

Welcome!

Welcome to the Boys & Girls Clubs of Barron County (BGCBC). We are very excited to have your family join us. Included in this Club Family Handbook is a great deal of information to help your family understand what the BGCBC is about, and our policies and guidelines. Please read this Information and contact us with any questions or concerns you may have.

The BGCBC Program

Mission

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

Motto

Great Futures Start Here!

Core Beliefs

Through grant funding and local donations, The Boys & Girls Clubs of Barron County works to provide:

- A safe place to learn and grow
- Ongoing relationships with caring, adult professionals
- Life-enhancing programs and character development experiences
- Hope and opportunity

Program Components

- The Arts
- Character and Leadership Development
- Sports, Fitness and Recreation
- Health and Life Skills
- Education and Career Development



Club Family Handbook



**BOYS & GIRLS CLUBS
OF BARRON COUNTY**

Communication

It is our goal to have great communication between our Club families and staff! We want to keep families up to date on member's achievements and opportunities for growth. This will be accomplished through face-to-face interactions or phone calls.

We will inform families of special events and activities taking place through flyers, emails, letters home, and our website and Facebook pages.

In order to keep open lines of communication, we ask that parents/guardians provide the Club with up-to-date contact information. If your phone number or address changes, you are required to let us know as soon as possible. We ask that you also inform us if there are any issues or changes to your child's health, medication, living situations, etc., so that we can best serve your family. Any information shared with staff will be held confidential. If you or your child has any concerns, please contact your Site Director so that the issue can be addressed immediately.

BGCBC Staff Directory

Lincoln Clubhouse Site Director	Megan Kennedy	715-736-7445	bgc-megan@chibardun.net
Rice Lake Middle School Site Director	Hannah Fredrickson	715-234-8156 Ext. 6608	bgc-hannah@chibardun.net
Rice Lake High School Site Director	Stacy Rust	715-234-9007 Ext. 5421	bgc-stacy@chibardun.net
Cumberland Youth Center Site Director	Leah Hullinger	715-822-4646	bgc-leah@chibardun.net
Riverview Middle School Site Director	Lyndsey Elliott	715-537-5641 Ext. 532	bgc-lyndsey@chibardun.net
Barron High School Site Director	Bea Valadez	715-537-5627 Ext. 126	bgc-bea@chibardun.net
Membership Coordinator/ Administrative Assistant	Erin DeNicolo	715-736-7445	bgc-erind@chibardun.net
Director of Programs	Sarah Baye	715-736-7445	bgc-sarah@chibardun.net
Executive Director	Deanna Aubart	715-736-7445	bgc-deanna@chibardun.net

Mailing Address: PO Box 734, 426 N Wilson Ave, Rice Lake, WI 54868

Arrival & Departure

Lincoln Clubhouse:

All children must be signed out by the individual taking the youth from the club, and must come into the Clubhouse to get him/her. Members are not permitted to wait outside of the club for a ride. Only those listed on the registration form are able to pick up the child, and any changes to this must be made in writing and given to the Site Director. All children must be picked up between 3:00 pm and 6:00 pm.

All other sites:

Our other sites operate under an "Open Door Policy". This means that Club members are able to come and go as they please, unless we have a written direction from the parents or guardians to the contrary. A few things to keep in mind:

- The BGCBC will not be responsible for club members until they arrive at the Club.
- Please discuss with your child(ren) who will be picking him/her up, or if they are walking home and what route to take.
- Once a Club member signs out, he/she is not allowed to return unless prior arrangements have been made with the Site Director.
- Members attending Clubs inside area schools are required to sign in immediately following the end of the school day or the end of a school-sponsored activity.
- Parents/Guardians have the option of selecting an "authorized pick-up plan" for members age 13 or younger, in which only adults previously approved by the parents/guardians can sign the child(ren) out of the Club.

Late Pick-Up Fees

Each family is allowed one free late pick-up, up to 15 minutes. Please contact the Site Director as soon as possible to confirm when you will be picking your child up. Parents picking up after closing time will be charged a late fee for each following occurrence. You will be billed from our main office. The late fee is as follows:

Up to 15 minutes late = \$5.00 per child
15 – 30 minutes late = \$10.00 per child
30 – 45 minutes late = \$15.00 per child
45 – 60 minutes late = \$20.00 per child



If a child is not picked up within one hour of the Club closing, Child Protective Services will be contacted. If a child has more than 3 late pick-ups, the rates will double and Child Protective Services will be contacted. Repeated late pick-ups may result in termination of membership.

Lost and Found

Please make sure to label your child's belongings. Doing this will help us to reunite your child with any lost items and will prevent clothing like jackets and snowpants from being mixed up between Club members.

The BGCBC is not responsible for lost, stolen or damaged property. Members are responsible for their personal belongings and should not bring things like iPods, jewelry or other valuables.

Each site maintains a lost and found, please ask the staff for the specific location. Lost and found items are kept for approximately 4 weeks and then will be donated to a local charity.

Phones and Electronic Devices

The BGCBC recognizes the safety and security that cellular phones and other communication devices provide. However, we discourage Club members from using these types of devices because we feel that it distracts from the overall Club experience, by disrupting programs and face-to-face interactions. We ask that members store electronic devices in their bags or backpacks during Club time.

Each Site Director is authorized to establish rules and acceptable use guidelines to best serve the needs of the specific age group. A phone is available for Club members to use with staff permission and parents may reach their child by calling the site phone number.

Inappropriate use of any electronic device while at the Club is subject to disciplinary action. Students may not share or post personal information about, or images of, any other Club member or staff member without permission from that member or staff. The inappropriate use of electronic devices includes, but is not limited to: use in areas where one would reasonably expect privacy (bathrooms), to engage in cyber bullying, placing cell phone calls or sending text messages that ridicule, threaten or harass another member.

