



BOYS & GIRLS CLUB
OF LANGLADE COUNTY

PARENT & MEMBER ORIENTATION

CONTACT INFORMATION

Administrative Office Phone: 715-627-1389
Club Phone: 715-627-1800
Fax: 715-627-0929
Website: www.bgclang.org

HOURS OF OPERATION

Administration: Monday – Friday, 9am – 3:00pm
Program Hours: School Year: Monday – Friday, 2:45pm – 6pm
Tuesday & Thursday 6:00pm-8:00pm Teen Nights (6th Grade & Up)
Snow Days: Club Closed
School Vacation Days: 7:30am – 5:30pm
Summer: Monday – Friday, 7:30am – 5:30pm

MISSION STATEMENT

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

BOYS & GIRLS CLUB OF LANGLADE COUNTY POLICIES AND PROCEDURES

I. AMERICANS WITH DISABILITIES ACT

- a. At this time, the Boys & Girls Club of Langlade County does not have trained professional staff to accommodate members with disabilities. Members with disabilities are encouraged to attend, but the Club is not able to provide professional assistance. Members with disabilities who need professional assistance must be accompanied by their parents or other qualified care givers.

II. MEMBERSHIP FEES AND REQUIREMENTS

- a. Eligibility: Students in 1st – 12th grades. No Exceptions.
- b. Membership: \$20.00 per youth per year. Financial assistance is available upon request. The membership year starts from the date it was turned in.
- c. Each youth will be considered a member once their completed application is returned (including parent signatures), their membership fees are paid, and they have attended the Boys & Girls Club orientation.
- d. Non-members may visit up to two (2) times as guests, after that guests will be expected to become members. Visitors are not allowed to go in the gym, in the computer lab or to outside activities because of liability concerns.
- e. METHODS OF PAYMENT -Cash – Money Orders – Personal Checks-Visa-Master-Discover
- f. FINANCIAL ASSISTANCE - A limited amount of financial assistance is available to help families in need offset costs of membership dues and field trips. Each family will be asked to provide a portion of the fee. Financial assistance is granted on a case-by-case basis. Please contact the Executive Director and to apply for financial assistance.

III. CLUB RULES AND PROCEDURES

a. BE RESPECTFUL

- i. Respect yourself, peers, staff and volunteers
- ii. Respect the Club and Club property

b. BE RESPONSIBLE

- i. Accept responsibility for your own actions
- ii. Come prepared to the Club
- iii. Be responsible for all your belongings
- iv. Clean up after yourself.

c. BE SAFE

- i. Keep hands, feet and objects to yourself
- ii. Remain with your designated group at all times
- iii. Use sidewalks and crosswalks in the appropriate manner
- iv. Follow field trip policies

d. ASK PERMISSION

- i. If you are unsure about something always ask a staff member.

e. HAVE FUN!

IV. FIELD TRIPS/ACTIVITIES

- a. One of the goals of the Boys & Girls Club of Langlade County is to provide opportunities for members to experience a variety of outdoor activities and interact with other Boys & Girls Club members. The following are the Boys & Girls Club rules of conduct during field trips:
- b. Dress appropriately for the activity.
- c. Be punctual for departures, meetings, breaks, etc.
- d. Do not leave the group or have unauthorized visitors without staff/volunteer permission.
- e. Radios/boom boxes/TV/tape players/instruments and other distracting devices must have staff approval prior to usage.
- f. Profanity, abusive language, obscene gestures, suggestive slogans on apparel or accessories is not allowed.
- g. Be courteous, have a positive attitude, and use common sense at all times.
- h. Follow staff/volunteer directions, use the "buddy system" and never go anywhere alone.
- i. The staff/volunteers must be informed of any participant on prescribed medication or any existing illness in advance of trip.
- j. Damage or vandalism to property of others will be the responsibility of the participant(s) to replace or repair, as determined by Club staff.
- k. Chaperones and volunteers have full authority to enforce all rules/policies.
- l. Please remember that violations of these rules may affect the Club's future trips and the Boys & Girls Club's discipline process/system will be in place.

V. CLUB MEMBER DISCIPLINARY POLICY

- a. It should be noted that every situation is unique and may require a slightly different approach. Dates of suspension will be at the discretion of the Executive Director.

BEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Verbal Aggression/Disrespect	Clear Verbal Reminder	1 on 1 Counseling with Staff and Reflection Survey	Loss of Privileges or Club Services
Physical Aggression	1 on 1 Counseling with Staff and Reflection Survey	Loss of Privileges or Club Services	Meeting with Executive Director and Parents
Inappropriate comments, touching, harassment, or behavior 6-9 Year Olds	1 on 1 Counseling with Staff and Reflection Survey	Meeting with ED, PD and Parents	Suspension
Inappropriate comments, touching, harassment, or behavior 10 -17 year olds	Meeting with Executive Director and Parents	Suspension	

VI. MINOR FIRST AID AND MEDICATION

- a. Boys & Girls Club staff are permitted to administer: band aids, ice packs, and bandages.
- b. Club staff cannot physically apply sunscreen and insect repellent lotion.
- c. The Club is not responsible for reactions or improper usage of sunscreen, insect repellent, or any item that is borrowed from or used by Club members.
- d. Parents/guardians must advise the staff of any medical problems a member has or has had by completing the health history portion of the membership form and adding information as needed.
- e. In case of emergency parents/guardians will be notified as soon as possible.
- f. Parents/guardians must notify the Club and keep children home when youth have a rash, sore or runny eyes, contagious illness, or head lice.
- g. Members who develop symptoms of a contagious illness while at the Club must be picked up within 30 minutes of notification and are not eligible to return to the Club until 24 hours the initial intake of medication.
- h. All medication must be given to Club staff member in the original pharmacy bottle with written instructions attached.
- i. Medications not on record with staff and found in a child's possession will be confiscated and parents will be called.
- j. In the event of an emergency injury or illness requiring immediate advanced medical treatment the Boys & Girls Club staff will call 911 first. Parents will be contacted as soon as possible. Boys & Girls Club staff are not allowed to transport injured or severely ill members. The Boys & Girls Club of Langlade County utilizes the ambulance for all emergency transportation to the nearest emergency health care facility.

