



**BOYS & GIRLS CLUBS
OF THE DIAMOND HILLS**

Membership Handbook

2021-2022

Welcome

The staff of the Boys & Girls Clubs of the Diamond Hills would like to welcome all new and returning members. We plan to have a great year and hope all members are excited about using their membership to utilize our great programs throughout the year.

We ask that parents/guardians and members read and become familiar with this parent/ member handbook. Members, parents/guardians, and staff members are responsible for understanding and following the policies outlined in this handbook. If you have any questions or concerns about anything in this handbook please feel free to speak with the Chief Executive Officer, Amber Mikles.

Our Mission

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

Contact the Club

The Boys & Girls Clubs of the Diamond Hills has four Units located in Alma, Mountainburg, Mulberry, and Paris.

Mailing address: P.O. Box 1689, Alma, AR 72921

Phone: 479-632-2070

Contact our Staff

Amber Mikles, Chief Executive Officer - amber@bgcdiamondhills.org

Tammie Dahlem, Alma Unit Director - tammie@bgcdiamondhill.org

Kathy Wright, Paris Unit Director - kathy@bgcdiamondhills.org

Amy Lensing, Paris Unit Athletic Director - AD@bgcdiamondhills.org

Susan Shaffer, Mountainburg Site Director - susan@bgcdiamondhills.org

Kaitlynn Sandine, Mulberry Site Director - mulberry@bgcdiamondhills.org

Becoming a Member

All boys and girls ages 6-18 are eligible to become members. The after-school program runs

August-May. The summer program runs in June and July. Membership fees vary by location, please contact the Main Office for questions regarding fees. All fees are non-refundable.

Checking In & Out

Parents must come into the club to pick up members. If your member rides the bus they will be checked in as soon as they arrive. If your child walks home they must have a signed waiver on file stating they can do so.

Programs

Club programs and services promote and enhance the development of boys and girls by instilling a sense of competence, usefulness, belonging, and influence. 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.

Programs and Activities are designed to provide guidance in the following areas:

Character & Leadership Development: Empower 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 others' cultural identities.

Education & Career Development: Enable youth to become proficient in basic educational disciplines, apply learning to everyday situations, and embrace technology to achieve success in a career.

Health & Life Skills: To develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals, and develop the competencies to live successfully as self-sufficient adults.

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

Sports, Fitness, and Recreation: To develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment, and social and interpersonal skills.

We have a USDA food program that allows us to feed a healthy and nutritious dinner and a snack each day after school to our members. If your child is a picky eater you may send them with an alternative meal or snack.

If your child has a milk allergy, we will need signed documentation from their doctor for us to offer

them different food or drink.

Late policy

Every effort will be made to contact a parent/guardian. If the parent/guardian has not picked up the child by closing time, the following actions will be taken:

If parent/guardian is aware that they will be late, call the Club and tell the staff (this does not change the late policy)

If the parent/guardian is later than 6:00 pm the Club reserves the right to charge an automatic \$10.00 fee per member, with an additional \$1 per minute after 6:05 pm. If a parent/guardian is later than 15 minutes the Club reserves the right to release the child to the local Police Department.

Late fees must be paid before members can return to the Boys & Girls Clubs or participate in any Club activities.

If chronic late pickup occurs the Club reserves the right to suspend the child from Club activities.

Bus Policy

The School District assists the Club each school year by providing transportation to the Club after school. We are extremely grateful for the service our school district provides to our Club and community.

The school will not be able to deviate from this assignment during the school year. Once your child is assigned to be dropped off at the club, the Boys & Girls Club will be treated as your child's regular destination. Your child must ride to the Boys & Girls Club unless you inform the school that you are picking your child up at the parent pick-up. If the club is closed on a day school is open you must make arrangements to have your child picked up at school. All members riding the bus are required to walk with staff to the club and check in before leaving with their parent or guardian. This is a requirement by the club to ensure the safety of your child.

The buses will begin transporting to the club on the first day of school.

Dress Code

The Boys & Girls Clubs of the Diamond Hills dress code is the same as the School District.

Specifically, we ask that garments extend at least to the tip of the fingers when the arms are held straight at the side.

Reminder: Boys & Girls Club programs are active programs. Your child will be involved in physical activity and arts and crafts programs. Your choice of clothing should be appropriate for active play. If you prefer that your child wear dress clothes, please send along play clothes for them to change into at the Club for certain activities. Please note that members wearing open-toed shoes may be denied participation in club activities due to safety concerns.

Computer Lab Expectations

- Respect for the equipment of the club and its network.
- Members are to notify staff immediately of any disturbing material they encounter on the web.
- Members are NOT to give out personal information (i.e. phone number, full name, address, etc.) on the internet.
- Members are NOT to give anyone their password to any of their accounts or allow another member to use their account to access the internet or network.
- Members must gain clearance from the staff before downloading any programs from the internet.
- Members are NOT to visit inappropriate websites.
- NO websites with email or chat options are allowed.
- Members will visit only the approved sites which are part of the programming for that day.

