

Parent & Guardian Handbook

(Updated July 2026)

GREAT FUTURES START HERE.



BOYS & GIRLS CLUBS
OF SPRINGFIELD

Boys & Girls Clubs of Springfield's Mission Statement:

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

We accomplish our mission by:

- Providing opportunities in the following core areas: Character & Leadership; Health & Wellness; Education; Sports & Recreation; Workforce Readiness; and The Arts.
- Employing a team of positive, caring, and committed staff members and volunteers.
- Involving Club members and parents in the planning and implementation of Club programs.
- Establishing services in locations that are safe, affordable, and accessible.
- Supporting families with the development of their youth.
- Enhancing core services by collaborating with other organizations.
- Evaluating and modifying program activities to ensure they meet established outcome measures.
- Using our Youth Development Strategy: each member should have a sense of belonging, usefulness, competence, and power/influence.

After review of this parent handbook, if you have questions or need clarification, please reach out to your Unit Director.

Hours of Operation

Our Administrative offices are located at 1410 N Fremont Ave, Springfield, Missouri and our office hours are typically 8:00am-5:00pm, Monday through Friday.

Boys & Girls Clubs of Springfield (BGCS) will be closed on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve, Christmas Day, and New Year's Eve.

BGCS reserves the right to close operations for additional days. Any time Clubs will be closed, parents/guardians will receive communication in advance from their Unit Director.

***Note:* Please do not drop off members any earlier than our program start times as our buildings are NOT open or unlocked for families until our program starts.**

Enrollment and Program Information

Admission to BGCS is open to any child (regardless of sex, race, religion, national origin, or disability) who is five to 18 years old and meets the following criteria:

- Has transportation to the Club and to their home.
 - BGCS does not provide transportation in the summer except for field trips.
- Is fully potty trained.
- Has a completed and approved membership application via MyClubHub Parent Portal (<https://bgcspringfield.my.site.com/>)
 - Paid required membership and program fees OR set up payment arrangements for the membership and program fees.
 - Free/Reduced Lunch Scholarships may be available; please discuss payment arrangements and scholarship opportunities with the Unit Director.
- Has attended a Parent Orientation (discuss opportunities with the Unit Director).

Note: Youth with special needs are accepted if we are able to meet their needs and they are able to participate without risk to themselves or others. Please discuss options with your Unit Director.

Programming

A typical day at the Club includes the following elements:

- **Character & Leadership:** The Club empowers members to support and influence their Club community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process, and respect various cultural identities. Members may participate in the Youth Council, Torch Club, and/or Keystone Club. They may also participate in Club meetings and have direct influence on activities provided at the Club.
- **Health & Wellness:** The Club provides Boys & Girls Club Alliance-approved initiatives to help members achieve (and maintain) healthy, and active lifestyles. Members participate in programs such as SMART (Skills Mastery and Resistance Training) Moves, Positive Action, SMART Girls, Passport to Manhood, to help them overcome any obstacles they may have.
- **Education:** Examples of the programs offered to help our members gain knowledge and improve their academic skills are Power Hour, Reading Programs, and Project Learn. Members have access to homework assistance and academic skill building each day. Incentive programs reward members for their efforts. During the Summer Program, the Club adds educational components to take the place of homework that members have during the school year.
- **Sports & Recreation:** Members develop fitness routines, ways to positively use leisure time, skills for stress management, environmental appreciation, and social interpersonal skills. Members may have access to gymnasiums, a swimming pool, as well as a variety of sports camps and clinics during the summer program.
- **The Arts:** The Club encourages youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts, and creative writing.
- **Workforce Readiness:** BGCS helps members get ready for life's next big steps, by exposing them to and preparing them for as many career paths as possible and intentionally developing the skills youth need to be career-ready.

Teen Center Programming and Expectations

The Risdal Family Teen Center for Great Futures is a dedicated space designed specifically for middle and high school students. This 32,000 square foot facility offers innovative programming and enhanced amenities tailored to support teens in navigating high school, building essential life and career skills, and preparing for their future.

