

Welcome!

Welcome to the Boys & Girls Club of Washington County, where every child's potential is nurtured and celebrated.

For over 29 years, our Club has been a beacon of hope and opportunity for young people across our community. We are dedicated to empowering every child, especially those facing challenges, to achieve their dreams and become compassionate, responsible, productive leaders of tomorrow. As a leading youth development organization in our region, we currently serve 1,000 + at-risk and underserved children and teens ages 5-18 annually.

All of our programs are crafted to fulfill our mission: to inspire and empower all young people, particularly those who need us most, to reach their full potential as responsible, productive, and caring citizens. The Boys & Girls Club of Washington County is more than just a safe space after school; we offer a supportive environment where underserved youth can excel academically, prepare for future success in college and careers, develop their leadership skills, and build resilience against life's challenges. Through community service, positive peer connections, and mentorship from caring adults, we inspire our members to reach their fullest potential.

This handbook contains essential information about your child's membership in the Boys & Girls Club of Washington County. Please take the time to read it carefully and ask any questions along the way.

Together, we look forward to embarking on a journey of growth, learning, and empowerment.

GREAT FUTURES START HERE ...

Partnering Together,

Shawn Koonce

Shawn Koonce
Boys & Girls Club of Washington County
Executive Director

Our Mission

Inspire all of Washington County's young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

Core Values

Boys & Girls Club provide youth with the opportunity to participate in activities which provide:

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

Club Membership

Membership is open to all youth ages 5(Kindergarten) -18 years old (High School). A membership application form must be completed in our Parent Portal by a parent or guardian each registration period (even if you are renewing your membership).

Information provided on the Club Member application must be current and accurate. It is the parent or guardian's responsibility to notify us of any changes to your phone number (cell, home, work, emergency contacts, etc.), email and/or address information via the Parent Portal within 48 hours of the change to allow for effective communication from BGCWC. Youth must be registered in school in order to be a club member.

Member Eligibility Requirements

The school registration requirement is waived for youth who are home-schooled. If a member should drop out of school during their membership a young person may be suspended or expelled from the Club for refusing to re-engage in school activities, at the discretion of the Executive Director. If youth are enrolled in a GED High School Equivalency program, has graduated from high school early, or is still in high school, he or she is still eligible to be a member up to nineteen years of age.

Club members are expected to attend a minimum of 75% of days the Club is operating; Those on scholarship are expected to attend a minimum of 90% of days the Club is operating. Failure to attend without communication and approval from Dir. Of Personnel & Programs for extended absence (*Longer than 2 weeks*) may result in loss of membership to allow a space for those on our waitlist.

Annual Membership Fee

The school-year membership fee for Boys & Girls Club of Washington County is \$200. The summer membership fee is \$250. Specialized summer sessions length of times/dates and fees may vary. A membership at the Boys & Girls Club of Washington County provides young people with a safe place to play, learn and interact with other children and staff.

We also provide nutritionally balanced meals and snacks to youth on a daily basis. As part of a membership, parents of Club members are required to ensure their child arrives at the Club in weather appropriate clothing and equipped with their Club membership card to show staff at the door.

Note: Membership fees are non-refundable.

Membership Fees Scholarships

BGCWC strives to serve youth regardless of their ability to pay the membership fee. If a youth’s parent(s) or guardian(s) cannot afford the membership fee, a scholarship may be made available through our Brenham Game Changers partnership. No child is turned away for inability to pay.

Required Forms

- MEMBERSHIP APPLICATION
- PARENT HANDBOOK RECEIPT SIGNATURE FORM
- COPY OF MOST RECENT REPORT CARD
- PROOF OF CHILD’S AGE FOR 5-YEAR-OLDS

Club Location & Contact Information

BGCWC Main Unit

1710 E Tom Green St, Brenham, Texas 77833
(979) 277-9383

BGCWC Burton Unit – at Burton ISD

12504 W Cedar St, Burton, Texas 77835
(979) 316-9109

Club Hours

BGCWC Clubs are open for operation Monday – Friday during the following hours:

School Year:	3:15pm - 6:00pm
Extended Days:*	8:00am - 5:00pm (Main Unit Only)
Summer:	8:00am -5:00pm (Main Unit Only)

** Extended Days occur when schools are closed*

The Club is closed for the following holidays:

New Year’s Eve observed, New Year’s Day, Presidents Day , Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve observed, Christmas Day observed

Note: Additional closure days may occur based on school district calendars. In the event of additional club closure dates, parents and/or guardians are notified at least forty-eight (48) hours in advance of the closure.

