



## **BOYS & GIRLS CLUBS OF THE BRAZOS VALLEY**

# **PARENT HANDBOOK**

### **About the Club:**

The Boys & Girls Clubs of Brazos Valley (hereto referred to as “the Club(s)”) provides young people ages 6-18 with a safe place to learn and grow after school and in the summertime. The Club offers a safe and dynamic learning environment that includes fun, impactful and age-appropriate programs focused on developing healthy lifestyles, good character, citizenship, academic success, mentoring by caring adult professionals, and free, healthy meals. Our Bryan Unit is located at 900 W. William J Bryan Pkwy, in Bryan, Texas. Our Caldwell Unit is located at 606 Fawn Street, Caldwell, TX 77836.

First, the Club offers two main programs to serve kids year-round. The after-school program starts the first day of school and ends the last day of school. The Club runs on the school calendar. Please check with Club staff or our website for a current year calendar. Hours are subject to change for the safety of our members and their families; these include but are not limited to: inclement weather, emergencies, or circumstances beyond our control. Anytime there is early release, we open early to serve the children as soon as they are dismissed. Secondly, there is a summer program that operates from 8:00 a.m. to 5:00 p.m. during summer months to continue to provide a safe place for youth to come and have quality programs and fun activities throughout the summer; along with two daily meals. This Parent Handbook applies to all parents and/or guardians of youth who have a Boys & Girls Clubs of the Brazos Valley membership. This includes youth who participate in our after-school program and/or our summer program.

### **Mission Statement:**

The Boys & Girls Clubs of Brazos Valley, in association with Boys & Girls Clubs of America, is dedicated to help youth of all backgrounds develop the qualities needed to become responsible citizens and leaders of our community and nation. Boys & Girls Clubs of the Brazos Valley provides a safe place to learn and grow, ongoing relationships with caring adult professionals, life-enhancing programs, character development experiences, hope and opportunity.

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## **Programs:**

While at the Club, members may participate in a variety of programs in the following areas which have been nationally proven to address today's most pressing youth issues and assist in teaching young people the skills they need to succeed in life.

- Sports & Recreation
- Education
- The Arts
- Health & Wellness
- Character & Leadership

### **Club programs and services promote a sense of:**

- Competence
- Usefulness
- Belonging
- Power of Influence

More detailed information about the specific programs the Club offers to different age groups will be communicated throughout the year at the time they are offered.

### **Staff & Volunteers:**

A staff member oversees each of our designated program areas. Our staff are trained Youth Development Professionals. Staff receive first aid, CPR and child abuse training. Volunteers often support our staff. Both volunteers and staff must pass both a state and national background check prior to being hired and yearly thereafter. Our staff and volunteers are attentive to providing the safest environment possible.

### **Club Tours & Parent Orientation:**

If you would like a tour of the Club before joining or are interested in taking part in a parent orientation, please contact the Club at 979-822-7516. Parent orientations are by appointment only.

### **Membership:**

Bryan membership is open to all youth between the ages of 6 and 18, regardless of race, color, creed, religion, age, sex, sexual orientation, national origin, disability, or economic circumstances. Youth must be attending school to qualify for enrollment at the Club. The Club is a private, non-profit organization. Membership at the Club is a privilege, not a right and the club reserves the right to revoke membership at any time should a member violate the club's rules or policies.

The Caldwell location accepts youth between 6 and 13 years of age and will add a year each year until reaching 18 year olds.

All access and participation in the Club begins with a current Club membership. Membership Forms must be completed and signed by a parent/guardian at the beginning of each school year; and at the beginning of the summer program (even if membership is simply being renewed).

Information provided on the membership registration form is critical. For the safety and well-being of all children, emergency contact information that is both current and accurate must be given. In the event a parent or guardian cannot be reached, it is equally important that an alternate emergency contact be listed. It is the parents'/guardians' responsibility to notify the Club of any changes to telephone numbers (home, work, emergency contacts, etc.) and/or changes in address information, as soon as such changes occur.

