



**BOYS & GIRLS CLUBS**  
OF BENTON AND FRANKLIN  
COUNTIES

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Pasco, WA 99301

☎ 509-543-9980

🌐 [www.greatclubs.org](http://www.greatclubs.org)

✉ [info@greatclubs.org](mailto:info@greatclubs.org)

## Traditional Clubhouse Parent Handbook



Pasco Clubhouse  
801 N. 18<sup>th</sup> Ave.  
Pasco, WA 99301  
509-547-7864

Kennewick Clubhouse  
Eerkes Family Branch  
910 W. 7<sup>th</sup> Place  
Kennewick, WA  
99301  
509-581-5043

Prosser Clubhouse  
823 Park Avenue  
Prosser, WA 99350  
509-786-2600

Chief Jo Teen Center  
504 Wilson St.  
Richland, WA 99354  
509-948-3159

Prosser Teen Center  
1203 Prosser Avenue  
Prosser, WA 99350  
509-492-8321

### **Mission Statement**

The mission of the Boys & Girls Clubs of Benton and Franklin Counties is to empower all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

### **Diversity, Equity, & Inclusion Statement**

At the Boys & Girls Clubs of Benton and Franklin Counties, we are committed to an increased focus on diversity, equity, and inclusion to ensure meaningful progress and sustained change toward creating a welcoming environment for all youth, staff, and families.

Across our entire organization, we have implemented specific programs, created accessible projects, and set goals to help us move forward thoughtfully and intentionally, ensuring that our DEI work is making a positive impact.

For more information on DEI programs and opportunities, please visit our website [www.greatclubs.org](http://www.greatclubs.org)

### **Hours**

**Administration Office Hours:** 9:00am–5:00pm, Monday through Friday, located at 3315 W. Clearwater Ave. Ste. 100B, Kennewick.

**Program Hours:** Club programs open at the end of the school day, including early release days. All clubs follow school district calendars and bell schedules for the district they are located in. Club programs close daily at 6:00 or 6:30 depending on location. Please take note of posted times for other changes, including breaks and no school days. If schools close due to weather, please watch for club closures posted on Facebook.

### **Club Closure Days**

Boys & Girls Clubs of Benton and Franklin Counties will be closed on the following holidays: Labor Day, Thanksgiving, and the day following Thanksgiving, Christmas Eve & Day, New Year's Day, Memorial Day, President's Day, Veteran's Day, and the Fourth of July. Please watch for postings on parent information board for additional closures.

### **Fees**

Club membership is free. Parents can register their child beginning in August for the new school year and annual memberships run September-August.

#### **Late Pick Up**

If you will be late for any reason, please call and inform the staff. A late fee of \$1.00 will be assessed for every minute for each youth after closing. After 30 minutes if we are unable to reach someone to pick the youth up we will call the Police Department and report child abandonment. Late fees need to be paid before the youth can attend again unless payment arrangements have been made with club leadership.

**Please take note of signs in the Club stating early closures.**

#### **Field Trip Fees**

Field trip fees will be communicated in advance. Please see club leadership if the field trip fee is a barrier to your child attending the trip.

## **Program Description**

It is our goal to provide programs that instill a sense of belonging, usefulness, influence and competence in the youth we serve. Club programs are designed to offer youth a variety of activities centered on our three program pillars of healthy lifestyles, academic success, and good character and citizenship.

## **Anti-Bias, Non-Discrimination Policy**

We do not exclude anyone

- On the grounds of race, country, or religion
- On the grounds of personal creed
- Because of ethnicity, gender, or disability
- Because of personal religious practices
- Because of sexual orientation

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation.

## **Parent Code of Conduct**

We work to provide a positive environment where youth can grow, learn and develop. For this reason, we ask parents and other family members to behave in a manner which shows courtesy, decency, and respect. Individuals who violate this Code of Conduct will not be permitted in the facility thereafter.

1. No person is permitted to curse or use other inappropriate language on the grounds at any time, whether in the presence of a child or not. At no time shall inappropriate language be directed towards, or during a conversation with staff.
2. All threats to persons or property will be taken seriously and reported to the appropriate authorities. Adults are asked to take control of, and responsibility for their behavior at all times. Threats of any kind will not be tolerated.
3. Parents and other family members are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. If an adult should witness a child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, concerns should be directed to program management.
4. It is inappropriate for one parent or family member to seek out, telephone or email another parent to discuss a child's alleged behavior. All behavior concerns should be brought to the attention of program management. Keep in mind; because families are protected by our confidentiality policy, staff is strictly prohibited from discussing anything about a child with an individual who is not their parent or guardian.
5. We will not release a child to a parent or guardian who appears to be intoxicated or under the influence. Parents will be asked to have someone else pick up their child or authorities will be called.

