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**BOYS & GIRLS CLUB**  
OF BARTLESVILLE

# PARENT HANDBOOK



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**GREAT FUTURES  
START **HERE.****

# COMMUNICATION & CLUB CLOSURES

## CONTACT US

If you have a questions about the Boys & Girls Club of Bartlesville, please feel free to call 918-336-3636.

## REMIND SYSTEM

The Club uses the Remind app as the best way to get information to all of our parents about programs, Club closures, emergencies, etc. This is also another great way for parents to reach Club staff to answer questions. To enroll in this system, please follow these instructions:

If you already have the Remind app downloaded on your phone:

- 1)Open the app
- 2)Go to "Join Existing Class"
- 3)Search for @bgcbville
- 4)Join class

## IF YOU DO NOT HAVE THE REMIND APP ON YOUR PHONE:

- 1)Open a new text message
- 2)In the phone number area, type 81010
- 3)In the text message area, type @bgcbville
- 4)You will receive a text message asking to enroll as a parent
- 5)Respond YES to the text and you will get all the Remind updates sent by the Club in text message format

## CLUB CLOSURES

The Club follows the Bartlesville Public School District calendar. On days that school is in session, the hours of operation for the after school program are 2:30-7:00pm. On days when the schools are closed, please check with the Club on hours of operation.

Decisions on whether or not to open for all-day program throughout the school year will be made by Club leadership and communicated via the Remind system and the Club's Facebook page. When the Club does open for all-day program, the hours of operation will be 7:30am-5:30pm unless otherwise stated.

Summer program dates will be set by Club leadership and communicated via the Remind System and the Club's Facebook page. Hours of operation during the summer program will be 7:30am-5:30pm unless otherwise stated

## PARENT-TO-STAFF COMMUNICATION

Parent/guardian to staff communication is critical to your child having a positive and healthy Club Experience. In an effort to keep the Club Experience positive for all involved we ask that communication remain appropriate and professional, where everyone is treated respectfully. Please understand that verbal attacks or other forms of inappropriate communication towards staff will not be tolerated and may result in loss of the child's BGC membership and privileges.

# OUR MISSION

## MISSION AND OUTCOME DRIVEN MODEL

The mission of the Boys & Girls Club of Bartlesville is to enable all young people, especially those that need us most, to reach their full potential as productive, caring, and responsible citizens. We are committed to providing members with an outcome-driven experience. Through high-yield activities, regular attendance, and targeted programs, our staff aim to help members develop in the following ways:

### ACADEMIC SUCCESS

The Club wants all of its members to graduate from high school with a plan for post-graduation (college, trade school, military, employment, etc).

### GOOD CHARACTER & CITIZENSHIP

The Club wants all of its member to be an engaged citizen involved in the community, register to vote, and model strong character.

### HEALTHY LIFESTYLES

The Club wants all of its members to adopt a healthy diet, practice healthy choices, and make a lifelong commitment to fitness and wellness.

The Club is not a daycare program. Our goal and mission is to enrich youth through programs and activities while providing a place with a sense of safety and belonging. Participation in programs and activities is expected. We understand that the Club may not be a perfect fit for all children, so we encourage all parents to stay in touch with members about whether or not they want to attend. If a member does not wish to attend the Club, staff will communicate that with a parent/guardian and assist in finding the right program for your child.

## CORE PROGRAM AREAS

The Boys & Girls Club, in addition to a daily rotation of activities, provides clubs and programs that fall under our core areas of enrichment. If you have any questions about specifics of these programs please call the Club.

### CHARACTER AND LEADERSHIP DEVELOPMENT

The Character and Leadership Development program area empowers members to support and influence their club, community, sustain meaningful relationships with others, develop a positive self-image, and to respect their own cultural identities as well as those of others. Programs and clubs in this area include Torch Club and Keystone Club.

### EDUCATION AND CAREER DEVELOPMENT

The Education and Career Development program area enables members to become proficient in basic educational disciplines. It applies learning to everyday situations and embraces technology to achieve success in school and in a career. Programs and clubs in this area include STEM, Power Hour, Spanish Club, and Career Launch.

