



Membership Handbook

Revised
Jan. 2019

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Boys & Girls Club of Detroit Lakes Hours of Operation and Contact Information

Mission Statement

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

HOURS OF OPERATION

School Year Program

September through May
Monday-Friday
2:30 pm to 6:30 pm

School Day Out

Dates and times vary. Please ask Club staff or check postings at the Club for specific information.

Summer Program

June through August
Monday-Friday
7:30 am to 5:00pm

CLUB INFORMATION

Address

P.O. Box 83
150 Richwood Road
Detroit Lakes MN 56502-0083

Important Numbers

(218) 847-5700 Main Line
(218) 847-1897 Fax Line
41-0871442 Federal Tax ID #

Stay Connected

Website: www.bgcdl.org
Facebook: Boys & Girls Club of Detroit Lakes

STAFF CONTACT INFORMATION

Executive Director	Patrick Petermann	pat@bgcofdl.org	(218) 847-5700 Ext. 1
Program Director	Tami Skinner	tami@bgcofdl.org	(218) 847-5700 Ext. 2
Club Front Desk	Kim Samuelson	kim@bgcofdl.org	(218) 847-5700 Ext. 0
Family Resource Specialist	Alyssa Hoskins	alyssa@bgcofdl.org	(218) 847-5700 Ext. 5

Boys & Girls Club of Detroit Lakes is a funded program of the United Way of Becker County.

Boys & Girls Club of Detroit Lakes is an equal opportunity employer and service provider.

Our Pledge to You

The mission of Boys & Girls Club is “to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.” We accomplish this mission by providing outstanding after school and summer programming to children between the ages of 5 and 18. Our programming is structured, meaningful, and relevant. It is designed to build self-esteem and allow your child/ren to develop and succeed academically, socially, and civically. The efforts of staff, parents, guardians, volunteers, board members, concerned citizens, schools and other local agencies come together to provide opportunities for children to gather skills and experiences that will help them live full, satisfying, and productive lives.

There are four key principles to our strategy. We believe that when we provide these, that children thrive. We provide each child who visits our Club with:

- **a sense of competence**, because young people feel proud and confident when they acquire new skills and know they can do something and do it well.
- **a sense of usefulness**, because when young people know the satisfaction of doing something of value for others they feel valuable.
- **a sense of power and influence**, because when young people know that their opinions are heard and valued, they develop their own voice and be confident about sharing it with others.
- **a sense of belonging**, because when young people know they are welcome and feel that they fit in and are accepted, they feel safe and happy.

Our programming is focused around a tool called the Formula for Impact. Generally, the Formula for Impact means that when we combine young people who need us most with an outcome-driven Club experience that the result will be priority outcomes. The outcomes we work hard each day to provide to our members include:

- **Academic success.** We want our members to graduate from high school ready for college, trade school, the military, or employment. To accomplish this, we offer homework help and tutoring (e.g. Power Hour, Targeted Services, Boosters) and curriculum-based programming (e.g. Goals for Graduation, Career Launch, etc.). We believe that good communication and partnerships between Club members, parents, Club staff, and schools will help our children progress academically.
- **Good character and citizenship.** We want our members to be engaged citizens involved in the community. We want them to register to vote and model strong character. By offering Club members with opportunities to learn and contribute (e.g. Torch Club, Junior Staff, partnerships with 4-H, activities at local senior living facilities, clean-up days, etc.) we help them find ways to engage with others in a way that is meaningful to them.
- **Healthy lifestyles.** We want our members to adopt a healthy diet, practice healthy lifestyle choices and make a lifelong commitment to fitness. Many of our programs and activities (e.g. SMART Moves, Goals for Growth, Money Matters, Triple Play, Crazy Kids Cooking, etc.) are geared toward helping our members develop social skills and healthy habits that will help them be healthy and successful.

