



**GREAT
FUTURES
START
HERE.**



Parent & Member
HANDBOOK



ADMINISTRATIVE OFFICE

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TABLE OF CONTENTS

Our Mission & Vision 4

Priority Outcomes 5

Youth Development Strategy: SAFER 6

Programs 9

Club Rules & Discipline 10

Character Values We Expect 11

Positive Choice Policy 12

Member Qualifications 13

Conditions of Membership 14

Member’s Rights 15

Nutrition Information: Allergies & Rules 16

What We Are Not 17

Sign Out Procedure 18

OUR MISSION & VISION



Our mission is to inspire and empower all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens.

Every kid deserves a place. A place to feel safe. A place to feel connected. A place to belong. Boys & Girls Clubs provide such places—where kids can go after school and during the summer to grow beyond the classroom. Since the first doors opened over 150 years ago, 4,300 Clubs have been established across the country, from dense cities and sprawling suburbs to Native lands and U.S. military installations worldwide. Clubs now serve 4 million kids and teens annually by building deeply powerful relationships and opening avenues of opportunities. No matter why they enter a Club, young people leave with the knowledge that the Club Experience provides a fun, safe space and a fostering environment where they can be who they are—and become who they were meant to be.

Our Clubs provide a wealth of programs and activities to prepare young people for real-world success. We believe that by focusing on good character & citizenship, academic success, and healthy lifestyles, the children we serve will be better prepared to graduate from high school, go on to college, and *thrive* as adults.

PRIORITY OUTCOMES

Everything we do at the Clubs is designed to help youth cultivate successful futures for themselves. That's why Club Members consistently outperform their peers when it comes to school achievement, healthy choices, and civic engagement. The Boys & Girls Club program model is based on positive youth development and driven by high-impact, targeted programs that generate proven results. We focus on 3 priority outcomes and work to make sure all the youth we serve:

- Are prepared for service and to be leaders in their communities **(Good Character & Citizenship)**
- Graduate prepared for college or a career **(Academic Success)**
- Take responsibility for their health and well-being **(Healthy Lifestyles)**



YOUTH DEVELOPMENT STRATEGY

The philosophy underlying Boys & Girls Clubs programming is the Youth Development Strategy. This strategy defines how youth development professionals and Volunteers interact with Club Members. The level of impact a Club has on young people depends on how often and how long Members participate, as well as how well the Club implements the following 5 key elements:

1. SUPPORTIVE RELATIONSHIPS. Members develop meaningful relationships with peers and adults. Staff Members demonstrate warmth, caring, appreciation, acceptance, and proper guidance in their connections with Members.

2. A SAFE, POSITIVE ENVIRONMENT. Club Staff, facilities, 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.

3. FUN. The Club generates fun for its Members. Staff and facilities create stability, consistency, and a sense of physical and emotional safety for Members.

4. EXPECTATIONS & OPPORTUNITIES. The Club encourages its Members to develop a moral character and behave ethically. Staff establish and reinforce high expectations and help members do well in school. Members acquire physical, social, technological, artistic, and life skills.

5. RECOGNITION. We recognize and support young people's self-worth and accomplishments. Club Staff encourage youth and provide positive reinforcement as they make improvements and experience successes. The Club showcases young people's achievements.





OUR PROGRAMS

Our Clubs provide innovative programs designed to empower kids to excel in school, become good citizens, and lead healthy, productive lives. Our Clubs implement five core program areas that engage young people and enables them to develop self- esteem and reach their full potential.

1. EDUCATION & CAREER DEVELOPMENT. These programs are designed to ensure that all Club Members graduate from high school on time, ready for a post-secondary education and a 21st-century career. Boys & Girls Clubs' unique approach to workforce readiness prepares youth for success in their first jobs and helps them develop a plan to achieve their chosen careers.

2. THE ARTS. These programs are designed to foster creativity in young people, and give them outlets for self-expression. From photography to hip-hop, our arts programs have something that will inspire everyone.

3. CHARACTER & LEADERSHIP DEVELOPMENT. These programs help youth become responsible, caring citizens and acquire skills to participate the democratic process. Program participants also develop leadership skills and gain opportunities for planning, decision-making, contributing to their community, and celebrating our national heritage.

