



**BOYS & GIRLS CLUB
OF ROUND VALLEY**

Parent Handbook

Welcome to The Boys & Girls Club of Round Valley!

“Great Futures Start Here!” The Boys & Girls Club Program keeps kids safe, provides a valuable service for single and dual working parents, supports public education initiatives, provides volunteer opportunities for local community members and offers a **“Positive Place for Kids.”**

Mission Statement: *Our mission is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens and leaders.*

Parental Involvement

At the Club, we believe that we can best meet the needs of our individual members by teaming up as parents and staff. For this reason, we are dedicated to regular and meaningful communication between parents and staff. Club Staff will not be your child’s disciplinarian; we will be their guides, teachers and mentors. Attending The Club is a privilege and a service.

Please follow us on FaceBook for announcements and updates, and when you drop or pick your child up, please come into the lobby for handouts and information. In addition, we encourage you to contact your child’s staff leader at any time with any concerns you may have regarding your child. If you have any concerns regarding your child’s staff member, we ask that you discuss them with the CEO and they will handle the situation appropriately.

When you enroll your child at BGCRV, you are required to complete a registration form containing your contact information. If your contact changes at any time, please let us know as soon as possible.

Summer Schedule

- Monday – Friday 7:30 to 5:30
- 8:00am Breakfast at Ramsey Park
- 12:00pm Lunch at Ramsey Park
- 2 snacks provided daily

After School Schedule

- Monday – Thursday 3:30 to 5:30 (snack provided)
- Friday 7:30 to 5:30 (please provide a LUNCH for your child – we provide 2 snacks)

Daily Fees/Membership Pricing (ages 5 to 18)

Yearly Membership Fee: \$5/member

*(The fees below are for the first TWO (2) children in a household. For each additional child there will be no charge.)
(Fees may be changed, as the Board of Directors deems necessary & prudent.)*

SCHOOL YEAR FEES:

- Monday – Thursday: \$1/day
- Friday (full days): \$7/day
- Weekly: \$10
- Monthly: \$30

SUMMER FEES:

Daily: \$7
Weekly: \$30
Monthly: \$75

*****It is the policy of the BGCRV to “turn no child away if they cannot pay”. If you find yourself in a situation where you cannot pay the fees, please contact the CEO for financial scholarship information.**



BOYS & GIRLS CLUB
OF ROUND VALLEY

Contact Information

(please print for your reference)

Clubhouse:

PO Box 1606
216 E. 2nd Avenue
Eagar, AZ 85925

Club Contact:

928-333-7824
rvbgc.com@gmail.com

Online:

www.RVBGC.com
facebook.com/rvbgc

Club Leaders:

- Sonny Skeet (4th and 5th graders)
- Kayla Nicolds (K – 3rd graders)
- D'Anne Boswell (Middle School and High School)

Executive Leaders:

- Suzanne Kammerman (CEO, Director) : 928-551-3836
- Steve Christensen (Board President) : 928-245-2294

Club Rules and Policies

Boys & Girls Club Rules

1. Respect Club members, staff, and property.
2. Keep your hands, feet, and body to yourself.
3. Use appropriate language.
4. Follow directions of Club staff.
5. Have fun!

Dress Code

Any youth violating the dress code may be sent home.

- No spaghetti straps -- No midriff shirts
- No negative messages on t-shirts -- No gang attire
- No flip flops - All sandals must have a back strap
- Some field trips have a specific dress code; this will be disclosed at the time of the fieldtrip sign up.
- Shoes must be worn at all times inside and outside.

Attendance Policy

Attendance is **not** mandatory. There is no set time within Club hours that a member must be dropped off; however, parents should be aware of the field trip schedule so that no child is dropped off after the field trip departure. As soon as a member arrives at the main entrance, their membership card will be scanned.

BGCRV operates on a “drop in” basis under an open door policy. BGCRV is NOT a licensed childcare facility, which means that members can come and go at will. **It is the responsibility of the parent/guardian to advise your child if he/she may or may not leave the Club unsupervised.**

If a member is authorized for self-checkout, he or she may leave at any time, but must check out with a staff member before leaving.

NOTE: Number of members per day may be limited due to space and resources.

