

**BOYS & GIRLS CLUB
OF SEQUOYAH COUNTY**

CLUB HANDBOOK

**BRUSHY, LIBERTY CAMPUS, MOFFETT, &
SALLISAW**

**208 South Main Street
SALLISAW, OK 74955**

(918) 775-4659

GREAT FUTURES START HERE.



BOYS & GIRLS CLUB OF SEQUOYAH COUNTY

Dear Parents,

Thank you for entrusting your children to the Boys & Girls Club of Sequoyah County – Brushy, Liberty Campus, Moffett, and Sallisaw Units. Our goal for our kids is to make after school and summer fun, safe and educational. Our goal for our parents is to make sure that you are confident and comfortable with your child's afterschool environment.

The mission of the Boys & Girls Club of Sequoyah County is to: **Enable all young people, especially those who need us the most, to reach their full potential as caring, productive, and responsible citizens.** Boys & Girls Club of Sequoyah County provides children with a positive place to learn and grow during the critical after school hours. Upon arrival at the Club each day, youth receive life changing programs focused on three core values: Academic Success, Character & Leadership, and Health & Life Skills.

Of course, to learn and grow, we must have serious boundaries. Enclosed in this manual, you will find all of our policies, procedures, and rules. We know that it is impossible to include everything in one handbook (at least in one that can be read in one sitting), so please feel free to reach out to us if you have any questions.

My staff and I fully understand and appreciate the critical importance of your child's safety, happiness, and success. We run our clubs as a safe, positive place that we are proud to serve your children in.

Have a great school year!

Laura Kuykendall

Chief Professional Officer

The Boys & Girls Club of Sequoyah County is proud to serve children ages 4-18 in our 3 school based units; Brushy, Liberty Campus, and Moffett, and ages 6 -18 at our stand alone unit in Sallisaw.

OPERATING SCHEDULE

Monday – Friday

Office Hours 9:00 – 4:00

Club Hours - after school until **5:30 p.m.**

All Club members must be picked up by **5:30p.m.** If you are late to pick up your child, a late fee will be assessed. Please see the “late fees” section for details.

PROGRAM FEES

The fee for the after school program is \$100.

\$50 per semester, Program fee is due by the first Friday the day after school starts and the second semester payment is due no later than January 31st!

If program fees are not paid by the **DUE DATE** your child **will not** be able to attend the club until program fees are paid and in good standing.

For your convenience you can now pay by Debit or Credit Card.

NO REFUNDS WILL BE GIVEN

Boys & Girls Club of Sequoyah County is a non-profit agency. Each and every year, we must raise the thousands of dollars needed to run this organization that serves over 1100 children in the county. To do so effectively, we must carefully budget each dollar. This allows us to keep your monthly program fees affordable. By paying dues on time you are reassured that your child's afterschool program remain available. So please be diligent and pay your dues on time. Your cooperation affords us great care for your child and a smooth operation of programming.

CLUB CLOSINGS

The Boys & Girls Clubs of Sequoyah County will be closed all days schools are closed. In the event that the school is closed due to inclement weather, the Boys & Girls Club of Sequoyah County will also be closed. On rare occasions, the Boys & Girls Club of Sequoyah County may be closed for inclement weather even if school was in session on any given day. We will notify the schools to advise of the closing.

CLUB PICK – UP

During the COVID-19 pandemic, we must alter our pick-up guidelines. Normally, we require a parent to come inside and sign out their child. However, for the time being, you will need to call the Unit Director (phone number listed on page 7 of this handbook) and she will have your child's

temperature taken and be escorted out to your car. Once the pandemic has passed and things return to normal, the following guidelines will be enforced.

A parent/guardian, or designated adult **MUST** enter the building to pick up your child. No child will be released to the parking lot or waiting car. All members must be checked out by parent/guardian/designated adult or other club parent with permission stated on your child's pick up list inside the building.

Please do not call ahead to ask that your child be ready for pick up. Staff cannot remove a child from the program area for pick up until the parent or guardian is in the building. This is for the safety and protection of **YOUR** child.

LATE FEES

Boys & Girls Club of Sequoyah County closes promptly at **5:30pm**. A ten minute grace period for parents to pick up children is extended until **5:40pm**. Beginning at **5:41pm** the following late fees are applied:

- \$10 per child for the first 5 minutes of tardiness
- \$1 per minute, per child for each additional minute beyond the first 5 minutes

Any and all late fees are due **immediately upon arrival** at the club. Payment must be made at the time of pick up. If payment is not made at the time of late pick up, an additional \$5 per child late payment fee will be added to the existing late fees on the following day. Additionally, your children will not be allowed to attend any BGC afterschool sessions until the late fees are paid in full. If you are chronically late, more than 3 times picking up your child within the school year your child will no longer be allowed to attend Boys & Girls Club.

Please remember the staff person requesting the late fee is fulfilling their professional obligation to the agency. It is not a personal attack; nor is the staff member responsible for the late fee. He/She is simply enforcing a Club policy, as directed by his or her supervisor.

If your child is not picked up by 6:00pm and we have not received a phone call from a parent we will notify the closest police department. Decisions about YOUR child's well being will be at the discretion of the proper authorities.

SUMMER PROGRAM

The Boys & Girls Club of Sequoyah County operates a Summer Program at the Sallisaw Main Unit only! The 3 school based sites DO NOT have a Summer Program. If you wish for your child to attend during the summer, there will be a special enrollment the week after Spring Break. Only children who are 6 years of age or older will be allowed to attend the Summer Program. Fees for the summer will be announced when summer enrollment dates are announced.