We know that the level of impact a Club has on its young people depends on the success it has implementing the following elements. Our professional, trained staff strives to make sure that these are a part of each and every day for all of our members:

- **A safe, positive environment.** The Club is a safe haven where members feel physically and emotionally secure at all times.
- **Fun.** The Club facility, staff, and programs offered create a welcoming, positive environment that allows members to engage in play, enjoy their play time and be happy and eager to come to the Club.
- **Supportive relationships.** The Club ensures that every young person feels connected to one or more adults and has friendships with peers.
- **Opportunities and expectations.** Club staff and programs consistently communicate the expectation that every child has the potential to excel, be productive and succeed at the Club and in life.
- **Recognition.** The Club takes every opportunity to recognize and validate Club members' achievements and accomplishments.

Non Discrimination Statement

The Club is an equal opportunity employer and service provider. Although we work diligently to provide an exceptional experience for all children who come to us, the Club environment is not suitable for every child. Our programming is group-oriented and our staff is responsible for caring for many children at once. If your child requires one-on-one attention or special/advanced care, the Club may not be equipped to meet the needs of your child.

How We Partner with You and Your Child

Parents, guardians, Club staff and our Club members together all play a vital role at the Boys & Girls Club. It is important that parents or guardians be involved with the growth and development of their child. You are the primary role model in your child's life. By being involved with your child, you instill moral values, gain trust, and share love. Our staff is available to support your child and you. Together, we can help children discover the greatness that lies within them.

The following table outlines what you can expect from our organization and its staff as well as what we expect from our Club members and from you as the parent or guardian of a Club member. We believe that if we all work together and communicate according to these guidelines, each of our Club members will have a phenomenal experience at our Club, so much that they will find success in many areas of their lives.

Mutual Expectations for Club Staff, Parents/Guardians & Club Members

	Club Staff	Parents/Guardians	Club Members
Respect	<ul style="list-style-type: none"> • Lead by example • Be friendly, open, and available to Club members and parents 	<ul style="list-style-type: none"> • Inform the Club of issues or concerns you may have • Honor Club hours of operation • Dress and speak appropriately while at the Club 	<ul style="list-style-type: none"> • Behave with a sense of personal dignity and integrity • Act in a way that does not disrupt other Club members or programs • Follow Club rules • Use Club equipment and facilities as intended
Caring	<ul style="list-style-type: none"> • Provide a safe, positive environment at all times • Build and maintain supportive relationships with youth • Be present and thoughtful in interactions with members and parents 	<ul style="list-style-type: none"> • Share information with Club staff that will help them interact successfully with your child • Make sure your child brings their belongings home with them at the end of each day 	<ul style="list-style-type: none"> • Be patient with others • Help others as they need it • Take your turn and make sure that others also get fair turns with games and activities
Responsibility	<ul style="list-style-type: none"> • Create a sense of belonging for members and families • Deliver top-notch programming that addresses academic success, good character and leadership, and healthy lifestyles • Provide professional, trained, and caring staff 	<ul style="list-style-type: none"> • Make sure your child has everything they need for their time at the Club • Come inside when dropping off or picking up your child • Provide a safe ride home • Keep your child's membership and your account with the Club current 	<ul style="list-style-type: none"> • Check in at the front desk when you arrive at the Club • Help set up or clean up Club areas that you use • Let staff know if you have any concerns or issues • Check out at the front desk when you leave the Club
Citizenship	<ul style="list-style-type: none"> • Facilitate the development of citizenship by providing opportunities to help others and/or volunteer at the Club and in the community 	<ul style="list-style-type: none"> • Get involved in Club activities or events by volunteering or chaperoning if you are able to 	<ul style="list-style-type: none"> • Take advantage of opportunities to get involved in Club activities and events and throughout the community
Trustworthiness	<ul style="list-style-type: none"> • Keep family and personal information confidential • Follow through with questions or concerns that may arise 	<ul style="list-style-type: none"> • Provide accurate information in your child's membership application • Notify Club staff if there are changes to contact information, emergency contacts, etc. as soon as possible 	<ul style="list-style-type: none"> • Show honesty with other Club members, Club staff, and your parents/guardians • Play by the rules set by Club staff • Leave the belongings of others alone

Parental Access

Parents or legal guardians must be allowed access to their child at any time while the child is in care. At the Club, we invite and encourage families to go to their child at pick up time, we schedule open houses each year where the families are encouraged to spend time at the Club playing together before they leave. Family events are also planned throughout the year to encourage families to spend time at the Club.

