



BOYS & GIRLS CLUBS OF AMARILLO

Boys & Girls Club of Amarillo Membership Handbook

Revised June 1, 2016

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**BOYS & GIRLS CLUBS
OF AMARILLO**

Welcome members!

The staff of the Boys & Girls Clubs of Amarillo would like to welcome all new and returning members. We plan to have a great year and hope all members are excited about using their membership to utilize our great programs throughout the year.

We ask that parents/guardians and members read and become familiar with this parent/member handbook. Members, parent/guardians and staff members are responsible for understanding and following the policies outlined in this handbook. If you have any questions or concerns about anything in this handbook please feel free to speak with the Director of Operations or Executive Director.

Get excited about Boys & Girls Clubs. It is going to be a great year!

Key Points to Know About the Boys & Girls Clubs:

- The Clubs facilities are designed and operated exclusively for youth, with the needs and interests of young people in mind.
- Clubs are available daily, after school and on some weekends, providing a positive place to go when kids need it most.
- Clubs have a core staff of trained professionals who provide guidance and supervision, and serve as role models.
- Clubs are available and affordable to all.
- The Boys & Girls Clubs is a neighborhood recreation program.
- The Boys & Girls Club of Amarillo is not regulated by the Texas Department of Regulatory and Protective Services and is not a licensed day care center.

Programs and Activities are designed to provide guidance in the following areas:

- **Character & Leadership Development:** Empower youth to support and influence their club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and other's cultural identities.
- **Education & Career Development:** Enable youth to become proficient in basic educational disciplines, apply learning to everyday situations, and embrace technology to achieve success in a career.
- **Health & Life Skills:** To develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals, and develop the competencies to live successfully as self-sufficient adults.
- **The Arts:** Enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts, and creative writing.
- **Sports, Fitness and Recreation:** To develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social and interpersonal skills.

Membership Information

Membership Criteria:

- Youth must be 5-18 years of age
- Youth are divided into similar age groups based on school grade
- Youth do not need to show proof of good character to join the club. The clubs are open to all members. Staff are trained to make reasonable adjustments to program activities to fit the needs of members. However, members must be able to participate in club programs without being a danger to themselves or others.

Annual Membership Fee:

- **Annual membership dues vary based on location. These dues can be paid weekly, monthly, quarterly, or annually based upon your preference.**
- \$225/per member for the After School Neighborhood Recreation Program plus a \$25 application fee (Maverick), \$180 per member \$45 for each additional sibling (school sites) and **\$150 per member for our summer neighborhood recreation camp (Maverick)**
- Membership fees are **non-refundable and are not prorated**

- A limited number of scholarships are available based on hardship. All requests must be made to the Director of Operations at the Administrative building. We ask that parents of members on scholarship volunteer for the cost of membership dues, 1 hour=\$10
- To discontinue membership, parents must do so through our online portal. Parents must withdraw their child 14 day prior to their final day.

Membership Year:

- Membership year runs from August-May for the Afterschool Neighborhood Recreation Program and June-August for our Summer Neighborhood Recreation Camp
- Members must sign-up separately for each program (After School and Summer Camp)
- Eligible youth may become members at any time during the membership year but no special discounts will be given due to late registration

Hours of Operation:

- Club hours are as follows:
 - **After School Neighborhood Recreation Program Regular Hours:** 3:00 p.m.-7:00 p.m. Monday-Friday (**Maverick/Glenwood**); Kinder care 1:00-7:00 (**Maverick ONLY**) and 3:00-6:00 (**Lee, San Jacinto, Rolling Hills & Whittier**) **After School Program Half-Days:** 12:00 p.m.-6:00 p.m.;
 - **After School Program Holiday:** 7:30 a.m.-6:00 p.m. (**Maverick Only**);
 - **Summer Camp:** 7:30 a.m.-6:00 p.m. (**Maverick Only**)
- Special hours will be posted well in advance on the membership calendar available at the Membership desk and on our website.
- Club hours may vary slightly at each Facility

Late policy:

Every effort will be made to contact a parent/guardian. If parent/guardian has not picked up child up by closing time, the following actions will be taken:

- If parent/guardian is aware that they will be late, call the Club and tell the staff (this does not change the late policy)
- **If parent/guardian is later than 15 minutes the Club reserves the right to charge a \$1 per minute per member fee.**
- If a parent/guardian is later than 30 minutes the Club reserves the right to release the child to the Amarillo Police Department.

