

PARENT/GUARDIAN GUIDE



BOYS & GIRLS CLUBS
OF THE NORTH STAR

bgclubsnorthstar.org

Club Locations

Elk River Branch

905 6th Street NW, Elk River, MN 55330
(763) 241-5000

Zimmerman Branch

12976 Freemont Avenue, Zimmerman, MN 55398
(Located in bottom of City Hall)
(763) 856-5000
Not Open in Summer

Little Falls Branch

509 West Broadway, Little Falls, MN 56345
(320) 414-0322

Our Mission

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Administration Office: 905 6th Street NW, Elk River, MN 55330
(763) 241-5000 info@bgclubsnorthstar.org

Introduction

Welcome to the Boys & Girls Clubs of the North Star (BGCNS)! Boys & Girls Clubs of the North Star currently consists of 3 Branch Locations. Elk River Branch, Little Falls Branch and Zimmerman Branch. We are excited to have your child as a member of our Clubs. This Guide is intended to be a helpful, general information guide for parents and members. Inside you will find information on membership, policies, procedures, and general club programs and guidelines. It is not possible to cover every policy, procedure, program, activity, or event in the guide; therefore, contact your local club for current and specific information. We look forward to working with you and your child(ren) knowing that together we will make our community a place for **GREAT FUTURES TO START [HERE!](#)**

Who Are We?

Boys & Girls Clubs of the North Star is a 501(c)3 non-profit organization dedicated to promoting positive youth development by providing a safe and healthy environment for children to interact with their peers and positive adult role models. **Boys & Girls Club is not a daycare facility.** Clubs offers group activities and positive programming to serve the youth in our communities. We do not have one on one care. Each Room will be supervised by 1 or more paid staff depending on the number of youth participating in the activity. We utilize volunteers but volunteers always assist paid staff. All of our staff and volunteers are required to pass a National Background Check before employment or volunteering. Boys & Girls Clubs are a safe place to learn and grow – all while having fun. It is the place where great futures are started each and every day. Grant funds, donations, individual giving and fundraisers make it possible for any child, ages 6-18, living in our community to attend at a low cost. **All** young people need to know people care about them. At the Boys & Girls Club, we care about all youth individually. Our Club programs and services promote a sense of competence, usefulness, belonging, and influence.

Boys & Girls Clubs of the North Star is a member of The Boys & Girls Clubs of America, a national organization comprised of more than 4,300 associated Clubs, that has been successfully redirecting the lives of young people since 1860, serving over 4.8 million kids.

Enrollment Requirements

- **Youth must be at least 6 years old.**
- Membership Application must be filled out entirely, no blanks, front and back with youth and parent signature and turned in to the front desk.
- Parent/Guardian Guide Acknowledgement form signed and turned in with membership application.
- Full Membership Payment must be received before the youth can attend. **Membership Fee is Non-Refundable.**
- All Members **MUST** be picked up by Club closing time. If parents are late for pick up youth will be suspended from Club for 2 Club Days. A second late pick up could result in loss of club membership. Please also note that Club Members are not allowed in the building before the designated open time. There is no exception to this.

Lunch & Snacks

Youth must bring their own Cold Lunch, Snack & Drink. Children will only be allowed to eat snacks brought from home during the designated snack times. Please make sure that any allergies or intolerances to foods are listed in the appropriate section on the enrollment application.

***Please note: We are not a nut free facility, We do have peanut products.**

Personal Belongings & Dress Code

BGCNS is not responsible for lost, stolen or damaged belongings. We request that youth not bring extra items with them to the Club. (For Example: Cell Phones, Game boys, IPOD/CD players, fantasy game cards, dolls, toys, etc.) ***These items will be the youth responsibility if they choose to bring them and Boys & Girls Clubs of the North Star will not be responsible for lost or stolen items. This includes cell phones.*** Any Items that are brought to Club that lead to issues or problems will be removed from the youth and held behind the front desk until parent pick up, at that time they will receive a warning that they may be suspended from Club if it happens again. If your child chooses to bring these items please encourage them to keep them in a locker behind the front desk when not using them.

Youth will be expected to dress appropriately while attending the Club and all Club functions. All clothing that displays logos or images that promote drug use, alcohol, violence, profanity, or racism must be turned inside out, replaced, or covered. Clothing that expose excessive amounts of skin will also be prohibited and parents will be called to bring the youth home.