Membership Required

Being a member of something develops a sense of belonging and ownership. Each child who attends Boys & Girls Club must be a member. A membership enrollment packet must be completed and signed by a parent or guardian at the start of attendance, and each parent or guardian must either attend a scheduled Club orientation session or meet with the Program Director and/or Unit Director and/or Executive Director for orientation. Membership is open to youth between the ages of 5 and 18. A membership fee is due at the time of enrollment and every twelve months thereafter. Memberships are not transferrable to other Boys & Girls Clubs and are only valid at the Club where the application was submitted and the membership fee paid. Membership fees are non-refundable.

Club Operations

Club hours are listed at the front of this booklet and posted at the Club. Generally, the Club is open Monday through Friday afterschool during the school year and weekdays during the summer. However, there are exceptions to this due to national holidays, school days out, weather closings, and other events. If you have questions about our schedule or hours that we are open, please call Club staff.

Professional Staff

The Boys & Girls Club has a professional staff comprised of full-time and part-time employees as well as volunteers. All staff members and volunteers are required to pass a background check before having one-on-one contact with our members. In addition, Club staff have received first aid, CPR, and AED training.

School Day Out Programming

The Club follows the school year calendar, so when school is cancelled or closed due to weather or other reasons, the Club is also closed. Prior to scheduled school breaks (e.g. MEA, winter break, spring break), the Club will inform families whether or not the Club will be open for school day out

programming. Information about school day out programming will be available from Club staff and will be posted at the Club. When the Club is open for school day out programming, we provide breakfast, lunch, and a snack to all children attending.

Summer Programming & Payments

Our Club is open during the summer with a full schedule of programming, field trips, service projects, and fun. Summer registration is held each April. Information about programs offered, planned field trips, community partnerships, etc. is available from Club staff. Our Club provides breakfast, lunch, and a snack to all children each day during summer programming. The Club charges a flat fee per day per child for summer programming regardless of time spent at the Club. Fees are paid for only those days that a child attends. Additional fees may be required for some field trips, but most of them are free.

Parents are responsible for keeping their summer fee account current. Billing occurs every two weeks throughout the summer. We accept debit or credit card payments, checks, money orders, and cash (exact amounts only, please). We can also assist you in setting up automatic ACH payments directly from your bank account. If you qualify for assistance, you are responsible for paying the Club any portion of your summer fees that are not covered by assistance.

Scholarships

Scholarships for memberships and/or summer fees may be available from the Club but are generally very limited. Scholarship forms are available from Club staff and must be completed by the parent or guardian of the child for whom assistance is needed. An application for child care assistance must be submitted prior to application for a Club scholarship. Scholarships will be awarded on a first-come, first-served basis based on a variety of factors including financial need.

Transporting Children

Bus drivers must pass a background check, be a licensed driver in good standing with the appropriate license for the vehicle, and listed on the Club insurance policy. Drivers are prohibited from using cell phones while driving.

Staff are not to transport children in their personal vehicle.

Buses are routinely cleaned and maintained. Rider logs are kept, cursory safety checks are completed before each trip, routine mechanic checks are completed.

Passengers must remain in their seat at all times. Voices should be kept to a conversation level with no loud yelling or screaming. There should be no food eaten on the bus.

The Club complies with all seat belt requirements. Parent/guardian must approve permission to transport on the “Permission, Release of Information, Assurances, & Release of Liability” form at the time of enrollment.

The staff will work with the child and family if there are behavior issues on the bus, but the Club has the right to refuse transportation with limited notice if the safety of the passenger or others is jeopardized.

Field Trips

The Boys & Girls Club provides many field trip opportunities to members, particularly during the summer months. Club staff arrange many opportunities for Club members to tour local businesses, visit senior living centers, attend swimming or golf activities, complete service projects, and much more. Supervised transportation to and from field trips is provided by the Club.

Club staff provide opportunities for every child who wishes to attend field trips to have opportunities to do so in the fairest manner possible. Club rules extend to field trips. Club members should keep in mind that when they are part of a Boys & Girls Club field trip group they are representing the Club and conduct themselves in a responsible and respectful manner.