## **Expectations of Student Conduct & Discipline Policy**

Every Boys & Girls Club member is expected to respect peers, staff, and equipment. Our primary method of discipline is to reinforce positive behavior, teaching children strategies for successful relationships with peers and rewarding displays of good character. Physical means of discipline will not be used at the Boys and Girls Club unless physical restraint is necessary and is the last resort to keep youth and staff safe. If a child is experiencing behavioral problems the staff will share those concerns with the child's parent, and suggest ways to increase positive behavior at the club. Children who physically or verbally abuse staff or peers will not be allowed to continue attending the drop-in program. There is a no tolerance policy for fighting, cursing,

bullying, and/or being disrespectful to staff or property. If this becomes an issue parents will be called to pick their child up and a suspension from the program may be necessary.

A serious discipline problem can lead to suspension or expulsion if a child is engaging in behavior, which includes (but is not limited to), the following:

- Causing purposeful, physical or emotional harm to themselves or others
- Destroying, damaging or defacing property.
- Disrupting the program so normal operation is not possible.
- Child is unable to engage in program in an appropriate manner.
- Repeatedly disregarding requests to comply with health or safety rules.
- When a Behavior Contract is in place and child is unable to follow the contract.

Boys & Girls Club is committed to living out our mission in serving all children. However, sometimes we must choose to better serve the many by restricting service to a few. We cannot allow the behavioral challenges of one child to negatively affect the rest of the group. We reserve the right to suspend and possibly expel youth from the program if needed.

### **School Attendance Policy**

Academic Success is one of our core focus areas at Boys & Girls Club. In an effort to support youth academics, we encourage regular school attendance. Regular school attendance has a direct correlation with academic success. If youth have to miss school due to illness, school suspension or if the absence is unexcused, youth may not attend Club that day. If there are special circumstances to be considered, please discuss this with club leadership to see if an exception can be made.

### **Runaway Policy**

If a child runs away from the club, or away from staff when on a field trip:

- An attempt will be made to call the child back
- Staff are NOT instructed to leave the other club members to follow the child that has run away
- Guardians and/or emergency contacts will be notified of the child's last location
- Staff may notify police of a runaway child and give description of their whereabouts and personal description
- In running away, a child has placed themselves, the staff and other children at risk. This is grounds for immediate suspension and possible expulsion from the club.

### **Confidentiality**

Families enrolled in our programs have a right to privacy and protection of their information. Only staff have access to information provided by the parent/guardian and we do not share information regarding a child's placement, education records, medical records, attendance, home life, contact information or development. We will not discuss behavior issues related to a student with others without the permission of their parent/guardian. School and childcare staff are, however, on a "need to know" basis regarding children in our care. Exceptions to this are the release of information to appropriate child regulatory authorities or local health agencies as requested or needed.

### **Video Surveillance Policy**

To ensure the safety and security of all youth, staff, parents, and visitors Boys & Girls Club has installed security cameras at most club locations. Security cameras are in hallways, classrooms, and outside to operate 24 hours a day when motion is detected.

The following are some benefits of having video surveillance:

- Security cameras help to keep youth and staff safe and are an effective deterrent of crime
- Club management staff can better monitor the entire facility and supervise/observe staff and youth interactions
- They help to provide peace of mind to our parents and staff

Boys & Girls Club respects the privacy of our club members, parents, and staff and as such video surveillance is for internal staff use only. Surveillance footage will only be viewed by staff and not released to outside entities, including parents, unless required by state law. State law mandates that we release certain information when requested by state childcare licensing, law enforcement agencies, child protective services, or government health officials.

Please remember that personal items brought from home are the responsibility of club members who bring the items. Boys & Girls Club staff will not watch surveillance footage to find lost, stolen, or damaged personal items. **The Boys & Girls Club is not responsible for any lost, broken, or stolen items.**

### **Emergency Procedures**

We are committed to providing your child with a safe place to be and a plan for times when emergencies arise.

