



**BOYS & GIRLS CLUB**  
**OF THE WISCONSIN RAPIDS AREA**

501 W GRAND AVE  
WISCONSIN RAPIDS, WI 54495  
715-424-2582  
[www.bgcwra.org](http://www.bgcwra.org)

**PARENT & MEMBER HANDBOOK**

# **TABLE OF CONTENTS**

## **GENERAL INFORMATION**

Our Mission .....	2
Core Values .....	2
Our Sites .....	2
Parent Communication .....	2
Funding .....	2
Membership Policies .....	3
Late Parent Policy .....	4
Inclement Weather .....	5
Lost and Found .....	5
Dress Code .....	5
Phone/Electronic Device Usage .....	6
Illegal Activity .....	6

## **MEMBER CODE OF CONDUCT**

Club Rules .....	7	Member
and Guest Discipline .....	8	
Bullying Policy.....	8	

## **HEALTH CARE**

Minor First Aid .....	10
Illness .....	10
Medication .....	10
Emergency Treatment .....	10

## **FEES**

Payment Schedule .....	11
Financial Assistance .....	11
Methods of Payment .....	11

## **CLUB VISITORS**

Policy .....	11
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## **CLUB PROGRAMMING**

Five Key Elements for Positive Youth Development .....	13
Core Program Areas .....	14
Field Trip Policy.....	15

# **GENERAL INFORMATION**

## **OUR MISSION**

The mission of the 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.

## **CORE VALUES**

Honesty and Respect

Safe and Fun, Fun, Fun

Open Communication and Collaboration to create a Positive Environment

Be a good Advocate for the kids and the Club

Be accountable and never stop learning and growing

## **OUR SITES**

Wisconsin Rapids Center ..... 715-424-2582

Teen Center ..... 715-818-6124

Port Elementary School ..... 715-323-8483

Alexander Middle School ..... 715-323-2261

## **PARENT COMMUNICATION**

We always strive to inform parents of Club activities and events. We wish for all parents to be pleased with their child's supervision and experience at the Club. Activities and events are posted throughout the Club and flyers for all special events are located at the front desk. In addition, program information is available through our website at [www.bgcwra.org](http://www.bgcwra.org) or on Facebook at facebook.com/bgcwra. Parents are encouraged to visit our Clubs to view posted information and ask questions to the staff.

We also depend upon parents to keep us informed of issues and events affecting your child (ren). If there are changes to your child's health, medication, living situations, etc. it is the responsibility of the parent to notify Club staff. Please remember to notify us of contact information changes or changes in custody arrangements so that we can best serve your child.

## **FUNDING**

In order to provide a safe, fun place for your children to go, the BGCWRA receives funding from a variety of different sources. As you know, membership to attend the Club costs only \$20 per school year and \$160 for the Summer program, but did you know that it actually costs the Club \$11.75 per child, per day to provide services and programs to our members? That cost is even higher in the summer! We rely on community support to help sustain our programs and provide services to all children, no matter their ability to pay. We receive a large portion of our funding through the South Wood County United Way and through partnerships with the local school districts through CLC grants.

We also seek support from individuals and businesses through our GREAT FUTURES Annual Campaign. Would you consider joining in supporting the Club by making a donation to this year's campaign? Any amount is appreciated and moves us one step closer to reaching our goal of serving all of the youth in South Wood County. If you would like more information, please reach out at any time. If you cannot give a gift at this time, one of the

best ways you can support the Club is by telling friends and family about what the Club does for your family.

## **MEMBERSHIP POLICIES**

The BGCWRA is open for membership to any child 6 through 18 years of age, regardless of race, color, creed, or economic circumstance. Any child wishing to join must complete all forms required and furnish a release signed by a parent/guardian. Families will be charged \$40 per school year and \$160 for the Summer program for each child. Children must be enrolled in full-day schooling in order to attend a Club and the BGCWRA reserves the right to restrict program participation levels and determine eligibility guidelines.

