

PARENT
ORIENTATION
HANDBOOK



BOYS & GIRLS CLUB
OF HOOD COUNTY

P.O. Box 9

Granbury, TX 76048

817.326.2864

The Positive Place for Kids!

FROM THE PRESIDENT

Preparing for tomorrow... one youth at a time!

Congratulations on becoming a member of the Boys & Girls Club of Hood County. I would like to take this opportunity to welcome you to the Club and inform you of the many things we have to offer.

I feel that some of the most important ingredients in our club should be parental and membership involvement as well as community, staff and Board support.

The following information will highlight the programs we have to offer and explain the policies of our organization to you.

For more information, please feel free to contact the Administrative Office at 817.326.2864.

David Lee
Executive Director

The mission of the Boys & Girls Club of Hood County is to inspire and enable all young people, especially those who need us the most, to realize their full potential as productive, responsible and caring citizens.

PHILOSOPHY

Our goal at the Boys & Girls Club of Hood County is to help prepare our members to be LEADERS of TOMORROW. By doing so, we encourage positive attitudes, education, good sportsmanship and friendship. Our aim is to empower boys and girls with the skills needed to face all types of challenges that they may encounter.

The Boys & Girls Club of Hood County bases its programs on membership, community involvement and its recognized role as an advocate for youth.

The Boys & Girls Club of Hood County is aware of the influences of the total involvement and so provides youth with relevant, everyday, varied and diversified individual and group services- based on proven principles of youth development- which will achieve the health, social, educational, vocational, character and leadership development of our membership.

MEMBERSHIP

Membership is open to youth ages 6- 18 grades K-12th, regardless of race, color, religion or national origin.

A non-refundable \$10.00 membership fee must be paid for the first child and \$5.00 for each additional child.

Weekly fees vary depending on which location is attended.

HOURS OF OPERATION

After School Programs

Monday- Friday (School days)

3:00PM – 6:30PM

The following steps are required in order to become a member of the Boys & Girls Club of Hood County:

- A parent or guardian must sign the Parent Orientation Handbook Acknowledgement Form in the back of the handbook.
- The membership application must be filled out completely, including financial sheet.
- A non-refundable \$10.00 membership fee must be paid for first child, plus \$5.00 per additional child.

STAFF

The Boys & Girls Club of Hood County has professional staff and a host of qualified volunteers.

Staff members are trained, cleared through background checks yearly and kept advised of the changing trends throughout the youth movement. To promote personal and professional growth, staff members attend workshops and seminars offered by Boys & Girls Club of America. These seminars serve as resource centers for staff members as well as a vehicle to enhance Club program services.

HEALTH & EMERGENCY PROCEDURES

It is important that every parent cooperates fully with the Health and Emergency Procedures. Our regulations are designed to protect the well-being of all members. If a member becomes ill at the Club, he/she **MUST** be picked up within sixty (60) minutes after contact has been made with a parent or guardian.

If your child is ill before leaving home, please **DO NOT** bring him/her to the Club.

Since the Boys & Girls Club of Hood County is **NOT A DAYCARE FACILITY**, we are not equipped with an area to isolate ill members.

In case of an accident that requires medical attention, the Club will make arrangements so that proper aid is provided. All Club staff is CPR and First Aid certified. It is important that you update us of any phone number changes. Prescription/non-prescription medication will **NOT** be administered by any of the Club staff at any time.

DAY CAMP PROGRAMS

The Boys & Girls Clubs' Day Camp Program provides activities aimed at developing the social, educational, vocational, character and leadership of mentors during school holidays.

The members are supervised by senior and junior staff. The Day Camp Program consists of field trips to museums, parks, special events and attractions. Trips are open to members, and some require a fee.

Club vehicles are used for most field trips, and space is reserved on a first-come, first-serve basis because of the limited space. Permission slips and payments, when applicable, must be received in advance.

Day Camp Programs are offered during Thanksgiving Break, Spring Break and during the Summer. Flyers with more information, including schedules and fees, will be distributed closer to camp dates.

Day Camp Hours

Monday – Friday

7:30AM – 6:00PM

\$10.00 a day per child

\$10.00 Non-refundable Membership Fee for first child,

plus \$5.00 per additional child

Field trips paid for on a daily basis.

DRESS CODE

The following attire is NOT PERMITTED in any of the Clubs. Club members are NOT PERMITTED to enter the Club dressed in any of the following:

BOYS

- Inappropriate advertising on clothing
- Must wear proper shoes

GIRLS

- Tight fitting/ Revealing clothing
- Inappropriate advertising on clothing
- Must wear proper shoes

RULES AND REGULATIONS

- Members must bring their membership cards daily.
((\$1.00 replacement fee)
*Membership cards will be given to child by their Site Director.
- Members must know their membership number, which is located on their membership card.
- Respect is a must. Profanity, fighting and/or rudeness will not be tolerated.
- Take care of the Boys & Girls Club and equipment.
- Roughness, horseplay, running in areas other than the gym floor and outside, is not permitted.
- Gum is not permitted on the grounds or inside of the building.
- Smoking is NOT PERMITTED in any Club facility or on Club property by anyone, including parents.

