

# Parent/Member Handbook



**BOYS & GIRLS CLUBS**  
OF TUCSON

Visit us on-line at [www.bgctucson.org](http://www.bgctucson.org)

Like us at <http://facebook.com/bgctucson>

**GREAT FUTURES START HERE.**

August 2015

This page intentionally left blank.

# Welcome to the Boys & Girls Clubs of Tucson!

Thank you for joining the Boys & Girls Clubs of Tucson. This handbook is intended to provide helpful information to you and your family as well as answer any questions you may have. It provides information on membership, policies, procedures, and general Club programs and guidelines. However, nothing in this handbook creates a contract. This handbook supplements other information and documents that members and their parents/legal guardians receive from the Club, such as the membership application. The rules and policies in this handbook are subject to change by the Boys & Girls Clubs of Tucson without notice. Current and more specific information is always available at your Clubhouse's front desk, our Administrative Offices, or our website.

The Boys & Girls Clubs of Tucson is part of a nationwide affiliation of local autonomous organizations and Boys & Girls Clubs of America working to help youth of all backgrounds, with special concern for those from disadvantaged circumstances, to develop the qualities needed to become responsible citizens and leaders.

In every community, youth are left to find their own recreation and companionship. A number of children are left at home with no adult supervision or care. We offer a safe place for them to learn and grow with positive adult role models that care about them. Our Clubs provide programs and activities that promote positive self-esteem, educational opportunities, community involvement, health and well-being, and moral guidance.

## Our Mission

The mission of the Boys & Girls Clubs of Tucson is to provide building-centered programs, professional staff, and a safe environment to assist youth in developing self-esteem, values and skills.

## Core Program Areas

The Boys & Girls Clubs of Tucson offers daily access to many different programs for youth who have a variety of interests and needs. Program availability may vary by Clubhouse. Core program areas:

- **Character and Leadership Development** – empowers members to support and influence their club, community, sustain meaningful relationships with others, develop a positive self-image, and to respect their own cultural identities as well as those of others. Members take part in activities that help build up their moral character through teamwork, volunteering, and programs like Keystone and Torch Clubs.
  - Other Programs & Activities available: Community Service Projects, Steak & Burger Dinner, All-Star Awards Dinner
- **Education and Career Development** – enables members to become proficient in basic educational disciplines. It applies learning to everyday situations and embraces technology to achieve success in school. This program also explores different academic and career paths. Members are provided daily access to Power Hour (homework help), academic enrichment activities, or tutoring.
  - Other Programs & Activities available: Reading is Fun Club, Club Tech Computer Programs (digital music and movies, web page design), Job Training Program, Money Matters
- **Health and Life Skills** – enables members to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults. Members take part in activities that provide physical fitness, nutrition lessons, build social skills and there is time to unwind and hang out with friends.
  - Other Programs & Activities available: Smart Moves Programs, Stay Smart, Smart Girls, Passport to Manhood, Healthy Habits

- **The Arts** – enables youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, photography, performing arts and creative writing.
- **Sports, Fitness and Recreation** – encourages fitness, healthy lifestyles, and positive use of leisure time, skills for stress management, appreciation for the environment, team play, and social skills.
  - Other Programs & Activities available: Open Gym, Group games, Basketball Leagues, Volleyball, Football, Soccer, Kickball, Cheerleading, Game Room Activities (pool, foosball, bumper pool, board games), Movie Nights
- **Special Events** - Halloween Haunted House, Thanksgiving Feast, Holiday Festival Parties, Teen Dances, 4<sup>th</sup> of July BBQ, Easter Egg Hunt and many more!