It is understood that membership gives permission for photo and video release by the Club, unless otherwise indicated by a parent/guardian.

I understand that pets may be in the Clubs occasionally. Please inform the Club of any allergies your child may have.

**Guests:**

- A member may bring one (1) guest per week for a period of one (1) day.
- A former member may not be a guest; they must renew their membership before returning.
- A person may only be a guest once, and then they must become a member to return to the Club.
- All guests must be at least six (6) years of age and no older than eighteen (18) years of age and must still be attending school.
- All guests must follow all Boys & Girls Clubs rules and policies. The member must inform the guest of all rules and policies-not knowing is not an excuse.
- The member is responsible for their guest's actions, including damages.

**Club Hours:**

Hours are subject to change for the safety of our members and their families; these include but are not limited to: inclement weather, emergencies, or circumstances beyond our control. Anytime there is early release, we open early to serve the children as soon as they are dismissed.

The Club's school year program begins on the first day of the school year and ends on the last day of the school year. While someone is at the club by 11:00 a.m., members are allowed in the building immediately following school dismissal until 7:00 p.m. Monday - Thursday and 6:00 p.m. on Friday. When the school has early release, we are open to serve members as soon as they are dismissed from school. This Club follows the partnering ISD calendar throughout the school year.

In the event the school is closed due to inclement weather, the Club will also be closed.

The summer program begins the first day of the second week following school closures for the year and ends the Friday two (2) weeks prior to school beginning. Summer hours are 8:00 a.m. to 5:00 p.m. The Clubs will be closed on July 4<sup>th</sup> or a designated day observing Independence Day, to be named by the Clubs before the observed holiday.

### **Communication with Parents/Guardians:**

The Club uses [Remind](#), a communication app that makes it easy for parents/guardians and teens to stay connected with the Club. We will contact you with announcements, and special events. Remind is free to use, and you can receive and send messages on any device. Parents/guardians are strongly encouraged to sign up to receive these text messages as this is the best way to receive information and announcements.

Caldwell Campus Parents can text [@ef73bed](#) to 81010

Newman-Adam Bryan Campus Parents can text [@bgcbvNA](#) to 81010

The Club does not use Facebook as a parent communication tool. It is used for general Club information communication. You may email the Bryan location at [mwiggins@bgcbv.org](mailto:mwiggins@bgcbv.org) or the Caldwell location at [bgraves@bgcbv.org](mailto:bgraves@bgcbv.org) with specific questions at any time. The Bryan Club phone number is 979-822-7516. The Caldwell phone number is 979-567-2643.

### **Release of Club Members & Information**

We have an open door policy meaning we do not require children to sign out. We do not facilitate custodial exchanges. Clubs are not licensed daycares; therefore, it does not fall under the guidelines of a licensed daycare facility.

### **Arrival and Departure Policies:**

When Club members enter our facility, they are required to check in at the front desk with their first and last name or ID badge. When picking up a member, the parent or guardian should pull to the front of the building and call the Club to announce their arrival. Staff will notify the member and send them out. This may take a few moments as members will be somewhere in the Club participating in activities. Alternatively, parents and guardians can park and enter the building to check out their child.

**FOR BRYAN: 979-822-7516**

**FOR CALDWELL: 979-567-2643.**

Children will not be allowed to wait outside the building on their ride's arrival. If a staff member suspects that a parent/guardian picking up a child is under the influence of alcohol or other drugs or it would otherwise be unsafe if the child was released into their care, staff have the

discretion to either ask the parent to have another family member come to pick up the child or contact the proper authorities.

The Club has an open-door policy, and is not a licensed daycare facility; therefore, members may depart from the Club at their own discretion. The Club accepts no responsibility for members who choose to leave the Club. Please ensure that your contact information on file at the Club is up to date. If staff have concerns about a Club member's departure and/or safety, they will contact a parent/guardian.