Sickness or Injury

If a child has a fever, or has a communicable disease (including head lice), he or she will not be permitted to attend the Boys & Girls Clubs of the North Star that day. A parent or guardian will be notified immediately if child is ill to pick-up child(ren). **If notified of a child's illness, a parent or an authorized contact person must sign out the child as soon as possible. Give Emergency Contact Numbers that will be answered. If we attempt to contact your Emergency Contacts and they are not responded to promptly you may lose Club Membership. We have the health and wellness of all of our youth to look after and you MUST have an Emergency Contact pick up your child when called, to minimize exposure to the other youth and staff.**

In case of an accident or injury, Boys & Girls Clubs Staff are trained in basic first aid and CPR. The local EMT's will be called for serious injuries. A parent will be notified promptly, and the child will be transported to the nearest hospital.

Parents/guardians are responsible for medical costs that may be incurred in cases of emergency.

Parents/guardians agree to inform the BGCNS office or site within 24 hours or the next business day after the child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately. This includes head lice.

Medications

Policy prohibits staff members of the BGCNS to administer prescription or over-the-counter medications of any kind. This includes skin cream, sunscreen, and insect repellent. If your child requires emergency medication, such as an inhaler or EpiPen, you are required to provide the medicine in its original packaging and a medical form. All emergency medications are locked in a storage cabinet at your child's site. **(Medicines that are out of date or not in the clearly labeled original container will not be permitted.)** If a situation arises that your child should need emergency medication, BGCNS staff will then allow him/her access to their emergency medication and allow him/her to administer the medication themselves. **BGCNS staff will not administer medication to a child unless your child is unable to physically administer the medication i.e., a severe asthma attack or anaphylactic shock.** Parents will be notified immediately when a child needs access to their emergency medication.

PCA's/Counselors/Assistants

Youth are allowed to have PCA's, Assistants or Counselor visits at Club once they have completed and passed our Background check. However, youth will not be allowed to be in an area alone with this person. Front Desk has background forms to fill out if you need one of these people to come with your youth.

Parental Notification

It is very important that we have up-to-date contact information for parents/guardians and emergency contacts. If your phone number or address changes, you are required to let us know as soon as possible. The phone numbers provided on the application are the only way we have to notify parents in case of behavioral issues, an accident or other emergency. Emergency situations, which require BGCNS to close or evacuate the building, make it necessary for staff to contact each parent and/or guardian. Please make sure staff members can do that efficiently by providing updated information. **If Emergency Contacts do not respond promptly you could lose your Club Membership.**

Emergencies and Disaster Plan

In the event of a fire, natural disaster, or man-made disaster, staff will evacuate all children. The appropriate authorities as well as parents and/or guardians will be contacted. Should parents and/or guardians be unavailable, those listed under “emergency contact” on the application will be called.

Reporting Policy

Boys & Girls Club Staff are required by law to immediately report suspicion of child abuse or neglect to the Child Protective Services unit of the Department of Social Services.

Staff / Lines of Authority / Volunteers

We have trained, qualified youth development professionals to run our programs and supervise Club members. **Boys & Girls Clubs of the North Star is not a daycare facility.** Club offers group activities and positive programming to serve the youth in our communities. We do not have one on one care. Each Room will be supervised by 1 or more paid staff depending on the number of youth participating in the activity. We utilize volunteers but they assist a paid staff. All of our staff and volunteers are required to pass a National Background Check before employment or volunteering. Each Club site has a Branch Director, The Branch Director is responsible for overseeing program quality and staff. Program Staff report to the Branch Director, and Branch Directors report to the President/CEO.

Transportation

Children attending BGCNS will be transported to all field trips by way of the Public School Buses. A permission form will be sent home for field trips and no youth will be allowed to attend without written permission.

Behavior

BGCNS has a zero tolerance policy regarding violence and acts of aggression. Breaking the rules will result in time-out/loss of privileges. Continuing to break the rules will result in suspension. Suspension could result in loss of Club membership, Multiple suspensions will result in a loss of membership. Children who fail to follow these guidelines can and will be dismissed from attending the Club. Under extreme circumstances (For example: intentional injury to another child or staff member), the Branch Director has the discretion to suspend a child immediately, without advance notice. Please have a discussion with your child about respecting the staff and youth at the club and that they are expected to follow the guidelines. If there is need for BGCNS or Social Services to do an investigation, youth will be suspended until the investigation is complete and they have been cleared to return.