### Membership Participation

The child's participation in activities is a part of being a member. No charge shall be made for participation in regular Club activities. However, there may be a charge for special activities, fieldtrips, hours, supplies or services. All areas of the Club are available to members' subject to specific policies in the particular areas.

### Guests

Club members may, subject to any program-specific restriction, bring friends to the Club up to three times at no charge. The name, age and contact information for the visiting youth must be recorded. If the guest wants to attend after three visits, a membership form must be filled out, and a membership fee must be paid.

### Open Door Policy

Membership allows a young person to participate in daily "drop-in" youth development programs which means Club members, without signed parental direction or other site-specific procedures to the contrary, are free to come and go as they please. Here are a few key things to keep in mind:

- The Club does not provide licensed "day care" and once a member signs out they are not allowed to return unless prior arrangements have been made with Club staff.
- The Club does not provide supervision once a member leaves the Club.
- It is strictly the parents' responsibility to instruct their child (ren) on when and how they want them to leave Club programming.
- If you ever need to know what time your child signed in and out of the Club please do not hesitate to call.
- Members attending Clubs inside area schools are required to sign in immediately following the end of the school day .
- Parents have the option of selecting authorized pick-up for members which allows only parent approved adults to sign their child (ren) out of the Club.

### Special Needs Membership Policy

The Boys & Girls Clubs of the Wisconsin Rapids Area wants all youth to be safe and successful. All Members are required to be self-sufficient and not require additional supervision beyond our 1:15 staff to Member ratio. To determine the appropriateness of the Club for a child with special needs the parents/guardians will:

- Schedule a meeting with the Unit Director to verify information on the membership application and answer questions regarding their child's special needs. Based on the information shared, the Unit Director/Program Director will determine the appropriateness of the Club for the child.
- If the parent/guardian wants to appeal the decision a letter must be sent within 10 business days to the Operations Director and/or Chief Professional Officer.
- The review will be scheduled within 10 working days of receipt of request. The Operations Director/Chief Professional Officer's decision will be final.

## **LATE PARENT POLICY**

The Boys & Girls Club of the Wisconsin Rapids Area has established a policy in regards to parent and guardians' responsibility in terms of timely pick up of their children from the Club at the end of the programming day.

All children need to be picked up no later than the closing time of the Club. It is the responsibility of the members and their parents to be aware of the Club's hours of operation for both school days and non-school days along with any changes to seasonal hours.

In such cases where a member is picked up late on more than one occasion or a late pick up becomes a frequent occurrence, the following action(s) will be taken by the Club. If a Club member is not picked up within 30 minutes after closing, the police will be notified.

### **1<sup>st</sup> Incident:**

A warning will be issued and a late pick up report will be filed at the Club for documentation. The parent/guardian will receive a copy of the policy for future reference.

### **2<sup>nd</sup> incident:**

A warning will be issued and a late pick up report will be filed at the Club for documentation. This will also include a suspension for the Club member the following day. The parent/guardian will receive a copy of the policy for future reference.

### **3<sup>rd</sup> incident:**

A final warning will be issued. If a pick up occurs more than ten minutes late, police will be contacted to notify them of the continued issue. A report will be filed at the Club for documentation. A temporary suspension for the Club member will take place until the parent/guardian can set a meeting with the Club's Unit Director to discuss the issue and establish an action plan.

Any further issues with late pick up of Club members in the future would result in permanent suspension for all Club activities or membership.

## **INCLEMENT WEATHER**

**School Year-** If the Wisconsin Rapids School District, Port Edwards School District or the

Nekoosa School District closes for the day or there is early dismissal due to bad weather the Boys & Girls Club of the Wisconsin Rapids Area will be closed as well. If the Wisconsin Rapids School District or Nekoosa School District implements a two hour delay to the start of the school day, all Boys & Girls Clubs Before-School Programs will be cancelled.

In addition, if the school district or school principal calls off after school activities due to inclement weather, Clubs operating within local schools may also close.

**Summer-** In case of inclement weather, all Club activities will move indoors and any scheduled field trips or other outdoor activities may be cancelled, postponed, or changed. In the event of a Severe Weather Warning, all Club members will not be allowed to leave the Club or Club program without being picked up by an adult until the warning expires.

