

GREAT FUTURES START HERE.



Clubs in Downtown Bend & East Bend

PARENT INFORMATION PACKET 2018-2019 SCHOOL YEAR

MEMBERSHIP

Annual membership: \$25 per Club member

Boys & Girls Club of Bend Clubs are open to all youth 6 years-old (and in the 1st grade) to 18 years-old (and in 12th grade). The Boys & Girls Club of Bend's membership year runs from September 1st through August 31st. After school registration begins on August 1st each year. You may transfer your membership between our 2 Clubs after speaking with the Membership Services Coordinator at your Club.

MEMBERSHIP CARDS

All Club members are **required** to have their membership cards with them at the Boys & Girls Club. Membership cards are used to "scan" in and out of the Club, check out equipment and games, and to participate in activities. One membership card is provided upon registration, subsequent cards are \$1.

PROGRAM FEES

We are a private non-profit 501(c)3 agency and receive funds from sponsoring businesses, individuals, grants, service clubs, foundations, special events and caregivers/parents/guardians. Our programs are not funded from state or federal dollars. Although we receive support from our community, our Club relies on the income from program fees in order to sustain operations and provide quality programs.

Scholarships are available to families in need and no family will be turned away due to financial circumstances. Scholarships can be requested from the Program Director (scholarship applications and supporting documents must be completed and submitted along with membership paperwork).

FEE BASED PROGRAMS:

***all fees are non-refundable and non-transferable**

After School Program: 2:30pm-6:30pm Monday-Friday, *Wednesday 1pm-6:30pm*

(Payments due by the 5th of each month)

Scholarships are available

\$100.00 per month/per child

Junior Club Program (Kindergarten): 3:30pm-6:30pm Monday-Friday, *Wednesday 2:30pm-6:30pm*

(Payments due by the 5th of each month)

\$150.00 per month/per child

Full Day Program: Pre-registration available the 1st of each month

(See attached annual calendar for a list of full day programs)

Pre-registration –

\$20.00/day/child

Late registration –

\$25.00/day/child

Summer Program: 7:30am-6:00pm Monday-Friday

June 17th – August 23rd. Dates subject to change based on school district calendar and closures.

Summer registration will begin on **March 1st** for current Club members.

Girls on the Run Program: 4:30pm-5:15pm Mondays & Wednesdays

September 10th through November 22nd

\$175 per season

TRANSPORTATION

Transportation to the Downtown Club is provided by Bend La Pine School District transportation department. No transportation is provided to our East Bend Club.

After School payments are due by the 5th of each month. If payments are not made by the 5th of each month your child will be removed from the bus roster and will be unable to ride the bus until arrangements are made to pay fees.

Bussing available:

Bear Creek Elementary	Buckingham Elementary
Cascade Middle School	Elk Meadow Elementary
Ensworth Elementary	Jewell Elementary
High Lakes Elementary	Highland Elementary
Juniper Elementary	Lava Ridge Elementary
Miller Elementary	Pilot Butte Middle School
Pine Ridge Elementary	Ponderosa Elementary
REALMS	Silver Rail Elementary (NEW)
Summit High School	Westside Village Magnet School

Club Transportation Available: *(Limited spaces – must sign up with Membership Services Coord.)*

High Desert Middle School (14 spaces)

Pacific Crest Middle School (NEW) (14 spaces)

Sky View Middle School (14 spaces)

Staff pick-up available: *(Communication with Amity Creek school secretary required)*

Amity Creek Elementary

CLUB HOURS

After School Program:

Monday, Tuesday, Thursday & Friday: 2:30pm-6:30pm

Early Release Wednesday 1:00pm-6:30pm

Junior Club Program (Kindergarten):

Monday, Tuesday, Thursday & Friday: 3:30pm-6:30pm

Early Release Wednesday 2:30pm-6:30pm

Non-School Days: SEE ANNUAL CALENDAR

Full Day Program: 7:30am-6:00pm (full day fee required)

******Club hours and days are subject to change******

Please be sure to pick up your member by the posted closing time. Late fees will be charged for members who are left after closing time. Late fees must be paid before the member(s) will be allowed to return. If needed, the Boys & Girls Club reserves the right to contact appropriate authorities when members are not picked-up within 30 minutes of the Club closure AND after all emergency contact alternatives have been exhausted. Late fees will be assessed at a rate of \$1.00 per minute per member.

