



**BOYS & GIRLS CLUB
OF NORMAN**

@center for
Children and Families

**Boys & Girls Club of Norman
Parent/Member Handbook
*2022-2023***

Welcome to Boys & Girls Club of Norman!

Our Mission: To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

We are excited to have you join as a MEMBER of the Club! This handbook contains information regarding your child's participation in our out-of-school programs. **It is very important that you read this handbook and keep it readily available as long as your child(ren) is enrolled in our program.** It will answer many of the questions you have about Boys & Girls Club of Norman.

**Boys & Girls Club of Norman
at Center for Children & Families, Inc. (CCFI)**
210 S. Cockrel Ave.
Norman, Oklahoma 73071

**Boys & Girls Club
front desk**
Monday – Friday
2:00 – 7:00 p.m.
(405) 801- 4951

CCFI front desk
Monday – Friday
8:00 a.m. – 2:00 p.m.
(405) 364-1420

**Summer BGCN front
desk hours**
Monday – Friday 8:00
a.m. – 9:30 a.m. &
4:00 p.m. – 5:30 p.m.

Whitney Dunn
Executive Director



Lee Brandon
Program Director



Taylor Taliaferro
Program Coordinator



REQUIRED

Please make sure to follow these procedures to receive important updates from BGCN.

Download the Remind App on your phone and enter the class code
OR

Text @bgcnorman to the #81010



Membership Information

Membership is open to youth 6 to 18 years old that are enrolled in Norman Public Schools. Membership is open to any youth regardless of race, color, religion or national origin. A child is considered a Boys & Girls Club Member after the required paperwork is completed and membership fee has been paid.

About Our Program

At Boys & Girls Club of Norman our goal is to provide enriching experiences and positive relationships in a safe environment to help members reach their full potential. Our **PRIORITY OUTCOMES** include:

- Academic Success
- Healthy Lifestyles
- Character and Leadership

To meet the unique interests and abilities of our members, we utilize 5 core program areas to meet these outcomes: (1) **The Arts** (2) **Education** (3) **Health & Wellness** (4) **Leadership and Service** (5) **Sports and Recreation**.

Open Door Policy

Boys & Girls Club of Norman is a drop-in facility and has an open door policy that states:

- Members are not required to attend the Club every day.
- Members are advised to stay on Club premises; however, **we cannot legally require a member to stay at the Club.**
- Boys & Girls Club is **NOT** a day care center, **NOT** a licensed facility and **NOT** responsible for the time or manner in which your child may arrive at or leave the Club. The Club is a drop-in program with an open door policy. The children are free to come and go as they choose. Please contact the Executive Director if you have any questions.

Staff and Volunteers

Our Youth Development Professionals are carefully selected for their experience and interests. They are required to submit information for a background check and must go through training and orientation to begin working with members.

Regular volunteers must submit a completed volunteer application that includes a background check. When the background check has been completed, volunteers go through an orientation, receive training, and are then placed in a program area matching their interests and skills. Volunteers are monitored by BGCN staff at all times.

Hours of Operation

Boys & Girls Club of Norman will be open from 3:00 p.m. to 7:00 p.m. for all members during the academic school year.

Hours of operation for summer program are 8:00 a.m. – 5:30 p.m. Drop off will be from 8:00 a.m. – 9:30 a.m. and pick up will be from 4:00 p.m. – 5:30 p.m.

Boys & Girls Club of Norman will follow the Norman Public School calendar and will close on days that the schools are closed, including breaks, holidays, professional development days, etc. **unless otherwise notified.**

Transportation

Buses will pick up members from Adams, Kennedy, and Wilson Elementary, and Irving Middle school and drop them off at Boys & Girls Club of Norman Monday through Friday. Staff members will walk members from Jefferson Elementary to the Club. Members from Longfellow Middle school are able to walk to club with signed parent approval.

Pick up from the Club will be the responsibility of members and their guardians.

Visitors

For the safety of your children, NO adults or children that are not enrolled Club members or established volunteers will be allowed on site or in program services. No animals are allowed on the site locations. Boys & Girls Club of Norman staff may make exceptions for educational purposes.

Pick up Policy and Contact Information

Only a parent/guardian or authorized contact will be allowed to pick up a child. All adults picking up a child will be asked to show identification during their first pick up. **At that time, you will be given 2 car decals indicating which member(s) you are picking up upon your arrival at the end of the day.**

Please note that front desk staff may require an unexpected verification of identification at pick-up if a parent or guardian does not have the car decal provided. This is to ensure an authorized person is picking up your child. This is to ensure the safety of all of our members.

