skills. We offer programming in three core areas—academic success, healthy lifestyles and good character and citizenship.

The Club is a private non-profit organization governed by a volunteer Board of Directors. Funding for the Club comes from generous community support through individuals, businesses, and foundations. These gifts have allowed us to keep our membership fees low so that all youth can afford to belong.

The Club is a safe place where young people can come and enjoy themselves and their friends. Club members have the opportunity to learn, give back to the community, discover their interests, set goals, and meet new friends. From simple games to leadership opportunities, we offer a wide range of activities.

## Mission Statement

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

## Membership

Membership eligibility is determined by grade level. Club serves school-age youth and grades K-12. Members are promoted to the next grade level every September. Proof of school registration may be requested to ensure membership eligibility.

The following is required for membership:

- Orientation for all **new** members and their parents,
- Orientation for members entering the teen program and their parents,
- Accurate and completed membership application,
- Payment of annual membership fees and any outstanding balances, or a payment plan on file.

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To ensure a safe environment, new and returning members must wait one full business day after submitting their membership application to attend club. This will allow staff sufficient time to fully process the application. (example: If a member submits their application on a Monday they can begin attending Club on Wednesday. )

The membership year runs September 1 to August 31. A membership form, must be completed and signed by a parent/guardian and child each membership year. The annual membership fee will not be pro-rated for partial year memberships.

The information you provide on the membership application is vital and necessary for our records and funding that our organization receives. **It's the parent/guardian's responsibility to notify us of any changes to your contact information (home, work, e-mail, address, emergency contacts, etc.) as soon as such changes occur.**

Membership at the Club is a privilege, not a right. Prior to joining Club it is the responsibility of the parent/guardian to assure his/her child is physically, mentally, socially and emotionally capable of properly functioning in the Club's interactive atmosphere. The Club is not suitable for all children and the Boys & Girls Club reserves the right to refuse membership to any child at any time, with or without cause. The membership fee and activity fees are non-refundable.

### Arrival and Departure

It is the responsibility of the child AND parent/guardian to determine, understand and enforce arrival and departure methods. Members are encouraged to come to the Club daily and do not need to prearrange visits.

Club members are not allowed on the Club grounds during operating hours unless they are signed in and participating in Club activities. Members should NOT be dropped off prior to the opening of the facility, as the Club cannot be held responsible for their supervision.

It is the responsibility of the parent/guardian to notify the Club regarding:

- Who is authorized to pick up your Club member
  - Permission for your member to check out from Club on their own
  - Individuals, for legal reasons, who are not to pick up your Club member.
- A copy of the legal document and picture of the individual must be provided for staff to uphold legal restrictions.

In addition, parent/guardians should notify Club if there are changes to your member's normal pick-up routine. When arriving to pick up your child, please use the designated drive-up pick-up locations and

Wait in your car until a staff member assists you. Parent/guardians and other visitors are required to check in at the front desk and ask for their child to be called.

It is essential for safety and supervision that all members remain in program areas at all times. During Club hours, members are not allowed to wait for transportation in the front lobby or on Club property.

Please be sure to pick up your child by the posted closing times. **A late fee will be charged for members who remain at the Club after closing. Frequent late pickups will result in increased late fees or termination of membership.** The Club reserves the right to contact the appropriate authorities for assistance when members are not picked up within 30 minutes of closing and all emergency contact alternatives have been exhausted.

There is one clearly marked entrance and exit at each of our facilities. Members are not allowed to return to Club once they have left the premises or they have signed out unless the parent/guardian has made arrangements with the Site-Supervisor. Club staff will make a reasonable effort to contact parent/guardians if a member chooses to leave Club without permission.

*It is important to remember the Boys & Girls Club is NOT a licensed childcare facility.*

## **Club Hours & Closures**

After-School Hours: The Club is open for after-school programming, based on the Chehalis & Centralia School District calendars. On early release days, Club is open from school dismissal to closing times shown on calendar. Members must attend at least three and a half hours of school in order to participate in Club activities.

