

**Parent/Member Handbook**



**BOYS & GIRLS CLUBS**  
OF SOUTHWEST MISSOURI

**2016-2017**

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**Mission Statement:**

*The Mission of the Boys & Girls Club of Southwest Missouri (the “Club”), is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.*

*Our programs are designed to improve and enhance the quality of life through the collaboration of professional staff, trained volunteers, family members and community leaders. With emphasis on all youth, our goal-oriented programs, provided in safe neighborhood facilities, will assist youth in gaining the self-esteem and self-reliance necessary to fulfill their potential and ultimately enhance their community.*

**Vision Statement:**

*To be known and recognized by parents and youth alike... as the place to go and be in the community.*

*To develop skills in the youth we serve by providing beginning, intermediate and advanced services and programs.*

**Youth Development Strategy:**

The efforts of youth professionals, parents, volunteers, concerned citizens, schools and local agencies come together to provide opportunities for our children to live full, satisfying, and productive lives. It is important that all programs and activities promote these efforts to their full potential. The Boys & Girls Club of Southwest Missouri applies this holistic approach for the purpose of youth development.

The Youth Development strategy is designed to build self-esteem and allow our children to grow into responsible and caring adults by using four basic principles. These four principles are described as senses:

**A Sense of Competence:** Young people feel proud and confident when they acquire new skills and know they can do something and do it well.

**A Sense of Usefulness:** Young people know the satisfaction of doing something of value for others.

**A Sense of Belonging:** Young people know they are welcome and feel they fit in and are accepted.

**A Sense of Power and Influence:** Young people know their opinions are heard and valued, giving them a sense of power and influence.

We use this model of Youth Development Strategy in every program and activity at the Boys & Girls Club of Joplin.

### Youth Development Outcomes For Boys & Girls Club Members

The outcomes summarized below describe our expectations and goals for young people. Youth who enter the world with the capacities described here can become responsible citizens and leaders who are able to support themselves and live successful lives.

#### Positive Self-Identify

Youth have a healthy self-concept, a strong belief in their own self-worth and a sense of hope about their future. They are adept at setting and attaining goals; confidently making the necessary decisions to achieve their life plans.

## **Competencies**

Youth have the knowledge, skills, strategies and attitudes necessary to have a positive foundation for success. Youth become competent by mastering tasks, demonstrating to them that they can do things well. They develop competence in the following areas:

- ◇ **Educational:** Youth are proficient in basic educational disciplines and have the capacity to utilize technology. Having graduated from high school, they are motivated to pursue learning opportunities throughout their lives.
- ◇ **Employment:** Youth have the skills and attributes to be successful in the work force. They are motivated to constantly develop new skills and hone existing skills to maintain a competitive edge.
- ◇ **Social:** Youth are able to develop and sustain positive relationships with others.
- ◇ **Emotional:** Youth are able to recognize, reflect on and appropriately express their emotions, manage stress and cope with positive and adverse situations.
- ◇ **Cultural:** Youth have an understanding and respect for their own cultural identity and for the cultures of others; they are able to contribute in a multicultural society and demonstrate tolerance for differences among people.

## **Community and Civic Involvement**

Youth have a sense of belonging to their community, family and/or group and are willing to take civic responsibility. They work closely with others to contribute to the greater good.

**Health and Well-Being**

Youth live healthy lifestyles, take part in regular fitness activities, are able to access health care resources and engage in positive behaviors. They use sound judgment about personal safety, nutrition and avoidance of alcohol, drugs and premature sexual activity.

**Moral Compass**

Youth have values enabling them to develop positive relationships with others. These values include honesty, a sense of justice and fairness, respect, caring and spirituality.

Our challenge in the Boys & Girls Clubs Movement is to engage youth in activities that are fun and enjoyable while supporting development of the capacities described above. This is accomplished through Club programs and in discussions between staff and Club members. Clubs cannot achieve without caring, capable staff that forge relationships with young people and influence their ability to succeed in life.

**Staff:**

The Boys & Girls Club of Southwest Missouri has a professional staff of full-time and part-time employees as well as a host of volunteers. Staff members and volunteers are trained, and kept advised of the changing trends throughout the youth movement. All staff go through extensive background screens annually.

**Membership:**

Membership is open to children between the ages of 6-18 years without regard to race, color, religion or national origin. Membership fees are as follows:

After School Program	\$25 per school semester
Summer Program	\$270
Christmas Break	\$30 TBA
Spring Break	\$30 TBA

**Dress Code:**

Members, parents and guardians are expected to respect our Clubs at all times; especially in the way of dress.