Pick Ups by Other People—Authorized or Not Authorized

The Club will only release your child/ren to a person authorized to pick them up. Please provide the Club with the names of individuals authorized to pick up your child/ren on your behalf.

Club staff does maintain a list of individuals you have authorized, but in the event of a last-minute proxy pick up, please call the Club and notify staff who will be picking up your child/ren.

If there are individuals who are not authorized to pick up your child/ren, please provide the Club with the names of those individuals as well as whether or not a court order or other legal reason exists for why the individuals are not allowed to pick up your children. If you have legal documentation (e.g., court restraining order, custody order), please provide a copy to Club staff.

In the event a person who is not expressly authorized to pick up requests to leave the Club with your child/ren, Club staff will call you. If we are unable to reach you, we will notify the individual that we are unable to release your child/ren to their care without your consent. If the unauthorized individual attempts to leave the Club premises with your child/ren, Club staff will notify law enforcement immediately.

Late Pick Up

Our hours of operation are listed in the front of this booklet and posted at the Club. It is very important that you pick up your child/ren before our facility closes at the end of the day. If you are late and fail to contact Club staff to make arrangements and/or if the Club cannot reach you after thirty minutes of the Club's closing, Club staff will notify law enforcement.

Exclusion of Sick Children and Infectious Disease Outbreak Control

Members who come to the Club sick or if a child becomes ill at the Club, the child will continue to be supervised but will be isolated from the group and the parent/guardian will be notified immediately to pick up the child. Isolation does not necessarily mean a separate space; it means the child is not actively participating in activities with other children while waiting to be picked up. Any and all suspected transferrable infestations or transmittable diseases, including but not limited to lice, chicken pox, pink eye, etc., will be addressed fully and in the following manner: parent/guardian will be contacted immediately to remove the child and proof of treatment from a doctor and approval from the Program Director and/or Unit Director and/or Executive Director must occur for the child to be allowed to rejoin Club programming. Notice will be posted at the front desk of any exposure to contagious, reportable diseases.

Injury

Parents/guardians will be notified immediately if their child is injured at the Club and requires medical attention. In the event that we cannot reach the parent/guardian and immediate medical attention is necessary, Club staff will make every effort to ensure that proper aid is provided. Permission to seek emergency medical treatment is included in the Club member's "Permission, Release of Information, Assurances, & Release of Liability" form.

It is very important that we have current contact information including your phone number and the numbers of any alternate emergency contacts at all times. Please make sure this information is kept up to date.

Administration of Medications

We require your written consent to administer any prescription medication to a child. All medication must be in its current, original container with legible label stating child's first and last name. Medication will not be given to anyone other than who is named on the label, and it will not be given if it has an expired date. Staff will document medication distributed on the proper form that includes: the child's first and last name, name of medication or prescription number, date,

time and dosage, and the initials of who administered the medication. Any medication provided will be stored in a proper location, in its original container, accessible only to Club staff.

Over-the-counter medication, including ibuprofen or Tylenol, will not be administered to your child by our Club staff without parent/guardian's written consent. If the child uses an over-the-counter medication on their own, parent/guardian must inform the staff.

Food Allergies & Special Diets

During the school year a light afternoon snack and/or meal is provided. During school days out and summer program months we will provide breakfast, lunch, and a light afternoon snack. If a child has known allergies, it is posted in the kitchen. If a child brings a lunch from home, staff must check for food items containing tree nuts/peanuts or food items processed in a plant that manufactures them. A child with allergies can opt to sit at a space kept open for children with allergies. To protect the safety of Club members, we ask that members DO NOT bring food items containing tree nuts/peanuts or food items that were processed in a plant that manufactures them.

Preventing and Responding to Allergies or Medical Conditions

At the time of enrollment, any known allergies or medical conditions must be reported to the Club along with an action plan completed by the parent/guardian. At the annual safety meeting, staff are informed of all confidential member information and emergency procedures. Any updated information is shared with staff and documentation of the shared update is kept in the binder. Staff are informed of all Club members with severe allergies or medical conditions, location of medications and given a copy of the action plan. A list of food allergies is posted in the kitchen. Medications must go on any field trips with the child and a list of Club members with allergies and action plans are included in the field trip emergency binder.