VII. MEMBER DRESS CODE

- a. Proper dress is the responsibility of members and their parents. Rules pertaining to appropriate member attire are necessary in order to maintain good decorum and a favorable academic atmosphere. The Executive Director and/or Program Director will use their discretion to make appropriate decisions regarding the appropriateness of each member's dress and possible consequences for violation of this policy. Members wearing inappropriate clothing will be asked to change or turn their shirts inside out.
- b. No member shall be permitted to wear any clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs and/or gangs.
- c. Any medallions or other jewelry, which identify gang members or gang affiliations are not allowed in the Club. Displaying any tattoos and signs or signals used in reference to "gang insignia" is not allowed and will result in immediate suspension and review for expulsion.
- d. Short shorts, spaghetti strap tops, backless or strapless shirts, tube tops, muscle shirts and midriff shirts are not appropriate. Clothing should always completely cover the torso from above chest cleavage to mid thigh.
- e. No items of clothing will be worn where undergarments are exposed.
- f. Footwear must be worn while at the Club.

VIII. OPEN DOOR POLICY

- a. The Boys & Girls Club has an "open door" policy. This means that members are free to come and go throughout the day as they wish and staff are only responsible for monitoring their participation and behavior while they are at the Club or on Club property. It is the parent's responsibility to instruct their child whether they can leave the premises or not. Youth 12 and under are not allowed to leave without a Staff member speaking with the youth's parent. If you ever need to know what time your child signed in and out please don't hesitate to call.

IX. INCLEMENT WEATHER

g. School Year

- i. If school is DELAYED in the morning, we are OPEN regular hours after school. If school is cancelled for the day or there is early dismissal due to bad weather the Boys & Girls Club will be CLOSED. In the instance that we must close, a press release will go out to all local media outlets. We have gone with this policy for the safety of all staff, parents, and club members.

h. Summer

- i. In case of inclement weather, the club's schedule will change to an indoor activity. Outdoor field trips may be rescheduled, postponed, or changed to another trip. In the event of threatening weather all members will be aware of the in club procedure and will practice it on a regular basis. Contact the club if you are unsure on an activity or field trip.

II. PARENT COMMUNICATION

- a. We always strive to inform parents of Club activities and events. We wish for all parents to be pleased with their child's supervision and experience at the Club. Activities and events are posted throughout the Club and flyers for all special events are located at the front desk. Parents are encouraged to come inside to view the posted information and ask questions to the staff.
- b. Main source of communication is the Boys & Girls Club of Langlade County Facebook page and via email (please provide email to the front desk if you have not already)
- c. We also depend upon parents to keep us informed of issues and events affecting your child(ren). If there are changes to your child's health, medication, living situations, etc. it is the responsibility of the parent to notify Club staff. Please remember to notify us of contact information changes or changes in custody arrangements so that we can best serve your child.

III. LOST AND FOUND

- a. The Club is not responsible for personal items of Members.
- b. The Club has a lost and found located near the front entrance.
- c. Lost and found items are kept for 2 weeks and then donated to Goodwill.
- d. Club members are responsible for their personal belongings and should not bring expensive equipment including electronics, jewelry or anything else of value.

IV. COMPUTER LAB

- a. The Club has a computer lab that can be utilized by Club members. By signing the Membership form, parents consent to their child's participation in computer activities which can include computer games and Internet usage. Boys & Girls Club members may access sites approved by Club staff members. Members are only allowed to access Facebook, MySpace, Twitter, and other social media if they are in sixth grade or older, have taken an internet safety course with a club staff member, and have a permission slip signed by a parent or guardian on file. Usage of live chat rooms will not be permitted unless in conjunction with an organized program.

V. PHONE USAGE

- a. The Club phone is reserved for use primarily by staff members. All parents and members should make plan ahead of time in regards to arrival, departure and pick up. Club members are allowed to use the Club phone to contact parents/guardians. All Club members personal cell phones are only allowed to be used at the front desk or in front of a staff member.

VI. PERSONAL PROPERTY AND CUBBY SEARCHES

- a. Member's personal property (e.g., purses, backpacks, coats, etc.) may be searched whenever a staff/volunteer has reasonable suspicion to believe that the member is in possession of illegal or unauthorized materials. When necessary, police will be called to perform searches or investigate. Parents will be contacted to inform them of the search.

VII. LOST OR STOLEN PROPERTY

- a. The Boys & Girls Club of Langlade County is not responsible for any lost or stolen personal property of members. Members are fully responsible for any damage to, or property stolen from the Club

VIII. VOLUNTEER OPPORTUNITIES

- a. Parents/guardians are encouraged to volunteer. All volunteers must complete a volunteer application and pass a background check before they can start volunteering. Chaperones are needed for many of the field trips!