Non-School Days: The Club is open extended hours on selected days when school is not in session (i.e., Winter Break, Spring Break, Summer Vacation, etc.).

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Extended Teen Hour's: The Club stays open additional hours for teen-only activities (open gym, teen nights, college prep events, etc.). Hours, events, and age groups are determined and posted on a quarterly basis.

Closed Day's: The Club is closed on New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day following Thanksgiving, Christmas Eve, and Christmas Day.

In addition, Club will be closed at the end of the school year program and at the end of the summer program for one or two weeks. Closures are needed for staff training and building maintenance.

Additionally, there may be days when it is necessary to close the Club due to unforeseen circumstances, such as: emergency repairs, severe weather, etc. Again, when such instances arise we will do our best to post this information so as to ease any inconvenience this may cause. In the case of emergency school closures, Club will be closed if Chehalis/Centralia School District schools are closed. Club emergency closure information will be available on our Club Facebook page or by calling the Club.

The Club reserves the right to change its hours and days of operation based on need and/or economic circumstances. If such changes occur, parents/guardians will be notified in advance.

### **Payment & Refund Policy**

The Club will maintain a financial account for each Club member. Membership fees and any previously owed balance is due upon registration. In addition, at the end of each quarter, all account balances must be paid in order to continue attendance. **Any overdue account may result in suspension from Club activities.**

Payment plans are available to assist families. Members under payment plans must maintain scheduled payments in order to participate in additional Club services (field trips, intramurals, or early birds). Contact your Club Director to arrange a payment plan that works for your family's needs.

All optional activity fees (such as field trips) and program fees (such as early birds) must be pre-paid. Membership fees will not be refunded.

The Club accepts cash, checks and credit cards. **Additional bank charges will be added for each returned check.**

### **Professional Staff**

The Club strives to be the best youth development organization in Lewis

County. All staff members are paid youth professionals. All receive background checks and training in Youth Development strategies, prior to working with youth. Staff members are easily identifiable by Club uniform and identification badge.

## Code of Conduct

The Club's core belief is to provide a safe place to learn and grow. Positive attitudes keep the Club fun. Below are guidelines members are expected to follow:

- Respect Yourself
- Respect Others
- Respect Property

Please take the time to remind your child of the need to follow Club rules and staff directions at ALL times.

## Discipline Policy

The Club strives to keep the consequences for unacceptable behavior clear, appropriate and timely. Safety of all members is of utmost importance. Our standards, along with the expectation that all members use good common sense, exist to ensure your child and every other child at the Club can safely enjoy the activities.

Any member who disrupts programs or creates a dangerous situation will be disciplined appropriately. Members who do not follow rules can expect to lose privileges and face consequences. Disciplinary actions will be determined by the staff and administered in light of the inappropriate behavior, including:

Warning: Staff describes the inappropriate behavior and provides guidance to avoid reoccurrence.

Think about it: Member is placed away from the situation for a specific amount of time.

Alternative Consequence: Member is temporarily removed from the area or activity where incident occurred to complete a task, logically connected to the inappropriate behavior.

Referral: A behavior contract is completed with staff, member, and guardian. Member will be restricted from the program area where the infraction occurred or have other consequences assigned. Parent/guardian is contacted.

Suspension: Member is not allowed to return to Club or participate in Club

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activities for time decided by the Club Director. A Club member who receives two referrals in one week will be suspended.

Suspending members has its time and place and is used when other strategies have failed or the seriousness of the incident warrants the need to separate a member from the Club. Each situation will be assessed on an individual basis and acted on with an individualized plan or strategy.

*In the case a member is sent home from Club, due to behavioral issues, it is expected that parent/guardians pick up their member within 1 hour of being contacted by Club staff. After 1 hour fees will start to be applied at the late pickup rate. The Club reserves the right to contact the appropriate authorities for assistance when parent/guardians and emergency contacts of offending members cannot be contacted for 1 hour after the initial call.*

**It is our policy to keep parents informed of their child's progress and to notify them of misconduct.** Please call the Club if you have any questions concerning disciplinary measures. Your support and involvement as parent/guardian is vital to our success as Youth Development Professionals.

