

Welcome!

You've just become a member of the Boys & Girls Club – where GREAT FUTURES START HERE! Boys & Girls Clubs of the Mississippi Valley (BGCMV) is a chartered member of a national after-school program where members can receive homework help, participate in engaging programs, learn new skills, make friends, and have FUN! Please keep this handbook to reference. If you have any questions regarding this handbook, please contact The CLUB director.

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Appendix: Please sign and return all copies to The CLUB on your first day.

- Behavior Contract for Club – Parent/Guardian signature is required
- Van Policy – Parent/Guardian signature is required

Davenport Teen Center

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I. Ages of Membership

The CLUB is open for members enrolled in or entering 6th grade through summer after their senior year. Teen members must be enrolled in school or verify home-school status. If a member graduates or drops out of school, they are not able to come to club, even if they are under 18. The CLUB will accept 5th year seniors on a case-by-case basis. High School graduates are able to attend club for the summer after their graduation but cannot attend once the new school year begins.

II. Attendance Policy

When school is in session, a member cannot come to club if he/she missed school that day due to illness, suspension, etc. The local schools are aware of our policy and will contact The CLUB if any member is suspended. If members missed part of the day due to an appointment, they are able to come to CLUB. We will contact parents or school to confirm. We do not require members to attend CLUB every day. However, please keep in mind that members who attend daily will be eligible for more field trips, sports participation, and other special activities.

III. Mandatory Orientation (starting Summer 2020)

All members and parents will be required to attend 1 orientation session which will be over: Club Expectations, Rules, Programs, Field-Trips, Sports Teams, etc.

Orientation sessions will be held during shutdown before the school year and the summer begins. If your member signs up late, the member and parent/guardians will be asked to schedule a time to go over the material with the director.

If member and parent/guardians do not attend an orientation session or set up a time to meet with the director to go over the material, Club membership may be revoked without a refund.

IV. Behavior Expectations

Members are expected to follow The CLUB behavior guidelines at all times when they are in the building or participating in a CLUB activity.

We are a program based Club—meaning that all members must participate in programs or they will not be able to come to The CLUB.

All members are required to read, sign, and turn in The CLUB behavior contract (see page 9-10).

V. Donations:

Club members are not allowed to ask for or accept any kind of donation (money, item, etc.) from anyone. All donations must go through BGC MV.

VI. Club Rules

- No food or beverages allowed in the computer lab.
- No public display of affection (PDA).
- No running in The CLUB.
- Cursing or swearing is not allowed in The CLUB.
- No hanging out in halls or restrooms.
- Use proper bathroom etiquette (flush, don't leave toilet paper on the floor, wash your hands, throw your trash in the trash can).
- No stealing. (Note: The CLUB is NOT responsible for lost or stolen items.)
- Once you leave The CLUB for the day you cannot return.
- Clean up after yourself - staff are not maids.
- Writing on the walls, desk, tables, chair or any form of defacement to The CLUB will be held liable for damages incurred.
- Respect yourself, other members, staff, and guests.
- Talking back to and disrespecting staff will not be allowed. Those who violate this policy will be sent home immediately.
- No bullying, making fun of, trash talking, or taunting another member, staff, and/or guest.
- Touching members in any manner is not permitted.
- Use of the computer lab is available to members only and requires reading and signing the Computer Lab Policy.
- No hanging out at the front desk or the lobby. Absolutely no members can be behind the front desk.
- Members are expected to participate in programs.
- BGC MV has zero tolerance for damage to CLUB property, stealing, inappropriate language, bullying, violence,

threats, gang signs, weapons, drugs, or alcohol use.

Write ups will be given for violation of these rules. Multiple write-ups may lead to termination from The CLUB.

VII. Club Van

All members must wear seatbelts when riding in the van. Food and beverages are not allowed in the van. Staff reserves the right to exclude any member from an activity or school pickups based on previous bad behavior in the van. Guests of the club cannot take the van.

The van promptly leaves Sudlow at 4:10pm on Monday, Tuesday, Thursday, and Friday and 3:10 pm on Wednesday.

If a member misses the van being picked up from school, you will have to walk or find another way to get to The CLUB. We cannot not return to the schools once our pickups are finished.

All members are required to read, sign, and turn in The CLUB van policy (see page 10).

VIII. Computer Lab

Access to The CLUB computer lab is a privilege, not a right for CLUB members. The computer lab is first available for those who are doing homework and need school email access. Members who are using the computers for personal usage (like playing games) may need to wait for an open computer.

CLUB computers should never be used for any form of social media. Members cannot download anything to the computers. Any member caught with downloading illegally (internet piracy) will be suspended. All website must be deemed appropriate by CLUB staff.