### HEALTH AND LIFE SKILLS

The Health and Life Skills program area enables members to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults. Programs and clubs in this area include SMART Girls, Passport to Manhood, and SMART Moves.

### THE ARTS

The Arts program area enables youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, photography, performing arts and creative writing.

### SPORTS & RECREATION

The Sports, Fitness and Recreation program area encourages fitness, healthy lifestyles, and social skills. Programs and clubs in this area include Flag Football League, Basketball Fundamentals, and Badges for Kickball.

# MEMBERSHIP INFORMATION

## WHO CAN BE A MEMBER?

Members must be between 7-18 years old to apply for membership at the Boys & Girls Club of Bartlesville. All 7 year-olds applying for membership must present a copy of their birth certificate. Teen members are currently in 8th - 12th Grades or the summer directly following.

## TYPES OF MEMBERSHIP

The Boys & Girls Club of Bartlesville offers two types of membership throughout the year. All registration fees must be paid at the time of registration to secure a spot in the program. Membership at the Boys & Girls Club of Bartlesville is at the discretion of Club leadership.

### AFTER SCHOOL MEMBERSHIP - REGISTRATION FEE: \$20

- This membership entitles the member to attend at any time that the Club is open during the school year. These memberships must be renewed at the start of each new school year.
- A membership packet with child and parent information must be filled out in its entirety in order to be considered for membership. These can be in paper form or through our online registration portal.
- Enrollment for after school memberships will begin towards the end of the summer program and will be determined and communicated by Club leadership during that time.
- After school fees and enrollment are not valid for summer. Registration fees are subject to change.

### SUMMER MEMBERSHIP - REGISTRATION FEE: \$20

- This membership entitles the member to attend during the summer program. Dates will differ each year and be determined by Club leadership. Memberships must be renewed each year.
- A membership packet with child and parent information must be filled out in its entirety in order to be considered for membership. These can be in paper form or through our online registration portal.
- Enrollment for the summer program will begin towards the end of the preceding school year, communicated by Club leadership at that time.
- Summer fees and enrollment are not valid for the school year calendar. Registration fees are subject to change.

## FINANCIAL AID

The Boys & Girls Club of Bartlesville goal is to make our programs attainable for all kids and teens. We offer a variety of ways to enroll members through scholarship or otherwise. Please speak to a Club staff member if you need assistance with any fees.

## REFUNDS

Membership fees are non-refundable

# CHECK-IN / CHECK-OUT PROCEDURES

## DROP-IN PROGRAM

The Boys & Girls Club of Bartlesville operates as a Drop-In program for school-age kids and teens. This means that members may come and go at their own discretion. While the Club makes every effort to keep all members in the facility or on-site throughout the program, if a member chooses to check themselves out then they are able to do that. Members who choose to leave the Club premises on their own will not be allowed to re-enter the Club on the same day. We strongly encourage parents to communicate permissions with the Club.

## CHECKING IN

All members must enter the building through the front lobby and check in with the front desk staff. Our members are tracked through a membership management system and this is how we know who is in our facility at any time. Please do not allow members to exit your vehicle and go straight to the field or other outdoor spaces without checking in. During the After School program we will have all members arriving at roughly the same time. In order to ensure they are all checked in accurately, we ask that parent/guardians do not call the Club or attempt to pick up their child between 3:45-4:15pm. We understand this will not always be possible but appreciate your effort in helping us safely complete the check-in process.

## CHECKING OUT

Only Club staff and volunteers are allowed in the Club facility. Parent/guardians must remain in the lobby or outside of the building while waiting to pick up members. All members MUST check out with the front desk. Please do not pick up your child from any of the Club's outdoor spaces without sending them in to check out. The Club's normal operating hours are 2:30pm-7:00pm for the after school school program and 7:30am-5:30pm for the summer program. It is the parent/guardian's responsibility to know what time the Club is closing each day and to ensure their child is picked up BEFORE closing time. Late pick-ups can incur fees or loss of spot in the program. Below are the two ways that guardians can pick up their members:

## LOBBY

Parents/guardians can come to the front lobby and let a staff member at the desk know which member they are picking up. Staff will send the member to the front lobby. Only Club staff and official volunteers are allowed inside the facility, parents/guardians must remain in the lobby or outside the facility during pick-up.