If the Club is forced to close due to unforeseen circumstances (i.e. Weather, emergency repairs etc) parents and guardians will be notified of closures as soon as possible via email and the parent portal.

Member Pick Up

BGCWC is a program-driven organization with specific goals and outcomes we wish to see each Club member attain. It is therefore essential that Club members are able to participate in BGCWC programs. All parents/guardians are expected to allow their child to remain at the Club until at least 5:00pm to be able to receive the full benefit of the BGCWC program. Exceptions are made for doctor's appointments, other necessary appointments and emergencies that BGCWC is notified at least 24 hours in advance.

Release of Children

Parents or guardians are required to call when they are in the parking lot to pick up their child. This allows staff to communicate with and know the families of the children we serve.

Children will be released only to those persons authorized on the BGCWC Membership Application. When the child is picked up, the parent/guardian must sign out the child. Parents must notify the Club Site Supervisor in writing of any changes regarding persons to whom the child may be released to, or if there are any variations in departure time.

For Emergency Contacts, please include at least one person who is not a parent listed as the Primary Contact.

Parents picking up their children must do so by closing time. If parents or other designated persons are late in picking up children, staff will remain with the child until they are picked up. Parents may be asked to withdraw their child after the second time that they are late in picking up their child. Generally speaking, staff are not responsible for the child's transportation to and from the program. If the child is not picked up at closing time, after failed attempts to reach the parents/guardian and emergency contact, local law enforcement or child protective services will be called.

Release to Authorized Parent/Guardian Only

BGCWC provides a safe and secure environment for its Club members. Club staff are responsible for ensuring members are picked up by only those adults who are authorized to pick up each member. Each member's parent/guardian is to fill out a form listing the individuals authorized to pick up their child each day. If applicable, a copy of any legal documents prohibiting certain individuals' access to the child are kept in the file. Each time a member is picked up from the Club, staff are responsible for checking the adult's ID or car placard to make certain the child is leaving the Club with the authorized adult.

In the case of an individual who is not authorized but who claims the parent has given him or her permission to pick up a child, staff will contact the parent for verbal authorization. The parent will be asked to update the pick-up authorization form in their child's file at their earliest convenience.

Release to Parent/Guardian Who Appears Impaired

If the parent or guardian who is picking up the child appears to be impaired by drugs or alcohol, staff will contact another adult on the pick-up authorization form. The child will not be released to the parent under the influence of drugs or alcohol. The child will remain in the staff's care until the arrival of an authorized adult who is capable of taking responsibility for the child's release.

Open Campus Policy

Boys & Girls Club of Washington County is an **OPEN CAMPUS**. This policy allows members to come and go at any time during the Club's operating hours. However, if a member chooses to leave, they may not return to the Club the same day unless they left with a parent or guardian or for a Club-approved reason.

Staff members, under normal circumstances, are not allowed to prohibit a member from leaving the facility per the regulations of the Texas Department of Protective & Regulatory Services governing facilities/programs exempt from licensure as childcare facilities. Thus, it is the responsibility of the child and the parent or guardian to determine, understand and enforce whatever arrival and departure methods they see fit. If a Club member attempts to leave without parental consent a parent/guardian will be called immediately.

Please note that youth are not allowed on the Club's grounds during operating hours unless they are signed in and participating in Club activities. Members should NOT be dropped off prior to the opening of our facility, as the Club cannot be held responsible for the supervision of such youth.

It is important to remember that the Boys & Girls Club of Washington County is not a daycare facility and is not governed by licensure as a childcare facility.

Visitors

All visitors (including parents or guardians of current members) will be asked to sign in at the front desk and receive a name tag if proceeding into the Club past the front desk for any reason. All visitors are asked to call the Club main number 979-277-9383 to request an appointment in advance.

Supervision

Our staff are trained Youth Development Professionals. Trained volunteers often support our staff. A staff member and/or trained volunteer will oversee each of our designated program areas. Please take the time to remind your child of the need to follow Club rules and directions AT ALL TIMES whether said directions are given by a staff member or a volunteer.

Child Abuse Policy and Procedure

The Boys & Girls Clubs of Washington County is committed to protecting the safety of its members. As professionals working with children, *the Boys & Girls Clubs staff is mandated by state law to report incidents of child abuse and neglect of members with whom they work.* The Boys & Girls Club of Washington County supports this mandate and requires all full and part-time staff to follow applicable procedures when warranted. Failure to comply with this policy may result in disciplinary action.