IX. Discipline and Guidance

If an issue breaks our zero tolerance policy or is a repeated issue, the member will be sent home and a parent meeting will be needed in order for the member to return to The CLUB. In extreme cases, you can be immediately suspended and/or the police will be called. We will try our best to call a parent or guardian when a teen is suspended or sent home for the day.

Bullying is not tolerated at BGCMV. Safety is our biggest priority, therefore all members should feel safe in our facility and no child has the right to make another member feel unsafe. Parent meetings will be called immediately if bullying is happening.

X. Dress Code

- You should wear tennis shoes if you want to play outside or practice a sport - flip flops are not allowed.
- Hats inside are not permitted.
- Clothing should not contain profanity, violence, inappropriate images or language, or tobacco, alcohol, or beer logos.
- Visible undergarments, extremely short skirts or shorts, low-cut tops, bare midriffs, or excessively baggy pants are not allowed.
- Members are expected to be dressed for the weather.
- Backpacks cannot be worn around club and must be left in the designated "back-pack" spot.
- Members dressed inappropriately will have to call home and be picked up in order to change.

XI. Equal Opportunity Provider

The Boys & Girls Clubs of the Mississippi Valley is committed to providing equal opportunity for all participants regardless of race, creed, color, religion, sex, sexual orientation, familial status, gender identity, national origin, citizenship status, disability or any other characteristic protected by law. The mission of the Boys & Girls Club is to enable all youth.

Therefore, we welcome all youth with and without disabilities. We make reasonable accommodations so youth of all abilities have access to our Club.

XII. Facebook, Instagram, Twitter

For updates, pictures, and upcoming events, please *like* "Davenport Teen Center- Boys & Girls Clubs of the MV" on Facebook and *follow* "BGCMV" on Instagram & Twitter.

XIII. Guest Policy

Non-members are permitted at club by filling out a guest form. Guest passes are free for the first visit, \$5 for the second visit during the school year and \$7 for the second visit during the summer. On the third visit, individual must sign up to be a member for the full membership fee (\$30 for the school year and \$50 for the summer). Your guest fee will go towards the membership fee.

Guests are not allowed on the van, and therefore cannot be picked up from school or allowed on field trips.

XIV. Hours

School Year (August-May)

Monday, Tuesday, Thursday: 3:15-7:00pm

Wednesday: 2:15-7:00pm

Friday: 3:15-7:00pm, 3:15-5:00pm

Summer (June-August)

Monday-Thursday: 1-6pm

Friday: 1-5pm

XV. Illness Policy

If a member is sick at club, we will immediately call a parent or emergency contact to pick up the member immediately. If a member requires antibiotics (for pink eye, strep throat) or another form of treatment, the member cannot attend club until they have been treated for over 24 hours. Our illness policy is in line with the school districts'.

XVI. Lost and Found

Lost and Found is kept by the coat rack. Please remember check it regularly. Unclaimed items will be donated.

XVII. Meals

A snack is served daily when members arrive at The CLUB. However, if you arrive late, you may miss snack time. Dinner is also served daily and it is available at no extra cost.

Helping with after-meal clean-up is expected for all members.

XVIII. Medications

CLUB staff cannot administer any medications, either over the counter or prescription. We highly encourage any members who have emergency medication to keep it on their person or in their backpack.

XIX. Membership Fees

School Year Membership Fee - \$30

Summer Membership Fee - \$50

School Year Membership is valid for one school year. The last day of club membership is the last day of school, no matter when you sign up. Membership will extend in the event of snow days.

Summer membership must be paid separately and is only valid for the summer session.

XX. Open Door Policy

The Boys & Girls Clubs of the Mississippi Valley has an "open door policy," which means all CLUB members are free to come and go from The CLUB as they choose during the hours that we are open to our members. This means:

- Staff cannot force a member to come to club directly afterschool.
- Staff cannot force a member to stay at The CLUB against the wishes of said member.
- Once a member has left the building he/she will not be allowed to return on that day unless they are leaving with a parent or guardian for an appointment.

XXI. Personal Devices and Phones

BGCMV understands we are living in a technology-based world. We ask that parents use caution when sending electronics with their children - **BGCMV is not responsible if they break, get lost, or stolen.**

For other members' safety, personal videos and photos cannot be taken with a member's own device. If taken, the member will be asked to delete the media and may be sent home early.

Members are allowed to keep a cell phone in their pocket during club time. It must be set to silent. If there is an emergency, we ask that you call the Club (see back page for number) to ensure that your child gets the message.