4. HEALTH & LIFE SKILLS. These programs develop young people's capacity to engage in positive behaviors to nurture their well-being, set personal goals and grow into self-sufficient adults.

5. SPORTS & RECREATION. These Club programs help develop physical fitness, reduce stress and promote a positive use of leisure time, appreciation for the environment and interpersonal skills.

CLUB RULES & DISCIPLINE

We have 4 Club rules that we expect each of our Members to follow. These rules are intended to discourage all wrongful behavior:

1. RESPECT CLUB STAFF. Disrespectful conduct towards Staff Members will not be tolerated. Members may not use inappropriate or rude language with Staff Members. Showing respect to Staff includes following instructions, remaining quiet when asked and during assemblies, and interacting with Staff in a positive and constructive way.

2. RESPECT CLUB MEMBERS. Disrespectful conduct towards other Club Members will not be tolerated. Members are expected to practice respectful behavior at all times, not engage in play fighting, and limit physical contact with other Members as much as possible. Respecting other Club Members includes treating other Members appropriately, practicing good sportsmanship, and helping other Members.

3. RESPECT CLUB EQUIPMENT. Members are expected to treat all Club equipment with respect. Inappropriate, dangerous, or malicious use of Club equipment is prohibited. Club equipment is any equipment owned by, under the care of, or otherwise possessed by the Boys & Girls Clubs of Ada County.

4. RESPECT YOURSELF. While at the Club, Members are expected to treat themselves well. Any behavior that is destructive to either the physical or mental well-being of themselves and others is prohibited. We teach Members that it's okay to make mistakes. By accepting the consequences for their decisions, Members demonstrate positive character values.

DISCIPLINE:

Members are given opportunities to correct mistakes and encouraged to become better decision makers. After a Member has been intentionally disrespectful or is negatively affecting the Club environment, discipline will be used. Discipline often involves timeouts or loss of privileges. Suspensions may result if discipline fails to correct the behavior. Parents can expect to be contacted if repeated discipline incidents occur. Directors are happy to set aside time to discuss Club rules if parents have any questions or concerns.

CHARACTER VALUES



All Staff, Members, and Volunteers at the Boys & Girls Club are expected to demonstrate 3 character values at all times: Respect, Responsibility, and Integrity. These are values that result in a greater ability to make positive choices when consistently practiced. We incorporate these values into everything we do at the Club.

THE VALUES WE TEACH & EXPECT:

- 1. RESPECT.** We expect all Members to see the value in other people and things.
- 2. RESPONSIBILITY.** We expect all Members to take care of themselves and the things around them.
- 3. INTEGRITY.** We expect Members to do the right thing, even when no one is looking.

POSITIVE CHOICE POLICY



Positive choices are ones that result in youth achieving their goals while upholding the character values we expect of all of our Members: **RESPECT, RESPONSIBILITY, and INTEGRITY.**

We hold all Members accountable for their conduct and decisions while at the Club. When handling discipline issues, we rely on two things: a Member’s desire to be at the Club, and a Member’s willingness to take responsibility for their own decisions and actions.

Unfortunately, the Club is not for everyone. We cannot work with Members who do not wish to be at the Club or are unable to take responsibility for their actions and decisions.

POSITIVE CHOICE FOUNDATIONS:

- 1. Members are not required to stay at the Club and parents may be contacted to pick their kids up at any time.
- 2. We will work individually with youth to identify poor choices and encourage positive ones.
- 3. If Members continue to make poor decisions, they may be suspended for one day. Additional negative choices may result in incremental suspensions of 3 days, 1 week, or more.

MEMBER QUALIFICATIONS

Members must be in 1st–12th grade, with the exception of our Kindergarten programs at the Moseley Center and Meridian Clubs.

Members must be physically and emotionally able to follow the Club rules independently, or accompanied by an adult.

Members must be potty trained, and capable of using the restroom independently.

Members must be able to self-administer any prescribed medications.

Members must be self-aware of and be able to manage severe allergies.



CONDITIONS OF MEMBERSHIP

All new parents and Members must attend an orientation.

The Club cannot be held liable for any injuries or accidents that may occur at the Club or during Club-sponsored events.