## **Club Fees- Effective Fall 2022**

### **Annual Membership:**

The Boys & Girls Clubs of Brazos Valley has an annual \$25 membership fee, per child, which is good for the school year. Membership fees are nonrefundable. No youth will be denied membership because of the inability to pay. If the membership fee will cause a financial burden on the family, a limited number of scholarships for free or reduced fees are available by application. The application process is required, and no scholarship will be granted without it. You will not be able to register your child for the summer program if you have an outstanding balance on your after-school account, unless prior arrangements have been made.

### **Summer Fees:**

The Clubs have an additional fee for summer programming, which is \$45, per child. Summer fees are due at the time of registration. If you are unable to take care of the fee then, please communicate with Club staff 979-822-7516. No youth will be denied membership because of the inability to pay. If the membership fee will cause a financial burden on the family, a limited number of scholarships for free or reduced fees are available by application. The application process is required, and no scholarship will be granted without it. If you have an outstanding balance on your account from summer fees, you will not be able to register for the after-school program for the upcoming school year.

### **Transportation**

Transportation to the club after-school program is provided by the Club for a fee of \$75 per semester for the first family membership and \$20 for each subsequent family member's membership. It is the parents/guardian's responsibility to contact the school and let them know their student will be riding the van to the Club. Appropriate behaviour on the Club van is a matter of safety for all students riding and will be addressed with such importance. A payment plan is available: \$25 deposit in August, a \$25 payment in October and a final \$25 payment in December all due by the 16th of the month.

### **Late Pick Up Fee:**

Please make sure the Club has current contact information on file for your family. There is a \$10 late fee for any youth not picked up within the first fifteen minutes after closing and an additional

\$1 per minute thereafter. Youth cannot attend any program until the late fee is paid. Please note as well, after 30 minutes past closing time, staff may contact local law enforcement and/or Child Protective Services to assume custody of youth who were not picked up.

### **Field Trips:**

On occasion the Clubs will take field trips, primarily in the summer. Transportation for our summer field trips is usually provided by the partner ISD, Club vehicle, or a chartered bus. You will be required to sign a permission slip prior to any field trip. You may be required to pay any additional cost associated with the field trip.

### **Meals / Snacks:**

The Club understands and appreciates the need for a healthy diet for all Club members. It is our goal to encourage healthy eating habits that promote the well-being of our youth. Through funding from the USDA and the SFSP program, in the summertime the Club provides breakfast 8:30 a.m. to 9:30 a.m., lunch from 11:30 a.m. to 12:30 p.m. Please notify the Club if your child has any food allergies or dietary concerns. Menus are posted at the front desk. Members may bring their own meals and snacks if they choose. The Clubs have designated areas for eating, and any meals must be eaten in that place whether brought from home or if eating the meal provided. Please keep food and drinks out of areas where such items are prohibited (Computer Lab, Library etc.) Water fountains are not available due to Covid 19; water bottles are strongly recommended. Please have any items you bring to the Clubs (lunchboxes, water bottles, etc.) labeled with the youth's first and last name.

## **Safety**

In accordance with the Federal Law and USDA policy, our institution is prohibited from discriminating on the basis of race, color, creed, religion, age, sex, sexual orientation, national origin, disability, or economic circumstances.

We are committed to keeping our Club members safe at the Boys & Girls Clubs of the Brazos Valley. We have the following procedures and policies in place for emergencies.

### **Fire Safety:**

The Club conducts a minimum of two fire drills per year with members and staff and implements the following procedures: In an orderly fashion, a staff person will direct members to exit the building, staying low to avoid smoke inhalation. Members will be directed outside of the facility through their nearest exit. Everyone will meet at the designated meeting point to wait for further instructions. In the event there is a need to evacuate the facility because of an actual fire, parents/guardians will be contacted through the Remind system.

**Tornado Safety:**

The Club conducts an annual tornado drill with members and implements the following procedures. In an orderly fashion, a staff person will direct members to the designated safety zone. Members will stay in place until instructed by staff that it is safe to leave the area. During a warning, no members may leave the Club until the warning has been canceled or a parent or guardian picks them up.