The following acts are cause for IMMEDIATE suspension:

- Possession of a weapon or any item which could cause bodily harm.
- Defacing or destruction of Club property.
- Theft of any person's belongings or any Club property.
- Fighting

Any member who is suspended must return with a parent/guardian to meet with the Site Director and/or Director of Operations.

OPEN DOOR POLICY

The Boys & Girls Club of Hood County provides after-school and day camp activities and programs.

Our open door policy states that members are allowed to enter and leave Club facilities.

If you wish for your child(ren) to remain at the Club, it is your responsibility to make sure your child understands this policy.

If you have any questions, regarding this policy, please ask to speak with the Site Director when you drop your child(ren) off.

PARENTS' ROLE

Parents play a vital role at the Boys & Girls Club of Hood County, and it is important that each parent be involved in the growth and development of their child(ren).

The Club's purpose is to provide assistance to parents, the primary role models in a child's life. By being involved with the child, parents can instill moral values, gain trust and share love.

If a problem arises, please direct your concern to the Site Director or the Director of Operations. To schedule an appointment to discuss and resolve a matter, call the Administrative Office at 817.326.2864.

VOLUNTEER OPPORTUNITIES

The Boys & Girls Club of Hood County needs qualified and enthusiastic volunteers. To help with any of the following activities call the Administrative Office at 817.326.2864. All potential volunteers must fill out an application and consent to a background check.

- Coaches
- Homework Help
- Tutoring
- Educational Games
- Club Newsletter Writing
- Birthday Parties
- Arts and Crafts
- Photography
- Computer Instructions
- Reading Club
- Writing Club
- Award Celebrations
- Board of Directors

PARENT COMMITTEE

The Parent Committee is comprised of parents who want to contribute more to the Boys & Girls Club of Hood County by helping with the structure and impact of the programs in which all members participate. The committee is also involved with coordinating special events and fundraisers. Parents who meet with the Site Director are instrumental in supporting staff. To become involved, contact your Site Director for further information.

TRANSPORTATION

Decker Gym

The Boys & Girls Club of Hood County DOES NOT provide transportation from school to the Club.

This service is provided FREE OF CHARGE by the Granbury Independent School District as a courtesy to the Members who attend the Club.

Transportation services are provided on a first-come, first-serve basis with a maximum number of members that will be picked up. The Club WILL NOT be responsible for children who miss the school bus.

For information on bus numbers, please contact the school.

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Members are met by Club Staff and walked from the school to the Club. For specific meeting area, contact Site Director.

PERSONAL BELONGINGS

Members are NOT ALLOWED to bring toys, music players, hand-held video games, cameras, playing cards, or any other personal belongings to the Club. These items attract attention and may be lost or stolen.

The Boys & Girls Club of Hood County is NOT responsible for any personal belongings that are lost or stolen at the Club. Please encourage your children to follow this guideline.

LUNCH & SNACK

Members who attend the Club all day, such as during the Day Camp Programs, and wish to bring a lunch or snack may do so if the lunch or snack is in a lunch box or pail with the child's name on it. Plastic or paper bags are acceptable if the members' name is present on the bag. Members are not allowed to enter their lunch bag until 11:30AM (lunch time) and 3:30PM (snack time). Snacks are allowed at After-School Programs also.

LATE FEE POLICY

The Boys & Girls Clubs of Hood County open and close promptly as posted (3:00PM – 6:30PM). We ask that parents ensure that their children do not arrive early or leave late. Children remaining at the site at closing time will be taken to the office to call their parent/guardian or emergency contact to pick them up.

There is a \$1.00 per minute late fee per child. This fee must be paid before your child(ren) return to the Club. NO EXCEPTION!! Time is determined by a clock inside the Club.

If pick up arrangements cannot be made and parents/guardians cannot be contacted, the kids will be turned over to the local authorities.

DISCIPLINE

Proper behavior is expected at all times. When disruptive or uncooperative behavior becomes a problem, the child is assigned a time-out or a Club service. Continuous behavioral problems or extreme incidents may result in suspension or permanent loss of Club privileges. A copy of our Disciplinary Policies is included in the back of this packet.

INCLEMENTED WEATHER

On days of icy weather and when school is closed due to bad weather, the Boys & Girls Club of Hood County will be CLOSED. On days that school is released early for bad weather, the Boys & Girls Club of Hood County will be CLOSED. Please tune to KPIR 1420 AM, the GISD's Website, or www.hcnews.com for current weather conditions and how it affects the school day. Be sure to make pick-up arrangements!!

HOLIDAYS

OBSERVED

The Boys & Girls Club of Hood County will be closed the following holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

Two (2) floating holidays

Notice of closing will be announced and posted at the Club.