Drop Off / Pick-up / Checking In / Checking Out Policy

For the safety of your child, these mandatory policies are in place:

1. Your child must be dropped off AT THE MAIN ENTRANCE TO THE CLUB and they MUST sign into the Club at the front desk each time they arrive as well as SIGN OUT when they are leaving.
2. Please DO NOT drop your child off prior to Club opening hours, even if there is a staff present.
3. We will only release your child to people who are on the “Authorized Pick up List” you filled out during registration. Please notify us if you would like to add or subtract a name to the list.
4. If the staff notices that the individual picking the child is inebriated or “under the influence” we WILL NOT release the child until safe transportation can be provided.
5. * Parents must have an emergency pick-up plan (i.e., a neighbor or friend to pick up their children). It is understood that conditions are sometimes beyond one’s control (inclement weather, traffic, etc.), so if these conditions arise, it is imperative that parents notify the staff as soon as possible and put their emergency plan into effect.

**Staff will remain with the member until one hour after close. If by that time, the parents have not contacted staff or the emergency contacts cannot be reached by phone, member may be released to the local police department. Continued late pick-up will result in dismissal from the program.*

Late pick-up Fees

- \$1 per minute late until 30 minutes.
- Every ten minutes after that adds \$20.00.
- Payment due when child is picked up.
- If children are consistently picked up late, action may be taken towards suspension.

Bathroom Use Policy

Only ONE child at a time is allowed in the bathrooms. No “hanging out” in the bathrooms.

Bathroom Accident Policy

If your child is prone to having bathroom accidents, a set of clean clothes should be brought to the Club to be kept in case of an accident. If a child has an accident and the Club does not have a clean change of clothes for that child, the parent will be contacted and the child must be taken home to change within one hour.

Staff members will NOT help a child change out of soiled clothing; either the child must change by him/herself, or a sibling may be asked to assist. If the child cannot change by him/herself, a parent will be contacted to assist in cleaning up and changing the child’s clothes.

Money and Personal Property

BGCRV is NOT responsible for lost or stolen items. We recommend that youth leave all money, games, cell phones, toys, etc. at home. **ABSOLUTELY NO GUNS, KNIVES OR WEAPONS.** (including any TOYS that resemble them)

Club Phone Use Policy

The Club is a business and the club phone is for operational purposes, and youth are NOT to use the phone unless there is an emergency or a justifiable reason to do so. We also ask parents to be courteous of our Club time and refrain from calling your child while attending the Club unless needed.

Medication Policy

We cannot administer prescription medicines. Over-the-counter medicines (ibuprofen, etc) can only be administered with a note from a parent.

Discipline Policies

At BGCRV, we believe that praise does more to change a child’s behavior than punishment ever can. If a child becomes disruptive, our first action is to inform the child how he or she is breaking the rule and we explain why the rule is in place and who is hurt when we do not abide by it. In most cases, this is enough to change the child’s behavior since children are usually unaware that their behavior is causing a problem. If a child becomes continually disruptive, we will follow the procedures outlined below:

1. Should inappropriate behavior occur, the concern will be discussed with the child, and a written warning will be given.
2. Should inappropriate behavior continue, a second warning will be given and the parents will be notified.
3. Should inappropriate behavior still continue, a third warning will be given and the child will be suspended. (Length of suspension will be determined case-by-case)
4. Continued behavioral problems may result in permanent dismissal.

NOTE:

**Refunds will not be given for suspensions.*

**Parents may set up an appointment with the CEO to discuss individual needs and concerns.*

Health and Safety

DO NOT bring within 24 hours of having fever, vomiting or diarrhea. A student may NOT attend any BGC program with any type of communicable disease, including any of the following symptoms:

- Fever over 100 degrees
- Severe cold
- Discolored nasal discharge
- Sore throat
- Head Lice
- Inflamed or watery eyes
- Undiagnosed rash
- Vomiting or Diarrhea

Parents and/or emergency contacts will be called to pick up member if children come with, or develop, any of these symptoms during the day.

Safe Playground Use Policy

No climbing trees. No flipping, standing or climbing on swings. No lifting or moving playground equipment. Use playground equipment safely and appropriately as designated by Staff.

Emergency Care

When the staff deems that emergency medical attention is needed, they will call 911 and then make every effort to contact the parent or the emergency contact. After 911 has been called, it is up to the paramedics to decide on the appropriate action and medical care facility. The parent will be responsible for all medical costs.

