

Volunteers

Volunteers are an integral part of The Boys & Girls Clubs. We welcome volunteers who wish to share their time and talent. If you or someone you know would like to volunteer, please stop by for an application. Criminal background checks are required of all volunteers prior to being able to work with our youth members.



Parent – Member Handbook 2010

Mission

To inspire and enable all youth, especially those who need us most, to reach their full potential as productive, responsible, and caring adults.

The Clubs Provide:

- **A safe place to learn and grow**
- **Ongoing relationships with caring, adult professionals**
- **Life-enhancing programs**
- **Character development and experiences**
- **Hope and opportunity**

Membership

Membership is open to all youth between the ages of six to eighteen. A membership form must be completed and signed by a parent or guardian each year, even if you are renewing your membership. The membership fee is \$12 per year. The actual cost of a one year's youth membership is more than \$385. The cost difference is provided by support from the "It Just Takes One" annual campaign, earned income, Alumni Association, foundations, United Way, fundraisers, sponsorships, corporate gifts, service clubs, and individual donations. Additional fees may be charged for athletic team participation, field trips and special activities.

Information provided on membership applications is critical. We must have current contact information for the safety of our members. It is the parent/guardian's responsibility to notify us of any changes to telephone numbers (home, work, emergency, etc.) and address information. Additional information on the application helps us keep track of Club demographics which is crucial for grant funding.

*Membership has its
privileges!!!!*

Club Locations and Contact Information

Administrative Offices
1318 Sixth St.
Wichita Falls, TX 76301
(940) 322-2012 FAX (940) 767-5530
www.bgcwf.org
Executive Director – Ronnie London

Athletic Office
1318 Sixth St.
Wichita Falls, TX 76301
940-761-4134
Athletic Director – Donna Moore

Central Boys & Girls Club
1318 Sixth St.
Wichita Falls, TX 76301
(940) 322-6908
Branch Director- Barbara Green

Northeast Boys & Girls Club
119 E. Wichita
Wichita Falls, TX 76306
940-322-7151
Branch Director – Kim Ball

Northwest Boys & Girls Club
1402 N. Beverly
Wichita Falls, TX 76306
940-855-6001
Branch Director – Jerry Taylor

Southeast Boys & Girls Club
3301 Armory Rd.
Wichita Falls, TX 76302
(940) 322-7769
Branch Director – Charlene Vomastek

Southwest Boys & Girls Club
4313 Hughes
Wichita Falls, TX 76301
(940) 692-3951
Branch Director – Tori Smith

Rosewood Boys & Girls Club
501 N. Rosewood
Wichita Falls, TX 76301
(940) 322-3601
Branch Director – Contina James

Teen Court
600 Scott, Annex Bldg #201
Wichita Falls, TX 76301
Coordinator – Myra Weeks
940-716-8575

Camp Graham Ball
Lake Kickapoo, Archer County
Boys & Girls Club Athletic Complex
Lake Wichita Park on Fairway

Program Hours of Operation

Hours of operation will vary depending on the time of year and may vary between clubs. Please check with the branch staff or at our website www.bgcwf.org for current operating hours.

Administrative Services

Administrative offices are open for business Monday-Friday 8:00 am - 5:00 pm.

Holiday Hours of Operation

The Boys & Girls Clubs of Wichita Falls hours of operation may be altered on WFISD holidays. However, that may not always be the case. Please check with the Branch Director of your child's Club for special announcements concerning holiday closures. Club holiday closures include the following: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, Labor Day, Independence Day, the Thursday, Friday and Saturday of Thanksgiving week. If an unforeseen emergency forces closing of the Club, tune in to the local media and/or the Club website – www.bgcwf.org

Late Fees

A late fee of \$5.00 (\$7.50 for two members of the same family) is assessed at 30 minute intervals when a member is left in our care after closing time. Members are not permitted to re-enter B&G Club facilities pending assessed fee payment. BGCWF reserves the right to contact appropriate authorities for assistance if after all available emergency contact options have been exhausted, members have not picked up within a reasonable amount of time after operational hours.

Open Door Policy

The Boys & Girls Clubs of Wichita Falls have an open door policy. This policy allows members to come and go at any time during the Club's operating hours. Members are NOT required to sign out; and staff members under normal circumstances are not allowed to prohibit a member from leaving the facility. It is the responsibility of the child AND the parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit. Please note youth are not allowed on the Club's grounds unless they are signed in and participating in Club activities. Members should NOT be dropped off prior to the opening of any facility or left on the

grounds after closing, as the Club cannot be held responsible for the supervision of such youth.

It is important to remember The Boys & Girls Clubs are not licensed daycare facilities. Our programs are not regulated by Family & Protective Services.

Transportation

Transportation is currently provided from several elementary schools to the branch clubs. Please check with the branch your child will be attending regarding the availability of transportation. You **MUST** have a permission form signed and filed with the Club for your child to ride. Transportation services are provided on a first-come, first-served basis. The Club will not be responsible for children who miss the bus.