Club Staff may provide medical assistance to Members in the form of CPR, first aid, and transport to medical facilities as deemed necessary and without parental consent.

Club Staff cannot administer medications, nor provide over-the-counter drugs to Members. Medications may be stored at the Club with a prescription and a parent/guardian release on file, but it is the responsibility of the parent and/or Member to administer their own medication in accordance with the prescription.

The Club cannot be held responsible for the manner in which Members arrive and depart. Such arrangements are strictly between the Member and their parents/guardians.

Following our Positive Choice Policy (pg. 12), in circumstances where the Member repeatedly does not follow Club rules, **a guardian must be able to pick up their Member from the Club immediately.**

All Members may be photographed, surveyed, or interviewed as those activities pertain to official business of the Boys & Girls Clubs of Ada County.

All off-site activities (field trips) require the expressed, written consent of a guardian.

Parents/guardians must personally retrieve their children from the Club each day.

Guardians may call and leave a message for Members at any time. Messages will be delivered as soon as possible while maintaining safety and Members will always be permitted to return calls.

Members must be picked up before closing time. Youth who are not picked up before closing may be regarded as abandoned and turned over to the custody of police.

MEMBERS RIGHTS

Members have the right to attend the Club during regular operating hours.

Members have the right to participate in age-appropriate activities or programs.

In emergency situations (injuries, illness, extenuating circumstances), Members have the right to telephone a legal guardian that is listed in the membership file for that Club Member.

Members have the right to have disciplinary incidents reviewed.

Members have the right to confide in Staff to reveal confidential, private, or sensitive information. According to State and Federal laws, Staff and Volunteers must report any suspected child abuse to the authorities.

Members have the right to make suggestions or comments regarding Boys & Girls Club policies, procedures, practices, and programs.



NUTRITION INFORMATION



We are proud to offer 100% free daily meals at the Clubs. Throughout the year, we serve breakfast, lunch, afternoon snacks, and suppers that are nutritious and delicious. All of our meals follow the USDA guidelines for nutritional content and balance.

FOOD ALLERGIES:

The Club is committed to ensuring equitable access to child nutrition programs for all qualifying participants. If your child has a life threatening or life debilitating food allergy to any food product offering at the Club, please let Staff Members know so you can receive the necessary paperwork for making meal accommodations.

NUTRITION PROGRAM RULES:

- 1. Members may not leave the Club with any food—they must finish their meals before leaving. This is due to federal program requirements.
- 2. All items offered must be taken by Members. Anything Members do not want to eat can be put into a share box.
- 3. All meals are available to anyone ages 1 through 18, whether or not they are a Member of the Club.

This institution is an equal opportunity employer.

WHAT WE ARE NOT

WE ARE NOT A DAYCARE. We do not force youth to participate in any program or activity. Membership is a privilege to be earned every day by making positive choices. Members who do not consistently follow Club rules can be suspended immediately and sent home.

WE ARE NOT A SCHOOL. We do not use classroom-style educational programs. Instead, we educate youth through a variety of daily activities and engaging programs at a level that piques their interest. We believe that youth learn the most when they are having fun, and we try to incorporate fun learning into every aspect of the Club.

WE ARE NOT A CHURCH. We are not religiously affiliated, nor do we adopt any philosophical ideologies beyond our belief that youth who exhibit integrity, responsibility and respect will succeed in accomplishing their goals. We support and value the variety of beliefs our members hold.

WE ARE NOT A CAMP. We work with youth daily and in ongoing relationships. The youth development we work towards continues throughout the year. Our work does not stop at the end of a day week, or summer, but rather continues year after year.

WE ARE NOT A BUSINESS. Membership fees are intended to encourage buy-in and establish value for our services, but not cover their costs. It costs approximately \$550 per member to pay for our facilities, staff, and programs. This leaves our hard-working board of directors and administrative staff to raise more than 3 million dollars each year.



SIGN OUT PROCEDURE

Parents/guardians must enter their child's membership number in on the parent computer.

If you do not know your child's number, you must have a valid ID and be on the contact list.

Search the Club for your child.

If you cannot find your child, return to the front desk and let the staff know.

Have your child sign out on one of the Member computers.







BOYS & GIRLS CLUBS
OF ADA COUNTY

PARENT & MEMBER HANDBOOK

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