



# Empowering YOUTH, Strengthening FUTURES.



## BOYS & GIRLS CLUB OF LEWISTOWN PARENT HANDBOOK

UPDATED DECEMBER 20, 2022

## HOURS OF OPERATION

### **Administrative**

School Year Hours: Monday – Friday; 8:30am - 6:15pm

Summer Hours: Monday – Friday; 7:40am -5:15pm

Office:

134 Park St.

Lewistown, MT 59457

(406) 535-2257

### **Hours for Club Members**

**School Days:** Monday – Friday; Afterschool – 6:15pm

Summer Safari runs 9-10 weeks of the summer (dates TBD)

**Summer Hours:** Monday – Friday; 7:40am-5:15pm

***School is Out/Club Is In days follow the Summer hours***

[www.bgclublewistown.com](http://www.bgclublewistown.com)



Search for Boys & Girls Club of Lewistown

**Open to youth currently in Kinder Steps through 6<sup>th</sup> grade and teens as funds/resources allow.**

## MISSION STATEMENT

Empowering Youth, Strengthening Futures.

## OUR VISION

Provide a safe, positive Club experience to ensure all youth in Central Montana will have opportunities for a great future.

## OUR HISTORY

The Boys and Girls Club of Lewistown has been a hub of intellectual growth among Fergus County youth since its beginning in 2001 and has grown in membership, serving an annual enrollment of up to 250 members at this time. We offer youth, ages 6 to 14, a safe environment to strengthen their positive self-identity, while they build knowledge in the areas of academics, social emotional skills, health & safety and life skills. The mission of the Boys & Girls Club of America is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens.

While at the Club children are stimulated with activities, exposed to healthy social opportunities and are provided positive adult interaction.

# GREAT FUTURES START HERE FORMULA FOR IMPACT

YOUNG PEOPLE  
WHO NEED US MOST

+

OUTCOME-DRIVEN  
CLUB EXPERIENCE

=

PRIORITY OUTCOMES



FIVE KEY ELEMENTS  
FOR POSITIVE YOUTH DEVELOPMENT

- HIGH-YIELD ACTIVITIES
- TARGETED PROGRAMS
- REGULAR ATTENDANCE



**ACADEMIC SUCCESS**  
Graduate from high school ready for college, trade school, military or employment



**GOOD CHARACTER & CITIZENSHIP**  
Be an engaged citizen involved in the community; register to vote and model strong character



**HEALTHY LIFESTYLES**  
Adopt a healthy diet, practice healthy lifestyle choices and make a lifelong commitment to fitness

## FIVE KEY ELEMENTS

1. Safe, Positive Environment
2. Fun
3. Supportive Relationships
4. Opportunities & Expectations
5. Recognition

## FIVE CORE PROGRAM AREAS

1. Character Development & Leadership Development
2. Life Skill
3. Health & Sports, Fitness & Recreation
4. Art and exploration of the Arts/Creative Play

## ENROLLMENT PROCEDURE

The Boys & Girls Club of Lewistown runs three sessions per year; our afterschool program and School Is Out Club Is In (these run concurrently) and our summer program. Families must enroll for EACH session during the open enrollment periods. Fall enrollment period starts in early July; summer enrollment period starts in March.

To enroll your child during the enrollment period you must complete the following steps:

- ❖ Must attend ONE mandatory Parent Orientation meeting.
- ❖ Must complete all enrollment paperwork online.
- ❖ Must pay \$20 annual enrollment fee and make arrangements for program fees.

In the event that membership must be cancelled, please make sure to fill out a Member Cancellation Form. These are available at the front desk or with the Office Manager. Fees will continue to be charged until formal cancellation is complete and will only be canceled if the student never attended Club. Our fees are incredibly low and once a member has attended there will be no refund.

## MEMBERSHIP PAYMENT POLICY

The Boys and Girls Club of Lewistown is a private, non-profit organization that serves the youth in our community. We charge an enrollment fee and program fees for youth to attend but we strive to keep those fees affordable. The Club applies for state and federal grants and foundations that support our mission as well as fundraising in the community.

The after school session is approximately the 1<sup>st</sup> day of school for Lewistown Public Elementary Schools until the end of school in early June, exact date TBD. The Club's School Year calendar will have exact dates. School Is

Out Club is In session covers the days that school is closed but that are not Club Closure/Holidays. Please note that if school is closed for inclement weather Club will be closed as well.