Other electronics (Kindles, iPads, iTouch, etc.) must be kept in backpacks and are not allowed during program time. BGCMV staff and the front desk will not hold electronics for members. Members may be allowed to use electronics during social rec time but only when staff has given permission. Members are not allowed to bring their own video games to club.

Personal electronics are a privilege at The CLUB, not a right. If electronics are misused, a member will not be able to bring it to CLUB. Misuse can include taking video or photos, using during program time, and inappropriate content and language.

XXII. Pick Up Policy

Members must leave promptly at the end of the day. If a member is not picked up 10 minutes after club closes, phone calls will be made to emergency contacts. If a member is not picked up 20 minutes after closing and no parent/guardian has been reached, our policy is to call the non-emergency line for a police officer pick up. For the safety of our members and staff, staff are not allowed to transport members in their own vehicles.

XXIII. Policy on Field Trips

We offer many awesome field trips throughout the year for our members. Participation in these trips is dependent on behavior and attendance at The CLUB. All field trips are on a first come, first served basis.

Field trips are a privilege, not a right.

A permission slip is required for all field trips scheduled outside of club hours. Phone calls do not count. If there is a fee for a field trip, it must be paid to reserve your spot. Our van leaves on time and does not wait for members. If a member is not at The CLUB at the departure time, their spot is given to other members.

We ask that all members wear a Boys & Girls Club or The CLUB shirt (these are given out based on good behavior) for two reasons: to be easily identifiable in a crowd and promote the Boys & Girls Clubs. We want everyone to know how awesome our members are!

XXIV. Programs

Boys & Girls Clubs is a program-based organization, meaning members participate in programs in five core areas:

- Education and Career Development
- Character and Leadership Development
- Health and Life Skills
- The Arts
- Sports, Fitness, and Recreation

Due to limited staff and space, not every activity or program will be offered every day. We generally offer two programs at a time so members can choose what they would like to participate in. We highly encourage members to stick with one program during the entire curriculum (usually 6-8 visits).

A note about Power Hour (homework time): BGCMV staff cannot force a member to work on homework during CLUB time. However, it is highly recommended members complete their homework at this time. If a member chooses not to take advantage of this time, there will be in another educational activity.

XXV. Refund Policy

We cannot grant refunds for either the summer or school year club.

XXVI. Snow Policy

If Davenport schools are closed due to inclement weather, BGCMV/The CLUB will also be closed.

Depending on the circumstances surrounded an unplanned early out at Davenport Schools, The CLUB may be open. If it's a matter of safety or members and staff, The CLUB may close early. In any of these cases, when in doubt, please call The CLUB. We will also let you know through social media and local news channels.

XXVII. Snowballs

Any member caught throwing snowballs, either on CLUB property, walking to CLUB, or waiting for the van, will be immediately suspended from The CLUB for one week without warning.

XXVIII. Staff

Our staff to member ratio is 1:15. If a member requires one on one care, we can refer you to other services. All staff are CPR certified and Mandatory Reporters.

XXIX. Update Information

In case of an emergency or illness, it is important we have the most up-to-date information for all CLUB members. Please contact us immediately if there is a change of address, phone, and/or emergency contact.

XXX. CLUB Closures and Hour Changes

Important Dates

Monday, August 13: School-Year Registration Opens

Friday, August 16: Last Day of Summer Club

Monday, August 26: First Day of School Year Club

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Monday, May 18: Summer Applications Open for current members

Monday, June 1: Summer Applications open to public

Friday, June 5: Last Day of School-Year Club

Club Closed

Monday, September 2: Labor Day

Friday, October 25: In-service

Thursday, November 7-Friday, November 8: Conferences

Monday, November 11: Veterans Day

Wednesday, November 27-Friday, November 29: Fall Break

Monday, December 23-Friday, January 3: Winter Break

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Friday, January 17: Conferences

Monday, January 20: Martin Luther King Day

Monday, February 17: Presidents' Day

Monday, April 13: Spring Break #2

Monday, May 25: Memorial Day

Hour Changes

Thursday, October 24: 2-Hour Early Dismissal; Club closes at 5:30 pm

Thursday, October 31: Halloween– Club Closes at 5:30 pm

Friday, December 20: 2-Hour Early Dismissal; Club closes at 5:30 pm

Thursday, January 16: 2-Hour Early Dismissal; Club closes at 5:30 pm

Monday, March 16-Friday, March 20: Spring Break– Club Open 11am-5:30pm

Friday, March 27: 2-Hour Early Dismissal; Club closes at 5:30pm

Friday, April 10: Club Open 11am-5:30 pm

Friday, June 5: Hour Early Dismissal; Club closes at 5pm

Stay tuned for field trips and program schedule!