Sunscreen

During the summer months, parents are encouraged to apply sunscreen on their children prior to bringing them to the Club. Parents may also send sunscreen with their child to keep at the Club for use throughout the day. Please label any sunscreen sent with your child. Permission is required from you for your child to apply sunscreen on him/herself.

Dress Code

Club members, parents, guardians, staff, and visitors are expected to respect the Club's dress code. Please be sure your child is dressed appropriately for outdoor, seasonal, and creative artistic

activities. We recommend members wear athletic shoes. The following attire may not be worn at the Club: see-through or mesh clothing, clothes that expose the midriff, halter tops, biking shorts, short shorts, tight-fitting or revealing apparel. Undergarments must be covered. Clothing and/or accessories that advertise or depict substances that are illegal for children (drugs, alcohol, tobacco products, etc.) or which are otherwise inappropriate (profanity, sex, obscenities, violence, gang-related, etc.) are also not allowed. Shoes must be worn at all times.

Personal Belongings

The Boys & Girls Club is not responsible for any personal belongings that are lost, left behind, or stolen at the Club. Personal belongings brought to the Club (including coats, snow pants, boots, clothing, backpacks, books, etc.) should be clearly marked and placed in the coatroom/storage area. Members must take all projects and personal belongings home with them each day. A lost and found area is located near the entrance. Parents should feel free to search there for misplaced items.

Parents and Club members are strongly encouraged to leave any items of value (including electronic devices such as laptops, tablet devices, cell phones, personal video games, MP3 players, etc.) at home. If it is necessary for your child to bring such an item to the Club, it should be left with Club staff at the Club's front desk. Boys & Girls Club staff reserve the right to search personal belongings when there is reasonable cause to do so.

Use of Technology

As a member of the Boys & Girls Club, your child will have access to our computer lab and homework areas where there is internet access. While computer use is supervised and precautions are in place to prevent Club members from accessing inappropriate internet sites, it is possible that he or she may do so. If such sites are accessed intentionally, computer privileges may be suspended.

Once more, we strongly encourage that electronic devices be left at home because the Club cannot be responsible for damaged, lost, or stolen items. If Club members do bring such devices to the Club, use of them is at the sole discretion of Club staff. This includes the use of cell phones by Club members. Club members are prohibited from taking or sharing photos, videos, or audio on personal devices while participating in Club programming.

Telephone Use

The Boys & Girls Club phone is a business phone. Club members cannot receive phone calls while they are at the Club. If you must reach your child, a message can be left with Club staff that will be delivered to your child. Members may only use the Club phone to call parents or guardians in an emergency.

Similarly, the use of personal communication devices (e.g., cell phones) by Club members during Club activities is discouraged. Club members needing to make or receive calls or text messages on personal devices while they are at the Club must notify club staff before doing so. Any use of personal devices is at the sole discretion of Club staff.

Movies, Television & Video Games

Occasionally the Club will view movies, television, or videos. In addition, Club members will have access to video games in the computer lab or on a game console in our gamesroom. Only movies, television programming, videos, and video games that are age-appropriate and free from profanity, nudity, violence, gore, etc. will be allowed.

Conduct Management of Club Members

The Boys & Girls Club is designed to enrich and educate children. It is designed to be a positive and safe place for all children who attend. Our Club staff is committed to helping children address conflicts, make good choices, develop positive behavior, and improve behavior that needs improvement. However, misconduct sometimes occurs. When it does, Club staff will respond in a manner that diffuses the situation, is respectful of the Club member(s) involved, and seeks positive resolution of the issue. The Boys & Girls Club is committed to providing guidance to youth that aids them in developing good social skills that will help them be successful as young adults. Club staff will make every effort to help a child change his or her behavior, but it is the child who is ultimately responsible for his or her conduct.