The Summer Safari session is 9-10 weeks in June, July, and August with exact dates to be determined each year.

**The fees for each session are as follows:**

Annual membership fees: \$20.00 (paid for each member every year, renews during fall session)

After school program fees: \$210.00\*

Summer Safari program fees: \$430.00\*

School Is Out Club is In fees: \$149 (for standalone enrollment) \$100 (if simultaneously enrolled in Afterschool)

\*If your fees are paid in full by the 1<sup>st</sup> day of the session you are enrolling in you will receive a \$30 discount per child. Payments may be broken down and taken out monthly via ACH bank draft. If you run into difficulties making an ACH payment, please talk to the Office Manager or Executive Director to discuss. We cannot help you if you do not communicate with us. We do offer scholarships to families that need them. Please complete ALL enrollment forms and visit with the Office Manager or the Executive Director on your financial needs. We are very sensitive in not turning away any families. If accounts are not kept current then a family will not be eligible for enrollment at the next session until they have brought the account current (through payment in full, ACH plan, or scholarship arrangements). Having more than one year history of unattended debt will result in a family only being allowed to enroll a child if their bill is paid in full prior to the start of the session.

**\*\*IMPORTANT\*\*** If you sign your child up for a session, your child is holding a spot and you are responsible for paying for that session in full. This is regardless of how often your child attends, including withdrawing your child before the session ends.

Occasionally there may be additional costs for special activities, events or field trips. During Summer Safari each classroom goes swimming weekly. If you purchase a pool pass for your child please share this number with the Club ASAP. Otherwise, parents will need to pay the pool entry fee weekly per enrolled child (Historically \$3). Money may be sent with members to pay for a slide pass, but not for snacks.

## SPECIAL NEEDS

Staff do not have the training or ability to staff for one on one aids. All members must be able to self regulate and attend to Club programming, care for their own toileting needs, and communicate sufficiently to maintain their safety. If your child is in need of any special services, please visit with the Education Director as we will work to find or connect your family with any services in the community.

## PARENT VOLUNTEER INITIATIVE

Families are required to fulfill a volunteer requirement to the Club. Families are required to volunteer one hour per month the FAMILY is enrolled. Adults and children ages 14 and up can help fulfill this requirement.

Volunteer requirements may be met through the following ways:

- ❖ Helping out with major fundraising events such as Festival of Trees or Raffle ticket sales
- ❖ Volunteering in the Club
- ❖ Chaperoning Club activities/field trips
- ❖ Other Boys & Girls Club activities as needed

Volunteer hours can be contributed any time throughout the year, August through July. Requirements start over in August. Volunteer tracking forms are available at the front desk. Please complete and return to front desk for tracking. Failure to fulfill your volunteer commitment will affect your ability to enroll members in future sessions.

## GENERAL CLUB RULES/POLICIES

- ❖ Any adult entering the facility beyond the lobby must sign in at front desk.
- ❖ Members must be signed in and out each day at the front desk.
- ❖ Those wanting to volunteer in classrooms or on a field trip must have a completed background check and volunteer training with the Club.
- ❖ Treat others in a respectful manner; this includes staff, members, volunteers, vendors and Club neighbors. The following behaviors will not be tolerated and could be cause for immediate suspension: profanity, vulgarity and/or obscene acts, bodily contact, fighting, threats, forgery, sexual harassment, defiance of staff directives, disruption of Club activities, and damage of club property.
- ❖ Loitering is not permitted outside the facilities. (Members may not check out and wait outside the facility)
- ❖ The Club is a Tobacco & Marijuana Free zone. No tobacco, e-cigarettes or Marijuana use will be allowed in the parking lot, in the building or on Club property. Federal law prohibits smoking in or around programs that receive federal funds for the use of education or care of children<sup>1</sup>. Tobacco prevention education may be offered to children. A clear no tobacco use statement for all Club property and a ban on advertising on the premises shall be recognized and followed.
- ❖ Families should check for posted information on Club closing & opening dates, special events, fieldtrips & holidays.
- ❖ The Club is a membership program, not a day-care facility. A member's arrival and departure times are the sole responsibility of the parent/guardian. Late fees will be assessed for pick up outside of Closing time.