The tech room has a curriculum each day with educational-based web material, members are not allowed to go to whatever site they choose and are closely monitored by a staff member.

Lost or stolen items

Members are responsible for all money and personal items they bring to the Club. The Boys & Girls Clubs of the Diamond Hills is NOT responsible for any lost, damaged, or stolen items. We ask that you discourage members from bringing valuables to the Club. The Club does have a lost and found area.

Technology Policy

Members may bring a cell phone or tablet to the club, however, they must abide by the following guidelines:

- NO taking pictures of other members

- NO inappropriate websites or music while at the Club
- The member may put electronics at the front desk during programming if they wish, however, we are not responsible if a member's electronic device gets broken or stolen.

The Boys & Girls Clubs of the Diamond Hills reserves the right to confiscate a member's phone until they are picked up by a parent if the member is not abiding by the guidelines.

School Data & Surveys

For grant purposes, we reserve the right to access a member's school data such as attendance, class list, etc.

There is also a chance that we will be surveying your child. This is to better our program and for grant purposes and is vital to keeping our program running.

Discipline Guidelines and Procedures

Our number one priority is member safety and we have found these rules allows us to maintain reasonable safety boundaries.

Basic Club Rules:

- No touching of any other club members
- No running outside of the gym
- Treat everyone with kindness
- Listen to the direction of staff members

While the Boys & Girls Clubs of the Diamond Hills is determined to be there for kids who need us most, we must also ensure that all Club kids are kept safe. Therefore the following are grounds for suspension or expulsion, which include but are not limited to:

- Bullying of any sort
- Physical violence towards another member or staff
- Bringing a weapon to the Club
- Bringing legal (medications) or illegal drugs, alcohol, or tobacco products to the Club
- Intentional maltreatment of facility or equipment (Climbing the walls, destroying club property, etc.)
- Making discriminatory remarks about another member's race, religion, gender, or sexual orientation

- Continuous Disregard for staff instructions
- Multiple violations of Club rules

Staff reserves the right to use the following forms of discipline as a result of inappropriate behavior:

- Creative discipline – using a specific situation and appropriately teaching positive behaviors (if they litter, having them learn about the environment. If they are mean to a sibling, having them write reasons why they love their sibling, etc.)
- Verbal Communication – members and staff talk about her/his inappropriate behavior
- Time out – sitting down with no contact from other members for a set amount of time
- Clean up duty – picking up trash, sweeping and wiping tables
- Parent Conference – formal meeting with parents/guardian to discuss member behavior
- Suspension – member is not allowed to come to the Club for a set number of days
- Expulsion – member is not allowed to return to the Club.

If the Boys & Girls Club calls for a member to be picked up, we request that you make arrangements for your child to be picked up within the hour.

It is the goal of the Boys & Girls Clubs to work with parents to correct member behavior. Parents are expected to participate in any long-term behavioral issues. The staff of the Boys & Girls Club reserves the right to make all final decisions regarding disciplinary consequences.

Parents must adhere to the same guidelines as members. Children may be suspended/ expelled if parents exhibit behavior that does not follow Club guidelines. Parents can appeal suspension/expulsions to the Board of Directors.

Vaping and E-Cigarettes

If members are caught with vapes or e-cigarettes on Club property, the item will be confiscated and parents will be called immediately. If Club members are using these products at the Club it is grounds for suspension or expulsion. Members will be sent home and may not return until they, and their guardian, have a meeting with the CEO.

Health information

The following are guidelines for health problems that require parents to pick up club members:

- Fever – 100 degrees or higher
- Acute Diarrhea or vomiting in the last 24 hours
- Contagious illness – chicken pox, strep throat, flu, Covid, etc.
- Sore throat or severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with any type of discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Head lice – If any nits (lice eggs) are found in a member's hair he/she will be sent home. After the proper treatment, and if the member is nit free, he/she may return.

Emergency – If a medical emergency appears to be life-threatening an ambulance will be called and we will attempt to contact parents immediately. If the parent/guardian cannot be reached we will attempt to reach the emergency contacts

If you are called during the day to pick your child up due to illness, please make arrangements to arrive within the hour.

Medications

We have no medicine on site. If you need to administer medication to your child you will be required to come administer the medication.

Picture Policy

We have a no-picture policy. Please do not take any pictures of other Club children or staff. We have social media outlets you may follow to see what is happening at the Club. Members with signed media release forms will be featured on these outlets.

Stay Connected

We do our very best to inform parents and guardians of the events and announcements happening at the Club. Follow us on social media and check out our calendar on our website.

Facebook: Boys & Girls Clubs of the Diamond Hills

Instagram: @bgc_diamondhills

Twitter: @bgcofthediamondhills

LinkedIn:

Web: www.bgcdiamondhills.org

Thank you!

We are honored that you will allow us to invest in the future of your child. We truly want the best for each child in our community. Thank you for entrusting your child to the Boys & Girls Club of the Diamond Hills.