

GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUB
OF LUBBOCK**

Parents' Handbook

Revised: April 23, 2018

Lubbock Boys and Girls Club, Inc.

MISSION STATEMENT

To inspire and enable all young people to realize their full potential as productive, responsible and caring citizens.

PURPOSE STATEMENT

The purpose of the Boys & Girls Club of Lubbock is to create opportunities for youth in their very own place. Throughout its history, the Boys & Girls Club has focused on meeting the needs of children as they grow to young adults. The Club helps them to help themselves, to realize their potential for development and improvement, and to become responsible citizens with the skills necessary for living.

In order to reach its mission, the Boys & Girls Club will attract and maintain a viable, active, and engaged Board of Directors; recruit and develop a staff dedicated to building relationships; design a comprehensive program for education, recreation, personal, social and career development, citizenship and leadership, and cultural opportunities; and form alumni bonds that will continue to enhance the Club's programs. Additionally, the Boys and Girls Club of Lubbock will develop and exercise sound fiduciary policies and ensure access of all children, regardless of family income or economic status, to a safe and inviting facility. Finally, the Boys & Girls Club will tell throughout the community the story of a positive place for kids to grow.

TEN CARDINAL PRINCIPLES OF A BOYS & GIRLS CLUB

1. **IT IS FOR BOYS AND GIRLS.** It has a boy and girl membership and as such satisfies an age-old desire of boys and girls to have a club of their own.
2. **IT HAS FULL-TIME PROFESSIONAL LEADERSHIP** supplemented by part-time workers and volunteers.
3. **NO PROOF OF GOOD CHARACTER IS REQUIRED.** It helps and guides boys and girls who may be in danger of acquiring, or who already have acquired, unacceptable habits and attitudes, as well as, boys and girls of good character.
4. **ANY BOY OR GIRL CAN AFFORD TO BELONG.** Membership dues are kept low so that all boys and girls can afford to belong and even those who are financially unable will not be deterred from joining.

5. **IT IS FOR ALL BOYS AND GIRLS.** Boys and girls of all races, religions and cultures are eligible to become members.
6. **IT IS BUILDING-CENTERED.** Activities are carried on in the warm, friendly atmosphere of buildings especially designed to conduct programs.
7. **IT IS NON-SECTARIAN.**
8. **IT HAS AN OPEN DOOR POLICY.** Clubs are open to all members at any time during hours of operation.
9. **IT HAS A VARIED AND DIVERSIFIED PROGRAM** that recognizes and responds to the collective and individual needs of boys and girls.
10. **IT IS GUIDANCE-ORIENTED.** It emphasizes values inherent in the relationship between the boys and girls and their peers, and the boys and girls and adult leaders. It helps boys and girls to make appropriate and satisfying choices. Because the Boys & Girls Club is unique, it has for more than 100 years been able to work successfully in the disadvantaged neighborhoods of our nation. It does not pretend to be able to do all things for all people. It does try to do one thing and does it right - serve youth.

CORE SERVICES

Core services provide the activity base for member participation with attention to variety and diversity in order to meet the needs, interest and inclinations of every member. Core services provide program continuity by linking past programs with present practices.

These are the activities and services which are most identified as "typical" by youth, parents, boards and the public. Although these are no hard-and-fast rule on how core services should be categorized, many clubs group the activities around the following program areas: Character and Leadership; Education and Career; Health and Life Skills; The Arts; and Sports, Fitness and Recreation.

Core services attract and keep the interest of youth of all ages and are a means of getting to know members in order to influence their lives positively. To be properly planned and conducted, these activities require the leadership of professionals. The activity areas are often associated with recognized professional positions such as Physical Education Director, Social Recreation Director, Education Director, and Teen Center Director.

CORE PROGRAMMING

Clubs provide diverse activities that meet the interests of all youth. Core Programs engage young people in activities with adults, peers and family members that enable them to develop self-esteem and to reach their full potential. Based on physical, emotional, cultural and social needs and interests of girls and boys, and recognizing developmental principles. Clubs offer program activities in five areas:

- 1. Character and Leadership Development ...** empowers 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 others' cultural identities.

Examples: Keystone Club, Torch Club, SMART Girls, Passport to Manhood, Scouts, Junior Leaders, community service, Youth of the Month Program, Youth of the Year Program, pep rallies, Positive Role Models, Black History Month.

- 2. Education and Career Development ...** enables youth to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to achieve success in a career.

Examples: Power Hour, tutoring, educational games, outside speakers

- 3. Health and Life Skills ...** develops young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

Examples: SMART Moves, prevention programs, conflict management, health & hygiene instruction, cooking classes.

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

Examples: field trips, art lessons, pottery, photography, choir, arts & crafts, music lessons, Fine Arts Contest, poetry and essay contests.

- 5. Sports, Fitness and Recreation ...** develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social skills.

Examples: pool, table tennis, foosball, table games, ping pong, tournaments, video games, television, holiday and special events, field trips, volleyball, floor hockey, kickball, flag football, basketball, dodgeball, baseball, horse shoes, golf lessons, NIKE cross-training, inter-club leagues, Recycling Program, outdoor & environmental education, Junior Gardeners

Transportation and Open Door Policies

The Boys & Girls Club will offer a transportation program at some local schools as a convenience to parents. In order to ride the Boys & Girls Club vehicle the child must be a current member of the Boys & Girls Club of Lubbock. The vehicles have a schedule to maintain and will be at the schools at a certain time and will leave at a specific time. If your child does not wish to get in the vehicle, the driver will not force the child to ride nor will the driver leave the vehicle to look for the child. The driver will have to leave the child at the school. It will be the parent's responsibility to pickup the child at the school. The Boys & Girls Club will not make return trips to get a child that misses the van/bus.