## IMPORTANT RULES FOR YOUR CLUB MEMEBER

1. No foul language.
2. Respect ALL staff, ALL members and yourself.
3. Keep hands, feet & other objects to yourself.
4. NO running in the building.
5. Respect Club property.

## ANTI BULLYING PROGRAM POLICY

The Boys & Girls Clubs of Lewistown is committed to providing all members with a safe and civil environment, and will not tolerate any form of bullying at any Club activity on or off Club property.

Bullying shall mean any written, electronic, verbal, physical, or social act that willfully harms another and is targeted toward a specific individual and repeated. There is often an additional dynamic of an imbalance of power in bullying whether that is size, age or social standing. Aggravated bullying shall mean willful harm motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental disability, physical disability, appearance or socioeconomic status.

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<sup>1</sup> Pro-Children Act 1994, Public Law 103-226, Title X, Part C, Sections 1041-1011.6

Staff and volunteers who observe an act of bullying are expected to take immediate, appropriate steps to intervene. If the staff member or volunteer believes his/her intervention has not resolved the matter, they shall report it to his/her supervisor immediately and document the incident in writing by the end of the day. The Education Director will inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying on the issue. Depending on the frequency and severity of the conduct; intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior.

All bullying offenses will be taken serious and be dealt with immediately by the staff. Both parents of victims and aggressors will be notified of the results. Any parent not satisfied with the results can put their concerns in writing to the Executive Director.

## DISCIPLINE

**Discussion:** A warning and description of the action and guidance to avoid reoccurrences and/or consequence of the action. Staff will work to help the member understand the desired behavior.

**Natural Consequences:** Members will better learn to self-regulate their actions if they must deal with the natural consequences of their actions. For example: If they make a large mess in their classroom the consequence is that they must clean it up and may thereby miss participation in a new and exciting activity.

**Education Director Consultation:** Time spent with the Education Director to discuss problems that are reoccurring and how it will be resolved. More than likely a phone call would occur to parents to discuss situation and further meetings could result if problems persist.

**Suspension:** A time away from the Club, with parental notification, to be administered in increments of one to three days (unless a longer period is deemed necessary by the Education Director), depending on the number of infractions in a 30-day period and/or the severity of the offense. Members can only return after a parent/guardian meets with the Education Director regarding the Member's behavior.

**Expulsion:** Removal from the Club for one week upon the first offense and two weeks for the second offense. In the event the Member is expelled a third time, the Member's parent/guardian must meet with the Education Director to determine if the Member will be readmitted to the Club.

The Club has a zero-tolerance policy for fighting of any kind – fighting will result in the Member's immediate suspension/expulsion for at least a period of one day. Immediate suspension or expulsion may occur when, in the Education Director's judgment, any individual's safety is at risk. Any time a Member is removed from the Club, the Education Director will notify the parent/guardian, responsible family members, or emergency contact.

## TRANSPORTATION

The Boys & Girls Club of Lewistown has a partnership with the Lewistown School District #1 for bus transportation during the school year. The Club is a bus stop; therefore Members may ride to the Club from school. This is a privilege, not a right. Your child will adhere to the bus driver's rules and any disciplinary action taken on the bus is not the responsibility of the Club but will be communicated by the Club to the parents.

During the summer transportation to and from the Club is the responsibility of the family. Transportation by the Club during the summer is limited to field trips and transporting Club members to the swimming pool on pool days by Club staff driving our vans or by the Council on Aging shuttles.

## DROP OFF PROCEDURE

During the school year, Members will arrive via the school bus. During the summer months and on no school days the Club will be open at 7:40 am. Your child will not be allowed in the building before then. We cannot accommodate early drop off.

## PICK UP PROCEDURE & PARKING

Per the zone permit of our building both staff and families are not to use the PARK ST. parking lot entrance. There is a sign posted at that entrance that says, "NO EXIT, EMERGENCY EXIT ONLY." Please use the Wendell Avenue entrance when accessing Club property. If you have questions about which exit to use please ask a Club staff member.

Members are able to stay at the Club for as little or as long a period of time per day as you decide, but once they leave, they cannot come back again that day (exceptions: doctor appointments or if pre-arranged by a parent/guardian with Club staff).