## **LOST AND FOUND**

- The Club is not responsible for personal items of Members.
- The Club has a lost and found.
- Lost and found items are kept for 4-6 weeks and then donated to Goodwill.
- Club members are responsible for their personal belongings and should not bring expensive equipment including electronics, jewelry or anything else of value.
- Children are not allowed to bring toys, electronics and card collections (ex. Pokemon) to BGCWRA unless they are in the Teen Center. If a staff member finds a child with any of these items they will be asked to put them away or the staff member will take it away until they leave the Club.

## **DRESS CODE**

Proper dress is the responsibility of members and their parents. Rules pertaining to appropriate member attire are necessary in order to maintain good decorum and a favorable academic atmosphere. The Unit Director will use their discretion to make appropriate decisions regarding the appropriateness of each member's dress and possible consequences for violation of this policy. Members wearing inappropriate clothing will be asked to change or turn their shirts inside out.

Members are not permitted to wear clothing that is inappropriate for the Club setting. Clothing that displays profanity, is sexually suggestive, offensive, promotes gang activity or affiliation, or promotes alcohol, tobacco, or drug uses are not appropriate. Short shorts, spaghetti strap tops, backless or strapless shirts, tube tops, muscle shirts and midriff shirts are not appropriate. Clothing should always completely cover the torso from above chest cleavage to mid thigh.

- No items of clothing where undergarments are exposed.
- Footwear must be worn while at the Club.
- Hair painting and dying is not allowed to happen at the Club. If you do this at home and come with your hair dyed, that is allowed.
- Clothing or accessories that are disrespectful are not permitted.

## **PHONE/ ELECTRONIC DEVICE USAGE**

The Boys & Girls Club of the Wisconsin Rapids Area recognizes the safety purpose that members and parents have in providing students with cellular phones and other two-way

communication devices. During Club hours members are generally prohibited from using cell phones, electronic paging, two-way communication or gaming devices while in the Club or attending Club activities. Members must store electronic devices in their personal belongings in the off or silent mode so as not to disrupt the environment. The Boys & Girls Club of the Wisconsin Rapids Area is not responsible for the loss, theft or damage to any electronic device.

The Directors of individual Clubs are authorized to establish rules and acceptable use guidelines for limited, non-disruptive use of an electronic communication device in the Club or during Club activities for safety, medical, vocational, or other legitimate uses.

The inappropriate use of any electronic device (cell phone, camera, etc.) while at the Club is subject to disciplinary action. Students may not share or post personal information about or images of any other Club member or staff member without permission from that member or staff. The inappropriate use of cameras or electronic communication devices includes but is not limited to: use in areas where one would reasonably expect privacy (locker rooms, bathrooms, etc.), to engage in cyber-bullying, placing cell phone calls or sending text messages that ridicule, threaten or harass another member. A phone is available at the front desk for member usage with staff permission.

## **ILLEGAL ACTIVITY**

The Boys & Girls Club of the Wisconsin Rapids Area is committed to providing a safe place for children and youth. Aggressive and hostile behavior that is intentional (bullying) is not tolerated. No one shall threaten (verbally, nonverbally, or physically) the safety of another person. Violence, as defined as aggressive behavior which subjects a person to unwanted physical contact, is not tolerated. No one shall, possess, use, threaten the use of, or store a weapon or look-alike weapon on Club property or at any Club event.

Gang activity is not allowed on Club grounds. This includes but is not limited to: display of gang symbols, soliciting others for membership, intimidating or threatening others, or other criminal activity.

In the interest of a tobacco-free environment and in compliance with State law, smoking and/or use of other tobacco products is prohibited on Club property or at Club sponsored events. No member shall knowingly possess, use, distribute, or be under the influence of alcohol or other drugs while on Club property or at Club sponsored events.