***The following attire may not be worn at our Clubs:***

- See-through or mesh clothing unless worn over other apparel.
- Garments that expose the midriff.
- Spaghetti strap tank tops.
- Biking shorts or short shorts for youth over the age of 10.
- Bare feet at the Club or on any Club vehicle.
- Garments or accessories that display emblems relating to gangs, abusive substances, sex or obscenities.
- Tight fitting or revealing apparel.
- Male and female Club Members are not allowed to wear hats.
- Heelys (roller skate shoes)

## **MEMBERS' RIGHTS AND RESPONSIBILITIES:**

### **Rights:**

Members have the right to participate in Club programs.

Members have the right to be respected

Members have the right to interact with trained adult staff.

Members have the right to learn and play in the Club environment.

Members have the right to explore opportunities for growth and development.

Members have the right to have fun

Members have the right to participate in decision-making and leadership activity in Club programs

### **Responsibilities:**

Members are responsible for treating others fairly and equally.

Members are responsible for respecting others.

Members are responsible for helping keep the Club clean and safe.

Members are responsible for treating the Club's equipment with care.

Members are responsible for listening,  
following directions and goal setting.

Members are responsible for respecting the fun time of others.

Members are responsible for participation in the decision-making process.

### **CORE PROGRAM AREAS:**

We offer seven programs to children to help them grow and reach their potential. These programs are Smart Moves, Career Launch, Passport to Manhood, Smart Girls, Youth for Unity, Torch Club, Citigroup. These are used as tools in helping young people resist the use of drugs, build better relationships, and to give them a head start in planning their futures.

### **CLUB HOURS:**

**Administrative office:** 8:00 AM to 5:00 PM

#### **Club:**

##### **During School Year:**

Joplin Monday-Friday Afterschool-7:00 PM

1/2 Days 11:30 AM-6:00 PM

Webb City Monday-Friday Afterschool-6:00 PM

1/2 Days 11:30 AM-6:00 PM

**During the Summer:** Monday-Friday 7:00AM to 6:00 PM

If hours are changed, Member's parents or guardians will be notified.

**Closed Campus Policy:**

The Boys & Girls Club of Southwest Missouri has an open door policy. This means that it is the parents and/or guardians' responsibility to make sure that their child remains at the Club, and does not leave the premises when you expect him or her to be there. We urge you to please emphasize this with your child, as the Boys & Girls Club of Southwest Missouri cannot be responsible for your child if he or she is not on the premises.

**Transportation:**

The club may provide transportation to and from the Club or to and from certain scheduled activities. Transportation is provided by a staff member and only is available at approved locations that are designated specifically by the Club in advance. All parents or guardians of Members are responsible for the Member's transportation from the Club to the Member's home. During transportation, Members are responsible for conducting themselves in accordance with the same rules that govern all Club activities. Although accidents relating to any Club function rarely occur, in the event of an accident, it is the Member's parent or guardian's responsibility to pay all medical costs.

**Field Trips:**

For most field trips Club buses or vans will be utilized. Parents or guardians of Members will be notified in advance if other transportation arrangements must be made in order for the Member to participate in a field trip.

**Personal Belongings:**

The Boys & Girls Club of Southwest Missouri is ***NOT*** responsible for any personal belongings that are lost or stolen at the Club. Please encourage your child, or children, to keep up with their belongings. Fundraising items are not recommended to be brought to the Club. Staff will try to check them in and store in a safe place but we cannot control what happens from the school to the Club.

**Lost and Found:**

Personal belongings should be marked properly and stored in personal book bags and/or placed in the Club's coat check area. Articles lost or stolen are not the responsibility of the Club. Members must take home all projects and personal belongings each day. Lost and Found items are collected and kept for one week. To claim an item in question, it must be described to a staff member at the front desk. All unclaimed items will be donated.

**Confidential Counseling:**

All personally identifiable information and personal conversations are kept in strict confidence by the Club and its staff. Certain information may be disclosed or communicated if it involves safety or legal matters, however.

**Telephone Use:**

Club phones may be used only for emergencies or other circumstances approved by Staff.

### **Cell Phone Use:**

Members of the Boys & Girls Club of Southwest Missouri are not allowed to use their cell phones. Failure to cooperate with this rule will result in your child's cell phone being taken away and not given back until they are picked up. This may also lead to a written referral.