- **Core Areas of Focus Include:**

- **College & Career Readiness:** Through initiatives like Career Launch, Diplomas to Degrees, and personalized support from our College and Career Readiness team, teens have access to college planning resources, FAFSA workshops, resume building, mock interviews, and on-site visits from colleges and employers.
- **Work-Based Learning & Employment Support:** Teens may participate in paid opportunities through the Youth Employment Opportunity (YEO) program and additional work-based learning internships and service-learning placements.
- **Mental Health & Wellness:** A licensed professional or certified wellness staff will provide referrals, support groups, and wellness workshops, including mindfulness, stress management, and identity development.
- **Innovation & Technology:** The Teen Center features a Digital Innovation Lab with state-of-the-art equipment that allows teens to explore coding, digital media, robotics, music production, and more.
- **Creative & Performing Arts:** Programs include dance, theater, visual arts, fashion, and poetry, culminating in seasonal showcases led by teens.
- **Healthy Lifestyles:** Teens may participate in cooking classes, gardening, and fitness programs focused on lifelong healthy habits.
- **Leadership & Service:** Through Keystone Club and youth-led advisory groups, teens help shape programming and engage in meaningful community service.

- **Additional Expectations for Teen Members:**

- Teen members, ages 15 and older, may sign themselves in and out with a signed waiver on file.
- Cell phone use is permitted during designated “down times” and not during active programming or guest speaker sessions.
- Teen members are expected to demonstrate leadership and maturity as role models for younger Club members and uphold Club behavioral standards.

- **Special Events & Opportunities:**

- Teens will have access to community networking events, youth-led fundraisers, college and career fairs, cultural celebrations, and opportunities to earn volunteer hours, scholarships, and incentives for participation and leadership.

If you have questions about the Teen Center, teen scholarships, or teen-specific programming, please contact the Teen Center Director.

Field Trips

The Boys & Girls Club offers organization-wide field trips during the school year and summer. Review field trip information link on our MyClubHub Parent Portal, which includes pricing and permission slips.

Note: Each unit may also offer additional field trips. Field trips are non-refundable unless the trip is cancelled or rescheduled.

Parent Policies & Procedures

BGCS Member Attendance Policy

In an effort to support enrolled and waitlisted families to the fullest extent possible, deliver high quality programming to the youth who need us most, and ensure maximum positive impact on our members' experience of safety and enrichment after school, BGCS will enforce the following member attendance policy for all youth.

Members must maintain a 70% rate of attendance for Club open days; should member attendance dip below this threshold for more than two weeks, members may risk losing their enrollment at BGCS.

When possible, parents/guardians should inform Club staff of upcoming absences, ideally by the Friday of the previous week.

Exceptions may be made for member illness, family emergencies, sports seasons or events, or other extracurricular activities with documentation provided and communication in advance as much as possible.

In order to attend the Boys & Girls Club, a member must be potty trained.

Release of Children

Children will be released only to their parents/guardians or other adults authorized in advance by parents/guardians in the enrollment packet. If a child is to be picked up by someone other than a parent/guardian or pre-authorized adult, **written or verbal permission from the parent/guardian must be given**. If a staff member does not know/recognize an individual who requests the release of a child, they must provide photo identification to verify with written authorization on file.

Note: If there is a parent who is not allowed to pick up your child, we must have this in writing. If they are a biological parent or legal guardian, we must have authorized court documentation stating that they are **not** allowed to obtain the child or, legally, we will have to permit them to pick up the child.

A parent/guardian with legal guardianship or other legally authorized person must sign each child out daily.

BGCS is not responsible for your child if they choose to leave our facility without permission; however, members, ages 15 and older, may be allowed to sign themselves out with the appropriate paperwork on file (initial waiver in the membership packet). Parents/guardians accept sole responsibility for the safety of their children under this arrangement.

Member Confidentiality

Please note that BGCS staff will **not** discuss or disclose member information verbally or in written documentation to any party who does not have guardianship of the member with the following exceptions:

- BGCS staff are mandated reporters and will disclose pertinent information to **Children's Division** when placing a hotline for suspected child abuse or neglect or when responding to an investigation.
- BGCS staff will share information with our **insurance company or legal representation** in cases wherein claims are required (i.e. member injury onsite at BGCS or during a Club activity offsite).