## **MEMBER CODE OF CONDUCT**

## PLEASE RESPECT...

### Other Members

Play fair and be a good sport  
Ask before using something that belongs to someone else  
Wait your turn  
Be nice when talking to others  
Treat other members as you want them to treat you!

### The Club

Put things back where they belong  
Pick up after yourself and remind other Club members to do the same  
Eat & drink in designated areas only  
Be careful not to damage furniture, games, and other parts of the Club  
Don't chew gum  
Remember the Club is here for you and your friends, so please treat it well!

### PARENT CODE OF CONDUCT

- I will treat Club staff, volunteers, members and other parents with respect.
- I will encourage my child to participate in events and activities.
- I will teach my child that effort is more important than victory.
- I will remember that children learn best by example.
- I will work with Club staff to assist them in providing the most positive experience possible for my child.
- I will arrange for my child to be picked up on time.

### Staff & Volunteers

Listen to staff and volunteers and follow their directions  
Show respect when talking with Club staff and volunteers  
Remember that staff and volunteers are here to help you, so please go to them if you ever have a problem or need to talk.

### Yourself

Keep track of your personal belongings and leave items of value at home (e.g. iPods, hand held video games, large amounts of money)  
Dress appropriately  
Eat well  
Get enough sleep  
Open yourself up to all the programs available to you at the Club – don't just stay in the games room or gym all the time.  
Have fun while at the Club, but make sure you get your homework done too!

## Member & Guest Behavioral Policy Overview

Club Members, participants, parents, and Club staff share the responsibility to create and maintain a safe and positive environment at the Boys & Girls Club. Doing so requires discipline of members from time to time, up to and including removal from the organization's programs. The organization never withholds nutrition or hydration as a form of punishment nor is corporal punishment permitted. The following major offenses will result in immediate suspension:



- Hitting/Fighting/Assault
- Stealing/Theft
- Vandalism
- Bringing Weapons to Club
- Sexual Harassment
- Verbal or Physical threats to others
- Unwillingness to discuss situations with staff

The first major offense will result in the Club Member being automatically sent home and a one or two-day suspension (1 or 2 Club Days). The second major offense in the same year will result in the Club Member being automatically sent home and a one-week suspension (5 Club Days). The third major offense in the same year will result in the Club member being automatically sent home and a two-week suspension (10 Club Days). At this time a re-entry meeting with the parent, Club Member, and Unit Director will need to take place before the Club Member is allowed to return.

In the event that a Club Member is sent home, their parent will be notified and have 30 minutes to pick them up. All parents who are unable to pick their child up within the given time frame will need to make arrangements for a friend or relative to come and get their child. **All final decisions related to discipline of participants lie at the discretion of Club Directors.**

## **BULLYING & SEXUAL HARASSMENT POLICY**

The Boys & Girls Club of the Wisconsin Rapids Area (BGCWRA) is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential. The BGCWRA considers bullying & sexual harassment detrimental to the health and safety of Club members and is prohibited.

Bullying as defined by BGCWRA includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. This behavior may include, but is not limited to, physical and verbal assaults, nonverbal or emotional threats or intimidation, harassment, social exclusion and isolation, extortion, use of computer or telecommunications to send messages that are embarrassing, slanderous, threatening or intimidating (cyberbullying). Bullying may also include teasing, put-downs, name calling, rumors, false accusations, and hazing. Bullying based on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities is also prohibited by law and BGCWRA policy.

Sexual harassment as defined by BGCWRA includes unwelcome verbal or physical harassment of a sexual nature creating an intimidating, hostile, or offensive environment that denies or limits the victim's ability to participate in or benefit from Club activities. Sexual harassment can range from words (written or spoken) and gestures to unwanted physical contact. Both male and female Club members can be victims of sexual harassment and the harasser and the victim can be of the same sex.