CLUB RULES

The Boys & Girls Club of Bend requires your Club member/members to follow certain rules while they participate in our Club programs. The rules are:

1. Respect Club Staff
2. Respect Club Members
3. Respect Club Equipment

CORE BELIEFS

The Boys & Girls Club of Bend provides your Club member with:

- A safe, positive, and inclusive environments to learn and grow
- Opportunities to build positive, meaningful and healthy connections with their peers and adults
- High-quality strength-based activities and program to explore and obtain skills necessary to make good decisions
- Experiences that foster hope, belonging, and a sense of purpose
- Opportunities for youth to lead, contribute their ideas, and be recognized

CODE OF CONDUCT

One of the Club's core beliefs is to provide a safe place to learn and grow. Positive attitudes keep the Club fun. Below are some simple guidelines members are expected to follow:

- Respect yourself, play fairly, be honest, and applaud the efforts of others
- Avoid inappropriate language and dress appropriately at all times
- Running is reserved for athletics
- Say only good things about others and bring your Club card everyday
- Be respectful of Boys & Girls Club Staff and listen during appropriate times and assemblies
- Resolve disagreements in a positive way and be respectful of other members and their property
- Tobacco, drugs, alcohol and weapons are prohibited
- Participate only in the program areas open to your assigned group
- Take care of your Boys & Girls Club facility, grounds, and equipment

YOUTH DRESS CODE

- No hats while at the Club unless outdoors
- No exposed midriffs
- Clothing should not be excessively baggy or tight (no leggings)
- No exposed undergarments
- Shirts and shoes are required at all times
- Tanks top straps must be two adult finger widths wide
- Skirts, dresses and shorts must be longer than your finger tips while your arms are at your side
- You must wear shorts or leggings underneath skirts and dresses

- Inappropriate language, logos and pictures on clothing are not allowed
- No heelys (wheels must be removed while in the Club)
- We would prefer if Club members did not wear flip flops as they break often and prohibit members from participating in athletic activities

CHECK IN/OUT POLICY

Our staff never grant permission for youth to leave the Clubs without a parent/legal guardian, or a phone call from the parent/legal guardian asking the youth to walk home. Once your member/members exit the Club, they will not be allowed to return to the Club that same day. Children are required to check-in and check-out at the front desk. Our staff monitor this process. This does not replace parental responsibility of clear instructions to your children as to your desires for their safety.

INCLEMENT WEATHER POLICY

When Bend La Pine School District is closed due to weather both Bend Clubs will also be closed. Clubs may need to cancel programs based on availability of power and/or conditions in immediate vicinity of the Clubs, and other factors not related to school district closures. Any changes in hours of operation or delay in program times will be communicated through your local Club's voicemail system as well as through any available media outlets.

ATTENDANCE

The Boys & Girls Clubs of Bend works closely with the Bend La-Pine School District on promoting education and attendance at school.

If your child does not attend school due to suspension, expulsion, sickness, or just does not go, then your child will not be able to attend the Boys & Girls Club that day.

PHONE CALLS

The Boys & Girls Club of Bend provides our members with the use of our Club phones for emergencies only, this includes illness or injury.

DISCIPLINE POLICY

The Boys & Girls Clubs of Bend strive to keep the consequences for unacceptable behavior clear, appropriate, and timely. The safety of all members is of the utmost importance to us. Our standards, along with the expectation that all members use good common sense, exist to ensure that your Club member and every other Club member at the Club can safely enjoy the Club's activities. Any Club member who disrupts programs or creates a dangerous situation will be disciplined appropriately.

Disciplinary actions may include, but are not limited to, the following:

- Verbal warnings, redirection, Club service, time-outs, and Misconduct Notices

Misconduct Notices:

If a member at the Club is disrespectful towards a fellow Club member or staff member, the staff will issue a warning followed by informing them that if the behavior continues, they will receive a misconduct notice. If the behavior does in fact continue, the member will receive a misconduct notice. Misconduct notices remain in the Club members' file for one year. Parents will receive a copy of all misconduct notices. Please note that if a Club member hits, kicks, pushes, or

does something out of the ordinary to put themselves or others in danger, they will receive an automatic misconduct notice, without a warning. Here is how the system works:

- If the Club member receives 3 misconduct notices, they will be suspended for a day or days depending on the behavior.
- If the member has already been suspended once (3 misconduct notices) and receives another 3 misconduct notices, they will receive another suspension and there will be a meeting with the Parent/Guardians and Club Director.
- If the member has already been suspended 2 times (6 misconduct notices) and they receive 3 more, your membership will be discontinued.
- Certain behaviors may bypass this process when deemed necessary by our Program and Operations Directors based on the need for safety of our Club members as a whole.

PERSONAL BELONGINGS

All personal belongings brought to the Club by Club members are the responsibility of that Club member. The Boys & Girls Club of Bend is **NOT** responsible for lost, damaged, or stolen items. Please discourage your member from bringing anything to the Club that is not completely necessary. 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 each month will be donated to a local charity. **CELL PHONES AND OTHER ELECTRONIC DEVICES ARE NOT ALLOWED AT THE CLUB AND MUST BE CHECKED IN TO THE CLUB OFFICE (IPOD, PSP, MP3 PLAYERS, HAND HELD GAMES, TABLETS, ETC.)**

MEDICATIONS

Due to insurance restrictions, Club staff cannot administer prescription drugs to children. We suggest a phone call to your child, at the Club, as a reminder. Staff can remind members to take medications if a parent calls as a reminder.

All medications that your Club Member takes during the Club day must be stored at the front desk of the Club. **There are no exceptions to this rule.** While our Staff do not administer medication, they can be responsible for making sure that it is stored in a safe place and is accessible when your child needs to come and administer it to his/herself. This can be accomplished by a reminder phone call to the Club or from your member's knowledge of their medication schedule. If we become aware that your child is storing their own medication in any other place within in the Club, their membership will be revoked immediately.