Club Closings:

- The Clubs are closed on the following days: Labor Day, Thanksgiving & the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Memorial Day, Independence Day, and Martin Luther King, Jr. Day
- **The club is closed the week after school ends and the week before school begins for staff training**
- The club will also be closed 2 weeks for Christmas break
- Clubs follow the inclement weather policy outlined by AISD/RRISD, meaning if the schools are closed for inclement weather so is the club.
- Clubs may close for additional staff trainings or unexpected emergencies. In that case information can be found on our Facebook page and/or on the news.

Activity/class fees:

- Fees are required for some activities that the Club offers such as field trips, football, basketball, soccer and other special activities.
- These fees are refundable at the office with presentation of a valid receipt until one week prior to the start of the activity. **(Membership dues & Camp deposits are nonrefundable)**

Special Programs

- There are special programs and sports teams that require try-outs. Inclusion in these programs is based on time commitment, ability to follow instructions, and availability.
- If your child is selected into a special club or program and they do not meet the criteria they may be asked to leave so another member can benefit from participation.
- We ask that if your child is participating in a special club you allow them to stay for the entire program.

Phone:

- Members are responsible for knowing their own phone numbers.
- Members may use the phone at the membership desk to contact parents/guardians with staff permission.
- Parents/Guardians may contact the Club and speak with kids at any time during the day.
 - **Maverick-806-372-8393, Glenwood-806-654-6714, Lee-806-654-6700**
- Members are paged to the phone when they have a call. Please keep in mind it may take them a while to get to the phones as they are participating in activities.

Expectations of Membership in the Boys & Girls Clubs of Amarillo

Check in and out of the Boys & Girls Club:

- It is the responsibility of the member to check herself/himself into the Club everyday upon arrival. Members need to check in by typing their 4-digit number into our member tracking system. It is the responsibility of the individual picking up the child to check them out at the Membership desk. Each child will be assigned a unique membership number and it is the responsibility of the member to know their membership number.
- **Parents must come into the club to pick members up. We will NOT send your child outside. This is for the safety of the members.**
- If your child walks home they must have a signed waiver on file stating they can do so.

Dress Code:

Boys & Girls Clubs of Amarillo dress code is the same as AISD. This information can be found in the student handbook at www.amaisd.org. Additionally, dresses, skirts, shorts, and pants shall be of a length that is not distracting. These items, when worn as the outer garment, shall extend at least to the tip of the fingers when the arms are held straight at the side. Also, open-toed shoes are **NOT** to be worn in the club. We ask that parents pack flip flops and sandals in member's bags for swim field trips. Members wearing open-toed shoes may be denied participation in club activities due to safety concerns.

Computer Lab Expectations:

- Respect for the equipment of the club and its network.
- Members are to notify staff immediately of any disturbing material they encounter on the web or in e-mail.
- Members are NOT to give out personal information (i.e. phone number, full name, address, etc.) on the internet.
- Members are NOT to give anyone their password to any of their accounts or allow another member to use their account to access the internet or network.
- Members must gain clearance from the staff before downloading any programs from the internet.
- Members are NOT to visit inappropriate websites.

Lost or stolen items:

- Members are responsible for all money and personal items they bring in the Club. The use of personal cell phones, video games, and iPods are not permitted without permission. The Boys & Girls Clubs of Amarillo are **NOT** responsible for any lost, damaged, or stolen items. We ask that you discourage members from bringing valuables to the club.
- The clubs do have a lost and found area. Any items left at the clubs will be placed in lost and found. We ask that parents and members check this area daily for any lost items. The club donates items left at the club to the Downtown Women's Shelter bi-monthly.

Health information, the following are guidelines for health problems that require parents to pick-up club members:

- Fever - 100 degrees or higher
- Acute Diarrhea or vomiting in the last 24 hours
- Contagious illness - chicken pox, strep throat, swine flu, etc.
- Sore throat or severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with any type of discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Head lice - If any nits (lice eggs) are found in a member's hair he/she will be sent home. After proper treatment, and if the member is nit free, he/she may return.
- Emergency - If a medical emergency appears to be life threatening an ambulance will be called and we will attempt to contact parents immediately. If parent/guardian cannot be reached we will attempt to reach the emergency contacts.

If you are called during the day to pick your child up due to illness, please make arrangements to arrive within the hour.

Medications:

If your child has medication they must take while at the club we ask that you place it in a zip lock bag with their name on it and leave it with the front desk. Staff will **NOT** administer medication to your child. They must come to the front and request their medication and be able to administer it themselves. This also applies to sunscreen and over the counter medicines.