Video Surveillance Policy

Video footage is subject to production by a valid subpoena or other court order. Video footage will not be shared with parents or guardians unless as required by subpoena or other court order.

Late Child Pick-Up Policy

We understand that emergencies may arise preventing you from picking up your child(ren) by time of Club closing. In that event, **please call the Club as soon as you know you may be late** and identify who will be picking up your child and when; **calling in advance will ensure the grace period is observed for the first 5 minutes.** Please note that repeated late pick-up may negatively impact your child(ren)'s membership as determined in conjunction with BGCS's Director of Operations.

Late child pick-up will be subject to the fee schedule shown below. Please note that fees must be paid prior to your child(ren) returning to the Club.

Late Fees Schedule below apply only to Henderson, Musgrave, Stalnaker, Risdal and Sertoma Units.

Time	Fee (with/without advance notice)
00-05 minutes	Grace Period/\$5.00
06-15 minutes	\$5.00/\$10.00
16-25 minutes	\$10.00/\$15.00
26-35 minutes	\$15.00/\$20.00
36-45 minutes +	\$20.00/\$1 per minute

Fremont and O'Reilly Units are funded by the 21st Century Community Learning Centers grant and cannot charge fees; in lieu of late fees, the following consequence occurs:

Occurrence	Suspension
First Occurrence	Written Warning to parent and kept on file
Second Occurrence	1 day suspension
Third Occurrence	1 week suspension

****After the third occurrence, continued late pick ups may result in expulsion at the discretion of the Director of Operations.**

Further, if Club staff have not heard from you by closing time, the person(s) listed on your authorized pick-up list will be contacted to pick up your child immediately. In the event that we are unable to contact you, or someone listed on your authorized pick-up list, by 30 minutes post-closing time, the police may be contacted for additional support.

Communication

Parent Orientation is required for parents/guardians to discuss schedules, fees, special needs, and obligations/responsibilities concerning the program AND before your child will be able to attend the Club. Please see the Membership Coordinator or Unit Director to receive a Club tour and schedule an orientation for you and your child. **Additionally, our Clubs use a texting feature through the MyClubHub member management system and the Remind app to communicate with parents about Club activities, updates, or celebrations; we encourage all parents/guardians to download this app and connect with their Club's Membership Coordinator to enroll in the appropriate Remind "class."**

It is the responsibility of the parent/guardian to assure their child is physically, mentally, and emotionally capable of properly functioning in the Clubs' interactive environment prior to enrolling in membership and during daily attendance. Therefore, the Club may act as a referral service for your family to other, more appropriate or supportive services, if such action is deemed necessary.

If you have concern for your child's participation in the Club after enrollment, you can request a conference at any time. Further, you are encouraged to spend a few minutes each week talking with the staff about the

program and your child. You may also call the Club to speak with the Unit Director about your concerns.

Parents/guardians are encouraged to participate in the daily programs, chaperone field trips, and be involved in the parent/family councils, as offered by their Club. Clubs are always looking for parents to volunteer, to assist in special events, and to go on field trips, as well as to supply food (such as cookies, juice, etc.) for Club member meetings and birthday parties. These food items must be store bought and in original sealed packaging. *Parents/guardians are allowed to volunteer one time before a background check is required.*

Non-Medical Emergencies

Emergency and evacuation procedures are posted in each room of the Club. Emergency and evacuation procedures are practiced on a monthly basis. For medical-related emergencies, please see the section below titled Medical Emergency or Illness.

Disciplinary Action Requiring Early Pick-up

Though hopefully rare, there may be times, when following the discipline policies shared below, that BGCS staff may require you to pick your child up from their Unit early. If this happens, staff will first attempt to contact the primary contact for the member to request pick-up within 60 minutes. If the primary contact is not available, staff will attempt to contact other contacts authorized for pick-up. If pick-up has not happened within 60 minutes, and other arrangements are not made with staff for pickup after 60 minutes, your child may be suspended for the full day following the incident.

Withdrawing from the Program

Parents should notify the Membership Coordinator in writing at least one week in advance if they wish to withdraw their child from the program; this will ensure that another child needing our services can be admitted to the program. We hope that all members' time at the Club is enjoyable and welcome the opportunity to discuss any specific incidents or reasons causing a parent to withdraw their child.

