



**GREAT  
FUTURES  
START  
HERE.**



Parent & Member  
**HANDBOOK**



**ADMINISTRATIVE OFFICE**

Yanke Bettis Business Center  
610 E 42nd St  
Garden City, ID 83714

**(208) 376-4960 • [WWW.ADACLUBS.ORG](http://WWW.ADACLUBS.ORG)**

# 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 ..... 18

Sign Out Procedure and Inclement  
Weather Policy ..... 19

..... 3

# 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.** The Club staff work to have positive relationships with all members while providing structure and guidance around clearly defined 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 Club staff will not be tolerated. Members may not use inappropriate or rude language with Club staff. Showing respect to Club staff include: following instructions, remaining quiet when asked and during assemblies, and interacting with Club 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.

## **GUIDANCE & ACCOUNTABILITY:**

Members are expected to be able to generally function well in large group settings and are given opportunities to correct mistakes. After a member has been intentionally disrespectful or is negatively affecting the Club environment, guidance & accountability will be used. Accountability will often involve guidance conversations, tools given to make better future choices, and a potential loss of privileges. Parents can expect to be contacted if repeated incidents occur.

# 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. DISCOVERY.** I find joy in exploring new things.

**2. SERVICE.** I receive joy when helping my community.

**3. WELLNESS.** I feel joy in taking care of my whole-health.

# POSITIVE CHOICE POLICY



Positive choices are the ones that result in youth achieving their goals while upholding the Club rules and expectations.

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 EXPECTATIONS

School Year - Enrolled in K - 12th grade
Summer - Entering 1st - 12th grade
Members must be able to physically and emotionally able to function in large and small group environments.
Members must be potty trained, and capable of using the restroom independently.
Members must be able to self-administer any prescribed medications including the ability to manage any allergies.



# CONDITIONS OF MEMBERSHIP

<b>All new parents and members must complete an orientation.</b>
<b>The Club cannot be held liable for any injuries or accidents</b> that may occur at the Club or during Club-sponsored events.
<b>Club staff may provide medical assistance to members</b> in the form of CPR, first aid, and transport to medical facilities as deemed necessary and without parental consent.
<b>Club staff cannot administer medications, nor provide over-the-counter drugs to members.</b> 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.
<b>The Club cannot be held responsible for the manner in which members arrive and depart.</b> Such arrangements are strictly between the member and their parents/guardians.
Following our Positive Choice Policy (pg. 10), in circumstances where the member repeatedly does not follow Club rules, <b>a guardian must be able to pick up their member from the Club immediately.</b>
<b>All members may be photographed, surveyed, or interviewed</b> as those activities pertain to official business of the Boys & Girls Clubs of Ada County.
<b>All off-site activities (field trips) require the consent of a guardian.</b>
<b>Parents/guardians must retrieve their children from the Club each day.</b>
<b>Guardians may call and leave a message for members at any time.</b> Messages will be delivered as soon as possible while maintaining safety and members will always be permitted to return calls.
<b>Members must be picked up before closing time.</b> Youth who are not picked up before closing may be regarded as abandoned and turned over to the custody of police.



# 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 Club staff 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.*

# NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**1. Mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

**2. Fax:**

(833) 256-1665 or (202) 690-7442

**3. Email:**

Program.Intake@usda.gov

*This institution is an equal opportunity provider.*





# 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 \$2,000 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 \$4 million dollars each year.



# SIGN OUT PROCEDURE

Parents/guardians must provide the Club staff with their child's membership number.

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

Club staff will radio for your child to the lobby.

Youth will be released when visual confirmation of parents/guardians is confirmed.

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



# INCLEMENT WEATHER PROCEDURE

The Boys & Girls Clubs of Ada County strive to remain open on the days that have been determined as a snow day resulting in school closures by our local school districts. Hours of operation for snow days will be from 8:30 am to 5:30 pm.

In the event of severe weather, under the discretion of the Executive Director, the Club reserves the right to close due to an extreme risk to our staff preventing unsafe travel. In the event of a Club closure the following communication will be provided notifying parents of the closure:

- Parents will receive an email,
- The closure will be posted on our social media pages including the Club's Facebook page and Instagram, and
- The closure will be posted on the homepage of our website at [www.adaclubs.org](http://www.adaclubs.org)

The Club will do its best to provide adequate time regarding a closure to ensure families can plan accordingly.





**BOYS & GIRLS CLUBS**  
OF ADA COUNTY

## **PARENT & MEMBER HANDBOOK**

Revised: September 2022