Supervision

Our staff are trained Youth Development Professionals. Trained volunteers and part-time college staff often support our program staff. A staff member and/or trained volunteer will oversee each designated area. Our target staff member ratios are as follows:

| | | |
|----------|--------------------------|---------------|
| children | Recreation activities | 1 adult to 35 |
| | Group Clubs | 1-15 |
| | Athletic teams | 1-15 |
| | Instructional Activities | 1-20 |
| | Resident Camp | 1-8 |

Please note that all youth must follow the Club rules and directions **AT ALL TIMES** whether said directions are given by a staff member or a volunteer.

CLUB RULES and EXPECTATIONS

1. Have fun in the Club
2. Participate in programs and activities
3. Bring your Boys & Girls Club card and scan your number
4. Be courteous and respectful of other members and their property
5. Play fairly and be honest
6. Resolve disagreements in a positive way and call other members by name
7. Be respectful of all staff and follow directions
8. Stay in the Club building
9. Dress appropriately
10. You may run only in the gym
11. Listen during appropriate times and assemblies
12. Avoid inappropriate language and conversation
13. Take care of your Club building and equipment
14. Tobacco, drugs, alcohol, and weapons are prohibited

Dress Code

Youth should wear comfortable clothes that allow them to participate in activities and programs.

Footwear: Shoes should be worn at all times. Club members may not be allowed to participate in some activities with open toed shoes.

Clothing: Inappropriate clothing of any kind is NOT allowed in the Club. Members wearing clothes that are too short, tight or too revealing in any way or clothes with distasteful words or advertising will be asked to change. This is up to the discretion of the club staff.

Trips

Each out-of-town excursion requires a signed permission slip and any necessary fees prior to departure. Most trips are on a first-come, first-serve basis with some exceptions. Members and parents are reminded rules and dress codes extend to trips. Members who fail to follow our rules and general Club expectations will prompt an immediate call to a parent, guardian or emergency contact to remove that member for the trip at their own cost. *A parent, guardian, or emergency contact MUST be available by telephone during any Club sponsored trip in the event of emergency.*

Discipline Policy

The Boys & Girls Clubs strive to keep the consequences for unacceptable behavior clear, appropriate and timely. The safety and well being of all members is of utmost importance to us. Our standards, along with the expectation that all members use good common sense, exist to ensure that all children can safely enjoy the Club activities. Any member who disrupts programs, activities, or creates a dangerous situation will be disciplined appropriately. Members who do not follow rules can expect to lose privileges. First time offenses are never excused as such and will be handled based on their severity. Parents will be called to remove any member who has failed to curb his or her disruptive behavior and/or behaving in an aggressive or violent manner. We will not allow situations that are dangerous for members, staff or visitors.

Parents will be notified in person or via phone of any suspension.

Depending on the offense, suspension times will vary. Permanent removal may be done in a parent/guardian conference with club officials. In some cases a suspended youth may be required to get counseling prior to returning.

Disciplinary action may include:

- Verbal counseling
- Suspension from the Club Program
- Loss of Club privileges
- Suspension
- Indefinite suspension requiring counseling to return
- Expulsion: a permanent removal
- Contacting authorities

Members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and fully expected by policy to maintain full control of any situation that occurs in their program area and will NOT tolerate anything that threatens that control in appearance or manner.

Parents Grievance Procedures

Normally complaints or concerns of parents are addressed by a conference with the Director of each branch or athletic program. For those complaints that cannot be resolved at the branch or athletic program level, the parent will be instructed to submit a written complaint and request a conference with the Director of Operations and the Executive Director. After

consultation with the parent, the decision of the Director of Operations and the Executive Director will be final.

Phone Calls

Our phones are for Club business only. Members are limited in phone calls to include limited communication with parents or guardians. Please make arrangements before your child comes to minimize phone calls. The administrative office number cannot be used to reach a member except in extreme circumstances.

Personal Belongings

All personal belongings brought into the Club by a youth are the responsibility of that youth. The Boys & Girls Clubs is NOT responsible for lost, damaged, or stolen items. Please discourage your child from bringing anything to the Club that is not necessary. Mark backpacks and jackets. Items that are not retrieved from our lost and found, in a timely fashion, will be donated to charity.

Medication

The Boys & Girls Clubs is NOT allowed by policy to dispense, store and /or oversee medication of any kind, including all non-prescription medications at any facility, except Camp Graham Ball.

Accidents

The Boys & Girls Clubs of Wichita Falls strive to maintain a safe and secure environment. There are assumed risks in many of our core programs and activities. Please feel safe in knowing that our trained staff is attentive to providing the safest environment possible. The completed membership application authorizes the Club staff to seek medical treatment for a member, if necessary, and any associated costs for such care are the responsibility of the parent or guardian. In the event of serious injury, staff will call 911 immediately and then call the parents/guardians or alternative emergency contacts. This is one more reason why updated contact information is your responsibility and crucial to your child's well-being.