Also, please make sure that you make the Boys & Girls Club Staff aware of any medical or health issues that your child may have. It is extremely important that we are aware of any conditions and/or allergies that your child may suffer from and/or any medication that goes along with the condition so we can serve your child to the best of our ability.

COMMUNICABLE DISEASE

1. Any person with open sores or lesions will be sent home and can only return with proof of current treatment for the infectious process.
2. Any person with a fever (temperature greater than 100.4) will be sent home until free of fever for 24 hours.
3. Any person who is ill prior to coming to the Club should stay home until reasonably well.

4. The Club should be advised if a person has exposed others to a communicable disease such as: Measles, Rubella, Chickenpox or Meningitis.
5. Any person with vomiting and/or diarrhea should remain at home until symptoms subside (absence of fever, vomiting and diarrhea). This also includes persons diagnosed with Hepatitis A.
6. The Boys & Girls Club should be notified when anyone at the Club exhibits signs of tuberculosis and/or has a positive PPD (tuberculin skin test) so that all contacts may have a PPD test. The Club should also be notified if any household members have recently been diagnosed as having tuberculosis.
7. Anyone having head and/or body lice or nits (eggs) must be sent home and may return only after being treated with a product recommended by their doctor, pharmacist and/or the Health Dept. and after all nits have been removed with a very fine tooth comb.
8. Once a Club Member has been diagnosed with any of the above communicable diseases please contact your local Club to give us the opportunity to contact other parents that their child may have come in to contact with a particular disease. Thanks.

ZERO TOLERANCE POLICY

Boys & Girls Club of Bend has a zero tolerance policy. At no time are drugs, alcohol, tobacco or any other type of illegal substances permitted on the premises. The zero tolerance policy also applies to prescribed medication and the intent with which an item is used. If this policy is abused, your child's membership will be revoked immediately.

PROGRAMMING

CHARACTER AND LEADERSHIP DEVELOPMENT

Empowers youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and other's cultural identities.

Youth of the Year: Scholarship program for teens 14-18 years old

Keystone: Leadership program for teens 14-18 years old

Torch Club: Leadership program for boys and girls ages 11-13

EDUCATION AND CAREER DEVELOPMENT

Enables youth to become proficient in basic educational disciplines, apply learning to everyday situations, and embrace technology to achieve success in a career.

Project Learn: Enhances skills and knowledge young people learn at school during the time they spend at the Club

Power Hour-Making Minutes Count: Provides practical tips and Club best practices for recognition and incentives, behavior management, volunteer recruitment and training, collaboration with other organizations and use of technology and the Internet

Be Great Graduate: This program is designed to enhance each Club member's engagement with learning by providing consistent support from caring and trusted adults in developing the academic, emotional and social skills needed to achieve academic success.

Money Matters: This program promotes financial responsibility and independence among Club members ages 13 to 18. Participants learn how to manage a checking account, create a budget, save and invest, start small businesses and pay for college.

HEALTH AND LIFE SKILLS

Develops young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

SMART Moves: Helps young people resist alcohol, tobacco and other drug use, as well as premature sexual activity

Passport to Manhood: Promotes and teaches responsibility to Club boys ages 11-14

NetSmartz: Teaches Internet safety skills through engaging multimedia activities and offline interaction with Club professionals

Girls on the Run: Educating and preparing girls in 3rd-8th grade for a lifetime of self-respect and healthy living

THE ARTS

Enables youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

National Fine Arts Exhibit Program: Year-round program encourages artistic expression among Club members ages 6-18 through drawing, painting, printmaking, collage, mixed-media and sculpture displayed at local and regional exhibits.

SPORTS, FITNESS, AND RECREATION

Develops fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social skills.

Triple Play: A Game Plan for Mind, Body, and Soul- Improve the overall health of Club members by increasing their daily physical activity, teaching them good nutrition and fitness habits, and encouraging them to develop healthy relationships.

SPECIAL INITIATIVE- FAMILY PLUS

The Family Plus program strives to provide additional services to support Club members in their journey to become productive, caring, and responsible citizens as well as instill a sense of belonging, usefulness, influence, and competence.

Club members and their families are eligible for enrollment to access the Family Plus services listed below. The services each Club member will participate in will be determined on an individual basis and discussed with parents/guardians. Family Plus consists of the following five components:

Case Management & Counseling: Regular individual guidance sessions with the Director of Youth & Family Services to assess individual needs of the Club members and create a plan to address identified needs.

Special Programs: A variety of small groups are available. Please see front desk for list of current programs.

Family Engagement: Special parent and family night events and informational sessions will be advertised as they come available.

Mentoring: Additional guidance provided in the form of the above described case management, small groups, or paired with a staff or peer mentor. Please see the mentoring program permission slip for details.

Referrals For Additional Services: If you would like additional information please contact [Alley Sabin](#), LCSW, Director of Youth & Family Services at (541) 617-2877 ext. 6

Boys & Girls Clubs of Bend does not excluded on the basis of race, religion, national origin, gender, sexual orientation, disability or marital status of parent/guardian.