PROGRAMS

The Arts

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

Health and Life Skills

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

Character and Leadership Development

Empower youth to become global citizens who support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image and good character and respect their own and others' cultural identities.

Sports, Fitness and Recreation

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

Education and Career Development

Enable youth to become proficient in basic education disciplines, set goals, explore careers, prepare for employment and embrace technology to achieve success in a career.

POWER HOUR

Power Hour is an educational enhancement program that provides enrichment and reinforcement activities in the form of “Power Pages”, homework assistance and tutoring.

Members can choose to attend Power Hour Monday – Thursday when they arrive at the Club from school. After homework is completed and checked, members then choose other recreational activities.

TORCH CLUB

The Torch Club is a group club for members 9-13 years of age. The purpose of the club is to develop a sense of community and leadership. Staff members provide directions and leadership.

SMART MOVES

Smart Moves is a prevention program for all members that teaches young people to say “NO” and resist pressures that lead to drug and alcohol use and premature sexual activity. Members are taught to make healthy choices for themselves.

TEEN PROGRAMMING

This program offers teens a positive place to engage in activities geared to their age level, when they have the Club to themselves.

SPORTS LEAGUES

Youth Sports Leagues are designed to promote health and life skills as well as sportsmanship. Emphasis is placed on having fun and less on winning. All coaches are required to have a background check. Leagues available are basketball, volleyball, flag football, soccer, T Ball, and possibly others.

Adult Sports Leagues are designed specifically for adults as a recreational service. Leagues available are basketball.

*If you would like to volunteer for any of the programs listed above, or just want more information, please contact your Site Director or the Administrative Office at 817.326.2864. **ALL** volunteers are required to consent to a background check.*

Boys & Girls Clubs of Hood County, Inc.

Disciplinary Policies

“Discipline is essential to creating a learning environment that is positive, supportive and effective”. Emphasis will be placed on strengthening a child’s abilities and enhancing the child’s awareness of self and environment, but we realize some difficulties may occur.

Disciplinary Policies

Incidents such as equipment or building abuse, verbal or physical abuse of other children or staff are inappropriate and will be dealt with in a positive, fair manner. Rules will be explained to the children and reviewed periodically so that expectations are similar. Specific rules will be posted in selected areas of the Club. When infractions occur, they will be dealt with in the following way:

Time-Outs- Give the child an opportunity to side out of an activity and “rest” a moment until he/she is calm enough to rejoin the group. Running persistently, disturbing the group’s activity, misusing equipment, consistently coming to the Club without a membership card, misuse of language, interfering with other’s activities, and general rowdiness may all be substantial reasons to use time out.

Time out will be located in a designated area close to the activity in which the infraction took place. The amount of time will be determined by the seriousness of the infraction. All time outs will be consistent and monitored by the staff member citing the infraction.

Exclusion from activities- Another measure, more stringent than time outs. If the time outs are not working, then being “docked” from an activity is a logical next step. A member must be a responsible part of the Club or he/she cannot partake in all of the Clubs privileges. Staff members may exclude the child from their department for a definite time period. After consultation with the Site Director, the child may be excluded from other activities as well. Specifications should be discussed with the child, including time limits (i.e., if art materials are misused, the child may not be permitted to participate in the art program the next day).

Working off the offense/infraction- It is possible to set up a specific work program through consultation with the staff member and Site Director whereby the child can “earn” the right to rejoin an activity from which he/she has been docked. Making the work relate to the infraction is especially helpful.

Probation contract- A probation contract for behavior is more formal than verbally agreeing to work off an offense. The child is placed on probation and listed (on paper) is the specific behavior that is expected from the child while at a site. Areas that the child sees for improvements are listed also. The Site Director, the staff member who negotiated the contract and the child sign the contract. A specific time frame must be mentioned. The suggestion of five attended Club days is a good measure for

probation. This necessitates a letter to the parent, which should document the behavior of the child and specifications of the probation contract.

Suspension- Suspension takes place after an unsuccessful probation or in place of a second probation. The length of suspension is determined by the seriousness of the infraction. Suspension signifies that the child is not displaying Club cooperativeness, and that membership in the Club is being seriously jeopardized. A letter to the parent is in order. The behavior should be clearly described, and that a continuance of said behavior will result in being referred to the Executive Director for expulsion from the program.

Please note that all letters to a parent or contracts with a child for a behavior change should take place within one day of the offense. They do not need to be lengthy but they should be prompt. A copy of the letter will be forwarded to the Executive Director.

Parent Orientation Handbook Acknowledgement Form

Please complete and return before leaving. Thank you!!

I have received the Parent/Guardian and Member Orientation Handbook packet, toured the facility, and completed a membership form. By enrolling my child as a member of the Boys & Girls Club of Hood County, I agree to adhere to and abide by the policies of the Club as stated in the Orientation Handbook.

Parent/Guardian Signature

Date

Child's Name

Child's Name

Child's Name