



BOYS & GIRLS CLUBS
OF GREATER KANSAS CITY

Parent Handbook





BOYS & GIRLS CLUBS OF GREATER KANSAS CITY

Whatever It Takes to Build Great Futures.

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, audiotape, 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/ad-3027.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; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

WELCOME TO BOYS & GIRLS CLUBS OF GREATER KANSAS CITY!

THE STRATEGIC VISION OF BOYS & GIRLS CLUBS OF GREATER KANSAS CITY

To assist Kansas City's children and youth to live out their greatest dreams through the development of skills and competencies and keep 100% of active Club participants on track for high school graduation with post-secondary plans.

We accomplish this by:

- Providing opportunities in the following core areas: Public Speaking, Character & Leadership Development, Healthy Lifestyles, Education/Technology and Career Development, Sports/Recreation/Fitness, and the Arts.
- Utilizing a corps of positive, caring, committed, staff and volunteers.
- Youth and parental involvement in the planning and implementation of Club programming.
- Establishing services in locations that are safe, affordable and accessible.
- Providing support for families in the development of their youth.
- Enhancing core services by partnering with other organizations.
- Ensuring program activities meet established outcome measures through on-going evaluation and modification.



THE PROGRAM

Public Speaking, Character, and Leadership Development:

Empower members to support and influence their Club community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and other's cultural identities. Members may participate in the Mayor's Program, Keystone Club, Youth of the Year, Torch Club as well as Club meetings where members have direct influence on activities provided at the Club.

Technology:

Enables members to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to optimize employability. Members participate in programs such as Net Smartz and My.Futures.

Education and Career Development:

Power Hour, Career Launch, Diploma to Degrees and Kidz Lit, are just four of the programs the club's caring adults utilize to help to assist our members to improve their knowledge base and assist in improving their academic skills. Members have access to homework assistance and academic skill building each day.

Healthy Lifestyles:

Members develop fitness, positive use of leisure time, skills for stress management and social interpersonal skills. A variety of programming includes gym access, swimming, and sport clinics.

The Arts:

Encourages youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts, and creative writing.

Field Trips:

Field trips are an integral part of Boys & Girls Club programs. Club vans and/or buses are utilized for most fieldtrips. Parents will be notified when a field trip occurs. Field Trip Permission forms will be presented to parent/guardian for required approval in advance of field trips. **Verbal approval will not be accepted.** Children who do not have permission to attend the field trip will stay with an alternate group. For field trips that cost a fee, the fee is required at the time the permission slip is returned. Checks are not accepted as payment for field trips.

ADMISSION / ENROLLMENT

Admission to the Boys & Girls Clubs of Greater Kansas City is open to any child, regardless of sex, race, religion, national origin, or disability who meets the following criteria:

- Children 5 - 12 years old
- Teens 13 - 18 years old
- Copy of birth certificate on file
- Copy of immunization records from a physician on file for children 5 - 12 years old
- Completed enrollment packet
- Current on membership fees

HOURS OF OPERATION

Administrative office hours are from 8:30 a.m. until 5:00 p.m., Monday-Friday. The office and Boys & Girls Clubs of Greater Kansas City Unit locations will be closed on the following holidays: New Years Day, Martin Luther King Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. In the event of inclement weather, please call our weather hotline at (816) 462-0140.

Hours of operation for the Clubs' before and after school program vary based on location.

On those days when there is no school, the Club will be open from 7:00 a.m. - 6:00 p.m.

We understand that problems arise from time to time that could prevent an on-time pick up. In that event, parents should call the Club and identify who will be picking up their child. If the program staff has not heard from a parent/guardian by close, the persons listed on the authorized pick-up list will be contacted to pick up the child immediately. In the event that we are unable to contact a parent/guardian or the designated late pick-up person by 1 hour following close, the police or Children's Protective Services/Children's Division will be contacted. Please discuss any questions about the late pick-up policy with the Club Director.

Those parents whose children remain past closing must pay overtime fees. **Any member left after Club hours will be charged a late fee of \$10.00 for the first 15 minutes, then one dollar for every minute thereafter.** This must be paid before a member returns or is transported from school to the Club.

MEMBERSHIP AND PARTICIPATION FEES

The Boys & Girls Clubs of Greater Kansas City membership year is June 1 through May 31. Memberships not renewed by May 31 become inactive. Club membership cost is \$25.00 per month per child. Boys & Girls Clubs of Greater Kansas City is committed to keeping the cost affordable for all families. To that end, discounted membership fees are available for multiple youth from the same family as follows:

\$25/month - First child

\$20/month - Second child

\$15/month - Third child or more

Additional Club programming fees may apply. Valid forms of payment include cash, money order or cashiers check and credit/debit card where available. Memberships are transferable within Boys & Girls Clubs of Greater Kansas City Club locations pending space availability. Membership fees are to be paid or payment arrangements made at the time the enrollment packet is submitted to the Clubs.