### **Reporting Procedures**

If bullying occurs, Club members are encouraged to take the following steps:

1. Clearly say “stop” to the person whose behavior is unwanted and report to a trusted adult.
2. Speak with a trusted adult.
3. When reporting to an adult, include the following information:
  - a. Give the name of the person and specific unwanted behavior
  - b. Describe the nature of the bullying
  - c. Give the date(s) of the event
  - d. Tell briefly what happened and note all incidents of bullying that may have taken place
4. BGCWRA staff may make an appropriate person(s) aware of the situation to discuss the case and determine the follow-up. All efforts will be made to handle the situation in a discreet manner and maintain appropriate confidentiality. BGCWRA staff will also inform students of the prohibition against retaliating against another student for reporting an incident of bullying.
5. Any BGCWRA staff who witnesses bullying between students must intervene by giving a verbal warning. In some cases it may be necessary to provide a report of bullying incidents to a BGCWRA Director.
6. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### **Procedure for Investigating Reports of Bullying**

The Unit Director will begin the investigation of a report of bullying within one school day. This investigation will include an interview of the person(s) involved and a collection of the information that will determine the facts and seriousness of the report. Parents and/or guardians of all people involved in the bullying incident will be notified prior to the conclusion of the investigation. The BGCWRA shall maintain confidentiality of the report and related student records to the extent required by law.

### **Inappropriate Physical Contact**

Touching, either directly or through clothing, the intimate parts of another person with any body part or object with the specific purpose of doing so, with or without the consent of the other person, is strictly prohibited at BGCWRA. Inappropriate physical contact will be addressed on a case-by-case basis. All final decisions regarding discipline of inappropriate physical contact lie at the discretion of Club staff.

## **HEALTH CARE**

### **MINOR FIRST AID**

- Boys & Girls Club staff are permitted to administer: band aides, ice packs, and bandages.
- Club staff cannot physically apply sunscreen and insect repellent lotion.
- The Club is not responsible for reactions or improper usage of sunscreen, insect repellent, or any item that is borrowed from or used by Club members.
- Parents/guardians must advise the staff of any medical problems a member has or has had by completing the health history portion of the membership form and adding information as needed.

- In case of emergency parents/guardians will be notified as soon as possible.

## **ILLNESS**

- Parents/guardians must notify the Club and keep children home when youth have a rash, sore or runny eyes, contagious illness, or head lice.
- Members who develop symptoms of a contagious illness while at the Club must be picked up within a timely manner and are not eligible to return to the Club until 24 hours from the initial intake of medication or per the instructions of a health care professional.
- Members who stay home from school due to illness are not eligible to come to Club that day.

## **MEDICATIONS POLICY**

The Boys & Girls Club of the Wisconsin Rapids Area does not administer medication. Medications should be administered at home whenever possible. Parents/guardians are urged to consult with the prescribing physician to determine if medications can be scheduled outside Club hours. In the event that this is not possible, parents must communicate with the Unit Director.

## **EMERGENCY TREATMENT**

In the event of an emergency requiring immediate advanced medical treatment the Boys & Girls Club staff will call 911 first. Parents will be contacted as soon as possible. Boys & Girls Club staff are not allowed to transport injured or severely ill members. The Boys & Girls Club of the Wisconsin Rapids Area utilizes the ambulance for all emergency transportation to the nearest emergency health care facility.

## **FEES**

### **PAYMENT SCHEDULE**

The fee of \$20 per year school year and \$100 for the Summer is due at the time of application and renewal. Special hours, service, or activity fees are due in advance of the service rendered.

### **FINANCIAL ASSISTANCE**

Club membership and participation in all BGCWRA programs and services is designed to be as accessible as possible to all children and youth. The inability to pay any membership or activity fees should not restrict participation. If you are in need of a scholarship please contact our Membership Director at [membership@bgcwra.org](mailto:membership@bgcwra.org). In addition, parents with the interest in doing so are also encouraged to make a financial contribution to the Club and/or assist in helping the Club secure donations to defer the costs of membership. Operational

costs per member average over \$300 annually and the Club depends upon donations in order to provide its programs and services.

## **METHODS OF PAYMENT**

Cash – Money Orders – Personal Checks – Credit Card. A \$25.00 fee will be added to all returned checks.