**Lock Down:**

If there is a threat outside or near the Club that is a safety concern for our members, we will lock down our building and no member will be allowed to leave the Clubs during that time until the situation has been cleared by the local police department or the local Sheriff's Office. In the event of a medical emergency or a non-violent threat, the Club may also go into lockdown. Members will be instructed by staff to remain in their program area until the threat has been cleared. During this time, it is important that members are following the direction of the staff in charge.

**Communicable Disease Control:**

Parents/guardians need to notify Club staff if a Club member is diagnosed with a communicable disease and they have been in the Club facility, on a Club sponsored vehicle or field trip. A communicable disease is a serious illness that is capable of being transmitted to other persons. Staff will closely watch exposed Club members for signs of similar symptoms and all parents/guardians will be notified of the dates of exposure, incubation periods, symptoms and treatment recommendations for any disease Club members have been exposed to. We will not give out any information relating to the identity of the Club member who has the illness. For a Club member to be readmitted into the program, parents/guardians must provide a statement from their physician or a negative test result indicating the health of the Club member and that they are no longer contagious. If we are informed that a Club member is HIV positive or has Hepatitis, we will inform staff working directly with that youth. We will advise staff on safety precautions that need to be taken when dealing with blood spills, fecal matter or any other advice given by the parent/guardian. We will protect the identity of the Club member in all ways possible.

**Lice:**

If an active infestation of head lice and/or nits are confirmed, the Unit Director will contact the parent/guardian and inform them that their child(ren) have crawling head lice and/or that lice eggs/nits have been observed attaching to the base of the hair shaft near the skin. Club members must be picked up and treatment info will be provided. Whether a Club member is found to have active lice or nits, they will be rechecked and must be clear before returning.

**Illness:**

When Club members become ill, a comfortable area in isolation will be provided for their care if they have headache, stomachache, cold or flu-like symptoms. The Club member's parent or emergency contact person will be notified and asked to pick up the youth as soon as possible. Club members must be symptom-free for 24 hours before returning to the Club. If a Club member vomits, he or she must be picked up by a parent/guardian or other authorized individual immediately. If a Club member has a urine or bowel movement in his/her pants, the parent/guardian or authorized individual will be called to pick up the youth or bring a change of clothes. If it becomes a regular occurrence that the youth urinates or defecates in his/her pants, membership will be terminated until the problem is resolved. If a member is on a Club-sponsored field trip when they vomit or become ill with a headache, stomachache, cold- or flu-like symptoms, he/she must be picked up immediately from the location of the field trip or mutual location agreed upon by the person picking them up and Club staff.

**Accidents or Injury:**

If a Club member is injured on or off-site while in the care of the Boys & Girls Club, staff will take whatever steps necessary to obtain emergency medical care. We will protect the identity of the injured Club member whenever possible. These steps may include, but are not limited to, the following:

- Attempt to contact a parent/guardian by phone
- Attempt to contact the designated responsible persons (emergency contacts) by phone as noted on the youth's membership form when a parent cannot be reached

If we cannot reach the parents/guardians or the emergency contacts, we will do any or all of the following:

- Contact your physician or medical center for assistance
- Call an ambulance or paramedic
- Have the youth taken to the designated emergency hospital in the company of a staff member. The Club will use St. Joseph Hospital unless told otherwise.

In the event of injury, bleeding to the head or injury to the head, the youth must be picked up by a parent or approved individual. If a parent is unable to pick up the child, the Club will transport the youth to the nearest Hospital. All full-time staff members are trained and certified in CPR and first aid. Minor wounds will be cleaned with antibacterial soap and water only and protected. Parents/guardians will be notified of an incident by note or a call from Club staff depending on severity. All accidents will be recorded on an Injury Report Form and kept on file in our administration office. All records of accidents will be reviewed by the Club's CEO and the Safety Committee to determine that all possible preventative measures have been taken to preclude further incidents. If an accident or injury occurs while youth are on a Club sponsored field trip, we will follow the same steps as listed above. A first aid kit will also be taken along on field trips containing band-aids, rubber gloves, gauze, hand soap and paper towels.

