

# Parent & Guardian Handbook

Summer 2024  
(Updated March 2024)

**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 8am-5pm Monday through Friday. Boys & Girls Clubs of Springfield (BGCS) will be closed on the following holidays: New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve, Christmas Day, and New Year's Eve. **BGCS is closed on Thursday, July 4 and Friday, July 5, 2024.**

Our summer hours of operation are shown below. **Please do not drop off members any earlier than our summer program start times as our buildings are NOT open or unlocked for families until our program starts.**



# 2024 SUMMER DAY CAMP

Discuss Scholarship Opportunities with your Club's Director

## HENDERSON UNIT

**Hours:**

7:30 AM-5:30 PM

**\$10 membership fee**  
**\$55 weekly program fee**  
**\$50 optional field trip fee**  
**Teens: \$10 membership fee only**

835 W Calhoun St  
Springfield MO 65802

## MUSGRAVE UNIT

**Hours:**

7:30 AM-5:30 PM

**\$10 membership fee**  
**\$55 weekly program fee**  
**\$50 optional field trip fee**  
**Teens: \$10 membership fee only**

720 S Park Ave  
Springfield MO, 65802

## STALNAKER UNIT

**Hours:**

7:30 AM-5:30 PM

**\$10 membership fee**  
**\$55 weekly program fee**  
**\$50 optional field trip fee**  
**Teens: \$10 membership fee only**

1410 N Fremont Ave  
Springfield MO, 65802

## O'REILLY UNIT

**Hours during Explore!:**

3:00-5:30 PM

**Hours after Explore!:**  
7:30 AM-5:30 PM

**\$10 membership fee**  
**\$35 weekly program fee**  
**\$25 optional field trip fee**

**Specific Schools**

**ONLY:**

Watkins

Williams

2205 W Kearney St  
Springfield MO, 65803

## FREMONT UNIT

Fremont Unit will be **CLOSED** at Fremont Elementary School for Summer 2024.

Fremont students will register for Fremont Unit but attend Stalnakar Unit location at the address below.

**Hours:**

7:30 AM-5:30 PM

**\$10 membership fee**  
**\$50 for full summer fee**  
(21CCLC grant requirement)  
**\$50 optional field trip fee**

1410 N Fremont Ave  
Springfield MO, 65802

## SERTOMA UNIT

**Hours during Explore!:**

3:00-5:30 PM

**Hours after Explore!:**

7:30 AM-5:30 PM

**\$10 membership fee**  
**\$35 weekly program fee (Explore)**  
**\$55 weekly program fee (after Explore)**  
**\$25 optional field trip fee**

**Specific Schools ONLY:**

Sherwood

Jeffries

Mann

2524 S Golden Ave  
Springfield MO, 65807

## MCGREGOR UNIT

**Hours during Explore!:**

3:00-5:30 PM

*At McGregor Elementary*

**Hours after Explore!:**

7:30 AM-5:30 PM

*At BGCS Musgrave Unit*

**\$10 membership fee**  
**\$35 weekly program fee (Explore)**  
**\$55 weekly program fee (after Explore)**  
**\$25 optional field trip fee**

**Specific Schools ONLY:**

McGregor

Westport

1221 W Madison St  
Springfield MO, 65806

## Explore Dates:

**June 3-June 28**

**BGCS Summer Day Camp:**

**June 3 - August 9**

## Details:

**Lunch and snack served to all members**

**The Club Experience includes:**

A safe, positive environment, supportive relationships, unique opportunities, recognition, and FUN.

# GREAT FUTURES START HERE.

## **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.
- Has completed a membership packet and paid membership fee and at least one weekly program fee prior to attendance.
  - Scholarships may be available; please discuss payment arrangements and scholarship opportunities with the Unit Director.
- Has attended a Summer 2024 Parent Orientation (discuss opportunities with Unit Director).

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.

Members receive a Club Card upon enrollment and are encouraged to keep this with them at all times or memorize their number for input into the Club's Member Tracking System. A replacement card may be issued for \$1.

## **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.

Additionally, teen members have access to college and career programs such as Diplomas 2 Graduation, Career Launch, and Youth Employment Opportunities. College scholarships may also be offered to Club members. If you have questions about opportunities for teens, please contact the Director of Teen Services.

### **Field Trips**

For Clubs offering summer day camp, field trips will occur and a **Field Trip fee** will be collected prior to members participation. ***This field trip fee is optional for parents who want their child(ren) to participate.***

## **Parent Policies & Procedures**

### **Release of Children**

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

*Note:* If there is a parent that 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 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 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).

### **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 shared in the table below is observed. 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.

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

### 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, many of our Clubs use 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 are encouraged to participate in the daily programs, chaperone field trips, and be involved in the parent advisory board, 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. *Parents 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)

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:

Summer:

- Lunch is served between 11 am - 12:30 pm
- Snack is served between 2:30 pm -4 pm

School-Year

- Dinner: 4:30-6:00p for all members at Henderson, Musgrave, and Stalnaker Units
- Snack: upon after-school arrival at Sertoma, O'Reilly, McGregor, and Fremont Units

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 the Division of Social Services. 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) or the Director of Safety & Compliance (DOSCC). The CEO and DOSCC 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 under the influence of drugs or alcohol. This includes the mandated reporting of parents who appear to be impaired by drugs or alcohol.

## **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.

The parent 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 during the summer and make any necessary modifications.

**Respiratory Virus Guidance Snapshot**

**Core prevention strategies**

- Immunizations**: Illustration of a woman with a vaccine vial.
- Hygiene**: Illustration of a woman washing her hands at a sink.
- Steps for Cleaner Air**: Illustration of an open window with a fan and a sun.
- Treatment**: Illustration of a man on a phone next to a pill bottle.
- Stay Home and Prevent Spread\***: Illustration of a woman holding a thermometer.

**Additional prevention strategies**

- Masks**: Illustration of a woman wearing a face mask.
- Distancing**: Illustration of two people with a dashed arrow indicating distance.
- Tests**: Illustration of a woman using a nasal swab test kit.

**Layering prevention strategies can be especially helpful when:**

- ✓ Respiratory viruses are causing a lot of illness in your community
- ✓ You or those around you have risk factors for severe illness
- ✓ You or those around you were recently exposed, are sick, or are recovering

**\*Stay home and away from others until, for 24 hours BOTH:**

- Your symptoms are getting better
- You are fever-free (without meds)

**Then take added precaution for the next 5 days**

### 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 for in instances in which permission is granted by staff. As mentioned above, cell phones or other electronic devices may be confiscated until parent 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.

**Welcome to the Boys & Girls Club Family!**