### **Discipline and Conduct:**

#### **Stealing**

##### A. First Time

1. Talk from Staff
2. Write rules that were broken with an essay.
3. Short-term suspension from Club up to 3 days.
4. Event Report will be filled out.
5. Parent will be notified.

##### B. Second Time

1. Talk from Staff
2. Mid-term Suspension from Club up to 5 days.
3. Event report will be filled out.
4. Staff meeting discussion
5. Parent Conference

##### C. Third Time

1. Police may be notified

**Horseplay/Disrespect of staff, running in the club, inappropriate language problem, misuse of equipment, not staying in group, and general behavior problems:**

- A. First Time
  - 1. Talk/Warning from Staff
- B. Second Time
  - 1. Talk from Staff
  - 2. Staff can make one of two choices
    - a. Write rules that were broken with an essay
    - b. Clean-up Project (not bathrooms)
- C. Third Time
  - 1. Talk from Staff
  - 2. Short-term Suspension from Club up to 3 days
  - 3. Event Report will be filled out
  - 4. Parent will be notified
- D. Repeating Problems
  - 1. Talk from Staff
  - 2. Mid-term Suspension up to 5 days
  - 3. Event Report will be filled out
  - 4. Staff meeting discussion
  - 5. Parent Conference

**Fighting and Abusive Language to Others**

- A. First Time
  - 1. Break up Fight
  - 2. Talk and determine solution for member
  - 3. Write rules that were broken with an essay
  - 4. Short-term Suspension from the Club up to 3 days
  - 5. Event Report will be filled out
  - 6. Parent Notified for pick-up

B. Second Time

1. Break up fight
2. Talk and determine solution for member
3. Mid-term Suspension up to 5 days
4. Event Report will be filled out
5. Staff meeting discussion
6. Parent Conference

**Person Defending Themselves Fighting**

A. First Time

1. Talk/Warning from Staff
2. Staff can make one of two choices
  - a. Write rules that were broken with an essay
  - b. Clean-up Project (not bathrooms)
3. Event Report will be filled out

B. Second Time

1. Talk from Staff
2. Short-term Suspension from Club up to 3 days
3. Event Report will be filled out
4. Parent Notified

**Medicine Policy:**

It is the policy of the Boys & Girls Club of Southwest Missouri ***NOT*** to administer any prescription or non-prescription medicine to Members at any time.

### **Health and Emergency Procedures:**

It is important that parents and guardians cooperate with the Health and Emergency Procedures. Our regulations are designed to protect the well being of all members.

In case of an accident or emergency involving a Member, which requires medical attention, proper medical aid will be sought. The parent or guardian will be notified as soon as possible of any emergency and any medical attention administered to the Member. In the event that expenses for medical services are incurred (including ambulance costs), it is the Member's parent or guardian's responsibility to pay all medical costs. Parents or guardians must promptly notify Club of any phone number or address change so that they can be contacted in case of an emergency.

### **Role of Parents and Guardians:**

Parents and Guardians play vital roles at the Boys and Girls Club of Southwest Missouri. It is important that the parents or guardians be involved with the growth and development of each member. Our purpose at the Boys & Girls Club of Southwest Missouri is to provide assistance to the parents or guardians with their children. You are the primary role model in your child's life. By being involved with the child, you can instill moral values, gain trust and share love.

*If a problem arises, please direct your concerns to a staff member, the Unit Director, or the Executive Director. To schedule an appointment to discuss and resolve the matter, call and make an appointment.*

**Drop Off and Pick Up Procedures:**

When your child is dropped off, we ask that you escort him/her inside the front door. When picking up a child from the Club, you **MUST** be on the approved list of people that can pick up a child, **MUST** show government issued photo identification the front desk Staff, and sign the child out. Please be aware that you will be required to show government issued photo identification each time you pick up a child at the Club. We will appreciate your understanding and cooperation in regard to these procedures.

**THERE WILL BE NO EXCEPTION TO THIS PROCEDURE.**

**Late Policy:**

If your child is not picked up by 7:00 PM parents/guardians will be charged \$1.00 per/minute starting at 7:05 PM.

**Membership Card:**

Your child has been given a membership card to track daily attendance. There is no charge for this.

**Contact Information:**

Boys & Girls Club of Southwest Missouri  
317 Comingo  
Joplin, MO 64801

Phone: (417)623-8072

Fax: (417)781-3825

**Executive Director: Rhonda Gorham**

**Unit Director: Sarah McMullen**