### **Universal Precautions and Sanitary Provisions:**

Wet or soiled clothing shall be changed promptly and placed in a plastic bag to be taken home for laundering. The Club member will do this on his/her own.

Staff and Club members are required to use proper hand washing techniques. This includes the use of soap and warm water, scrubbing between fingers before and after handling food and after using the restroom. All food handling and serving is done with disposable gloves. When staff deal with any type of body secretion, they wear disposable gloves. When they are done cleaning the area with a sanitizing solution, they will place all paper toweling and gloves in a plastic bag and tie it shut before disposing of it in the garbage can. Youth will be kept out of the area of bodily secretions until it is cleaned up and sanitized. Program supplies that come into contact with an ill Club member or an unsanitary source will be disinfected using a sanitizing solution and air-dried as needed. Tables, benches, and chairs are wiped down daily with a sanitizing solution before and after meals and snacks are served.

### **Medical Treatment:**

The completed Membership Form authorizes Club staff to seek medical treatment for a Club member, if necessary, and that any associated costs are the responsibility of the parents/guardians. The Club does not provide medical insurance for Club members.

### **Medication:**

Medication (over-the-counter or prescription) can be kept at the Club for members. Staff will assist in the proper administration of medication to Club members.. The medication must be in its original container. If it is a prescription, it must be in it's prescription packaging and have the members name, prescription details, and dosage instructions.

### **Child Abuse and Neglect:**

The primary concern of Club staff is always the safety and well-being of each child. By law, Boys & Girls Clubs of the Brazos Valley Board of Directors, all personnel, and volunteers are required to report any youth who appear to be emotionally, physically, or sexually abused or neglected to Child Protective Services. Suspicion of abuse or neglect shall be documented and maintained in a confidential record. Staff receive annual in-service training about indicators of abuse or neglect and reporting. Also, if the Department of Family and Children Services, local Police Department or County Sheriff's Office requests a conversation with one of our Club members, we will comply with that request with no guarantee of notification to the parents/guardians.

### **Adult & Youth Expectations**

Club members are expected to participate fully in programming and behave according to the rules in this handbook. The Club reserves the right to refuse, suspend or terminate membership of any youth if their behavior or attitude is disrespectful to staff, volunteers, or other members, or if their behavior does not allow them to function with others appropriately in our programs. Club

membership is a privilege, not a right. If a major issue arises, staff will attempt to discuss the issue with a family member; however, staff may choose to terminate membership prior to that discussion. Youth who choose not to follow rules and expectations will not be able to participate in our program. Adults and youth are expected to present themselves in a mature and respectful manner. They will be asked to leave the premises if said parent's/guardian's behavior is disrespectful toward staff, volunteers and/or in front of our members. It is not acceptable for adults or youth to argue with a staff member's decision in a public setting. It is also not acceptable to use rude or inappropriate language with any of our staff, volunteers or other Club members. Failure to comply with this is a reason for Club staff to exclude parents/guardians from entering the building or may include terminating the membership of the youth. If a parent has an issue they need to discuss, they should make an appointment to have a discussion in an appropriate and respectful manner. Until this meeting occurs, the parent/guardian may have another family member/adult pick up their child. Physical altercations that take place outside of the building, and include adults and/or youth, will result in immediate contact of the local Police Department or Sheriff's Department and will be handled strictly by law enforcement, not Club staff.