### **Bullying**

Bullying is intentional, unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is sufficiently severe, persistent, or pervasive that it creates a negative Club environment for a Club member. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

When deciding whether or not an incident can be defined as bullying, we look at four main factors:

- The issue has happened repeatedly
- The same people are involved.
- What happened was on purpose.
- It hurt (body or feelings)

If all four statements are true, then we can call the behavior bullying. If not, we can't label it as such. If bullying occurs, Boys & Girls Club of Chehalis will take appropriate disciplinary action in accordance with our Discipline Policy.

### **Personal Belongings**

All personal belongings brought into the Club by a member are the

responsibility of that member. **The Club is NOT responsible for lost, damaged, or stolen items.** Members are discouraged from bringing anything to the Club that is not completely necessary, such as toys, balls, pool sticks and trading cards.

Electronic devices are NOT allowed in elementary programs, e.g. cell phones, portable music players and hand-held games. Privileges are extended to teen members in designated teen space only. Teen members must be willing to show personal device screens to staff at any time.

Staff will confiscate any items that do not uphold Club Code of Conduct, cause a distraction or hazard. The front desk will hold confiscated items, which may only be retrieved by a parent/guardian or authorized adult. Since we have no control over what is on personal cell phones we discourage the sharing of screens. If we see members sharing their phone screen, they will lose the privilege for the day.

Necessary items, such as backpacks and jackets should be clearly marked with the member's name. Items not collected from our lost-and-found will be donated to a local charity on a regular basis. Collection times will be posted.

**If there is reasonable cause to believe that a member has been in violation of the law or Club rules, Club staff reserve the right to search a member or member's belongings.** Parent/guardians will be notified if such a search is conducted.

### Phone Calls

Our phones are for Club business and emergency use only. Please make any necessary arrangements before your child comes to the Club. Elementary members are not to have cell phones. If a member has a cell phone, we encourage him/her to check it in at the front desk for safe keeping until he/she is picked up. If you need to contact your child at Club, please feel free to call the Club.

### Internet Use

Internet access is available to members. The Club places reasonable restrictions on the material members access or post through the system. Staff supervise use of technology. Elementary members must complete an internet safety course before utilizing the internet on their own. Through the internet safety course and other Club initiatives, members are instructed regarding appropriate use. Members who use Club technology for uses

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other than those outlined by staff will have appropriate disciplinary actions, including loss of access.

Members may not create new internet accounts at any time while at Club. Teen members may access pre-established personal social media accounts.

### **Dress Code**

Youth should dress comfortably and wear clothes that allow them to participate in typical Club activities and programs. We encourage members to wear shoes that are appropriate for physical activities. Members are asked to keep their shoes on unless otherwise instructed by staff.

### **Field Trips**

The Club provides a variety of opportunities for our members to participate in activities off Club property that support our core beliefs and programs. To attend each excursion, members must return signed permission slips and any necessary fees prior to leaving. Most sign-ups are taken on a first-come, first-serve basis (meaning eligible members who return the required permission slip & pay associated fees and any account balance due).

As part of disciplinary consequences, members may be excluded from field trips. Please remember all of our Club rules extend to field trips. Members who fail to follow our rules and general Club expectations for appropriate behavior will prompt an immediate call to a parent/guardian to remove that member from the field trip at his/her own cost. *A parent/guardian MUST be available by telephone at all times during any Club-sponsored field trips in the event the staff needs to contact him/her.*

### **Transportation**

Transportation from specific schools is provided to Club. Please check with the Executive or Program Director for information on which schools provide transportation.

### **Transportation Rules**

Transportation is provided for most off site experiences through Club buses and vans. The following rules apply to all Club vehicles.