Member Policies

BGCS Member Behavioral Guidelines

Boys & Girls Clubs of Springfield's mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. As such, BGCS expects all members to uphold the behavioral guidelines shared below during their enrollment:

- 1. Members will treat each other, BGCS staff, and BGCS property with respect and will support the diverse cultural background, religious affiliation, sexual orientation, and gender identity of every BGCS staff and member.** Members will not bully, harass, threaten, talk back to, or be aggressive toward any BGCS staff or member or steal, abuse, or destroy property belonging to BGCS, its staff, or members.
- 2. Members will contribute to making the Club a safe, positive environment for all who enter the Club.** Members will not bring drugs, alcohol, or weapons into the Club.
- 3. Members will follow instructions and guidance provided by staff at all times.** Members will not leave their area or the Club without permission from BGCS staff.

4. **Members will be present and engaged while at the Club.** While teen members are permitted to use their cell phones during Club hours, they may do so only during planned “down times” and when there is not a guest speaker, program, or event.

BGCS staff will also make every effort to support our members fulfilling these expectations through behavioral support tactics, such as clear, patient, and repeated guidance; sticker charts; and behavior improvement plans.

Should a member choose to engage in behavior that does not fall in line with the above expectations, consequences will generally be issued as shown below. Note that, depending on the severity of the situation, any step below may be repeated or skipped altogether, at the discretion of the Unit Director.

1. Verbal warning or discussion with Area Staff
2. Documentation of incident or behavior and conference with parent/guardian
3. Suspension (from 1 day up to two Club weeks)
4. Expulsion (for the remainder of the school year/summer or in perpetuity)

Note: If members cannot use the member bathroom appropriately, then they will be dismissed from the program.

All incidents will be documented by BGCS Staff and parents/guardians are encouraged to communicate with their child’s Unit Director if they have any concerns. Behavioral concerns or consequences of or for one member are never shared with another member’s family.

Dress Code

Members should be adequately dressed for indoor and outdoor activities appropriate to the season. Specific requirements and restrictions are shown below:

- Outer clothing, backpacks, swimsuits, etc. should be labeled with the child's name.
- Children must have tennis shoes (without black soles), and shorts/sweatpants for gym activities.
- Children’s shoes must stay on their feet; thongs, sandals, shoes with wheels, and open-toe shoes are not acceptable.
- Clothing that exposes the chest, abdomen, genital area, buttocks, undergarments, or the legs above mid-thigh OR that advertise age-inappropriate materials shall not be worn in the Club or on field trips.
- Properly-fitting clothing is to be worn; oversized, extremely baggy clothing, sagging, or improperly-fitted clothing is not allowed.

Reminder: BGCS programs are active and your child will be involved in physical activities and arts and crafts programs. Your choice of clothing should be appropriate for active play; however, 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 communicate with your Unit Director if you need access to clothing, shoes, etc.*

Personal Belongings

BGCS is not responsible for member’s personal belongings. As such, we strongly encourage members to only bring essential items to the Club. BGCS will provide any and all required materials for activities and will provide cubbies or hooks where members can store personal belongings.

Members should especially refrain from bringing items such as:

- Electronics (cell phones, tablets, portable gaming systems etc.)
- Sports or billiards equipment (basketballs, footballs, pool cues, etc.)
- Blankets or sleepwear

If members are found with such items, the item may be confiscated and returned when their parent/guardian signs them out.

Dietary Procedures

BGCS serves meals and/or snacks on the following schedules:

School Year:

- Dinner: 4:30p-6:00p for all members at Henderson, Musgrave, Risdal, and Stalnaker Units
- Dinner provided by Springfield Public Schools upon after-school arrival at Sertoma, Fremont, and O'Reilly School-Based Units
- Snacks are also served afterschool based on availability
- NOTE: On School Out Days, lunch is provided between 11 am-12:30 pm and snack is 2:30-4 pm

Summer:

- Breakfast (Sertoma, Fremont, and O'Reilly Units) is served between 7:40a - 8:20a
- Lunch is served between 11a - 12:30p
- Snack is served between 2:30p - 4p

If your child has special dietary needs or restrictions, please inform BGCS staff of your child's need in writing and send special snacks for them.