If you would like someone else to pick up your club member, you may contact us and we will ask for their name and check their identification at pick up. **We will not allow a**

member to go with anyone NOT on the authorized pick-up form in your enrollment packet unless you have informed us by phone, email, or through the remind app. If someone besides an authorized contact (filled in on your enrollment form) will be picking up your member regularly, please let us know and we will have you fill out a form to add them to the authorized contact list for your member.

Late Pick-up

We realize sometimes circumstances beyond your control arise. If your child is going to be picked up late, please notify the front desk at (405) 801- 4951. After one late pick up warning, **\$1.00 will be charged for every minute the child remains in the program after the designated closing time.**

Outstanding Balance Policy

Members may not return to the program until any outstanding balance has been paid (this includes an outstanding balance for a late fee payment).

Health Policy

Additional precautions will be taken in light of the COVID pandemic. You will be provided an additional form outlining our modified precautions and procedures.

It is important that parents and guardians cooperate with Boys & Girls Club of Norman Health Policy. Our regulations are designed to protect the well-being of all Club members.

Illness

If your child becomes ill at the Club, all attempts will be made to notify the parent/guardians of the member. Please do not bring your child to the Club if they become ill before leaving home. This is especially important if their illness is infectious or contagious. Members who come to the Club sick WILL be sent home.

Medications

We do not administer “over the counter” or prescription medications to child(ren).

Emergency and Accident Procedures

An emergency constitutes an injury of a child requiring doctor’s care or any situation requiring emergency vehicles (ambulance, fire, police, etc.) on the premises.

Parents/guardians are responsible for any cost associated with medical treatment for their child.

In the event of a medical emergency involving a child, Boys & Girls Club of Norman staff will (in the order below):

- Stay with the child.
- Send someone to call 911.
- Call the parent or guardian.
- Notify the CCFI Administrative Office.
- Accompany the child to the hospital if a parent/guardian is unavailable, provided there are a reasonable number of staff members to remain on site.
- Remain with the child until parent/guardian arrives and is fully informed about the emergency.
- Complete an Incident Report Form and submit to the CCFI offices within 3 business days.

In the event of a MINOR injury involving a child the staff will:

- Administer first aid.
- Have the child rest until he/she is ready to resume participation in the program.
- Inform the parent at the end of services/upon pick-up about the injury so that additional attention may be given at home. An “accident report” will be provided to parents/guardians, and all minor injuries will also be logged for review in CCFI’s quality assurance program.

Chronic Illness, Dietary Restrictions & Special Needs

Parents/Guardians are encouraged to inform Boys & Girls Club of Norman staff of all relevant information so that we may work together to meet the needs of your child(ren) to the best of our ability. Parents/guardians whose children are diagnosed with special needs such as Autism, Down syndrome, ADD or ADHD are encouraged to share home and school setting needs with BGCN staff so that we can attempt to mirror successful strategies when possible during our program time and work to see if this program will be a positive fit for the child.

Inclement Weather

Boys & Girls Club of Norman will be closed if Norman Public Schools are closed due to inclement weather, including times when NPS evening/ afterschool services are closed.

On a day school has been in session, Boys & Girls Club of Norman may be closed if unsafe weather conditions are forecasted during after school program hours and could pose a threat to the children and/or staff. Guardians should make plans to pick up their child(ren) as soon as safely possible from the program site if the program closes after services have begun.

The best way to be alerted of BGCN closure is through the Remind app. You may also call CCFI or BGCN front desk for closing information.

Personal Property & Technology

Technology

There are specific and limited times of day where members may be permitted to use personal electronics. Use of personal or BGCN owned electronics and internet is a privilege, not a right of membership. Technology may be taken away if this privilege is not used appropriately and parents may be asked to keep personal electronic devices at home if members are unable to follow guidelines.

Phone Use

Staff permission is required for children to make phone calls during program services utilizing our Boys & Girls Club phone located at our front desk. It will be made available for children to use in the event of an emergency or when guardian notification is necessary.

Personal Property

Boys & Girls Club of Norman is not responsible for the lost, stolen, or damaged personal property belonging to children or the parent/guardian, including cell phones. We strongly encourage children not to bring items of monetary or sentimental value to our program services as we cannot guarantee their security.