## **CLUB VISITORS**

The BGCWRA encourages parents and other interested community members to visit the Boys & Girls Club and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the BGCWRA has a legitimate interest in avoiding disruption to the youth development process, protecting the safety and welfare of the members and staff, and to protect the Club's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in the Club. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the Club operates and the challenges facing the Club, and an increased sense of collaboration and cooperation between the community and the Club. Limitations may be placed on visitors to avoid disruption to Club operations and to prevent visitors from receiving a distorted view of those operations.

The Executive Director or his/her designees shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the Executive Director shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the members. Appropriate administrative rules shall be developed to provide guidance for Club personnel so that worthwhile experiences may be provided for those persons who enter onto Club premises as visitors. Club personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, Club and community.

## **POLICY**

### **A. General Requirements for Visitors to Club:**

1. A visitor is defined as any person seeking to enter a Club building who is not an employee of the Club or a duly registered participant in a Club program.
2. All visitors shall report to the front desk when arriving or leaving the Club premises. Notices shall be displayed at the building entrance indicating that all visitors are required to register with the front desk and obtain authorization from the building Executive Director or his/her designee to remain on the Club premises. All visitors shall be requested to wear an appropriate form of identification when on Club premises.

3. Whenever possible, visitors should obtain authorization from the Executive Director in advance. At the discretion of the Executive Director, such prior authorization may be required.
4. All Club visitors must comply at all times with Club policies and procedures.

B. Exceptions to Visitor Requirements. Parents or community members who have been invited to visit the Club as part of a scheduled open house, special event, scheduled performance by a team or group, or other adult participants in organized and Club approved activities are exempt from requirements in A. 1-4 above.

C. Visitors to Activity Areas:

1. Access to particular areas of the Club may be restricted upon the recommendation of the staff person in charge or as otherwise deemed necessary by the Executive Director, most commonly during the provision of confidential services.
2. Because some program areas, such as the Learning Club, are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
  - a. remaining in a designated place or seat
  - b. refraining from speaking to members while the class or activity is in session
  - c. refraining from entering or leaving the area while an activity is underway
  - d. requiring that the dress and grooming of the visitor be consistent with the dress code for the members and employees within the building.
  - e. requiring that the visitor be chaperoned
  - f. limiting the duration of the visit to particular times or length of time
  - g. limiting the activities of the visitor to a particular purpose(s)
  - h. designating particular routes of travel in the building or upon the Club grounds.
3. Visitors wishing to conference with program staff or administrators during the course of the Club day are encouraged to make arrangements in advance.

D. Member Visitors

1. No member who is under suspension, expulsion or other form of discipline from this or any other Club shall be permitted to visit a BGCWRA Club unless such member is registered for a different Club sponsored program or activity than that from which the member has been suspended or expelled or unless he/she has obtained expressed prior approval of the Executive Director or his/her designee before entering.

E. Special Situations

1. Both custodial and non-custodial parents of a member have rights to visit the child's Club unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the Club shall make a good faith effort to notify the custodial parent in advance of the visit.
2. The Executive Director has the authority to exclude from the Club premises any person who disrupts or who appears likely to become a disruption to the program.

Any such individual shall be directed to leave the Club premises immediately and law enforcement authorities shall be called if necessary.

The Executive Director or his/her designees has the authority to exclude from the Club premises any person who disrupts or who appears likely to become a disruption to the program. Any such individual shall be directed to leave the Club premises immediately and law enforcement authorities shall be called if necessary.

## **VOLUNTEER OPPORTUNITIES**

The heart of any youth program is its volunteers! Donations of time, money and services are just a few ways to help support the Boys & Girls Club of the Wisconsin Rapids Area. Listed below are several ways that volunteers, like you, assist our program.

Chaperone a field trip	Assist with program activities	Lead a special interest group
Organize an outing	Share your special talent	Play a board game with youth
Lead a cooking class	Tutor a member	Assist in computer lab
Special needs Aide	Listen to a member read	Lead an art class

## **CLUB PROGRAMMING**

### **FIVE KEY ELEMENTS FOR POSITIVE YOUTH DEVELOPMENT**

**Safe, Positive Environment:** Club staff, facilities, program and age-appropriate settings create stability, consistency and a sense of physical and emotional safety for members. The Club provides structure and clearly defines acceptable behaviors.