Member Medication Administration

BGCS staff are not able to administer medication but may permit a member to self-administer under the following stipulations:

- The medication should be in the prescription or over-the-counter bottle, as applicable, and should include a maximum of **one week's dosage**.
 - The bottle should be clearly labeled with the child's name, name/type of medication, directions for giving (time and dosage), and the physician's name.
- The medication should be brought to the front desk and given to the Unit Director or Membership Coordinator.
- **Parents must fill out the applicable Medication Authorization Form prior to medication being taken at the Club.**

Health and Safety Policies

Boys & Girls Clubs of Springfield ***prohibits isolated one-on-one interaction*** between Club participants and staff or volunteers, including board members. This includes prohibiting one-on-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means. In order to provide a safe environment for all, Club staff are trained on appropriate physical and verbal interactions with Club members, on appropriate supervision ratios, and on policies for restroom usage and monitoring.

We need to be informed if your child has a known medical condition (asthma, diabetes, seizure disorder, allergies to cleaning supplies etc.). You will be required to have your child's physician fill out an **Individualized**

Care Plan, outlining what should be done if a problem should occur during program hours. Please make sure that any medication and appropriate information is available with written instructions for us to follow in the event of an emergency. Parents of the member will be called immediately in the case of a major accident or incident. In serious cases, the child will be taken to the nearest local hospital by emergency vehicle for treatment; parents will be called as soon as possible.

The BGCS staff is mandated by law to report child abuse and neglect to Children's Division. A report is required for any incident of child abuse and/or neglect. The person reporting does not need to witness actual abuse or neglect; he or she needs only suspect that this is occurring. Failure to report suspected cases of child abuse or neglect may result in disciplinary action.

All BGCS staff, volunteers or other representatives of this organization must report any suspected child abuse and/or neglect of Club members or program participants immediately. All such suspected reports must be made to appropriate state and/or local authorities. Program staff must follow the organization's procedures for reporting and notify the organization's Chief Executive Officer (CEO), the Senior Director of Safety (SDOS), and Vice President of Operations (VPO). The CEO, SDOS, and VPO shall ensure that proper reporting is made to the appropriate state and/or local authorities and shall execute the organization's Crisis Communication Plan, including reporting it as a Critical Incident to Boys & Girls Clubs of America within 24 hours of learning of the report. All employees and volunteers of BGCS shall undergo training as to what constitutes child abuse and neglect, the state and federal statutes defining child abuse and neglect, and how to properly report such cases.

Any staff or volunteer accused of child abuse or neglect will be fully investigated by authorities and this organization. In such an occurrence, contact with members and program youth will be restricted or constrained and/or the person in question suspended from employment or program participation pending the decision of the CEO and Board of Directors until such an investigation is concluded.

Staff are instructed to make every effort to prevent a member from getting into a car with a parent/guardian under the influence of drugs or alcohol. This includes the mandated reporting of parents/guardians who appear to be impaired by drugs or alcohol.

Please note that incidents such as member to member sexual misconduct, that require investigation by the Children's Division or Springfield Police Department, may result in suspension of Club member(s) until the investigation is complete.

Communicable Disease Policy

If a member shows symptoms of having a communicable disease, the BGCS will remove the member from the program areas and isolate the member in a designated area until a parent or designated guardian can be notified to pick up the member from the Club. We will also do periodic head lice checks.