Child Abuse must be reported when it is discovered, this is interpreted to mean within twenty-four (24) hours of when the abuse and/or neglect is discovered or suspected. The staff person identifying the situation must:

- Inform the immediate supervisor.
- Complete a Child Abuse and Reporting Form.
- The incident is reported to the appropriate Site Supervisor; the Director of Personnel & Programs will then call 1-800-252-5400. If the Director of Personnel & Programs is not available, the Site Supervisor is responsible for making the call. Reporting may also be done via the Internet at www.TxAbuseHotline.org.

Outside Agency Involvement

BGCWC is a mandated reporter for child abuse and neglect. The Clubs also have a zero-tolerance policy for illegal activities. Because of this, BGCWC will report any suspected abuse and/or neglect to the Texas Department of Family and Protective Services, and Local law enforcement will be called if a child engages in illegal activities at the Clubs. In these cases, parents will also be contacted, either by the Club or the public agency that is involved Club

Club Code of Conduct

BGCWC has a simple **Code of Conduct**: RESPECT THE CLUB; RESPECT YOURSELF; RESPECT OTHERS.

Additional rules for specific programs, situations or ages may be set and used by Club staff as needed. All Club rules are designed to provide a positive, safe, secure, respectful and orderly environment.

Prohibited

- Violence against another member or Club staff
- Cursing, use of racial slurs, name-calling, bullying or any other use of inappropriate language
- Possession of drugs, alcohol, guns, knives or any other weapons
- Display of gang paraphernalia, signs or any action showing affiliation or activity
- Aggressive action or group demonstration that is disruptive and interferes with Club activities
- Bullying of any kind, including social media
- Persons entering or attending the Club under the influence of an illegal or banned substance
- Persons caught stealing will be subject to suspension and/or prosecution. **NO EXCEPTIONS!**
- Fighting will lead to suspension. Members must keep their hands/ feet to themselves.
- Member are not allowed to gamble under any circumstances.
- No open toed shoes (such as sandals or flip flops), slippers or sneakers with wheels are allowed.

General

- All members should help keep the Club neat and clean.
- Members must show their Club Card every time they enter the Club.
- Members may not wear suggestive garments or inappropriate attire. Shirts must be worn at all time. Pants/shorts/skirts/tights must be worn on the hip, not sagging around the buttocks.
- Members should always show respect and cooperation toward each other and the staff.
- Running is not allowed within the building except in the GYM.
- The Boys & Girls Club is not responsible for stolen or lost items.
- If a member has a problem, question or an injury they should see a staff member immediately.
- Members use only the main door to enter and leave the building.
- Food and snack items are eaten in specific area only.
- Members will follow these rules at all times while at the Club or events sponsored by the Boys & Girls Club.
- Public display of affection is not allowed. (i.e. kissing, hugging, holding hands, hitting, etc.)
- Once members leave the premises of the Club, they are not allowed to return.

BULLYING POLICY

We are committed to creating a Club setting where everyone is treated with dignity. To make this possible, we recognize that one of our most important responsibilities is to create and sustain a safe environment so our members can enjoy participating in our program. To achieve this goal, we must acknowledge that bullying can occur within our Clubs.

To clarify the definition of bullying and to help prevent it from occurring, we have outlined the following information:

- **Both boys and Girls can be bullies. We, as an organization will not tolerate an attitude of “boys will be boys” or “Girls will be Girls” to excuse social cruelty or physical harm.**
- **Bullying can be direct or indirect, blatant or subtle. It involves an imbalance of power and repeated and intentional actions.**
- **Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.**
- **Bullying is cutting someone off from essential relationships.**
- **Bullying includes isolating the target by making this person feel rejected by his or her community.**
- **Bullying is malicious gossip and rumor spreading.**

Bullying often occurs outside of the physical grounds of the Club, yet these actions impact the safety of our members as though they occur on Club sites. Any bullying behavior demonstrated at the Club or outside of the Club that affects our Club community, will be addressed by the Club Management.

Examples of bullying outside the Club could be (but are not limited to) the following:

- **Electronic communications that include physical threats and/or malicious gossip and slander.**
- **Hit lists or polls via e-mail or other methods of communication naming specific members and/or staff.**
- **Sending humiliating photographs to others.**
- **Stealing passwords and misrepresenting oneself.**
- **Changing other people’s personal profiles.**
- **Hazing, or any ritual that degrades, humiliates, threatens, or physically hurts another person as a pretext for joining a team or other formal or informal group.**

As an organization, we will take any report of bullying seriously. Bullying will be responded to through a variety of consequences and intervention up to and including suspension from the Club, depending on the frequency and severity of the behavior. Any member who is suspended will not be permitted to return to the Club without a parent/member re-entry meeting with the Director of Personnel & Programs.