1. The driver is in full charge of the vehicle and members must obey the driver promptly and willingly.
2. Appropriate behavior is required at all times. Members will:
  - Talk in a way that will not distract the driver.
  - Sit face forward in their seat while the vehicle is in motion.

- Not use profanity/vulgarity.
  - Respect the rights and property of others.
  - Keep their hands, feet and objects to themselves.
3. Club cell phone use policy applies on vehicles.
  4. Windows may be opened only with permission of the driver.
  5. No member shall extend any part of his/her body or belongings beyond the window ledge.
  6. The driver may assign seats, at his/her discretion.
  7. Members are to assist in keeping litter off of the floor.
  8. Food and beverages are not allowed.
  9. Members will not sit on the driver's seat or touch any equipment.
  10. Hazardous materials are not allowed. The driver shall determine which articles are hazardous and not to be transported.
  11. Except for service animals, no animals or insects are allowed.
  12. Parent/guardians of members damaging Club vehicles will be responsible for reimbursement.

## Food

We ask members to keep food and drinks out of program areas and eat only during designated areas and times. Members can bring their own snacks/drinks and have them during established meal times and locations.

**Refrigerators and microwaves are NOT available for member use.**

During the school year we provide free snacks afterschool.. During extended hours we will provide a 2nd snack. Members are responsible for bringing lunches when club us open all day.

When Club is open all day the school year, we are unable to provide lunch. Parents/guardians must provide a lunch for their child.

## Member Health & Safety

Please notify staff of any medical, physical, mental, or behavioral issues that may affect your child's well-being at Club. Club staff work to be in tune to the special needs that your child faces. In the case of an emergency it is necessary Club staff be able to provide medical personnel with appropriate medical information.

If your member is sick or ill to the point where they cannot participate in regular club activities, their guardian will be asked to pickup the member within an hour. After 1 hour fees will start to be applied at the late pickup rate. Failure to pick up member may result in loss of membership.

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Club is committed to providing a safe environment for youth of all ages. To that point, staff assume responsibility for identifying any abuse or neglect of members. If you have a concern for member safety, please notify the Executive or Program Director or call 866.END.HARM (1-866-764-2233) for Washington State's Child Protective Services confidential hotline.

In the case of a Club-wide emergency, information will be available at [www.bgcchehalis.org](http://www.bgcchehalis.org), Club social media, and/or by calling the administrative offices.

### **Medication**

Club staff needs to be appropriately notified regarding any medication a child is taking. Staff may dispense medication upon receiving the Medication Consent Form and instruction from the child's parent/guardian. Medication Consent Forms must be on file for any cream, spray, ointment or medication used by members while in the supervision of Club staff. Prescription medication must be in the original container with the prescription label on the container. It is the responsibility of the member to remember to retrieve the medication at the assigned time.

### **Accidents**

The Club strives to maintain a safe and secure environment. Feel safe in knowing our trained staff is attentive to providing the safest environment possible.

The completed membership application authorizes the Club staff to seek medical treatment for a member, if necessary. In the event of a serious injury, the staff will call 911 immediately and then call the child's parents/ guardians or alternative emergency contacts.

### **Infestation or Contagious Conditions**

Any and all suspected transferable infestations or transmittable contagious conditions will be addressed in the following manner and without exception.

1. Parents will be contacted for immediate removal of the member from Club facilities.
2. Proof of treatment AND approval from the Club Director is required before the child will be allowed back into the Club.
3. Club staff will promptly notify families of any outbreaks of infestations or contagious conditions that may put Club members at risk.

### **Volunteers**

Volunteers are an integral part of the Club experience. We welcome volunteers who wish to share their time and/or talents. We are always in

need of tutors, youth mentors and assistants for programs and events.

High School members, starting at age 16 are eligible to formally volunteer within our elementary programs. Middle school and younger high school members are encouraged to volunteer through our Junior Staff program that is run for our teen members.

If you or someone you know would like to volunteer at Club, please stop by the Club or contact the Club's Executive or Program Director. Background checks are required of all volunteers prior to working with our members.