Club Rules and Behavior Policy

Our Club has expectations every member must follow to ensure a safe and enjoyable experience for all members. Specific rules and expectations based on club area, member's age, etc. will be discussed with members on their first day of club.

Member Expectation Statement

Members of Boys & Girls Clubs have high standards for their behavior. Acceptable behavior is defined by the following:

- Respect for themselves
- Respect for others
- Respect for Boys & Girls Club
- Safe choices

Staff will utilize positive behavior reinforcement, as well as logical and appropriate consequences when necessary. Boys & Girls Club of Norman is a part of Center for Children and Families, Inc. and, as such, is a trauma informed program. We approach negative behaviors from a trauma informed position. These policies are guidelines that we will follow with the understanding that every child is different and may have different needs.

Home Punishment

Boys & Girls Club of Norman recognizes parental authority and the rights of parents to discipline their children while under their supervision. However, BGCN staff will NOT enforce home punishment during program hours or use any discipline or punishment prohibited by Center for Children & Families, Inc. policies and procedures.

Counseling Services

Boys & Girls Club of Norman and Center for Children and Families, Inc. are able to collaborate with therapists outside of our agency in order to best serve each member. If a parent/guardian is interested in having us collaborate with their child's therapist, they will need to contact one of our staff members and sign the appropriate release forms. Therapists will not provide therapy for any child without a parent's permission, but may assist club staff with consults or de-escalation if necessary.

Suspensions and Termination of Enrollment

There are some behaviors that we cannot tolerate at our club to ensure the physical and emotional safety of our members and staff. If any of the following behaviors occur, and especially if they become a consistent or re-occurring challenge we will require that member to take time away from club and will not be able to return until a plan is in place to resolve the behavior. Some of these behaviors, depending on severity, may require immediate pick-up.

1. Physical aggression or violence toward a member or staff.
2. Bullying or harmful words towards another member or staff on the subject of race, gender, sexual orientation, ability, or physical appearance.
3. Personal boundary violations or inappropriate behaviors.

4. Leaving the Boys & Girls Club Norman premises or entering restricted areas.
5. Non-compliance with rules and expectations set by staff members.

Parent Notification

You will be made aware if your child has participated in any of the above behaviors or was involved in any incident where these behaviors took place. This may be by phone, in person at pick-up, or in writing. We may ask you to sign a behavior report to ensure you have been notified of the issue. If your child has been a victim of one of these behaviors we will provide you with as much information possible, and happily discuss ways to ensure your child feels safe at the club, but we are not able to provide identifying information or details on consequences for other members involved.

Damage to Boys & Girls Club Facility or Equipment

Member is expected to reimburse Boys & Girls Club for any damage to the facility or equipment and will be billed to parent(s) or guardians.

Parent/Guardian Behavior Information

Boys & Girls Club of Norman is committed to fostering a positive and enriching environment for both children and our staff members and will address inappropriate or unacceptable behaviors by parents/guardians on a case by case basis. Our concern for both children and staff extends beyond program hours. If a staff member suspects a parent or guardian of questionable behavior that threatens the safety of the child(ren) or staff members, they will contact the CCFI administrative office, Chief Executive Officer, and/or local authorities. Behaviors may include but are not limited to:

- Appearing intoxicated or smelling of alcohol.
- Appearing impaired due to drug use or other issues.
- Actions that are threatening or intimidating toward children, staff, and/or volunteers.
- Words that are threatening or intimidating toward children, staff, and/or volunteers.
- Any words or actions that could be interpreted as a sexual advancement toward another person including staff, children or other adults.

ROLE OF PARENTS/GUARDIANS

By signing below you acknowledge that you understand the rules and policies of Boys & Girls Club of Norman and request that your child be admitted into membership. You may detach this sheet from the handbook and take the handbook with you so that you and your child can read the policies, and keep the handbook as a reference. You acknowledge that you will explain the rules to your child if any questions arise. You may contact the Unit Director if you require further explanation.

Parent/Guardian Signature

Date

ROLE OF MEMBER

I understand that by breaking the rules and policies of Boys & Girls Clubs of Norman may be grounds for suspension or loss of membership privileges. I also agree to act like a productive, responsible and caring citizen.

By signing this you agree to honor the Club Rules and Policies during activities whether at the Club, on a field trip, in a Club vehicle, or at a Club sponsored event.

Member Signature

Date