- ❖ Please indicate on your Member's enrollment form who is allowed to pick up your child. If you have **un**authorized pick up persons (legally cannot pick up your Member), we must have a photo of the person for identification purposes and request a copy of any relevant legal documents.
- ❖ When picking up your Member in the evening, you **MUST** come into the building to get them and sign them out, as Club Members are **NOT** allowed to wait outside by themselves.
- ❖ The Front desk staff will radio program staff to send members to the lobby when the pick-up person has come inside. If there is a special circumstance, please feel free to call the Club earlier in the day to insure a smooth pick up for members, staff, and parents.
- ❖ If your child is on the playground you must still come inside, and they will be called in by the front desk staff.
- ❖ If your child is to walk or ride their bike home, we **MUST** have a signed permission slip by their parents to do so. Club members will not be allowed to leave on their own without permission from parent.

## LATE PICK-UP POLICY

The Club hours are from afterschool to 6:15 pm except on early dismissal days when closure is at 5:15pm. Summer hours and School Is Out Club Is In hours are 7:40am-5:15pm. Members are required to be picked up by that time. In case of an emergency, please notify staff immediately. Staff will make every attempt to contact parent/guardians and emergency numbers. Lewistown Police Department and Child Protective Services will be contacted if contact cannot be made. **NOTE:** Lewistown Police will be called if a parent/guardian is more than 30 minutes late picking up their child without making contact with the staff to inform them of being late for pick up. A CPS report may be made also depending on the situation.

**FIRST OFFENSE:** Parent/guardian is given a warning and must sign a late pick-up form (one per household)

**ADDITIONAL OFFENSES:** Parent/guardian will be assessed a \$15 fee and an additional \$1 for every minute after five minutes.

## COMMUNICATION WITH THE CLUB

- ❖ Signage: Important information will be posted in the lobby for the day and/or week. Please read signage when you pick up your child for any Club information.
- ❖ Newsletters: The Club publishes a newsletter quarterly. It is filled with lots of Club information about programming, donors, volunteer opportunities, staff, etc.
- ❖ Facebook: The Club has a Facebook page under BG Club of Lewistown Parent/Guardian Page. Important information, fun pictures of activities and requests for in-kind donations and/or volunteers are posted here regularly. It is NOT a public site; Facebook users must request to be a member of our page.
- ❖ My Club Hub: Our new member management system allows mass email and text communication. Please make sure your most current email & phone number is on file with the Club.
- ❖ SUMMER ONLY: Classroom newsletters will be distributed monthly to keep you informed of field trips and special activities.
- ❖ Sign-up Genius Notifications will be emailed to families to help provide a simple way to complete your family volunteer hour obligation.

## DRESS CODE

All members are encouraged to dress in a manner that allows full participation in our programs. Members will be sent home for violating dress code. We request your cooperation in following these guidelines.

- ❖ Shoes and shirts are worn while at the Club. (Preferred close toe).
- ❖ Sandals, open toed shoes, heels, or dress shoes are discouraged in the Club; however, if these are worn to the Club, you MUST provide an extra pair of tennis shoes for your Member.
- ❖ No half-shirts, skirts above mid-thigh and/or any clothing that does not cover the chest to the mid-thigh.
- ❖ No back-less, strapless, or spaghetti strap tops.
- ❖ No clothing that demeans women, men, or any other group.
- ❖ No tobacco, alcohol or illegal narcotics depicted on any clothing.
- ❖ No vulgar or sexually explicit graphics or words on clothing.
- ❖ Gang symbolism and attire are not allowed at the Club or Club activity.
- ❖ No pants hanging below the belt line.
- ❖ Boys swim trunks and not speedos; Girls in one piece suits or two piece that covers mid-section.
- ❖ HIGHLY encourage Club Members and staff to wear Boys & Girls Club shirts field trips, special events and year round.

Please make sure that you clearly label your Member's gloves, hats, jackets, boots, shirts, towels, goggles, sun block, etc. to prevent mix-ups.

## TELEPHONE

Please note that members can only use the phone in the case of an emergency. Club members can only receive phone calls from their parents and we will not give out information over the phone to their friends about whether or not they are at the Club. The use of cell phones or smart watches for the purpose of making or receiving calls is not allowed by Members during Club hours of operation. Using these devices will result in their confiscation.