### **Examples of Unacceptable Behavior**

- Harassing/threatening Club members, staff or volunteers
- Refusal to comply with staff's instruction on behavioral matters
- Use of inappropriate language and gestures
- Inappropriate touching, hitting and fighting (includes play fighting)
- Presenting a danger to oneself or other Club members, staff or volunteers
- Bringing weapons or dangerous articles to the Club
- Bringing alcohol, drugs, vaporizers or tobacco, or drug paraphernalia to the Club
- Vandalism of Club property
- Going into off-limit areas of the Club
- Disobeying rules established for field trips and vehicle-rider safety
- Leaving a group setting without permission
- Stealing
- Repeatedly ignoring or disobeying staff or volunteers' direction
- Refusal to be willing and active participant in Club programs

You may speak to the Unit Director, Programming and Athletic Director or CEO, when you are in the Club or you may call the Club at Bryan: 979-822-7516, Caldwell: 979-567-2643.

### **Bully Free Zone:**

The Club is a bully-free zone and strives to provide a safe, secure and respectful environment for all members in our facilities, on Club grounds, in our vehicles as well as at offsite Club sponsored activities and field trips. Bullying has a harmful social, physical and psychological impact on bullies, victims and bystanders. The Club consistently and vigorously addresses bullying. If your child is the target of bullying behavior or was witness to an incident of bullying at the Club, they are strongly encouraged to reach out to any Club staff to report the incident.

Anyone reported to have been bullying another member will receive a verbal reprimand by Club staff. Repeat offenders will be placed in time out, and/or temporarily suspended from the Club. Habitual offenders will be expelled from the Club without further permission to be a part of the Club.

### **Code of Conduct:**

- Respect yourself
- Practice the golden rule - treat others the way you would like to be treated
- Be respectful of other Club members and their property
- When asked for your attention, stop, look and listen
- Keep your hands, feet and other objects to yourself
- Play fairly and be honest
- Applaud the efforts of others
- Say only good things about others
- Resolve disagreements in a positive way
- Dress appropriately at all times
- Running is reserved for the gym or outdoors playing fields
- Be respectful of Club staff and volunteers
- Listen during appropriate times and assemblies
- Participate only in program areas open to your assigned group
- Take care of Club facility, grounds and equipment

### **Behavior Protocol:**

The Club strives to keep the consequences of any unacceptable behavior appropriate and timely. The safety of all Club members is of the utmost importance. Our standards, along with the expectation that all Club members use good common sense, exist to ensure that all Club members can safely enjoy Club activities. When infractions occur, they will be dealt with through time-outs, exclusion from activities, removal from the Club, suspension or expulsion. If a Club member is asked to leave the Club due to behavioral concerns, every effort will be made to contact the Club member's parent/guardian. Your support and involvement as the parent/guardian is vital to our success as a safe center for youth. It is understood by the parent/guardian upon having their youth join the Club, if staff ask parents/guardians to come pick up their youth because of behavior or attitude issues, the parents/guardians will be expected to support that decision and comply with the request.

### **Examples of Minor Misbehaviors:**

- Talking out of turn/yelling/being disruptive
- Running
- Being present in non-supervised areas or areas not supposed to be
- Arguing with peers
- Gossip
- Lying

- Tattling
- Name calling
- Inappropriate language
- Non-compliance with adults
- Not playing fairly
- Disruption in Club/Club meeting
- Throwing food
- Technology/Cell Phone Violation
- Inappropriate use of equipment

**Examples of Major Misbehaviors:**

- Hitting/Fighting/Assault
- Stealing/Theft
- Harassment (sexually or racially derogatory remarks)
- Bullying
- Threats
- Vandalism
- Spitting on/at another person
- Involvement in hurting someone
- Defiance/Disrespect
- Major Disruptions
- Inappropriate touching
- Weapons/Drugs (illegal or prescription)
- Continual Minor Misbehaviors

**Student Council**

The BGCBV Student Council is a Club member led group who will advise, guide and provide leadership related to member issues. This peer group will assist in determining the types of programming members want and need, and participate in the National Youth Outcomes Initiatives (NYOI).

The annual NYOI consistently and credibly measures the Formula for Impact by measuring youth perception of key elements for positive youth development. From this, the Club Experience indicator was developed.