Health Care

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 updating the information as necessary.

The BGCBC staff are permitted to administer basic first-aid for minor injuries using guidelines established by the American Heart Association or American Red Cross. In the event of an emergency requiring immediate advanced medical treatment, the BGCBC staff will call 911 and an ambulance will be used to transport the Club member to the nearest emergency health care facility. BGCBC staff members are prohibited from transporting injured or ill Club members. Parents/guardians will be contacted as soon as possible.

The Club is not responsible for improper usage or reactions to sunscreen, insect repellent, or any other item borrowed from or used by Club members.

Parents/guardians must notify the Club and keep the child home if the youth has a fever, has vomited, or has a communicable disease (including head lice). Members who develop symptoms of a contagious illness while at the Club must be picked up within a timely manner and are not eligible to return to the Club until 24 hours from the initial intake of medication or per the instructions of a health care professional.



Inclement Weather

In the event that school is canceled or dismissed early because of weather, our in-school sites (Rice Lake Middle School, Rice Lake High School, Riverview Middle School, Barron High School) will not be open. Our Lincoln Clubhouse and Cumberland Youth Center will make every reasonable effort to be open, but please contact the Site Director for confirmation.

During severe weather watches or warnings, any outdoor activities or field-trips may be moved indoors, postponed, or canceled. In the event of a Severe Thunderstorm or Tornado Warning, Club members will not be allowed to leave the Club or Club program, unless picked up by an adult, until the warning expires.

Medications Policy

Medications should be administered at home whenever possible. Parents/guardians are urged to consult with the prescribing physician to determine if medications can be scheduled outside Club hours. In the event that this is not possible, designated staff will dispense medication according to Club policy. Club staff reserves the right to make decisions on the dispensing of medication on an individual basis.

In order for Prescription or Over-the-Counter Medication to be dispensed at the Club the following steps must be taken.

Prescription Medication

A current **Authorization to Administer Medication Form** must be on file at the BGCBC. You may obtain a copy from your child's site director.

The prescription medication must be supplied in the **original pharmacy-labeled bottle indicating the correct dosage and frequency of administration.**

This information must be the same as provided on the Authorization to Administer Medication Form. Parents/guardians are responsible for ensuring a sufficient supply is provided; BGCBC is not responsible if a child's medicine is not on hand to be dispensed as prescribed or previously directed.

If changes in dosage take place, an updated **Authorization to Administer Medication Form**, a signed physician statement, and an updated pharmacy-labeled bottle will be required.

Over-the-Counter Medication (Non-Prescription)

Parents/guardians must complete an **Authorization to Administer Medication Form** and the medication must be **supplied in the original container labeled with the Club member's name.**

Parents/guardians are responsible for ensuring a sufficient supply is provided; the BGCBC is not responsible if a child's medicine is not on hand to be dispensed as prescribed or previously directed.

If changes in dosage take place, the Authorization to Administer Medication Form must be updated.



Club Member Code of Conduct

We want everyone at the BGCBC to receive quality programming and recreational activities in a safe and wholesome environment. One way to accomplish this goal is for you to review the following guidelines with your child:

I will help to create a fun and positive environment.

- Try new activities and be open to new opportunities.
- Academic success is one of our top priorities, so please work on your homework during the designated homework time.

I will help to make the Club a safe place for all.

- No intimidation or bullying of others.
- All safety rules must be followed.
- No use of profanity or offensive language.
- No drugs, alcohol or tobacco are permitted on club grounds.

I will be respectful to my fellow Club members, staff and all BGCBC property.

- Treat other Club members the way you want to be treated!
- Please listen to staff members and talk to the staff if you have a question or problem.
- The BGCBC is not responsible for lost, stolen or damaged property; Club members must be responsible for their own belongings, so please carefully choose what you bring with you.
- No vandalism to property.

PARENT CODE OF CONDUCT

- I will serve as a role model by treating Club staff, volunteers, members and other parents with respect.
- I will encourage my child to participate in events and activities.
- I will communicate with the Club staff any concerns that I have, and will listen to any concerns that the staff has regarding my child.
- I will arrange for my child to be picked up on time.

GREAT FUTURES START HERE.



Bullying Policy

The Boys & Girls Clubs of Barron County is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential. The BGCBC considers bullying to be detrimental to the health and safety of students and is prohibited. Bullying includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied.

Club members who engage in any form of bullying behavior at the BGCBC will be subject to disciplinary action in accordance with BGCBC policy. Consequences for such actions, including retaliating against someone for reporting bullying behavior, may include but are not limited to, parent notification, suspension, expulsion, or referral to law enforcement officials for possible legal action. BGCBC staff will support the identified victim.

Education, intervention, awareness, and prevention shall exist for staff and Club members to provide a learning environment free of bullying or intimidation.

Internet Usage

The Club has a computer lab that will 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. All members will complete the NetSMARTZ program (a national Boys & Girls Club Internet safety course) prior to any activities on the computer. Boys & Girls Club members may access sites approved by Club staff members. Members are not allowed to access email accounts or live chat room sites at the Club unless it is part of a structured program activity. Parents/guardians should notify Club staff if they wish to prohibit access to certain websites.

Reporting Policy

Our staff, as members of a "child caring institution" are required by law to report "suspected cases of child abuse and neglect as well as those situations in which they have reason to believe that a child has been threatened with abuse or neglect or that abuse or neglect will occur".

My favorite thing about the Club is... just everything!
Cumberland Club Member - age 12