Some situations, including less severe first offenses, may be handled by the Club through member conferences, mediation or other interventions without a phone call home. If more serious bullying behavior has occurred, possible consequences could be suspension or expulsion from participation in all Club activities. Membership is a privilege, not a right. Subsequent consequences could include Club suspension. If any of these consequences become a likely outcome, we will notify you.

If your child is the target of bullying:

- Notify the Club Site Supervisor so that the incident can be documented.
- The incident will be addressed as quickly as possible, but please allow us 48 business hours to respond. If you do not hear from us by that time, please feel free to call the Club Director to follow up.

Please understand that we want all our members to feel safe, valued and respected in our Club. These situations are hard for everyone – parents, Club staff and members alike, but it is in these moments when we truly show what we stand for as a community. Working together, we can do our best to ensure that our Club is a safe and positive environment where great futures can start for every child.

Prohibited Forms of Discipline

Actions that are aversive, cruel or humiliating and actions that may be psychologically, emotionally, or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include:

- Spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment;
- Verbal abuse, threats, or derogatory remarks about a child or the child's family;
- Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle; and/or
- Withholding or forcing meals or snacks.

Physical Handling of Boys & Girls Club Members

The use of physical force or punishment should not be used as a response to Club member misconduct. The only instance when the use of physical force may be used as a response to Club member misconduct is in the case where weapons or violent behavior are involved. However, physical force in this instance should be the last choice of action for staff and should not be done except to protect oneself or others where serious bodily harm could occur without physical intervention. Any use of physical force should be to prevent harm, such as separating individuals who are fighting. Fighting, physical assault or verbal assault on another person is a violation of club work rules. In any case where physical response is used, the Club Director will meet with the staff involved to review what happened and fully document the incident.

If staff determines that it is necessary to forcibly remove an individual because that person refuses to leave voluntarily: **The local law enforcement, not staff, should remove a severely disruptive person who refuses to cooperate.*

- Staff should seek backup immediately, including the staff-in-charge
- All members and others should be cleared from the area to isolate the individual
- The police should be notified

Member Expectations

We will continue to follow our expectations outlined in the Parent Handbook, but members can easily remember our Member Expectations:

- **RESPECT THE CLUB; RESPECT YOURSELF; RESPECT OTHERS.**

FAMILY ENGAGEMENT

Parent Code of Conduct

BGCWC are committed to providing a safe and nurturing environment for your child. In an effort to ensure your child's development in a positive way, we ask that you as the parent(s)/guardian(s) agree to the following:

- To make every effort to follow all BGCWC program policies & procedures as expressed in this handbook. You understand that it is your responsibility to read and comprehend the policies set forth and to follow them to the best of your ability; and ask questions regarding any policy and/or procedure that is not clear to you.
- *To attend family events and round table discussions for further knowledge of club expectations, experiences, programming, and ability to further educate yourself through our parent workshops. Attendance in these events is key for success in the Club, school, and home for both child and parent.*
- To strive to support the program in the way you communicate with the members, the staff and other parents.
- To be courteous, use appropriate language and refrain from making threats and taking actions towards any member (yours or others), staff, or other parent(s)/guardian(s) either at or near BGCWC Clubs or at any BGCWC Club functions/events.
- To not approach, any member other than your own to obtain confirmation, clarification, or "their view" on BGCWC Clubs related issues, disputes, or disagreements between members. Such matters must be brought to the attention of the BGCWC Site Director.
- Do not approach any staff member requesting confidential information in regards to any member but your own.
- To understand there are NO REFUNDS or EXCHANGES on any membership fees.
- Understands that if a parent does not agree with the BGCWC Parent Code of Conduct, BGCWC reserves the right to dismiss all access to the Club facility.

Parental Involvement

The Club encourages parents' involvement in their child's academic and personal growth. Parents are always welcome to work or play with their child at the Club through our Volunteer program. This is the best and most effective method to inform parents about their child's successes and struggles. Parents will have a safe space to speak with Club leadership and management through parent round table participation. Parental involvement is required through participation of our parent round tables and family events held throughout the year

Communication with Parents on Child's Progress

BGCWC parents, members and guests receive and sign the Parent Handbook that includes BGCWC's Rules and Regulations and Bullying. These policies clearly state that some violations may result in immediate suspension or termination of membership. In all but the most serious violations, however, staff will work with the member and his/her family to restore the child's good standing in the Clubs.