XXXI. Rec Rules

- Pick up all trash
- No running
- No bouncing, throwing, or kicking balls
- No yelling
- No horseplay
- If you see a piece of trash on the ground, throw it away
- Recycle all cans and plastic bottles
- Return supplies, games, controllers, books, etc. to designated spot after use
- If you make a mess you are responsible to clean it up
- Do not abuse games, equipment, tables, chairs, etc. in Rec area. You will be held responsible for any damages.

All rules must be followed. Club members who break the rules will be asked to leave for the day. Further abuse of the rules will result in termination from Club.

Rules and Expectations for The CLUB Members and Guests

- No food or beverages allowed in the computer lab
- No public display of affection (PDA)
- No running in The CLUB
- Cursing or swearing is not allowed at The CLUB or on CLUB sponsored trips
- No hanging out in halls or restrooms
- Use proper bathroom etiquette (flush, don't leave toilet paper on the floor, wash your hands, throw trash in the trashcan)
- No stealing (**Note: The CLUB is NOT responsible for lost or stolen items.**)
- Once you leave The CLUB for the day, you cannot return
- All members must clean up after themselves at dinner
- Members will be held liable for deliberate damages made to any piece of club property/equipment
- Respect yourself, other members, staff, and guests at all times
- Talking back to and disrespecting staff will not be tolerated and will result in suspension
- No bullying, making fun of, or taunting another member, staff, and/or guest
- Touching members in any manner is not permitted
- Use of the computer lab is available to members only
- Video games depicting violence are not allowed
- No R rated movies, PG-13 on a case-by-case basis
- No bouncing basketballs or kicking soccer balls in any area of The CLUB
- Follow all room rules

What is allowed at The CLUB?

- Food and drinks in the rec area
- Members seeking help for homework during Power Hour
- Members using the computer lab to do homework, participate in programs, and to learn
- Members giving input on what they want to do, where they want to go, what they want to learn
- Members taking an active and appropriate leadership role
- Members being helpful, kind, and respectful towards staff
- Keeping the equipment clean and usable
- Alerting staff members of any bullying or abuse between members
- Members playing basketball, soccer, dodge ball, riding bikes, and skateboarding outside only
- Members hanging out in the rec area and computer lab
- Members using proper restroom etiquette (flush, don't leave toilet paper on the floor, wash your hands)
- Members picking up after themselves and recycling plastic bottles and cans
- Members picking up around the Club and on Club grounds
- Members using appropriate language
- Members speaking at a normal tone (no yelling across the Club)
- Members being respectful of other member's belongings
- Members being friendly to guests and engaged in their programming
- Playing video games and rec games during social rec only (not during Power Hour, programs, or dinner)

Write ups will be given for violation of any of these rules. Multiple write-ups or serious write-ups may lead to membership termination from The CLUB.

As a member or guest of THE CLUB, I understand:

- I. Membership at The CLUB is a privilege, not a right. Multiple disruptions during programs

- and/or failure to listen to staff can result in membership termination.
- II. Staff has high expectations for my behavior at the Club. I understand any poor behavior on my part can result in a loss of privileges, such as use of equipment and opportunities to participate in field trips.
 - III. Equipment provided by the Teen Center is a privilege, not a right, for being a member. As such, the staff can revoke my privileges at any time for discipline issues.
 - IV. If I do not want to participate in a certain program, I must participate in the other program offered at that time.
 - V. This is my club and I should treat it as such by being respectful of the building, the equipment, and the grounds of the Club.

Member Signature

Date

Parent/Guardian Signature

Date

The CLUB Van Policy

- No food, candy or drink of any kind (except water) allowed
- Members remain seated at all times
- Keep your hands, feet, and all other objects to yourself
- Keep all body parts inside of the van at all times
- Do not yell (it's distracting to the driver)
- Do not make faces or inappropriate gestures to passing vehicles
- Defacing the club van will result in termination of van privileges (and thus, field trip privileges)
- Once a month, members who take the van during school pick-ups are required to help staff sweep out the van and wipe down the windows and seats
- Members taking the van after school must stay at club for at least 1 hour before leaving or they cannot take the van the following school day (this ensures members who come to club are able to use the van)

By signing this contract, I understand and acknowledge riding in The CLUB van is a **privilege**, not a right, of being a CLUB member. I understand and will abide by van policy. I understand should I commit any violation of this policy, my privileges may be revoked indefinitely.

Member Signature

Date

Parent/Guardian Signature

Date