Parents/guardians will be notified to pick up the child immediately if a child has any one of the following conditions:

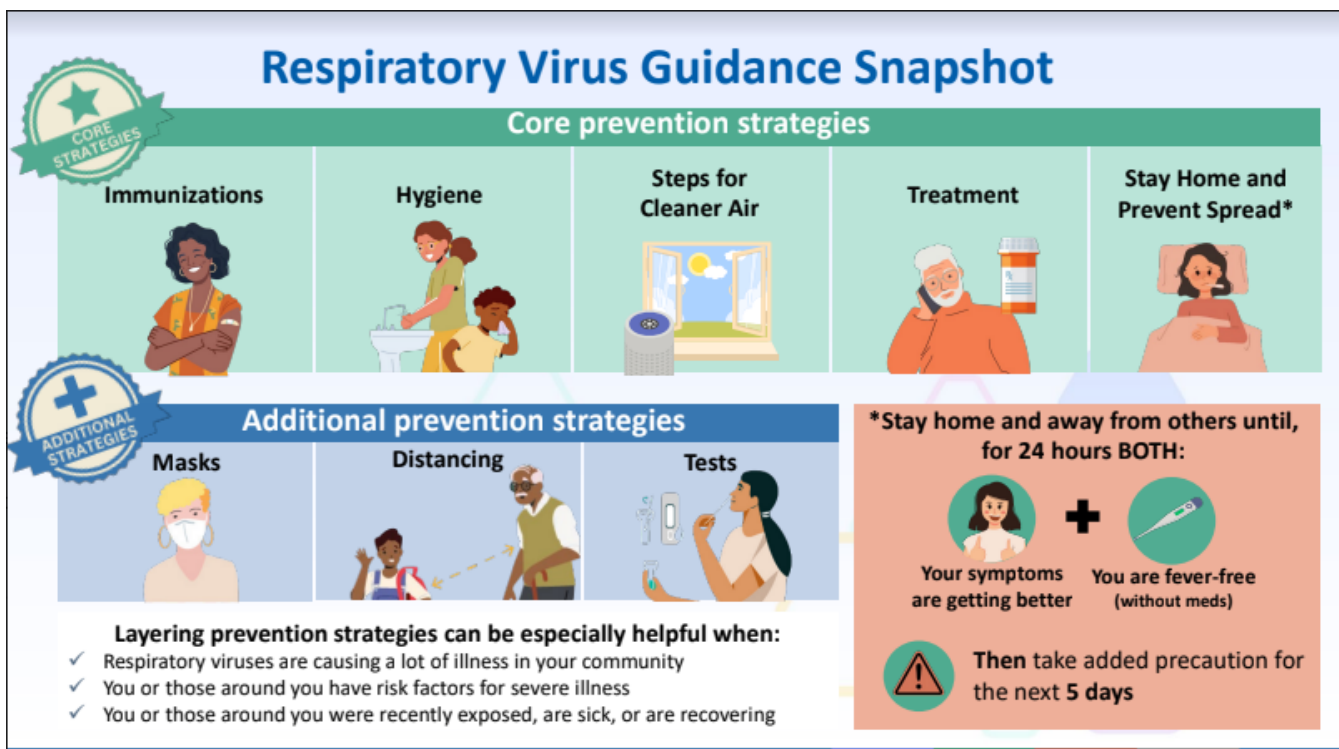
- Contagious disease
- Fever above 100.4 degrees Fahrenheit
- Vomiting or diarrhea
- Mouth sores with drooling
- Rash with fever or behavior change
- Eye drainage

- Unusual color of skin and eyes
- Head lice
- Pink eye, impetigo, chicken pox, scabies, and/or ringworm
- Accident requiring medical attention

Members should be kept home and away from others until symptoms are resolving and, if applicable, fever subsides for 24 hours without using fever-reducing medication.

A contagious member (or a member experiencing illness, head lice, or injury) will not be allowed to participate in Club activities until their illness, head lice, or injury have resolved. A letter from medical personnel supporting the member's recovery may be required for their return to Club programming.

In consultation with Springfield-Greene County Health Department, the Boys & Girls Clubs of Springfield will monitor Respiratory Virus conditions and make any necessary modifications.



Medical Emergency or Illness

If a member becomes ill at BGCS, they will be isolated from the other members. Parents/Guardians will be notified and asked to pick up the member as soon as possible.

In the event of a medical emergency or accident, staff (after attending to the child) will attempt to contact parents or legal guardians. If parents/guardians cannot be reached, staff will take whatever emergency medical measures necessary for the care and protection of the child. By signing the membership enrollment packet, you are giving the BGCS staff authorization to take emergency medical measures.

If a member should receive a minor injury, they will be given first aid and a parent/guardian will be notified to pick up their member.