Parents also agree to ensure that their children abide by these rules. If a child breaks a rule, this violation will be documented and placed in the child's file. Depending on the severity of the infraction, parents will be contacted. In the case of children who are picked up by a relative, staff will verbally inform the family member the same day that the violation occurs. More serious or repeat violations will also be conveyed via written notice. Parents are welcome to review their child's file at any time. They can also meet with staff and Club leadership regarding their child's behavioral or safety issues in order to develop a strategy for improvement.

Parent or Guardian Code of Conduct

Parents or Guardians are expected to:

- Understand the policies of the Club
- Be positive role models by showing respect and courtesy to other members and staff
- Demand that their child treat other members, volunteers and staff with respect regardless of race, creed, color, sex or ability
- Refrain from ridiculing or yelling while at the Club
- Respect staff by addressing concerns privately at an agreed-upon time and place

Parents or Guardians are expected to communicate with members, volunteers and staff in a positive manner. All communication, concerns and interactions should pertain to the parent or guardian's child and no other member. Any parent or guardian who engages in disorderly or improper conduct of any kind, such as use of speech or language that is offensive and/or inappropriate; physical and/or verbal abuse or threat to any staff/volunteer/member will be subject to removal and possible exclusion from the facility (at the discretion of the Executive Director).

HEALTH & WELLNESS

Health Records for Club Members; a health record shall be maintained in the facility for each child enrolled. Each record shall include all of the following information:

- A copy of the immunization record IS NOT required for school-age children.
- Other health information if deemed necessary by the operator or director of the facility and/or by parent(s)/guardian(s).
- Incident/Accident Reports Procedures

All accidents and illnesses (major and/or minor) MUST BE REPORTED and entered into the Incident/Accident online portal. They are to be reported immediately to the department supervisor and the Club Director. A BGCWC Accident Report Form should be completed as soon as possible. This report is due at the Administration Center the day after the accident and must be accurate and complete.

Depending upon the seriousness of the accident or illness, the staff person in charge of the area where the accident occurs will be expected to administer the necessary emergency first aid. If the necessary first aid is beyond the abilities of the staff person present at the scene, the Club Director, Lead YDS or other full-time staff should be called. Only full-time staff should call a parent when there is an accident. If staff are unable to contact a parent or guardian, they will call the Police Department to come to the Club and follow up with the situation. Staff members are not authorized to transport members from the Club to any other location but can administer emergency first aid. Fire and/or Medical personnel will transport the child to the nearest and most appropriate medical facility.

Dispensing Medication

It is the responsibility of parents or guardians to administer medications to their children. Staff do not hold or administer any over-the-counter or prescription medications to members.

Well-Child Definition

As a provider of after-school program services to well-children, BGCWC will not permit children to come to the Clubs with any of the following illnesses or symptoms:

- Severe pain or discomfort;
- Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea;
- Two or more episodes of acute vomiting within a period of 24 hours;
- Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
- Lethargy that is more than expected tiredness;
- Yellow eyes or jaundiced skin;
- Red eyes with discharge;
- Infected, untreated skin patches;
- Difficult rapid breathing or severe coughing;
- Skin rashes in conjunction with fever or behavior changes;
- Weeping or bleeding skin lesions that have not been treated by a health care provider;
- Mouth sores with drooling; or
- Stiff neck.

A child who presents with these symptoms will be sent home unless medical diagnosis from a health care provider, which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. All such documentation will be placed in the member's file.

A Club member who is sent home from the Club due to illness must be fever-free for 24 hours before returning to the Club.

Communicable Diseases and Member Attendance

If any member shows evidence of having contracted a communicable disease as defined by a skin irritation or lesion that is designated as contagious to others and appearing as impetigo, chicken pox, scabies, ringworm, head lice, pink eye, etc. Staff will isolate the member in a designated area until a parent or guardian can pick up the child from the Club. Club staff are obligated to contact the Health Department, the child's parents and the parents of any other children who may have been exposed to the infected child. A letter to member's parents or a posting at the Club is required when a communicable disease has been present at any Club location. Confidentiality of each Club member is to be kept in all situations.

The contagious member will not be allowed to return to active participation in Club activities until the member is examined by medical personnel and found to be free of contagious aspects of their affliction. A letter to this effect must be signed by a physician or registered nurse and placed in the permanent membership file of the member.