**Fun:** Club generates fun for members. Members develop a strong sense of belonging through connections they establish with staff and peers. Staff members make the Club feel like home, fostering a family atmosphere and creating a sense of ownership for members.

**Supportive Relationships:** Club youth develop meaningful relationships with peers and adults. Staff members actively cultivate such relationships to ensure that every member feels connected to one or more adults and peers. Staff members demonstrate warmth, caring, appreciation, acceptance and proper guidance in their connections with members.

**Opportunities and Expectations:** Club youth acquire physical, social, technological, artistic and life skills. Clubs encourage members to develop a moral character and behave ethically. Staff members establish and reinforce high expectations and help young people do well in school and pursue a post-secondary education.

**Recognition:** Clubs recognize and support young people's self-worth and accomplishments. Staff members encourage youth and provide positive reinforcement as they make improvements and experience successes. The Club showcases young people's achievements.

### **CORE PROGRAM AREAS**

***Program focus areas are based on both the interests of youth and their physical, emotional, cultural and social needs.***

We find the impact is greatest when we have consistent staff, as well as youth participating until at least 5:15 p.m. When youth stay until 5:15 p.m., they have the opportunity to participate in a full hour of academic support programs (homework help, tutoring, hands-on activities connected to the school day, and more). We would like you to consider allowing your child/ren to be involved in the afterschool program until 5:15 p.m. as many days as possible.

Research demonstrates that high quality afterschool programs can improve a variety of student outcomes. Participation in high quality afterschool programs is linked to improvements in academic achievement, student engagement, work-study habits, and socialemotional development. Children indicate that they have higher aspirations for their future, including greater intentions to complete high school and attend college. In addition, children develop new interests and skills and improve their school attendance.

#### **CHARACTER AND LEADERSHIP DEVELOPMENT**

Character and Leadership Development empowers youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image and respect their own and others' cultural identities.

#### **EDUCATION AND CAREER DEVELOPMENT**

Education and Career Development enable youth to become proficient in the basic educational disciplines apply learning to everyday situations and embrace technology to achieve success in a career.

#### **HEALTH AND LIFE SKILLS**

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

#### **THE ARTS**

The Arts enable youth to develop their creativity and cultural awareness. Youth are challenged to appreciate visual arts, performing arts and creative writing.

#### **SPORTS, FITNESS AND RECREATION**

Sports, Fitness, and Recreation enable youth to develop positive use of leisure time, skills for stress management, appreciation for the environment and social skills.

#### **Field Trip Policy**

The Boys & Girls Club of the Wisconsin Rapids Area provides a variety of opportunities for our members to participate in activities off Club property. These excursions require a signed permission slip and any necessary fees prior to departing must be paid. Sign-ups are taken on a first-come, first-served basis (meaning eligible members who return the required information). Members and parents are reminded that all Club rules extend to field trips. Members who fail to follow rules and general Club expectations for appropriate behavior will prompt an immediate call to a parent or guardian and will no longer be allowed on field trips.

\*If a member returns a permission slip but fails to arrive before departure time they will be given one warning. If this happens a second time that member will lose field trip privileges for the remainder of the summer.

## **PASSIVE ACCEPTANCE OF PARENT AND MEMBER HANDBOOK**

This is a passive agreement, meaning I agree to the content of this Handbook and by not speaking to a Club Director I will agree to the following:

I have this day received a copy of the Boys & Girls Clubs of the Wisconsin Rapids Area's Parent and Member Handbook, and I understand that I am responsible for reading the policies and practices described within it.

I agree to abide by the policies and procedures contained herein. I understand that the policies and benefits contained in this Parent and Member Handbook may be added to, deleted, or changed by the club at any time.

If I have any question regarding the content or interpretation of this Handbook, I will bring them to the attention of one of the Club Directors.