## Locations & Hours of Operation

### Administration Office – Harold Ashton Resource Center

Location/Street Address: 3155 E. Grant Rd., Tucson, AZ 85716

Mailing Address: PO Box 40217, Tucson, AZ 85717

Phone: 520-573-3533

Fax: 520-573-3569

Hours of Operation: Monday through Friday, 9:00 AM – 5:00 PM

### Clubhouse Locations & Hours of Operation

<p><b><u>Holmes Tuttle Clubhouse</u></b>            2585 E. 36<sup>th</sup> Street            520-622-0694            School Year: Monday–Friday, 3:00-8:00            Wednesday, 2:00-7:00            Summer: TBD</p>	<p><b><u>Steve Daru Clubhouse</u></b>            1375 N. El Rio Dr.            520-792-0331            School Year: Monday–Friday, 2:30-7:00            Wednesday, 1:30-7:00            Summer: Monday–TBD</p>	<p><b><u>Pascua Yaqui Clubhouse</u></b>            5010 W. Calle Torim            520-883-8172            School Year: Monday–Friday, 3:00-8:00            Wednesday, 2:00-8:00            Summer: TBD</p>
<p><b><u>Roy Drachman Clubhouse</u></b>            5901 S. Santa Clara            520-741-9947            School Year: Monday–Friday, 3:00-7:00            Wednesday, 1:00-6:00            Summer: Monday – TBD</p>	<p><b><u>Frank &amp; Edith Morton Clubhouse</u></b>            3155 E. Grant Rd.            520-325-8400            School Year: Monday – Friday, 3:00-8:00            Wednesday, 2:00-7:00            Summer: Monday – TBD</p>	<p><b><u>Jim &amp; Vicki Click Clubhouse</u></b>            1935 S. Columbus            520-300-5715            School Year: Monday – Friday, 3:00-8:00            Wednesday, 1:00-6:00            Summer: TBD</p>

### Holiday Closures:

The Clubs and Administration are generally closed in observance of the following holidays:

Labor Day

Thanksgiving

Christmas Holiday

Dr. Martin Luther King, Jr. Day

Independence Day

\*Clubs are generally closed for the entire Winter break.

### Club Hours for School Closures/Early Dismissal

The Clubs will typically be closed on school closure days and early release days. Please check with your Clubhouse to confirm changes in regular operating hours.

## Club Membership

Any boy or girl between the ages of 7 and 17 may become a member of the Boys & Girls Clubs of Tucson. Membership is open to any youth regardless of race, color, gender, religion or national origin.

All youth wanting to become a member will need to go through the following process with their parent or guardian:

- An application form must be completed and signed by the parent or guardian and the member. A membership fee of \$10.00 per school year and \$20.00 per summer is required.
- Each new member will receive a membership card that must be shown to enter the Club and must be carried at all times while in the Club.
- All new members are required to attend an orientation. Check with your club for dates/times.
- It is recommended that parents and/or guardians attend an orientation.
  - Parents are exempt from orientation only if:
    - Parents have had members in the program and have attended orientations for two or more consecutive years. Exempt parents must still sign and turn in the signature pages acknowledging that they understand all policies and procedures.
    - For youth grades 9<sup>th</sup> through 12<sup>th</sup> we will accept a parent-signed signature page in lieu of a parent or guardian attending a Parent Orientation. This will be accepted in substitution of a parent or guardian attending an orientation for youth in grades 9-12<sup>th</sup> ONLY.

A new membership application must be filled out each school year and summer session even if you are only renewing a membership. We may provide partial and full scholarships for the membership fee due to extreme financial hardships, but financial documentation may be requested. The information that you provide to us on the membership application is critical to our ability to keep our membership fee so low. We do not share your personal information with any other party; it is strictly used internally to provide data for our grant funding. We also ask that you provide at least two emergency contacts so that we are able to contact someone in a real emergency situation. **It is your responsibility to notify us if there are changes to your address, phone number or emergency contacts.**

Membership Card - One membership card will be provided to each new member or renewing member when all the application requirements have been met. Members must bring their card each day they come to the Club. Remember that membership to the Club is a privilege, not a right. If members do not have their cards, certain privileges to programs may be denied. If a membership card is lost, a replacement card can be purchased at the front desk for \$1.00. Membership cards do not carry over to the next membership session.