**BGCWC may establish procedures pertaining to communicable diseases as needed.*

Parent Notification and Confidentiality

The contents of all member files are kept confidential and are only available to Club staff. Staff should call the member's parent any time a member is ill or an accident has occurred. In the case where 911 needs to be called, the parent should give any and all information to the responders. If the parent is not able to be reached and the child is in a life-threatening state, the Site Director may give any necessary information to the responders. If a Club member is found to have a communicable disease, it is the responsibility of Club staff to inform the parent of the infected child, the parents of other children who came in contact with that child and the health department. This will be done in a manner that safeguards confidentiality.

Special Health Needs

Parents should provide the Site Director with any information on a child's special health needs or conditions upon enrollment or upon the onset of the condition. The Membership Coordinator will place a copy of the information in the child's file and ensure that all staff who are responsible for the child's care are properly informed. This includes any allergies and/or health issues a Club member is diagnosed with, as well as the proper method of treatment (ex: asthma: treat with inhaler – child should administer him/herself.)

Other Dietary Restrictions

Parents whose children have dietary restrictions or special diets due to religious beliefs or other practices should submit documentation to the Club's Site Director. A special diet based on a medical condition may be served only upon written instruction of a child's physician and upon request of the parent. A copy of these restrictions will be placed in the child's individual file. All staff members having direct contact with the child shall be informed about a child's dietary restrictions, special diet or food/other allergies.

SAFE & SECURE CLUBS

The safety and wellbeing of the young people we serve is our number one priority. We have layers of safety policies and guidelines in place for all of our clubs that we continuously improve and add to on a regular basis. These include mandatory background checks, immediate reporting to authorities and annual safety assessments. We work every day to create a safe, fun environment so that kids can have every opportunity to be successful in line. You are encouraged to act if something seems wrong. If you see something that appears to be unsafe please contact the Executive Director at 979-316-9103 to report.

Emergency Preparedness Plan

Boys & Girls Club of Washington County (BGCWC) are committed to providing a safe environment for all members participating in programs at BGCWC facilities. This commitment requires an established plan to manage environmental hazard situations in a manner that minimizes risk to any person present when an evacuation or shelter in place is necessary.

This policy contains requirements for general environmental hazard plans which are designed and implemented to protect program staff, club members, visitors and contractors from the hazards associated with an emergency.

In the event of an emergency situation parents will be notified and are encouraged to communicate through the Parent Portal as phone lines may be inaccessible. Social Media will also be a primary source for information.

Shelter in Place:

Staff are required to keeping members as calm as possible. Older members, if available, may be used as helpers. All staff must be advised within 7 days of hire where the designated shelter in place is located.

- Stay away from exterior doors and windows and go to the designated shelter area.
- Do not use elevators during a tornado.
- Remain in areas designated as “shelter areas.”
- Use two-way radio advising all staff of the emergency using the site-specific emergency code.
- Lead club members promptly out to the shelter area.
- Staff must ensure that all spaces are cleared including bathrooms.
- Members may not stop to take clothing, toys, book bags, etc.
- Staff must take the group rosters/attendance records to the shelter area.
- Staff must leave lights on and close doors upon exiting the room.
- Site Supervisors or other designated staff is responsible for conducting a final walkthrough of the club, checking closets or other hiding places, making sure all windows are closed, and all doors are shut and locked.
- Do not go outside until advised and cleared to do so.
- At Shared Space Clubs, school personnel are responsible for shutting HVAC and conducting walkthrough.
- The Site Supervisor is responsible for taking attendance at the shelter area ensuring that all individuals are accounted for. Check the completeness of the shelter in place.
- Staff will lead children back into the program area when the hazard has cleared.

Evacuation:

Staff are required to keep members as calm as possible. Older members, if available, may be used as helpers. All staff must be advised within 7 days of hire where the designated evacuation and re-location area is located.

- Exits, hallways, and other evacuation routes will be clear at all times to permit prompt and safe exit from the building.
- Do not use elevators during an evacuation.
- The designated meeting location must be at least 1000 feet from the building or as indicated by Emergency Management.
- Use two-way radio advising all staff of the emergency using the site-specific emergency code.
- Lead club members promptly out of the building using the closest and safest exit.
- Staff must ensure that all spaces are cleared including bathrooms.
- Members may not stop to take clothing, toys, book bags, etc.
- Staff must take the group rosters/attendance records to the shelter area.
- Staff must leave lights on and close doors upon exiting the room.
- Upon exiting the building, staff must direct their assigned group of members to the site-specific designated area or as indicated by Emergency Management.
- Supervisors or other designated staff are responsible for conducting a final walkthrough of the club, checking closets or other hiding places, making sure all windows are closed, and all doors are shut and locked.
- The Supervisor is responsible for taking attendance at the shelter area ensuring that all individuals are accounted for. Check the completeness of the evacuation.
- Staff will lead children back into the program area when and if Emergency Management determines it is safe.