Phone, Internet, and Computer Use

BGCS is not responsible for lost, damaged or stolen electronic communication devices. These items should be kept in backpacks or not brought to the Club at all.

The use of an electronic communication device such as a cell phone, or a similar “smart” device, is prohibited during club hours of operation for all Members under the age of 13, except in instances where permission is granted by staff. As mentioned above, cell phones or other electronic devices may be confiscated until parent/guardian pick-up if deemed necessary by Club Directors.

Members aged 13+ may use cell phones and similar devices ONLY during down times in programming and when there is not a guest speaker.

Cell phones and smart devices are not permitted to be used in restrooms.

The Club phones are reserved for business purposes; members will only be allowed to call home in the event of an emergency. A message may be delivered to a member, but members may not receive calls. Pick-up arrangements should be made prior to the member’s arrival at the Club.

BGCS’s computer network and Internet access are available to members to enhance their educational experience and become technologically literate in an increasingly technological world. Cyberbullying and other inappropriate use of BGCS technology will not be tolerated and will be subject to disciplinary actions as listed above under Member Behavioral Guidelines.

Additional Information and Waivers

Transportation Release

I give permission for my child to ride the Boys & Girls Clubs of Springfield’s bus transportation to and from school, home, field trips, and any other necessary travel for Club activities which may include travel to other Boys & Girls Clubs. I understand that all precautions will be taken for the safety of my child and I will not hold the BGCS, its officers, or volunteers responsible for any accident occurring during travel. I authorize the staff in charge to approve medical treatment for my child in the event of an emergency. I also understand that the Boys & Girls Clubs of Springfield reserves the right to call 911 to seek help for my child if they feel they are in immediate danger.

During the course of the day we sometimes leave the building for non-scheduled activities and/or go to another Boys & Girls Club for an activity. In these situations, we do not travel far so your child may quickly be returned to the building if you need to pick them up.

Fees/Payments

- Membership and program fees payment plan must be set up in advance of service in order to retain membership. **Note:** Membership fee is non-refundable.
- Your past balances need to either be paid in full or included in your payment plan.
- In order to ensure enrollment, families' accounts must be current; there may be no more than three weeks lapsed between last payment made and current date of programming.
- Scholarships may be available; discuss options with your Unit Director or Membership Coordinator. In order to be considered for a scholarship, you must pay the membership fee.

Membership

I understand that if membership is revoked, no refund will be awarded. I understand that the Boys & Girls Clubs of Springfield do not accept responsibility for lost/damaged property. I hereby release the Boys & Girls Clubs of Springfield, its employees, associates, and contributors from liability from any injury incurred by my son/daughter while participating. I further understand that the Boys & Girls Clubs may not be able to prevent my child from eloping, which means if my son/daughter leaves without authorization, the Boys & Girls Clubs of Springfield is not responsible; however, the primary contact will be notified. The Boys & Girls Clubs of Springfield is not a state-licensed child care facility.

Expectations for Parents/Guardians

We recognize an important part of our program's success is the support we receive from parents/guardians. A strong partnership must exist between the Club staff and the family in order for us to continue to be a safe and positive place for members to learn and grow.

Through this partnership, parents/guardians are expected to:

- Maintain open communication with the staff, informing us of any behavioral concerns or accomplishments.
- Respond as quickly as possible when members need to be picked up (upon closing time, as a consequence for behavioral issues, or in case of injury or illness).
- Acknowledge and support our discipline and conflict resolution philosophy and our Behavioral Support Policy.
- Approach conflict with staff and/or other parents in a manner that is respectful and is not witnessed by members or other children.
- Acknowledge that all youth members under the age of 15 must be signed out by an authorized adult to better facilitate communication between Club staff and parents.
- Refrain from any physical punishment of children or verbal attacks of children on Club property.

Parents/Guardians can expect from Club staff:

- Open communication regarding members' challenges and accomplishments.
- Phone call or letter home informing parents/guardians of any incidents that might be of concern.
- Members will be treated with dignity and respect and will be given every opportunity to succeed within the parameters of the Club rules.
- Every effort will be made to ensure that Club members are safe and experience success.
- Up-to-date information regarding field trips, programs, and events is provided.