## Open Door Policy

Boys & Girls Clubs of Tucson is a drop-in facility, meaning that during our operating hours members are free to come at any time, and likewise, leave at any time. Staff members do not give permission for Club members to leave the Club, nor do they insist they stay. The decision as to when a Club member arrives and leaves the Club, and with whom, is a matter between the parent and the child. It is the responsibility of the parent and the child to determine, understand and enforce whatever arrival and departure methods they choose.

Please note that members are not allowed to wait for rides outside the Club; members need to wait inside. Members should not be dropped off prior to the opening of any Clubhouse and should depart the Clubhouse at closing time, as the Club is not responsible for the supervision of such youth.

**It is important to remember that the Boys & Girls Clubs of Tucson is not a daycare and that state licensing does not regulate the operation of the Club.**

## Personal Belongings

All personal belongings brought to the Club by a youth are the responsibility of that youth. Please discourage your children from bringing anything to the Club that is not necessary. This includes hand-held gaming devices and iPods. Necessary items that members are allowed to bring include backpacks, jackets, and water bottles. Items should be clearly marked with the member's name. **The Boys & Girls Clubs are not responsible for lost, damaged, or stolen items.**

Cell Phones – Members may have cell phones during club hours; however a cell phone is the responsibility of the person who owns it, and only the person who owns it should be using it. **The Boys & Girls Clubs of Tucson is not responsible for lost, stolen or damaged cell phones.**

## Phone Calls

Our phones are for Club business only. Members may use the phone or receive calls in an emergency situation only. Our lines need to remain open for business purposes and in the event of an emergency. Please make any necessary arrangements before your child comes to the Club. **Please do not call the Club to have your child sent out to your car** when picking him or her up.

## Dress Code Policy

Shoes and shirts must be worn in the Club at all times. Youth should dress comfortably and wear clothes that allow them to participate in typical Club activities and programs. Inappropriate clothing of any kind is NOT allowed in the Club. Members wearing clothes that are too tight, too short, too saggy, or too revealing in any way or clothes with questionable or distasteful advertising will be asked to change or leave immediately. Members may not wear gang-affiliated clothing or other attire promoting negative behaviors. This judgment will be left solely to the discretion of the Club staff.

## Medical/Emergencies/Accidents

The Boys & Girls Clubs of Tucson strives to maintain a safe and secure environment. There is an assumed risk in some of our core programs, including sports. Please feel safe in knowing that our trained staff is attentive to providing the safest environment possible, and all full-time staff is 1<sup>st</sup> Aid and CPR certified. The completed membership application authorizes the Club staff to seek medical treatment for a member, if necessary, and any associated costs for such care are the responsibility of the parent or guardian. The Boys & Girls Clubs of Tucson provides insurance for uninsured members in the event that they are injured at the Club or during a Club event. This coverage is provided by an outside agency and serves as primary insurance for the uninsured and secondary insurance for insured members. Parents must fill out the claim form with the attending physician and submit any incurred bills.

In the event of a serious injury, the staff will call 911 immediately and then will call the parent/guardian or emergency contacts listed on the current membership application. **Please update emergency contact information anytime you have a change so that we have the most current contact information on file.**

The Boys & Girls Club staff does not administer or supply members with medicine. If your child must take medicine while attending the Club, the parent/guardian or the child must administer the medicine. The club will not be responsible for lost or stolen medicine.

Illness – Out of concern for our members and staff, if your child is sick or contagious, he or she will not be allowed to come to the Club. If your child becomes sick while at the Club, the parent or guardian will be notified to pick him or her up.

## Parent Involvement & Support

We invite and encourage parents to stop by and observe any activity or program that your child is participating in. We also have opportunities for parents to volunteer at the Club at any time. Parents can participate by:

- Helping to plan and attending family-oriented events.
- Volunteering to help at the Clubhouse on your vacation and non-working days. Background checks are required of all of our volunteers prior to being able to work with our members; and volunteer training is provided.
- Helping to promote the Boys & Girls Clubs of Tucson and recruiting new families to participate.
- Locating resources for parent workshops or special events for the youth.