SCHOLARSHIPS

It is our intention to provide Boys & Girls Club programs and services to every child who needs and want them, regardless of that child's family's ability to pay the fees for services. To that end, there are scholarship opportunities available. Contact your Club Director for instructions about applying for scholarships.

RELEASE OF CHILDREN

Members ages 12 and under must be signed in and out by a parent or authorized person each day. Boys & Girls Clubs of Greater Kansas City

POLICIES ON MEMBERSHIP

- Children between the ages of 5 - 12 must have:
 - a completed enrollment packet signed by their parent or legal guardian
 - Copy of child's birth certificate
 - Copy of child's immunization records from a physician
- Teen memberships available for teens 13 - 18 years old
- Membership fees paid with valid form of payment or scholarship awarded
- Each member must read, agree to, and sign the Code of Conduct
- New members/parents/guardians must attend an orientation within the first week of signing up
- A media release consent is a part of the membership application
- No one will be denied membership on the basis of his or her inability to pay

is not responsible for child(ren) until they are signed in or after they are signed out.

Club members are not allowed to wait outside for their rides. Members ages 12 and under will be released only to their parents or another adult authorized in advance by parents on the enrollment packet. If a child is to be picked up by someone other than a parent or pre-authorized adult, there must be written permission from the parent, identifying that person. If a staff member does not know or recognize an individual who requests the release of a child, he/she must verify via photo identification with written authorization on file.

Teens may leave and return only once per day prior to 7:00 p.m. Teens leaving two or more times prior to 7:00 p.m. in a single day may not return to the Club until the following day.

WALKER POLICY

- Children under 12 years of age will not be allowed to leave the Club alone.
- Children will not be allowed to leave the Club and return the same day without prior parental or guardian authorization.
- A completed Walker Authorization Form must be on file.
- A parent/guardian will be required to sign the Club members' Sign-In/Sign-Out Monthly Log.



PARENTS ACCEPT SOLE RESPONSIBILITY FOR THE SAFETY OF THE CHILD UNDER THIS WALKER PROVISION ARRANGEMENT.

TRANSPORTATION

In cases where Club or school sponsored transportation is not available, members must provide their own way to and from the Club and Club activities. Check with the Club Director to confirm availability of transportation service. See Club Membership Policy for Bus Service and Van Policies and Procedures.

DRESS

Members should be adequately dressed for indoor and outdoor activities.

- Outer clothing and boots should be labeled with child's name.
- Children are encouraged to wear tennis shoes and shorts/sweat pants for gym activities.

- Children must wear shoes that will stay on their feet. (Flip flops are not acceptable.)
- Appropriate swimming attire is required for swimming.
- Clothing must be worn at all times and worn as intended.

No inappropriate themed attire allowed including alcohol, tobacco, drug, gang related, offensive language, profanity, or sexual in nature.

Since the Club makes maximum use of parks and playgrounds for outdoor activities, children should always be dressed adequately for outdoor play appropriate for the season.

Reminder: Boys & Girls Club programs are active programs. Children will be involved in physical activity and arts and crafts programs. Choice of clothing should be appropriate for active play.

LOST OR STOLEN ITEMS

Members are discouraged from bringing items that will distract programming (ie. toys, electronic equipment, money). The Club is not responsible for lost, stolen, or broken items.

COMMUNICATION

Communication is an integral part of the success of Club programs. The support received from parents also helps to ensure continuity between the regular school day, the after school program, and the home. A strong communication link must exist between Club staff and the home in order for the Club to be a safe and loving place for members to learn and grow. Contact the Club Director to sign up for the Clubs' parent information text messaging system.

Through this partnership, parents/guardians are asked to:

- Maintain open communication and inform staff of any problems or accomplishments their child may experience outside of school and Club.
- Respond as quickly as possible when members need to be picked up.
- Acknowledge and support conflict resolution and discipline procedures.
- Provide the same level of respect one deserves and would expect from others, to all children and staff while in the Club setting.
- Engage in Club and child activities to strengthen the foundation of support for your child.

Club Staff are expected to:

- Communicate with parent/guardian concerning relevant child successes, accomplishments, problems, etc.