1. A safe, positive environment
2. Access to fun and a sense of belonging
3. Access to supportive relationships
4. Meaningful opportunities and expectations
5. Formal and informal recognition

The Student Council will also develop solutions to managing misbehaviors and violations of the Club's code of conduct by hearing concerns from peers and collaborating with Club staff to determine appropriate consequences including member suspension.

**Dress Code:**

Club members should dress comfortably and wear clothes that allow them to participate in typical Club activities and programs. Inappropriate clothing of any kind will not be allowed in the Club. Members wearing clothes that are too short, too tight or too revealing or with questionable or distasteful advertising, will be asked to change or leave immediately. Belts are encouraged for loose fitting pants or shorts. Physical activities can cause loose fitting clothes to negatively impact performance. This judgment will be left solely to the discretion of Club staff or volunteers. There are hooks at the Club's entrance where members can store personal belongings. Shoes must be worn at all times. Flip-flops, sandals and cleats are discouraged, and Club members may not be allowed to participate in certain activities, such as playing in the gym, if worn. The best advice is to wear tennis/walking shoes every day. During the summer months, the Club may take trips to the pool where sandals or flip-flops are more appropriate.

**Personal Belongings:**

All personal belongings brought to the Club or on Club sponsored field trips by a youth are the responsibility of that youth. There are designated areas where Club members can store personal belongings. The Club is not responsible for lost, damaged or stolen items. Please discourage youth from bringing anything to the Club or on field trips that is not completely necessary, especially money. Necessary items, such as backpacks and jackets, should be clearly marked with the Club member's name. Items that are not collected from our lost and found in a timely fashion will be donated to a local charity. Club staff reserve the right to search any personal property if there is a safety concern.

**Cell Phones and Personal Electronics:**

All cell phones, tablets, personal electronics and other property brought into the Club are the responsibility of the Club member. The Club does not have a secure location to store these items and cannot be held responsible for any damage/theft. Elementary students with Bryan ISD issued equipment will be limited to using them in the library during Power Hour for homework purposes only. Cell phones and other electronic devices are only permitted during specific times and places. At no time can electronics be played with on the gym floor. All rated M for mature or violent video games are prohibited, as well as any material of a sexual nature. Music with curse words is not allowed to be played out loud or through headphones or individual listening devices. All websites or games are limited to the discretion of staff. Wifi is available on a limited basis. The Club reserves the right to look at phones, tablets, and other personal electronic devices and alert parents/guardians, the local Police Department or the County Sheriff's department about inappropriate photos/content found or being shared. There may be times during programming where phones, tablets, and other electronic devices are not permitted. Taking photos or videos on any electronic device while in bathrooms at the Club or on Club sponsored field trips is strictly prohibited and may result in membership suspension or termination.

**Technology/Computer Usage:**

The Boys & Girls Clubs of Brazos Valley has computer labs for member use. Partnering ISD and Boys & Girls Clubs of the Brazos Valley email usage is allowed, all other email usage is prohibited. Use of the internet is a privilege, not a right of membership. There are internet sites that members are prohibited from using. A list of these sites is available and is updated as necessary.

### **Telephone Calls:**

The telephone at the Club is for business and emergencies. Calls will be allowed only to parents/guardians in the case of an emergency. Unless an incoming call to a Club member is from a parent/guardian, a message will be taken rather than calling the Club member to the telephone.

### **Volunteer Opportunities:**

Parents, guardians and friends of the Club, if you would like to give back to the Club through volunteering, we would love to have you! We are always looking for fun, energetic volunteers who enjoy making a positive difference in the lives of youth. Opportunities include things like playing games with members, art projects, helping with homework, and more. All volunteers need to have a volunteer application and current background check form on file to volunteer at the Club. Please contact the Bryan Club at 979.822.7516, Caldwell at 979.567.2643 or email [mwiggins@bgcbv.org](mailto:mwiggins@bgcbv.org).