Parents/Guardians, we also ask that you please take the time to sit down and discuss the Club expectations and rules with your child to make sure that he or she understands them.

If you have any concerns about the Clubhouse, staff, safety, or other concern, please contact Karen Malbrough, VP of Program Operations at 520-573-3533 or 410-402-3443; or Carla Carpentier, VP of Human Resources & Administration at 520-573-3533 or 520-235-2052.

## Field Trips

The Boys & Girls Clubs of Tucson provides a variety of opportunities for our members to participate in activities off of Club property that support our mission and core programs. Each field trip requires a signed permission slip. All Club rules extend to field trips. Members who fail to follow rules and general Club expectations for appropriate behavior will prompt an immediate phone call to a parent or guardian to remove that member from the field trip at their own cost. A parent or guardian must be available by phone at all times during any Club sponsored field trip in the event that a Club staff needs to contact you. Members will be transported on field trips by a chartered bus or by Club staff using a Club van.

## Technology Policy

The Boys & Girls Clubs of Tucson is pleased to offer Club members access to the internet through the use of computers at our Clubs. The primary purpose of our computer program is to provide educational opportunities regarding technology. We ensure that necessary internet safety precautions are taken. Students are only allowed to go on appropriate websites and are monitored by staff. While it is unlikely your child will access objectionable material the Club cannot guarantee that this won't happen. If a member accidentally accesses an inappropriate site they must inform a staff member immediately.

Club members are responsible for appropriate behavior on the Club's computer network. Communications on the network are often public in nature. Club members should not reveal their home address, phone number, or other personal information while on the computer using social media.

Access to the computers and internet is a privilege and not a right, and may be revoked if abused.

Technology Guidelines:

- Do not use social media or any posts on the computer to harm other people.

- Do not damage the computer or network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright laws.
- Do not view, send or display offensive or inappropriate pictures.
- Do not share your password with another person.
- Do not trespass in another's folders or files.
- Notify any adult immediately, if you encounter materials or information that is inappropriate or makes you feel uncomfortable.

## Clubhouse Rules for Members

1. All participants must be members. Members must have their membership cards with them at all times.
2. Membership cards must be presented at the front desk to enter the Club and to check out equipment.
3. Personal items may be kept in the lockers. The Club is not responsible for lost, damaged or stolen property.
4. Members are not permitted to sit on counters, desks or tables in the Club.
5. The Club phones are for official Club business only and emergencies.
6. Members may run in the gymnasium and outdoor play areas only.
7. Members must be respectful to other members, Club staff, volunteers and visitors.
8. Members may eat in the snack area only.
9. Members are not permitted to smoke, gamble, use drugs, drink alcoholic beverages, or use obscene language in the Club at any time.
10. Members must follow the dress code and dress in a way that is respectful to yourself and others. Remove hats before entering the building.
11. Members deliberately damaging Club facilities or equipment will be held responsible for payment and repair.
12. Members are to enter and exit the Club through the main door only. Members are not permitted to loiter outside of the building.
13. Members may use vending machines at their own risk. The staff does not have keys to these machines and cannot give refunds.
14. Hitting, grabbing or touching others, fighting, and bullying is not allowed.
15. Members are expected to obey the staff at all times. Failure to do so may result in suspension or expulsion.
16. Members are expected to keep all areas of the Club neat and clean. Be proud of your Club and take good care of it!





**BOYS & GIRLS CLUBS**  
OF TUCSON

## Parent/Guardian Agreement

Parents and guardians play vital roles at the Boys & Girls Clubs of Tucson. It is important that the parents and guardians be involved with the growth and development of each member.

By signing below you acknowledge that you understand the rules and policies of the Boys & Girls Clubs of Tucson. You acknowledge that you will review the rules with your child. You may contact a Club Director if you have any questions.

---

Parent/Guardian Name

---

Parent/Guardian Signature

---

Date