## HEALTH & EMERGENCY PROCEDURES

If a member becomes ill, they must be picked up within 60 minutes after contact has been made with the parent/guardian and/or emergency contact. The Club is not a daycare facility and is not equipped with an area to isolate sick members.

We prefer that all medication be given to your child at home whenever possible. However, under certain circumstances it may be necessary for medication to be administered at the Club. If a staff person must administer the medication, you must sign a Medication Permission Form which is also signed by your Member's physician. Prescription medication must be checked in with staff and must be in the original labeled container with dosage instructions and your child's name. Over the counter medications require a parent signature on our OTC form with approved dosages and times.

## ILLNESS POLICY

Although some illnesses do not require exclusion, sometimes illness requires a child or staff member to be excluded from care to prevent the spread of infection to other children and staff and to allow the child time to rest, recover and be treated for the illness. This policy outlines illnesses and situations that require exclusion and those that do not.

### Temporary Exclusion is Club policy when:

- ❖ The illness prevents the child/staff from participating comfortably in activities as determined by staff/self.
- ❖ The ill child/staff requires more care than the staff can give, which may result in compromising care for other children.
- ❖ If the child/staff has any of the following conditions, unless a health professional determines the child's/staff's condition does not require exclusion:
  - Appears to be severely ill
  - Fever and behavior change or one or more of the following symptoms/ diagnosis:  
Auxiliary temperature of 100 degrees Fahrenheit or higher, Diarrhea, Blood in stool, Vomiting, Abdominal pain (persistent), Conjunctivitis (Pink Eye) , Hepatitis A, Impetigo, Measles, Mouth sores, Mumps, Head Lice, Whooping Cough (Pertussis), Pinworms, Rash, Scabies, Strep Throat, TB (Tuberculosis), Chicken pox (Varicella-zoster), or COVID-19

## LOST & FOUND

The Club retains all items for a period of one month. All unclaimed items will be given to a local charity. The Club is not responsible for any personal property that is brought to the Club and is missing, lost, or stolen.

Members are asked NOT to bring toys , electronics or valuables of any kind, as we cannot be responsible for them. They WILL be confiscated and kept at the front desk.

## SNACK AND MEALS

The Club participates in the Child and Adult Care Food Program and the Summer Food Service Program. Every day afterschool we provide all Club members with a snack. On full days and in the summer program we serve breakfast, lunch and a snack. There is never a charge for any food we serve but all members must have a CACFP Income Eligibility Form on file (one per family). Please take time to notify us of any special diets or allergies your Member may have. We have special forms that are a requirement by our food program to be filled out by parents and a physician.

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
  
1400 Independence  
Avenue, SW Washington,  
D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.”

## CONFIDENTIALITY

Written information, enrollment documentation and conversations you share with us are confidential. Information is stored in a locked office/cabinet. We do not share any information about you or your family without your written permission. Signing the Consent for Mutual Exchange of Information form on the Member’s enrollment form gives permission for exchange of educational data with the School District.

Also, please make sure if you need to speak to a staff member about an issue that you avoid having these conversations in common areas. Please step into an office to protect confidentiality.

## CHILD ABUSE REPORTING

Montana State law requires us to report any suspected or disclosed child abuse to the Department of Family and Child Services. The toll free number is 1-800-820-5437. The Club will maintain confidentiality of all records pertaining to a DFS report in accordance with Montana State Law.

**CLUB CLOSURES** (Some holidays may fall on a Saturday or Sunday, in which case the prior Friday or following Monday may be used to observe the holiday. )

- ❖ New Year's Day
  - ❖ Memorial Day
  - ❖ Independence Day
  - ❖ A Floating holiday in July
  - ❖ Labor Day
  - ❖ Thanksgiving and the day after
  - ❖ December 24 and 25
  - ❖ 1 Day Spring Break
  - ❖ Possibility of closure in October for State Boys & Girls Club trainings
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## PARENT HANDBOOK SIGNATURE PAGE:

By signing below, you as the parent/guardian, acknowledge that you have read and understand the policies and procedures of the Boys & Girls Club of Lewistown. Please keep this copy of the Parent Handbook as your reference.

Club Member(s): \_\_\_\_\_

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

Date: \_\_\_\_\_