Food/Lunch/Snack Policy

During the summer months we take Club members to Ramsey Park to participate in the School Food Summer Program for breakfast and lunch. Through a partnership with the United Food Bank, the Club is able to provide two snacks a day during the summer as well as Fridays during the school year. The Club will also provide an afterschool snack. However it is up to YOU as the parent to provide your child a lunch during the school year on Fridays and all full days your child attends. Your child may bring their own snack, however we are not responsible for them. **PLEASE NO CHEWING GUM ALLOWED!**

Staff School Visits

One of our top priorities as a Club and Staff is to make sure your child passes all of their school classes. We would like to know who your child's teacher is, and from time to time may visit the schools to see if there's anything your child needs help with.

Personal Items / Cubby Use and "Craft/Art Projects" Policy

While at the Club your child will be able to create crafts, art and projects. We try to remind your child to take their projects home, however it is up to YOU and the Child to keep track of the projects and all personal items brought (lunch boxes, jackets, hats, etc). On FRIDAY of each week all cubbies will be cleaned out and the projects thrown away. All personal items will be put in the lost and found box. BGCRV will not be responsible if vital things are thrown out or lost, such as homework folders, school projects, etc

Computer Use

Computers use is for 8+ year olds only. In order to use the computer, your child must sign the Club computer user agreement. Computer privileges can be revoked at anytime as deemed prudent and necessary by staff. Only authorized websites allowed. Absolutely NO violent and/or shooting games allowed.

Field Trips

Field Trips are available to all members who are enrolled in the Club programs. Most field trips are not mandatory and a child may stay back at the Clubhouse if he/she wishes. We also encourage parents to come on any of our field trip days with us (if your schedule permits). The field trips will be a lot of fun! Occasionally we will have a fieldtrip that involves the whole club and staff, and the clubhouse will be closed at the time of the fieldtrip. If this happens, an announcement is posted well in advance. Please follow us on Facebook for latest news.

Parent/Member Grievance Policy

In the event that you or your child feels that any of these policies have been administered incorrectly or unfairly or that one of you has a problem with the program or staff in any way, either of you may make a formal complaint as part of our grievance policy. We ask that you talk with the child's immediate staff leader first. If the issue remains unresolved or if that staff member is unavailable, you may then discuss the issue with the Director or the BGCRV Board President, respectively.

Additional Details & Information

- **Summer Calendar of Events will be posted on our Website. (www.RVBGC.com)**
- Please keep track on our Website and Facebook pages for frequent updates.
- All fees must be paid prior to service. Payment plans may be arranged in advance.
- If weekly or monthly fees are chosen, the entire amount must be paid for upfront.
- We appreciate it when parents/guardians come INTO the club when members are dropped of and picked up, so that we may share announcements, flyers, information, etc.
- Please have your child bring jackets on cold/windy days.
- Please get in the habit of checking the “lost and found” box located in the main entryway.

Frequently Asked Questions

How can I pay?

You can pay by check, cash or credit card (weekly or monthly only). Payment can be made at the Clubhouse or over the phone. You can also create an online account to keep track of your invoices online. (Please talk to club staff to set this up) If you choose to pay by the DAY, we cannot accept a credit card payment, due to the cost of each transaction fee. So Daily Fees can be paid with either cash or check only.

When is payment due?

Payments can be made daily, weekly or monthly. Please set this up with a club staff member. Weekly and Monthly fees must be paid in advance. If you have not chosen to pay either weekly or monthly your account will be charge a daily fee each time your child(ren) attends.

Can I just pay for the days my child comes?

Yes...you can choose to pay daily as needed.

What if I don't need to leave my child for a full day, can I pay for just a half-a-day?

At this time, we are only able to charge a full day fee if you are choosing to “pay by the day”.

What if I cannot pay the daily, weekly or monthly fees?

No child is turned away if a parent cannot pay. However, we ask that you please talk to the Director or the BGCRV Board President if payment is a hardship and together we can work out a solution to your individual situation.

What if I can't pick up my child on any given day?

When filling out the registration form, there is a place for you to list authorized pick-ups. Please include as many people as you can on that list so that if you can't pick up your child, someone else on the list can. We will not release a child to anyone that is not on that pick-up list.