## CURBSIDE

Parent/guardians can also call the Club at 918-336-3636 and let the front desk staff know which member they are picking up once they are in the parking lot. Those members can then check themselves out and come to the vehicle. Please have your child's BGC member number available.

Please do not call and ask for members to be waiting outside for their rides. Once a member checks out of our facility, they should be leaving the property – this includes waiting for rides on the picnic tables or by the baseball fields.

## CUSTODY AGREEMENTS / PROTECTIVE ORDERS

If there are special circumstances for the safe release of a member during pick up, please call the Club at 918-336-3636 and speak with Club leadership. A copy of the appropriate court documents will be needed, the Club will not deny a parent to access their child without proper documentation.

## LATE PICK-UP

If a member remains at the Club after closing, staff will call the emergency contact numbers for the member. If no contact can be reached and the member remains at the Club longer than 30 minutes, the Boys & Girls Club staff may call the local police department to assist the child.

Late fee charges occur 5 minutes after closing time and are \$1 per minute per child. It is the parent/guardian's responsibility to know when the Club closes each day their child attends.

# TRANSPORTATION

All membership packets include a signature for release of transportation. This must be signed for any member to be transported in a Club vehicle at any time. Even if your child's route is conducted by the school district, there may be times where the Club is asked to help transport those students and anyone missing the signed transportation release in their registration will not be allowed to ride. Please be sure this is signed in the registration packet.

After School Routes (subject to change)

The Club uses its own resources and works with the Bartlesville Public School District (BPSD) to provide transportation to the Club from the following schools:

Bartlesville High School – B&G Club  
Central Middle School – BPSD  
Dewey Elementary – B&G Club  
Dewey High School – B&G Club  
Dewey Middle School – B&G Club  
Hoover Elementary – BPSD  
Jane Phillips Elementary – BPSD  
Madison Middle School – B&G Club  
Ranch Heights Elementary – BPSD  
Richard Kane Elementary – BPSD  
St. John's Catholic School – B&G Club  
Wayside Elementary – Not Available

Please note that all BPSD routes are the responsibility of the Bartlesville Public School District. Any issues, concerns, or questions about these routes should be address to the District Transportation Department at 918-336-1733.



# BEHAVIORAL AGREEMENTS

## **MEMBER RESPONSIBILITIES**

Members at the Boys & Girls Club of Bartlesville are expected to:

- Respect and obey club staff
- Avoid the physical or verbal abuse of others
- Participated in planned activities led by club staff
- Use appropriate and acceptable language at all times
- Be kind, considerate, and accepting of others
- Respect others' property
- Only be in areas supervised by adult club staff
- Leave personal items at home - the club is not responsible for any lost, stolen, or damaged items

PROGRAM PARTICIPATION IS EXPECTED.

## **BEHAVIOR SUPPORT**

It is the hope of the Boys & Girls Club staff to resolve issues through conversation and cooperation with members. However, these issues sometimes require further intervention and support, possibly even suspension from club programs. The following is meant to be a helpful guide for parents on how the club addresses those issues, but all decisions on behavior support will be up to club staff.

## **TIER ONE - CORRECTIVE ACTION FROM STAFF OR NOTE/CALL TO PARENT**

Includes, but is not limited to:

- non-participation in planned activities
- being disrespectful to other members or staff
- inappropriate clothing
- inappropriate language

## **TIER TWO - SUSPENSION FROM PROGRAM**

Includes, but is not limited to:

- continued offenses from tier one, especially following attempted correction by staff
- misbehavior on field trips
- incorrect use of club facilities, technology, or supplies

## **TIER THREE - AUTOMATIC SUSPENSIONS**

Includes, but is not limited to:

- fighting (all parties involved)
- harassment (sexual, verbal, or otherwise)
- theft of property
- repeated and targeted bullying
- damage to Boys & Girls Club property
- possession of drugs, alcohol, or weapons
- members who are a flight risk (leaving the facility without authorization or check out)

Every effort will be made to communicate with parent/guardians throughout all behavior support processes, whether through behavior report document sent home with members or phone call from club staff. Three suspensions can lead to removal from the program. We appreciate the role our family's play in helping reinforce the expectations and rules at the Boys & Girls Club to its members at home!