Severe/Inclement Weather:

The Executive Director will determine whether to close BGCWC Club locations due to adverse weather conditions. As a general guideline, when Houston and surrounding city and/or county public schools close due to severe/inclement weather, BGCWC Club locations will close. If the decision to close is made when members are present in BGCWC, staff must contact parents/guardians/emergency contacts to pick up members immediately. Staff must remain with members while maintaining the staff to member ratio, until all members are picked up.

Fire/Tornado/Flash Flood and All Other Emergencies:

Routine drills are necessary to ensure BGCWC staff know how to conduct fire drill and a shelter in place in the event of a tornado. State regulations and BGCWC policy define routine as one time per month, January through December. The manager is responsible for documenting the monthly drills in the BGCWC Safety Binder.

Bomb Threat:

It is the policy of BGCWC that ALL BOMB THREATS are to be considered valid and taken seriously until proven otherwise. No use of two-way radios or cellular phones because radio signals have the potential to detonate a bomb. Do not activate the fire alarm. Most bomb threats are received by phone and most currently electronically or via social media.

If the bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- Obtain as many details as possible from the caller.
- If Caller ID is available, take down the number.
- Pay attention to the caller's voice (male, female, adult, child, recorded, well-spoken, accent, lisp, nasal, raspy, stutter, slurred) and background sounds (animals, house noises, music, static, office machinery, factory machinery, street noises, motor)
- If possible, write a note for a colleague to call the authorities 9-1-1 or as soon as the caller hangs up, immediately notify them yourself.

If the bomb threat is received electronically or via social media (Facebook, Instagram, Text, Snapchat, email):

- Notify authorities 9-1-1 immediately.
- Notify BGCWC personnel based on communication protocol.
- If possible, forward email or screenshot an Account Manager.

Suspicious packages such as packages wrapped excessively, strange odor, foreign postage, strange sounds, and/or unexpected delivery must be taken seriously and cautiously.

- Notify authorities 9-1-1 immediately.
- Notify BGCWC personnel based on communication protocol.

Emergency Numbers:

- Will be posted in a prominent location where club staff can access them quickly.
- 9-1-1 Police, Fire, and Medical
- CPS 24-Hour Hotline 1-800-252-5400
- SAFE Hotline 1-866-607-SAFE (7233)

Emergency Relocation:

In the event that members must be relocated for safety purposes, the designated relocation sites can be found in front of each club near the fire evacuation posting.

- The Site Supervisor is responsible for taking attendance at the shelter area ensuring that all individuals are accounted for. Check the completeness of the evacuation.
- Staff will lead children back into the program area when and if Emergency Management determines it is safe.

Accidents

The Boys & Girls Club of Washington County strives to maintain a safe and secure environment. There is an assumed risk in many of our core programs, including, but not limited to sports. Please feel safe in knowing that our trained staff are 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 that any associated costs for such care are the responsibility of the parent or guardian.

The Boys & Girls Club does NOT provide medical insurance for members. In the event of a serious injury, the staff will call 911 immediately and then call the parent or guardian or alternative emergency contacts.

Field Trips

Boys & Girls Club provides a variety of opportunities for our members to participate in activities off Club property that support our core beliefs and programs. Each excursion requires a parent or guardian to enroll to attend through the Parent Portal. The signed membership application grants permission to Boys & Girls Club to transport your child on field trips.

Most sign-ups are taken on a first-come, first-served basis (meaning eligible members signed up to participate by a parent or guardian). As many of our field trips are limited numbers and require prepayment a Member who fails to attend a field-trip they are registered for without a 24-hour notice a \$25 fee will be assessed to their account in addition to any other related field-trip fees. Members and parents/guardians are reminded that all of our Club rules extend to field trips, *A parent or guardian MUST be available by telephone at all times during any Club-sponsored field trip in the event that the staff needs to contact you.*

Discipline Policy

As a high-quality out-of-school time program, BGCWC is committed to promoting school-age children's emotional and social development, in addition to their academic achievement. Therefore, BGCWC has developed a thoughtful, consistent, positive approach to child guidance and discipline that is appropriate to the age and individual needs of the children we serve.