When misconduct occurs that puts the safety and wellbeing of other children and/or staff at risk or when misconduct has other adverse effects on others, Club staff may impose consequences such as timeout, loss of Club privileges (e.g. computer lab, field trips, etc.), and/or other consequences up to and including suspension from the Club. If Club staff decides that consequences are necessary, they will be considered and implemented in a manner that is fair and respectful. In the event of Club suspension, the Program Director and/or Unit Director and/or Executive Director will meet with you and your child to discuss the misconduct, the consequences, and a plan for improving conduct.

In the event of serious misconduct of any kind, the Club reserves the right to notify parents or guardians and require that they remove their child from the Club immediately.

Although we work diligently to provide an exceptional experience for all children who come to us, the Club environment is not suitable for every child. Our programming is group-oriented and our staff is responsible for caring for many children at once. If your child requires one-on-one attention or special/advanced care, the Club may not be equipped to meet the needs of your child.

Safe Haven

The Boys & Girls Club puts a very strong value on the safety of its Club members. Because of this, we are firm about protecting our Club members from potential danger.

Weapons and/or other items which may cause fellow Club members or others harm are not permitted at the Club at any time. Everyone is expected to report any weapon or misconduct to a Club staff member immediately.

If a Club staff member suspects that a person picking a child up from the Club is under the influence of drugs or alcohol, Club staff will request that another person pick up the child and the other person. If the person is uncooperative with Club staff, Boys & Girls Club will contact law enforcement.

Mandatory Reporting of Suspected Child Abuse or Neglect

The Boys & Girls Club is mandated under Minnesota Statute 626.556 to report any suspicion of child neglect or physical or sexual child abuse. If any Club staff member, volunteer, or board member has a reason to suspect that a child attending the Club is being physically or sexually abused or neglected, a report will be made to the county social services department as required by law.

External Partnerships

The Boys & Girls Club believes that partnerships with other agencies, organizations, businesses, and our schools are instrumental in helping our Club members thrive. At times, external partners may work together with the Club to provide programming and activities for your child.

Permission to exchange information is included in the Club member's "Permission, Release of Information, Assurances, & Release of Liability" form.

Building and Physical Premises; Free of Hazards

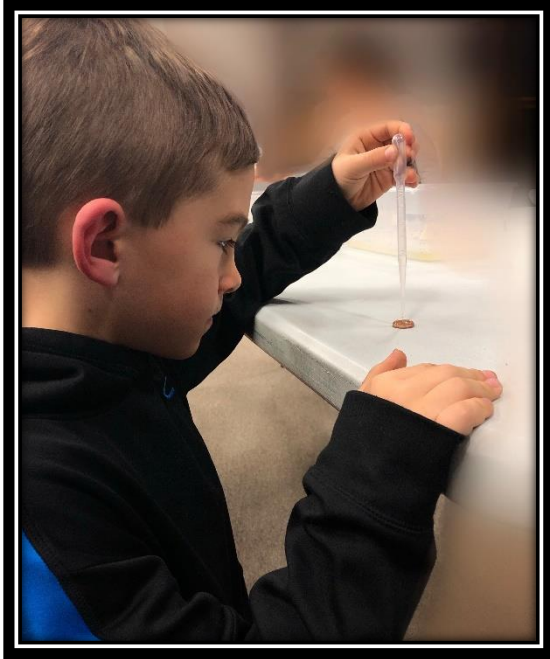
Staff do daily inspections of their areas to ensure they are clean and in good repair. Online safety assessments are completed yearly through BGCA. There is at least one person trained in CPR/First Ad/AED on premises at all times.

Use of Images

The Boys & Girls Club publishes newsletters, brochures, event posters, webpages, and social media content about Club events and activities. Club staff take photos of Club members involved in programming activities and special events that may be used in internal or external communications, including print or electronic media. Before we publish any photos, images, or videos of your child we require that you sign a permission release authorizing us to use images of your child.

Confidentiality

All Club member and family information is kept strictly confidential. This includes all information collected on membership forms, permissions and releases, academic progress, discussions we may have with you about your child, survey and questionnaire forms, etc. Files and written records are kept in a secure location where only Club staff is able to access them.



GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUB
OF DETROIT LAKES**