# MEDICATION AND ILLNESS

## WHEN A MEMBER IS SICK

If a member has a fever of 100.3 or higher, has vomited, or is complaining of other symptoms a parent/guardian will be contacted and asked to pick them up immediately. Members should not return to the Club until all symptoms have subsided.

## EMERGENCIES

In the event of a medical emergency, the Boys & Girls Club may determine a member needs to be evaluated and treated by a doctor or nearest emergency center. Reasonable effort will be made to contact me or someone on my child's emergency contact list in this event, so we ask all parent/guardian's to keep contact information updated at all times.

## MEDICATION

The Club cannot administer any medication to members without a signed Medication Release Form. This includes prescription medication as well as over-the-counter medication. Members must initiate a request for medication from an adult Club staff responsible for storage and distribution of medication. Medication could go without being distributed if a member does not request it from a Club staff.

Prescription medication must be furnished by the parent/guardian with the original label prepared and attached by a pharmacist. The label must reflect the name, strength and dosage of the medication. Non-prescription medication must be in the original container which must reflect the name and strength of the medication. All medications should be delivered to the Club's front desk, in person, by a parent/guardian of the member. The Boys & Girls Club of Bartlesville, the Board of Directors, staff members/employees are not be liable to the member or the member's parent/guardian for civil damages for any personal injuries to the member which result from acts or omissions of Club staff in administering the medicine.

Club staff will do their best to inform parent/guardian when medicine quantity is getting low, but responsibility of refills is on guardian. Any time a medication is checked back out to a parent/guardian, a new Medication Release Form must be filled out in its entirety.

# COMMITMENT TO SAFETY

We work every day to create a safe and fun environment so kids can have every opportunity to be successful in life. There is zero tolerance for inappropriate behavior, including child sexual abuse or misconduct, and we provide significant resources to ensure this stays a priority.

## **CULTURE OF SAFETY**

The Boys & Girls Club of Bartlesville continually updates safety policies, programs, and training for our staff and volunteers. These policies are designed to promote child safety and protect young people from being harmed by threats that exist in society.

## **SAFETY POLICIES**

The Boys & Girls Club of Bartlesville has a comprehensive safety policy that protects youth - including, but not limited to: supervision, transportation, communication, and prohibiting 1-on-1 contact between members and staff or volunteers.

## **MANDATORY BACKGROUND CHECKS**

The Boys & Girls Club of Bartlesville conducts comprehensive criminal background checks every 12 months for all employees, as well as volunteers who have direct and repetitive contact with children. All background and sex offender registry checks must meet or exceed Boys & Girls Clubs of America (BGCA) membership requirements.

## **SCAN IN/OUT POLICY**

The Boys & Girls Club of Bartlesville requires all members to scan in and out each day with their KidTrax Club ID number. In addition, parents understand that we are a drop-in program and that members may leave the premises at will. Currently, once a child has scanned out of the building using their Club ID number they cannot scan back in.

## **MANDATED REPORTING**

The Boys & Girls Club of Bartlesville staff and volunteers are all mandated reporters. All adults, age 18 or older, in the state of Oklahoma are mandated reporters.

## **MANDATORY ANNUAL SAFETY ASSESSMENTS**

The Boys & Girls Club of Bartlesville conducts a safety assessment each year to ensure we continually make improvements to the Club's safety

## **SAFETY TRAININGS**

Ongoing training and supervision of staff is critical. Boys & Girls Club of Bartlesville staff participate in a wide variety of child safety trainings each year. We also engage leading third-party safety experts, such as Praesidium, to provide targeted trainings.

## **STATE AND LOCAL LAWS**

We comply with federal, state and local safety laws, including those impacting facilities and vehicles.

## **PARTNERSHIPS**

For families in need of assistance, the Boys & Girls Club of Bartlesville has an embedded DHS representative that can connect them to resources they may need. In addition, the Club works with Grand Lake Mental Health and our families to make referrals for mental health services.

## **TO REPORT AN INCIDENT OF ABUSE OR NEGLECT:**

- Call the Oklahoma Statewide Child Abuse & Neglect Hotline at 1-800-522-3511
- Submit a report at [www.okhotline.org](http://www.okhotline.org)