The Clubs' child guidance philosophy is based on time-tested principles in eliciting positive behaviors and fostering the progressive development of children. These include the following:

- Understanding of growth and developmental stages of children
- Providing a stimulating and educational environment that addresses multiple learning styles
- Maintaining consistency in rules, routines, and discipline
- Modeling of appropriate behaviors and attitudes
- Allowing children to share their feelings and suggested solutions to problems
- Reducing opportunities for misbehavior through effective classroom control
- Teaching children coping mechanisms
- Praising appropriate behavior
- Working cooperatively with families to resolve ongoing behavioral challenges

The Clubs puts a priority on positive guidance methods that promote the setting of clear-cut limits for children and for the development of self-control, self-esteem, and respect for the rights of others. Parents are considered partners in finding solutions that will eliminate negative behaviors. In addition to giving feedback to parents at pick-up time, staff can also make arrangements with families for a sit-down meeting to brainstorm effective child guidance techniques for their children. Boys & Girls Club of Washington County strives to keep the consequences for unacceptable behavior clear, appropriate and timely.

The safety 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 your child and every other child at the Club can safely enjoy the Club's activities.

Disciplinary actions may include, but are not limited to, the following:

- Verbal Counseling
- Time-out
- Suspension from Program Area
- Loss of Club Privileges (I.C.S. = In Club Suspension)
- Suspension (one day to two weeks)
- Indefinite suspension (until the situation can be resolved or the parent or guardian is consulted)
- Expulsion (i.e., permanent suspension)
- Contacting the proper authorities

When a member is suspended the parent/guardian or the adult picking them will be informed of the offence. A written suspension report will be submitted to the parent/guardian picking up the child for their review and signature.

A member may only return to the Club after a meeting with the Site Supervisor, and potentially the Director of Personnel & Program depending on the offense.

** Please note that any time a law is broken in or around Boys & Girls Club of Washington County or it is suspected that a Club member or guest has broken the law and fled to the Club to avoid the authorities, the police will be notified immediately. The Club is not a haven or refuge for those committing illegal acts or fleeing the authorities.*

Phone Calls/ Cell Phone Use

Our phones are for Club business only. Members should use phones or receive calls in emergencies only. Our lines need to remain open in the event of an emergency. Please make any necessary arrangements before your child comes to the Club so that you do not have to call the Club and your child does not have to call you.

Cell phones are not allowed to be used while in the Club. All Club members with cell phones will be required to have them locked in a secure location until they leave. Permission must be obtained from staff for members to utilize their personal cell phones.

Personal Belongings

All personal belongings brought into the Club by a youth are the responsibility of that youth. Boys & Girls Club of Washington County is not responsible for lost, damaged or stolen items. Please discourage your child from bringing anything to the Club that is not completely necessary, including money.

Necessary items, such as backpacks and jackets should be clearly marked with the member's name. The Boys & Girls Club of Washington County reserves the right to search any personal items for any reason.

Items that are not collected from our lost-and-found in a timely fashion will be donated to a local charity.

Complaint/Grievance Procedures for Parents or Guardians

Boys & Girls Club of Washington County strives to have the best possible environment for its members and realizes there will be times when members or their parents or guardians have complaints. It is our desire to address all complaints quickly and fairly. When such situations arise, parents are encouraged to make a formal complaint or grievance and should do so through the following steps:

STEPS TO FILE A COMPLAINT

1. Contact the Club Site Supervisor of the local Club your complaint is with. If not resolved proceed to Step 2
2. Contact the Director of Personnel & Programs 979-277-9383 ext.1003 your complaint is with. If not resolved proceed to Step 3
3. Contact the Executive Director at 979-316-9103
4. Allow 24-48 hours for a response from the Executive Director for a resolution.



Volunteers

Volunteers are an integral part of the Club experience. We welcome volunteers who wish to share their time and/or talents. If you or someone you know would like to volunteer, please fill out a volunteer application at www.bgc-brenham.org/volunteer. Background checks are required of all volunteers prior to being able to work with our members.

Boys & Girls Club of Washington County Acknowledgment of Review of the Parent Handbook

As we strive to provide a safe and quality experience for your child, we also seek the involvement of parents/guardians to help our members be most successful. Your signature acknowledges receipt of the handbook, as well as the rules, regulations, and expectations outlined for both the member and family in regards to:

- **Membership /Procedures**
- **Member Code of Conduct /Bullying Policy**
- **BGCWC Youth Guidance Philosophy**
- **Parent Engagement /Parent Code of Conduct**
- **Safe & Secure Clubs /Health & Wellness**
- **Complaint Procedures**

Member Name (PLEASE PRINT)

Parent/Guardian Name (PLEASE PRINT)

Parent/Guardian Signature

Date

GREAT FUTURES START [HERE.](#)