CLUB FIELD TRIPS

In order for your child to attend a Boys & Girls Club of Sequoyah County field trip they must have a signed permission slip, wear the assigned BGC T-shirt, if applicable and they must be at the Club at the time designated to depart for the field trip. ***Proper behavior is absolutely essential for the safety and success of a field trip.*** Please review with your child Club behavioral expectations. If your child violates any of the Club behavioral expectations while on a field trip, you will be called and asked to pick up your child immediately regardless of the destination. Your child will sit out the remainder of the field trip until you arrive. Additionally, the child will not be allowed to attend any future field trips with the organization.

SICK CHILDREN

Please keep your child home if your child has a temperature, has flu like symptoms, if they are contagious, or if they have an undiagnosed rash or pink eye.

If your child becomes sick while at the Club, you will be called to pick up your child. Please pick up your child immediately for the best interest of your child and the other club children.

Please keep your phone accessible while your child is at the Club. Please check your voice mail often. With limited staff and many children enrolled in the after school program, it is sometimes impossible to repeatedly call a parent. It is your responsibility to be available to the Club staff by phone in case of illness, injury, or emergency.

If your child is seriously injured or ill, club staff will call 911 for emergency services. In the event you cannot be reached and your child requires hospitalization, a Club staff member will accompany your child to the hospital. Please keep your contact information and your emergency contacts information current.

PERSONAL ELECTRONICS & VALUABLE ITEMS

Boys & Girls Club of Sequoyah County requests that all personal electronics and valuable items (including but not limited to video games, cell phones, and personal internet devices) be left at home. Boys & Girls Club of Sequoyah County is not responsible for loss of, damage to or theft of these devices.

Use of personal electronics during Club programs is **prohibited!** It is impossible to maintain order and program implementation when children are free to place calls/text message or play video games during programs. Such behavior is distracting to your child and other children. If a child is using an electronic device during programs, the child will be given one verbal warning. If such use continues, the electronic device will be collected by Club staff and returned to the parent at the end of the day. If child refuses to surrender electronic device(s), parents will be notified and asked to pick up their child. If a child is listening to or watching any inappropriate content, their electronic device will be collected and parents will be notified. If said behavior continues, the child

will not be allowed to return. Excessive use of personal electronics will result in the child being prohibited from bringing devices to the Club, and possible suspension from the program.

If your child needs to speak with a parent for an urgent reason, he/she will be allowed to use the club phone. If parents need to speak to their child for an urgent reason, they may call the Club. See Contact Information page for your Club's number.

RIGHT TO SEARCH

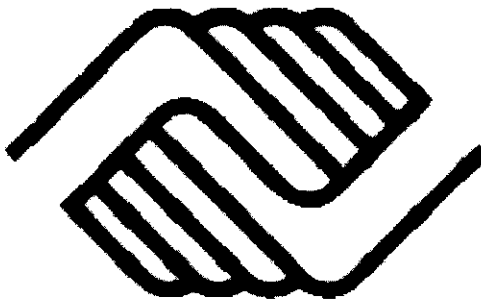
The Club reserves the right to search any bag brought by a child onto Club property. The Club also reserves the right to search Club lockers used by the child while attending the Club.

RIGHT TO REFUSE

The Club has the right to refuse enrollment of a child due to past documented detrimental behavior.

PARA-PROFESSIONAL

If a child requires 1-on-1 care from a PARA-Professional at school, the parent will be required to provide such care for the child at the Club at the parents' expense.



BOYS & GIRLS CLUB OF SEQUOYAH COUNTY

CONTACT INFORMATION

If you wish to provide feedback, address a concern or file a complaint, please address the issue with your Club Unit Director at the number listed below. They should always be your first contact. If you have continued concerns or questions please contact the CEO Laura Kuykendall or Administrative Assistant: Aubree Garrett at (918) 775 – 1659. If all avenues have been exhausted and there is still a concern, you may request that the Administrative staff schedule a time for you to meet with the Club Board of Directors.

BRUSHY UNIT

Sheila Risenhoover, Unit Director

(918) 315-1993

SALLISAW UNIT

Crystal Beller, Unit Director

(918) 776 -9117

LIBERTY CAMPUS

Tonya Stites, Campus Director

(918) 775-4741

Moffett Unit

LaDana Chancey, Campus Director

(918) 875-3668

BOYS & GIRLS CLUB OF SEQUOYAH COUNTY

CODE OF CONDUCT

It is our goal that every child attending the Boys & Girls Club of Sequoyah County will have fun, learn and make new friends in a safe and positive environment. We expect each child to act in a manner that is safe, respectful, and considerate of all other children and staff.

BOYS & GIRLS CLUB OF SEQUOYAH COUNTY HAS A ZERO TOLERANCE FOR PHYSICAL VIOLENCE OR BULLYING OF ANY KIND.

PHYSICAL VIOLENCE OR BULLYING TOWARD A CLUB MEMBER OR STAFF MEMBER WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.

Boys & Girls Club of Sequoyah County behavioral modification strategy is to encourage/reward positive behavior and discourage negative behavior. Negative behavior results in loss of privileges (such as sitting out of a group activity). To ensure the best possible Club experience for all of our members, severe or continued negative behavior can result in suspension or removal from Club.

The following behaviors will not be tolerated and may be cause for immediate suspension or dismissal from the club:

- Physical Violence or threat of violence toward another child or staff member
- Verbal abuse, foul language toward another child or staff member
- Damage to any property, equipment, or another child's belongings
- Theft of any kind
- Disruption of Activities
- Bullying or Belittling

In addition to the behaviors listed above, there are other violations that may result in a loss of privileges inside the Club, temporary suspension from the Club, and/or permanent removal of the Club. These decisions are made on individual basis and are at the discretion of the Unit Director.