### **Contact Us:**

If you have any questions or concerns about any of the information found in this handbook, you may contact Program Staff. However, if you still feel that an issue or complaint has not been satisfactorily resolved, you may contact the Clubs CEO, Rhonda Watson, [rwatson@bgcbv.org](mailto:rwatson@bgcbv.org) or call: 979-822-7516.

**2021-2022  
School Year**

Parent Acknowledgement & Expectations

The Boys & Girls Club of Brazos Valley considers our parents to be partners in supporting the development of your child in our after-school program. We look forward to getting to know you and supporting you to ensure your child is successful. For us to fulfill our mission, we need each parent to commit to the following:

- Have a positive attitude when arriving to the club each day
- Inquire about your child's behavior and successes with Club Staff
- Communicate any challenges your child is having to Club personnel
- Respect the Club rules at all times
- Stay in the designated area when picking up your child. Parents are not allowed to walk throughout the facility.
- Remain alcohol and drug free when picking up and dropping off your child
- Use appropriate language at all times
- Make all membership payments in a timely fashion

I acknowledge that I have received a copy of the 2020-2021 Boys & Girls Club of the Brazos Valley School Year Program Parent Information Guide. It has been explained to me I have had the opportunity to read it and I understand the information contained within.

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PARENT/GUARDIAN'S SIGNATURE

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DATE

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PARENT/GUARDIAN'S NAME PRINTED

CHILD(REN)'S NAME(S) PRINTED:

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**PLEASE SIGN AND SUBMIT TO BOYS & GIRLS CLUBS OF THE BRAZOS VALLEY**

**Role of Parents/Guardians**

Parents and guardians play vital roles at the Boys and Girls Club of Brazos Valley.

It is important that the parents and guardians be involved with the growth and development of each member.

By signing below you acknowledge that you understand the rules and policies of the Boys and Girls Club of Brazos Valley and request that your son/daughter be admitted into membership. You and your child can read the policies, and keep them as a reference. You acknowledge that you will explain the rules to your son/daughter if any questions arise. You may contact a Club Director if you require further explanation.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Role of Member**

I understand that breaking the rules and policies of the Boys and Girls Club of Brazos Valley may be grounds for suspension or loss of membership privileges.

I also agree to behave as a productive, responsible and caring citizen.

By signing this you agree to honor the Club Rules and Policies during activities whether at the Club, on a field trip, in a Club vehicle, or at a Club sponsored event.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

## Sports Programs Information

### Parent Code of Conduct

As a parent of a Boys and Girls Club of Brazos Valley member, I understand the impact I have on the lives of children involved in our programs. My impact is not only upon the young players of my child's team but upon the young players of all teams, whether directly or indirectly. The examples I set and the attitudes I take are the driving forces in creating a positive atmosphere. It is this positive atmosphere from which our kids can best build self-esteem and develop character.

Therefore I will:

- Refrain from the use of alcohol, drugs or tobacco products prior to and during any game or practice or at any facility where such use is prohibited.
- Refrain from using profanity.
- Refrain from verbally, physically or psychologically abusing any player, referee, coach, other parents, spectator or Boys and Girls Club employee.
- Teach and demonstrate respect for the referees/umpires.
- Respect the players and parents on my child's team and other teams. I will appreciate the diversity of players and demonstrate appropriate gestures of sportsmanship before, during and after a game.
- Follow facility rules and regulations and respect at all times the properties of others.
- Practice sportsmanship and fair play.
- Promote child growth and development in a positive and supportive manner.
- Communicate with the coach in a timely fashion. They need to stay informed about scheduling conflicts with practice and games.

I understand that I may not use the Boys and Girls Club of Brazos Valley name when requesting donations of any kind.

I also understand that if I violate this Code of Conduct, league policies or procedures, or Federal, State or Local laws, ordinances or rules, then I may be subject to probation, suspension, dismissal or denial of all club related activities/properties/facilities with the Boys and Girls Club of Brazos Valley or other disciplinary action deemed appropriate by the Director of Athletics.

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Parent/Guardian

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Date

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Parent/Guardian Signature

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Team Name for Upcoming Season