### **Donations**

While our annual cost to provide programs and services is over \$145 per month per child, the Board is committed to maintaining low Club membership dues so that all youth have the opportunity to participate. Financial or in-kind donations from member families or their employers are greatly appreciated. Donations may be tax deductible. Please check with the Club for additional giving opportunities.

### **Confidentiality**

Strict guidelines are in place to ensure confidentiality. No individual data will be publicly released. Individual student information may be grouped and summarized for reports to the community to show positive impacts of the program. Member information may only be shared with parent/guardian.

### **No Show Policy**

If a member will be taking an extended break from attending Club for any reason monthly membership fee may be waived without losing active membership status. However, if member has been absent for over 3 months with no communication to Club staff and/or monthly activity fee paid, Club reserves the right to move member into inactive status and provide their spot at Club to a student on our waitlist.

### **Contact Us**

Please do not hesitate to speak to a staff member or the Executive/Program Director whenever you have a question or a concern. We ask you to respect staff time while the Club is operating. If your question or concern will take staff time away from the other Club members, we ask you set up time to meet with the staff during non-Club hours or request to speak with the Executive/Program Director.

Thank you for joining the Boys & Girls Club of Chehalis. Great Futures Start Here!

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### **Boys & Girls Club of Lewis County's Commitment to Inclusion:**

We believe every kid has what it takes. The mission and core beliefs of Boys & Girls Clubs fuel our commitment to promoting safe, positive and inclusive environments for all. Boys & Girls Clubs of Lewis County supports all youth and teens – of every race, ethnicity, gender, gender expression, sexual orientation, ability, socio-economic status and religion – in reaching their full potential.

### **Controversial Issues:**

Club is committed to providing and supporting learning experiences appropriate to the various levels of student understanding while still respecting the right of our members to face issues, to have safe access to information, to study and explore ideas free from prejudice and to form, hold and express their own opinions without personal prejudice or discrimination. Club leadership encourages staff members, when appropriate, to provide for the free and orderly flow and examination of ideas so that members may gain skills to gather and arrange facts, discriminate between facts and opinion, respectfully discuss differing viewpoints, analyze problems and draw their own tentative conclusions.

However, in order to honor parent/guardian values and views on various controversial issues, for any planned curriculum or program Club offers that may address or encourage conversation around a controversial issue, Club staff will do their best to inform parents/guardians in writing of our plans at least one week ahead of time so that families can explore alternative options for their child that day if they are not comfortable with their student participating in that day's planned activities.

For many students, Club staff become safe and supportive adult mentors whom they go to for information and answers to various questions. Member questions do not always happen in private conversations and often happen in front of an audience of student peers. Staff are trained to consider various factors when using their best judgement on if and how to answer member questions with respect to our Club's mission statement and commitment to inclusion. Our preference will always be to find a way to help answer and support our student's curiosity and desire to learn. However, we will strive to consistently encourage students to have follow up conversations with their parent/guardians.

Please note and respect that Club is not always able to move a student out of a room or ensure that a student who is at Club that day does not hear or participate in the conversations taking place. However, members should

always feel encouraged to advocate for their own needs, to include expressing any discomfort or unease they may be feeling and trust that staff will do whatever they can to try and find a solution for them.

### **COVID-19 Guidelines**

Boys and Girls Club of Lewis County is adhering to all current Federal, State and Local Guidelines. We also reserve the right to institute our own guidelines regarding student quarantine times, masks and social distancing that may be more strict than federal, state, or local guidelines. Our guidelines are in place to keep our members and staff as safe as possible.

## **Club Location**

### **Boys & Girls Club of Lewis County**

2071 Jackson Hwy  
Chehalis, WA 98532

### **Contact Information**

#### **General Info**

**Phone: (360) 345-1700**

**Email: [info@bgcchehalis.org](mailto:info@bgcchehalis.org)**

#### **Director**

**Phone: (360) 345-1002**

**Email: [director@bgcchehalis.org](mailto:director@bgcchehalis.org)**



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