Zero tolerance policy: The Boys & Girls Clubs of the North Star strives to provide a *Positive Place for Kids-* The safety of our members is our primary concern and therefore we have no tolerance for fighting or bullying. If a child acts out in an aggressive manner with the intent of harming another child he/she will be suspended. We understand each altercation is different and some incidents are more severe than others; therefore, our discipline may vary depending on each individual incident.

The Boys & Girls Clubs of the North Star reserves the right to search all persons and carry-in items such as backpacks and gym bags. Any person who refuses to submit to such a search will not be allowed admission into the Clubs.

Discipline Procedures

BGCNS handles behavioral problems on an individual basis. It is the responsibility of parents/guardians to let us know if members have developmental delays so that we have information to better understand behavior. If the behavior is ongoing or extreme, the parent or guardian will be contacted and member may be suspended. Under extreme circumstances (i.e. intentional injury to another child or staff), the Branch Director has the discretion to remove a child immediately without advance notice.

Code of Conduct

In order to promote the child's physical, intellectual, emotional, and social well-being and growth, BGCNS members will be expected to follow the BGC Code of Conduct:

Have Fun!

Respect yourself.

Play fairly and be honest.

Listen during appropriate times and assemblies.

Be respectful of other members and their property.

Participate only in activity areas open to your assigned group.

Take care of your Boys & Girls Clubs facilities, grounds, and equipment.

Applaud the efforts of others.

Avoid inappropriate language.

Dress appropriately at all times.

Running is reserved for athletics.

Say only good things about others.

Bring your membership card every day.

Be respectful of Boys & Girls Clubs staff.

Resolve disagreements in a positive way.

Tobacco, drugs, alcohol, weapons, & gang colors/logos/gestures are prohibited.

Parent/Guardian ACKNOWLEDGEMENT FORM
*** This page needs completed and turned in with Membership ***

- I understand that there are limited openings in the **SUMMER PROGRAM** and that the \$100 Weekly Fee Must be paid **2 weeks prior** to each week attending. If payment is missed youth cannot attend, if 2 weeks attendance is missed my youth will no longer have the spot and it will be given to the next youth on the wait list.

- I have read and understand the Drop off and LATE PICK-UP POLICY. I understand and agree that there will be suspension if picked up late, and may result in loss of membership if late more than one time, youth also can lose membership if child is not picked up when called by the Club for sickness or behavior.

- I have read and understand the BEHAVIOR POLICY/DISCIPLINARY PROCEDURES *for children* stated by BGCNS. I understand that my child and I will need to abide by all rules of the BGC while at the Club or a Club event. I understand that if there is need for BGCNS or Social Services to do an investigation, youth will be suspended from Club until the investigation is complete.

- I have read and understand that I have to provide Emergency Contact Phone Numbers that will be answered promptly. I understand that when called there must be someone available to pick youth up if needed. Failure to respond to Emergency Calls/Pick Up could result in loss of Club membership and if necessary the police will be called if emergency contacts cannot be reached.

- The parents/guardians agree to inform the center within 24 hours or the next business day after their child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases, which must be reported immediately.

- I understand that youth are not allowed at Club if they have a fever or communicable disease, including head lice. If youth are sent home for illness they are not allowed back for 24 hours. If youth have a fever they are not allowed to Club until 24 after fever stops, Also not allowed back to Club until 24 hours after vomiting. Be respectful of this to minimize exposure to the other youth and the Club staff.

- BGCNS agrees to notify the parents/guardians whenever the child becomes ill and the parent/guardian will arrange to have the child picked up as soon as possible. The parent/guardians authorize the BGCNS to obtain immediate medical care if any emergency occurs when the parent/guardian cannot be located immediately. If there is an objection to seeking emergency medical care, a statement should be obtained from the parents or guardians that states the objection and the reason for the objection and then membership will be determined.

- I realize that the BGCNS is not responsible for injuries that occur to my child at the Club. Parents should carry their own medical insurance and are responsible for medical costs that may be incurred in cases of emergency.

- There will be a \$35.00 fee for all returned checks. Upon receipt of any returned checks the Boys & Girls Clubs of the North Star will deny any other check written and will only accept either cash or money orders.

By signing this document I am acknowledging to have received and read a copy of the Parent/Guardian Guide and understand and agree to comply with the policies and procedures outlined within. I have reviewed these policies and procedures with my child and discussed their behavior expectations while attending Club.

Parent (Print Name): _____

Parent Signature: _____

Child/Children's Name(s): _____

Club Branch or Site: _____ Date: _____