Programs

The Boys & Girls Clubs of Springfield offers programs, which enhance learning in character and leadership development, education and career opportunities, sports, fitness and recreational development, as well as, health and life skills. During Program Hours, youth will be asked to participate in program activities. Some of these activities will consist of:

- Games
- High Yield Learning activities
- Field Trips

There are NO refunds on field trips unless the trip is canceled or rescheduled by the Boys & Girls Club. This means if you have signed up your child for a field trip and you are NOT able to attend, there will be no refund as we have already processed the necessary paperwork and fees to implement the field trip.

- Completing questionnaires and/or surveys
- Participation in groups and group processes
- Sharing information with schools about academics, health, behavior and attendance

Healthy Lifestyles

As a part of our Healthy Lifestyles Programming, members are given the opportunity to engage in targeted, age-appropriate programs that highlight a number of healthy living components.

SMART (Skills Mastery and Resistance Training) Moves

The SMART Moves program is a nationally acclaimed prevention program that exposes members to various activities designed to hone their decision-making and critical-thinking skills, as well as learn how to avoid and/or resist alcohol, tobacco, methamphetamines, other drugs, premature sexual activity, changes in the body, peer pressure, bullying, and sexuality.

Topics for ages 6-9: Family, Relationships, Bullying, Body Image and Change, Drugs, Alcohol, Methamphetamines, Problem Solving, Feelings

Topics for ages 10-12: Community, Making Choices, The Media, Body Changes, Role Models, Bullying, Peer Pressure, Methamphetamines, Drugs, Alcohol, HIV/AIDS

Topics for ages 13-15: Goal Setting, Peer Pressure, Relationships, Bullying, Friendships, Feelings, Desires, Changes, Drugs, Alcohol, Methamphetamines, Sexual Pressures, Abstinence, Contraception

Journeys: Paths to Adulthood

Journeys is a targeted identity exploration program built to give young people the space, support and tools they need to navigate the journey of adolescence as they grow to emerge as strong, healthy young adults. Journeys is meant to help young people reflect on their own sense of self in relation to aspects of their identity. Clubs support identity development in all kinds of interactions and experiences, but because adolescence is a key milestone for identity formation, this targeted program is intended for young people ages 10-14. Providing young people with the support they need during these formative years helps them develop healthy attitudes and lifestyles that they will carry into adulthood.

This targeted program:

- Allows for framing and exploration around all parts of a young person's identity including race, ethnicity and gender.
- Builds essential social-emotional skills that support identity development
- Incorporates reflection questions that connect session topics to larger themes
- Features youth-centered learning to encourage participation

- Facilitates intentional relationship building between youth via community builders and activities

By participating in Journeys, young people will:

- Consider how they define themselves and determine their personal values
- Reflect on how they express their various identities
- Compare the social norms and messages they receive about various identities and reflect on how these influence their self-perception and perceptions around other identities
- Understand puberty and how changes that occur during this process can influence their perception of their own identities
- Develop their self-esteem, emotional expression and coping strategies as tools to support them during adolescence.
- Consider how their individual identities contribute to the larger complex community

Diversity, Equity, Inclusion

It is part of our broader mission as an affiliate of Boys & Girls Clubs of America to ensure every young person has access to quality out-of-school time opportunities where they are physically and emotionally safe, healthy and develop the leadership skills they need on their path to a Great Future. Boys & Girls Clubs of Springfield is committed to promoting diversity, equity, and inclusion for all members of our Clubs and community and, as such, we support all youth and teens – of every race, ethnicity, gender, gender expression, sexual orientation, ability, socio-economic status, and religion – in reaching their full potential. While engaged in quality programming, your child may participate in celebrations including, but not limited to, Black History Month, Women's History Month, Pride Month, and Juneteenth.

Technology

I give permission for my child to use the Boys & Girls Clubs of Springfield Technology Program; including, but not limited to computers, printers, software, the Internet, database access, and audio-visual equipment. Parents/guardians should discuss with their child the importance of following the rules and accept responsibility for the repair/replacement costs due to the child's negligence or destructive behavior.

Welcome to the Boys & Girls Club Family!