- Provide phone call and/or a written incident report of accidents, injuries or behavioral problems.
- Treat all members and parents with dignity and respect at all times.
- Make every effort for members to be safe and experience success, both personally and as a whole.
- Provide up-to-date information regarding member progress, field trips, programs, and other events.

An enrollment orientation is required with parents/guardian to discuss schedules, fees, special needs of the child, and obligations/responsibilities concerning the program.

Parents can request a conference at any time and are encouraged to spend a few minutes each week talking to the staff about the program and their child. If there are any questions or concerns, which the Club Director is unable to answer, please call the Senior Director, Programs and Operations at (816) 361-3600.

All school age childcare program information will be posted on the parent information bulletin board at the front entrance to the Club, please read them each day.

HEALTH AND WELLNESS POLICY

For children with known medical condition (asthma, diabetes, seizure disorder, etc.), parents are required to have the child's physician fill out an Individualized Care Plan form which outlines what should be done if a problem should occur during program hours. Parents should ensure that any medication is available and that the appropriate forms have been completed and on file.

In the case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to the nearest local hospital by emergency vehicle for treatment and the parents will be called as soon as possible.

Parents/guardians are required to notify Club staff of any known medical conditions their child(ren) has.

USE OF MEDICATION

The following rules for administering medication at the Clubs have been established and must be followed in all cases:

1. A Medical Authorization Form must be on hand stating the type of medication as well as the correct way to administer the medication and

possible side effects. The Clubs must have written permission from an adult family member giving the authority of Club personnel to administer medication, the dosage and time to be given. Forms for this purpose are available from the Club Director.

2. The medication should be in the original prescription bottle, clearly labeled with the child's name, name or type of medication, directions for giving, the physician's name and expiration date.
3. Club Director will ensure that the medication is properly administered and stored.
4. In the event that medication will need to be left at the Club, parents/guardians will be required to make those arrangements in writing.
5. Non-prescription drugs, such as aspirin and cough syrup require written instructions and authorization from a physician.
6. The "self-administration" of medication by a child is prohibited unless arrangements have been made in writing with the Club Director. No member under the age of 13 years old will be allowed to self-administer medication.



MEDICAL EMERGENCY OR ILLNESS

If a child becomes ill while at the Club, he/she will be isolated from the other children and parents/guardians will be notified and required to pick the child up immediately.

Specific illness/conditions requiring immediate pick up include:

- Contagious illnesses such as "pink eye," impetigo, chicken pox, scabies, ringworm, head lice, severe coughing, sore throat or trouble swallowing
- Fever over 100 degrees F by mouth , over 99 degrees F under arm
- Vomiting or diarrhea
- Accident requiring medical attention

Members may return after adequate verification that a physician has evaluated an illness, medication has been prescribed or any period of contagion has passed.

In the event of a medical emergency or accident, staff will attempt to contact parents or legal guardians. If parents/guardians cannot be

reached, staff will take emergency medical measures necessary for the care and protection of the child. By signing the membership enrollment packet, you are giving Boys & Girls Clubs of Greater Kansas City staff authorization to take emergency medical measures.

Should a child receive a minor injury, he/she will be given first aid and the parent/guardian will be notified.

EMERGENCY EVACUATION

Emergency fire and tornado evacuation procedures are posted in each room of the Club. Emergency evacuation procedures are practiced as required by law.

MANDATED REPORTING

Staff is instructed to make every effort to prevent a child from getting into a car with a parent/guardian under the influence of drugs or alcohol. Boys & Girls Clubs of Greater Kansas City is mandated by law to report child abuse and neglect. All incidents of child abuse must be reported. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

FACILITY, TECHNOLOGY, COMPUTER, AND EQUIPMENT

Having facilities and equipment that is in good working condition is an important component to ensuring well run Club programming. As such, members are encouraged to help maintain club property by adhering to the following guidelines:

- All equipment should be used as it is intended.
- Bathrooms, hallways and stairs may not be used as areas of play.
- Food/drink is allowed only in designated areas.
- There are internet sites members are prohibited from using.
- Computer labs are available for member use. Use of the internet is a privilege of membership; however, members are not guaranteed internet access.

See Club Membership Policy for technology computer usage guidelines.

NUTRITION INFORMATION

Breakfast:

Children will be served breakfast (milk, cereal, juice, etc...) on school out days only.

Meal service times vary based on Club location and age group.

Meals:

During school days we serve a full meal (2oz meat, 1/4c fruit, 1/2 c vegetable, 1oz whole grain item, and milk) for supper. On school out days this meal is served at lunch time and then a light snack is served later in the afternoon.