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|-----------|--|
| Lockdown: | Locks, Lights, Out of Sight<br>Members move out of sight and stay silent<br>Staff lock & block doors, turn off lights, move out of sight, stay silent  |
| Lockout:  | Secure the Perimeter<br>Members get inside, stay away from doors, club program as usual<br>Staff ensure members are inside, increase awareness; staff ID at door before allowing parents to pick up, club program as usual |
| Evacuate: | Exit the Building<br>Members leave stuff behind, form a line, walk do not run, stay in group<br>Staff lead members to a safe location outside, take counts, check on club members  |

### **Field Trips**

Field trip permission slips will be used for elementary club member field trips. Youth will walk, take the Ben Franklin Transit or ride one of our Boys and Girls Club vans on field trips. When traveling in the van, children are required by law to wear their seat belts at all times. Van drivers meet the requirements of Washington State and the Boys and Girls Clubs of Benton and Franklin Counties.

### **Pick Up**

For the safety of our youth, if parents/caregivers are picking up, parents/caregivers must come in to the building to pick up the child/children. **PARENTS MAY NOT** call to have children sent out to them. This is for the safety of our club members.

If club members walk home, they will sign out of the club as they depart for the day. Once club members have signed out, they are no longer the responsibility of the club.

For the safety of our club members and families please be sure to drive carefully in all club parking lots as children may be present.

### **Come & Go Privilege**

Elementary club members are not allowed to leave the club and return. Middle School and High School club members are allowed to leave the club one time and return if their parent/guardian has given come & go privileges. Proper check in and out procedure is required at every arrival and departure. Club members are allowed to leave on their own to walk home with parent permission. **The club is not liable for youth who have signed out of the clubhouse.**

### **Technology Policy**

- Middle school and high school Members are allowed to use their cell phones during designated times.
- Members ARE permitted to use their school issued devices while at the Club during approved times.
- Members are NOT permitted to share cell phones or other devices with other Club Members.
- Use of BGC's computers, tablets and/or Chromebooks is permitted for program participation purposes.
- Attempts to access inappropriate content could be grounds for suspension from the Club.
- Failure to adhere to the Technology Policy may result in suspension from the Club.
- If suspended due to a violation of the Technology Policy, members will only be allowed to bring a cell phone and/or electronic device to the Club with Staff permission.

### **Restroom Policy**

The Boys & Girls Clubs of Benton and Franklin Counties is committed to providing a safe environment and enforces the following restroom policy for club members, staff, volunteers, and guests.

Club staff will ensure the following:

- Prohibit mixed age groups (children, teens, and adults) from sharing restroom areas
- Club will allow gender non-conforming club members and staff to use the restroom that they most closely identify with and are comfortable using.
- Limit the number of individuals in restrooms to the number of single use stalls available
- Ensure restroom areas are within visual range of staff
- Ensure all codes of conduct are followed in accordance with the restroom
- Notify club leadership & document inappropriate restroom conduct observed
- Restrooms will be clearly labeled for appropriate use

### **Medical Emergency or Illness**

If a child becomes ill during a Boys & Girls Club program, parent/caregiver will be notified and asked to pick up the child as soon as possible. Please see below examples of things that will require your child to be picked up from club. A note from a licensed physician clearly stating that it is appropriate for your child may be required in some cases.

- Diarrhea (3 or more times in 24 hours)
- Vomiting (2 or more times in 24 hours)
- Body rash (not from heat or allergies)
- Pink eye or eyes with puss or mucus draining
- Lice and/or nits
- Scabies
- Pertussis (whooping cough)
- Unusually tired, pale, lack of appetite, difficult to wake, confused, or irritable
- Fever of 101 or higher

If any of these symptoms are exhibited while in our care you will be required to pick up your child immediately.

*In the event of a medical emergency or accident, staff will always attempt to contact parents or legal guardians. Staff will take whatever emergency medical measures necessary for the care and protection of the child. By filling out the registration form, you are giving the Girls Clubs of Benton & Franklin Counties staff authorization to take emergency medical measures.*

If your child should receive a minor injury, he or she will be given first aid. In the event of any head related injury parents will be notified at time of incident to ensure parent can appropriately decide on care needed.

The Boys & Girls Club does not carry health insurance coverage for its members. Please list your child's medical insurance provider when registering.