



BOYS & GIRLS CLUB
OF THE PERHAM AREA

Membership Handbook

Revised
March 2019

GREAT FUTURES START [HERE.](#)

Table of Contents

General Club Information	1
• Mission Statement	
• Days Open & Hours of Operation	
• Club Contact Information	
• Federal Tax ID #	
• Staff Contact Information	
Our Pledge to You	2
How We Partner with You and Your Child	3
Mutual Expectations for Club Staff, Parents/Guardians & Club Members	4
Open Door Policy	4
Membership Required	5
Club Operations	5
Professional Staff	5
School Year Programming Fees	5
Summer Programming & Payments	6
Scholarships	6
School Year Transportation	6
Summer Transportation	6
Field Trips & Field Trip Transportation	6
Pick Ups by Other People—Authorized or Not Authorized	7
Late Pick Up	7
Medical Treatment	7
Medications	7
Food Allergies & Special Diets	8
Preventing and Responding to Allergies and Medical Conditions	8
Sunscreen	8
Dress Code	8
Personal Belongings	8
Use of Technology	9
Telephone Use	9
Movies, Television & Video Games	9
Conduct Management of Club Members	9
Safe Haven	10
Mandatory Reporting of Suspected Child Abuse or Neglect	10
External Partnerships	10
Non-Smoking & Drug-Free Environment	10
Use of Images	11
Confidentiality	11

Boys & Girls Club of the Perham Area

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
6:30 am to 8:30 am
2:30 pm to 6:00 pm

School Day Out

When school is closed for breaks, teacher in-service, or due to weather, the Club is closed. We follow the Perham-Dent school district calendar.

Summer Program

June through August
Monday-Friday
6:30 am to 5:30pm

CLUB INFORMATION

Address

P.O. Box 67
320 6th Avenue SW
Perham MN 56573

Important Numbers

(218) 346-2526 Main Line
(218) 347-1862 Fax Line
41-0871442 Federal Tax ID #

Stay Connected

Website: www.bgcdl.org
Facebook: Boys & Girls Club of the Perham Area

STAFF CONTACT INFORMATION

Unit Director	Cori Brown	cori@bgcofdl.org	(218) 346-2526
Program Coordinator	Leona Cichy	leona@bgcofdl.org	(218) 346-2526
Executive Director	Patrick Petermann	pat@bgcofdl.org	(218) 847-5700 Ext. 1

Boys & Girls Club of the Perham Area is a funded program of the United Way of Otter Tail and Wadena Counties.

Boys & Girls Club of the Perham Area 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. 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. Junior Program Leaders, 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, 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.

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.

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.

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

Open Door Policy

The Boys & Girls Club has an open door policy. This means we do not discriminate on the basis of gender, race, ethnicity, color, national origin, ancestry, religion, sexual orientation, socioeconomic status, language, disability, or immigration status in admission to our educational programs or activities.

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. Five-year olds can begin attending Club only once they have begun attending kindergarten. 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 before and after school 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 members have received first aid, CPR, and AED training.

School Year Programming Fees

We are committed to providing a high-quality experience for each member in a safe and engaging environment. While doing that, we need to be financially responsible to continue to provide a much needed service for this community and keep our doors open.

Boys & Girls Clubs of America states that membership dues and fees shall be within the means of its members and shall not be so large as to exclude any individual from membership and participation. It is our highest priority to make sure families who need us most have access to our Club. Scholarships are available for all fees and rates and will be offered on a case by case basis.

Program	Full Pay	Qualify for Reduced Meals	Qualify for Free Meals
Before School	\$4/Day	\$1/Day	Fee Waived
After School	\$5/Day	\$1/Day	Fee Waived
Both	\$7/Day	\$2/Day	Fee Waived

Yearly Registration Fee: \$50.00 per year due upon registration and on anniversary date each year

School year fees will be based on days that your child attends the Club. The Club will track daily attendance and families will be billed accordingly at the end of each month.

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. Families enrolling children in summer programming are expected to sign a contract before their children can attend. 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 charged according to the summer contract.

Parents are responsible for keeping their summer fee account current. Billing occurs every two weeks throughout the summer. We accept debit or credit cards, 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.

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. Scholarships will be awarded on a first-come, first-served basis based on a variety of factors including financial need.

School Year Transportation

During the school year, transportation is provided from school to the Club through partnerships between the school district and the Club. Club members are responsible for boarding the proper bus(es) at the school to get to the Club. For safety purposes, it is important that Club members listen to staff and obey their guidance any time they are making use of Club transportation, including while waiting for transportation to arrive. Food is not allowed on the bus.

The Club does not provide transportation to bring children home from the Club. Parents and guardians are solely responsible for picking up children at the Club and bringing them home.

Summer Transportation

The Club does not provide transportation to or from the Club during summer programming. Parents and guardians are solely responsible for bringing children to the Club and picking them up to transport them home. The Club does transport children to and from field trips and other special events during the summer based on its summer programming schedule.

Field Trips & Field Trip Transportation

The Boys & Girls Club provides field trip opportunities to members, particularly during the summer months. You must sign a permission slip in advance in order for your child to go on field trips. 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 child/ren. 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.

Medical Treatment

If your child becomes ill at the Club, you will be notified immediately. Do not bring your child to the Club if they are ill before leaving home. Members who come to the Club sick will be sent home. This is especially important if their illness is infectious or contagious, including but not limited to lice, chicken pox, pink eye, etc. Any and all suspected transferrable infestations or transmittable diseases 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.

You will be notified immediately if your child is injured at the Club and requires medical attention. In the event that we cannot reach you and immediate medical attention is necessary, Club staff will make every effort to ensure that proper aid is provided to your child.

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

Medications

We require your written consent **and** a signed note from your child's doctor before Club staff can administer any prescription medication to your child. Consent forms are available from Club staff. All medication must be in its current, original container with complete instructions included. Club staff will document dates, times and dosages given to your child. Any medication that you provide will be stored in a location accessible only to Club staff. Over-the-counter medication, including ibuprofen or Tylenol, will

not be administered to your child by our Club staff. If your child uses an over-the-counter medication (e.g., Lactaid), please notify Club staff.

Food Allergies & Special Diets

During the school year a light afternoon snack will be provided to your child, and during school days out and summer program months we will provide breakfast, lunch, and a light afternoon snack. If your child has any food allergies or special dietary needs, please make sure Club staff know about them. We will do the best we can to work with you to accommodate your child's needs.

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 child 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 games room. 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.

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.

In addition, sometimes it may be beneficial for us to talk to or work collaboratively with others that know your child. If this seems necessary, we will discuss the situation with you and request that you give us written permission allowing for the exchange of information.

Non-Smoking & Drug-Free Environment

All facilities, properties, grounds and events are non-smoking and drug-free. Alcohol, cigarettes, prescription and non-prescription drugs and any other substances are prohibited. Everyone is expected to report any smoking or drug use to a Club staff member immediately.

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.