Special Dietary Needs:

If a child has special dietary needs the parents/guardians need to make the Clubs aware of this at the time of enrollment. Parents/guardians are required to have the child's physician complete an Individualized Care Plan and a Medical Statement to request special meals and/or accommodations. Both forms will be stored in the child's file as well as in the chef's area.

MEMBER CODE OF CONDUCT

All members attending Boys & Girls Clubs of Greater Kansas City will be held accountable for their actions on Club property. The failure of member and parent/guardian to read the Member Code of Conduct will not prevent members from being held accountable for their behavior and receiving consequences on the Member Code of Conduct list. Please see the full Member Code of Conduct found in the Club Membership Policy.

METHODS OF DISCIPLINE

Our primary method of discipline is to focus on and reward positive behavior. Your child's positive behavior is rewarded through star charts, award ceremonies, certificates, Boys & Girls Club money, and praise.

In the event these methods are not effective and negative behavior occurs, staff will attempt to redirect the child's behavior. If the child's behavior remains disruptive, a child may be temporarily removed from the group. If temporary removal still does not work, the Club Director will conduct a conference with the child's parent/guardian to review the child's behavior. It is our policy never to use physically or mentally abusive forms of discipline. All attempts will be made to help the child. Suspension from the program is a last resort in cases when negative behavior remains unchanged. Please see the Member Discipline Policy for more detailed information.

RESTITUTION

After notice to, or a conference with the member and parent/guardian, a member may be required to repair, restore, replace, or pay for damaged, vandalized, lost or stolen Club property. In addition, members who are found guilty of pulling the Fire Alarm, resulting in a false alarm will be required to

reimburse Boys & Girls Clubs the false alarm fee that the Club is charged by the City.

SUSPENSION / TERMINATION OF MEMBERSHIP

The Boys & Girls Clubs of Greater Kansas City President/CEO is the only staff person who can authorize long-term suspension or expulsion of a member for any of the following reasons:

- Fighting or bullying
- Leaving without permission
- Excessive or abusive language
- Violent behavior that may endanger other Club members and staff.
- Bringing a weapon into the Club or onto Club property.
- Bringing illegal drugs, drug paraphernalia or alcohol into the Club or Club onto property
- Attending the Club while under the influence of an illegal drug and/or alcohol
- Not complying with the Club rules and/or Member Code of Conduct

Parents will be spoken with in person on the day of the incident. Parents may be required to pick up child immediately.

Excessive continual suspensions could lead to termination of membership.

RETURNING AFTER SUSPENSION / REINSTATEMENT

When a child is suspended, the parent/guardian will be spoken with in person. The parent/guardian must have a conference with the Club Director before the child's membership is reinstated (with and/or without child present).

The youth will not be allowed to return to the Club until this conference has taken place.

The Club Director and/or Program Director will review the member's conduct that resulted in the suspension and outline guidelines and expectations for behavior in the future.

WITHDRAWING FROM THE PROGRAM

Parents wishing to withdraw a child from the program should notify the

RETURNING AFTER SUSPENSION

When a child is suspended, the parent/guardian will be spoken with in person the day of the incident. The parent/guardian must have a conference with the Club Director before the child's membership is reinstated.

The youth will not be allowed to return to the Club until this conference has taken place.

Club Director, in writing, at least one week in advance. This will ensure that another child needing our services can be admitted to the program.

FAMILY SUPPORT SERVICES

The Club will conduct monthly parent meetings to discuss programs, concerns, and Club needs.

VOLUNTEERING

Boys & Girls Clubs of Greater Kansas City is a not-for-profit organization. In an effort to keep program fees at an affordable rate and to support our programs, volunteerism is encouraged at the Clubs. We are always looking for parents/guardians to volunteer.

Here are just a few of the ways in which parents/guardians can make a difference. Volunteer to:

- Help children through homework assistance, tutoring, and mentoring
- Assist with special programs
- Teach one of the many skills needed to lead a productive life (life-skills)
- Read to younger Club members
- Teach members crafts such as sewing, quilting, or embroidery
- Provide supplies for a Club party
- Teach kids the art of building things
- Assist with Club parties or field trips
- Serve on the local parent advisory committee

Volunteering can be as beneficial to the volunteer as it is to our members. Volunteering helps build confidence, character & leadership skills, and promotes emotional well-being.

To find out how you can help, contact the Club Director or the Legacy Center office at (816) 361-3600. For current Club information visit www.helpkckids.org or follow us on social media @helpkckids.



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