Children partaking in activities at the Boys & Girls Club are free to participate or leave the program at will. This means that your child may leave the club at any time and walk home without adult supervision. This also means that the child may leave with any person that is there to pickup the child. The only time the Boys & Girls Club staff is allowed to stop a child from leaving the Club with someone is when there is a legal document on file at the Club that states that an individual is not permitted to have custody of that child. The Boys & Girls Club of Lubbock can not be held responsible for the safety of the child if he/she chooses to leave the Club.

Disciplinary Guidelines and Procedures

Discipline is necessary in order to provide structure and for everyone's safety. Discipline given immediately after the offense and consistently is the most effective. Children and teens feel safe in a predictable environment provided with rules and consequences. Effective discipline does not come in the form of intimidation (yelling or threatening) or physical punishment (swats, licks, spankings, and the like) this is absolutely unacceptable. Acceptable discipline in the club begins with trust. Trust between staff and members are built by consistently following through with restrictions and logical consequences. These include loss of privileges. An example would be if a member is not using equipment properly, then that member loses the privilege of using that piece of equipment for the day. Suspension is also included as a form of discipline. This is discussed in the Policy of Member Suspension. It is important that the club has a set of rules and that the rules are posted for the members to see. Each staff must follow the same guideline and procedures for discipline in order to show consistency.

Policy for Member Suspension

Events that require suspension from the facility include but are not limited to: disruption of club activities, refusal to comply with club rules, fighting, stealing, general disrespect toward staff, intimidating or threatening behavior towards member or staff, and possession of weapons or illegal contraband. The Club Director and Executive Director will decide if the suspension should be permanent and if any other disciplinary actions should be taken.

In the event that a member should require suspension from the club, the following protocol will be observed:

1. A phone call will be made to the member's parent or guardian requesting them to pick up their child. Contact information for parent/guardian must be updated at all times.
2. The nature of the suspension should be explained in detail to the member and the parent/guardian.
3. The suspension should be appropriate to the offense and be consistent for all members.

Club Member's Rules

1. Only members are allowed in the Club. Non-members are allowed one free visit during the afterschool program and Teen Night program. There are NO VISITORS allowed during our summer program.
2. All members must sign-in as they enter each day on the computer. Appropriate clothing will be worn (shirts & shoes).
3. Once members leave the Club they may not return until the next day. Members cannot hang around outside or around the doors.
4. Do not enter staff's offices without first knocking and waiting until asked to come in. Never go into an office without a staff person being with you.
5. Be proud of your Club. Keep the Club clean. Food will be eaten only in the snack area. When you are finished eating, throw your paper away and clean up your mess.
6. Bikes are to be parked outside the club. Club member vehicles will be legally parked in the Club parking lot and locked.
7. Colors, weapons and gang signs will not be allowed in or near our Club.
8. Profanity, loud noise and running around in the Club are not allowed.
9. All injuries or accidents must be reported immediately to staff.
10. The Club telephone is to be used ONLY for business calls and emergencies (i.e. injuries, illness). Calls for club members are discouraged, but messages will be taken. Members must ask to use the telephone.
11. Members who require constant attention or discipline will have to leave the Club.
12. Any member who engages in violent or delinquent behavior will be subject to disciplinary action including suspension. This includes fighting, bullying, stealing, using abusive language, etc.
13. Staff and other Club members must be treated with respect by everyone.

14. Members must sign up for each activity every time they participate in the activity. For example: You sign up to play pool and finish playing your pool game. You decide to play checkers and sign up for that. After you are finished with that game you decide you want to play pool again, you must sign up for pool again.

15. Coats, books and other personal items must be placed in the designated area. Members must never take or go through another member's belongings. The staff is **NOT** responsible for any personal property brought to the Club by members.

16. All members must be picked up no later than regular Club closing hours. If late pickups continue this may result in loss of membership privileges.

17. Due to overall Child Safety issues parents are not allowed to walk around the Club looking for their child. Parents/Guardians must wait at front counter when picking up their child. Every child needs to sign out when they leave the Club.

Consequences for not following the rules:

LOSS OF PRIVILEGES: Not being able to play with equipment for a day, not being able to go into an area.

SUSPENSION: Not being able to attend the club for a certain amount of time.

PERMANENT SUSPENSION FROM THE CLUB: Events that require permanent suspension from the club include but are not limited to: repeated disruption of club activities, repeated refusal to comply with club rules, repeated fighting or stealing, repeated disrespect towards staff and other members, repeated intimidating or threatening behaviors towards staff and members, and any possession of weapons or illegal contraband.

Fee Payments

The Boys & Girls Club fees are at the lowest rate possible. It is important that everyone pays something. Payment gives importance to the program and shows ownership. Members are not current if fees are not paid and will not be allowed to participate in club activities. Please contact the club director if you are not able to pay the full fee. A scholarship form will be given to you to fill out. Only a limited amount of money is available for scholarship. The Executive Director has final approval for all scholarships.

Parent Participation

In this day and age, it's evident that the level of parent participation in a child's life is directly related to that child's success in development. Therefore, The Boys and Girls Club of Lubbock, encourage the participation of parents as much as possible. There are many ways to be an active Boys & Girls Club parent such as coaching, helping with holiday dinners, family game nights, or just helping with the clubs every day activities. Contact your local Boys & Girls Club for more information. We at The Boys & Girls Club of Lubbock and all our members, appreciate your involvement.

Executive Director's Comments

We want to welcome you to the Lubbock Boys & Girls Club and our staff and Board of Directors will make every effort for you child to have a positive experience at our club. If you have any questions or comments please contact the Administrative Office at 806-792-2880. At the Lubbock Boys & Girls Club "Great Futures Start Here"!