Code of Conduct

The Boys & Girls Clubs of Amarillo has set expectations that will ensure that they have an enjoyable experience here at our club. Staff expects club members to do the following:

RESPECT THEMSELVES

RESPECT OTHERS

RESPECT THE CLUB

The following inappropriate behaviors require members to receive some type of discipline:

- refusing to obey staff;
- acting irresponsibly or destructively;
- fighting
- using inappropriate language;
- bullying; and
- making sexual contact or overtures

Discipline guidelines and procedures:

Staff reserves the right to use the following forms of discipline as a result of inappropriate behavior:

- Creative discipline - using a specific situation and appropriately teaching positive behaviors (if they litter having them learn about the environment, if they are mean to a sibling having them write reasons why they love their sibling, etc.)
- Verbal Communication - member and staff talk about her/his inappropriate behavior
- Time out - sitting down with no contact from other members for a set amount of time
- Clean up duty - picking up trash, sweeping and wiping tables
- Parent Conference - formal meeting with parents/guardian to discuss member behavior
- Suspension - member is not allowed to come to the Club for a set number of days
- Expulsion - member is not allowed to return to the Club

While the Boys & Girls Clubs of Amarillo is determined to be there for kids who need us most, we must also ensure that all club kids are kept safe. Therefore the following are grounds for suspension or expulsion, which include but are not limited to:

- Physical violence towards another member or staff
- Bringing a weapon to the Club
- Bringing legal (medications) or illegal drugs, alcohol or tobacco products to the Club
- Intentional maltreatment of facility or equipment (Climbing walls in the bathroom, beating table with pool stick, etc.)

- Making discriminatory remarks about another member's race, religion, gender, or sexual orientation
- Continuous Disregard for staff instructions
- Multiple violations of Club rules
- Violation of our Bullying or Sexual Misconduct Policies

It is the goal of the Boys & Girls Clubs to work with parents to correct member behavior. Parents are expected to participate in any long term behavioral issues.

The staff of the Boys & Girls Clubs reserves the right to make all final decisions regarding disciplinary consequences.

Suspension policy:

- Parents will be contacted immediately regarding suspensions. If the member returns and stipulations of her/his return have not been met, parent/guardian or emergency contact will be contacted to immediately pick up that child.
- Suspensions are given immediately following the inappropriate behavior to begin as soon as deemed appropriate unless the staff feels the member's parent/guardian must be contacted to pick her/him up the day of the incident.
- Club staff is always available to talk about member behavior issues with parent/guardian. Parent/guardian is responsible for contacting staff to discuss member participation.

Bullying Policy

The Boys & Girls Clubs of Amarillo is committed to providing all members with a safe and civil environment, and will not tolerate any form of bullying at any Club activity on or off Club property.

Bullying shall mean any written, electronic, verbal, physical or social act that willfully harms another. Aggravated bullying shall mean willful harm motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental disability, physical disability, appearance or socioeconomic status.

Staff and volunteers who observe an act of bullying are expected to take immediate, appropriate steps to intervene. If the staff member or volunteer believes his/her intervention has not resolved the matter, they shall report it to his/her supervisor and document the incident in writing. The Club Director or appropriate staff member will inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying if the issue has not been appropriately resolved. Depending on the frequency and severity of the

conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior.

Sexual Misconduct Policy

The Boys & Girls Clubs of Amarillo is committed to providing a safe and respectful environment for our members, and will not tolerate any sexual abuse or sexual misconduct toward or by any member.

Sexual abuse and sexual misconduct shall be interpreted to mean any sexual interaction between a child and another person (including another child) in a position of power over the child.

Specific acts may include inappropriate physical contact, viewing pornography, exposing oneself to another person, enticing others to expose themselves, inappropriate language, or any other behavior that is a violation of the organization's Code of Conduct. Violation of this policy will result in suspension or expulsion. In certain cases the offending member will be reported to the authorities.

General Information:

We want to ensure participation at the Boys & Girls Clubs of Amarillo is a fun and safe experience. If you or your child have any questions or concerns please feel free to communicate with our leadership team at 806-372-8393 or info@maverickclub.org

Kimber Daniel-**President**

Alise Dixon-**Director of Operations**

Kamisha Washington-**Education Director**

Daniel Palmer-**Athletic Director**

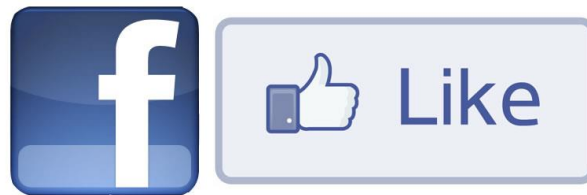
Sharonda Davis-**Cluster Director**

Kay Amiro-Peacock-**Unit Director (Maverick)**

For more information about club programs and events please log onto our website www.maverickclub.org

Don't forget to like us on Facebook:

Maverick Boys and Girls Club of Amarillo



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Boys & Girls Clubs of Amarillo

Home of the "Maverick"

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