

**GREAT FUTURES START HERE.**



**BOYS & GIRLS CLUBS  
OF THE MIDLANDS**



## **PARENT & MEMBER HANDBOOK**

### **WELCOME**

BGCM Administrative Office: 2610 Hamilton Street, Omaha, NE 68131,  
402.342.1600, [www.bgcomaha.org](http://www.bgcomaha.org)

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Welcome!

It is our privilege to welcome you  
Clubs of the Midlands.



and your child to the Boys & Girls

For 58 years, the Boys & Girls Clubs of the Midlands, BGCM, has provided out-of-school time programs and activities for children and youth in the Omaha Metro area, which includes Carter Lake, Council Bluffs, Millard, and Bellevue. As the Metro's leading youth development organization, we currently serve over 1,300 kids and teens ages 5-18 each day.

Our programs and activities actualize our mission, to inspire and enable all youth, especially those who need us most, to realize their full potential as productive, responsible, healthy and caring citizens. Boys & Girls Clubs of the Midlands' Clubs provide more than a safe place for kids to come during out-of-school time; we provide a positive place where kids can:

- improve their reading skill level,
- develop college and job readiness skills,
- build leadership potential,
- avoid risky behaviors,
- get involved in community service,
- connect with positive peers,
- receive support and guidance from caring adults, and
- receive college and trade school scholarships to achieve their goals for the future.

In this handbook, you will find important information about your child's membership into the Boys & Girls Club.

Please read the handbook and keep it as a reference. We hope you have a wonderful year and thank you for being a part of the Boys & Girls Clubs of the Midlands.

**Great Futures Start Here... A place to become...**

A handwritten signature in black ink, appearing to read "R. Webb", is positioned to the left of the name and title.

Richard J. Webb  
President/CEO

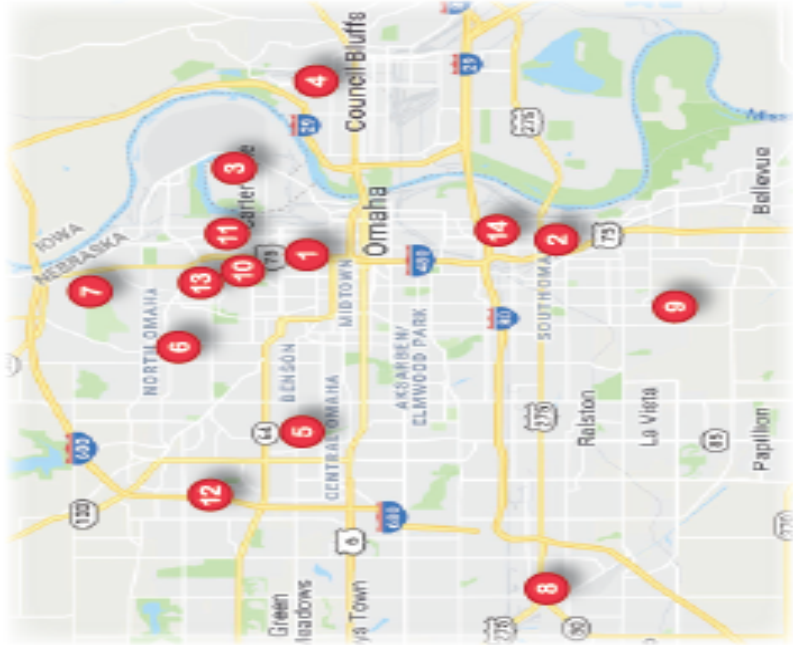


\*Indicates a licensed childcare center.

## BGCM Club Locations

<p><b>Bryan Middle Club (Henry Davis)</b>  <b>Director: Tony Gonzalez</b>  <b>8210 South 42<sup>nd</sup> Street</b>  <b>Bellevue, NE 68147</b>  <b>402.853.5125</b>  <a href="mailto:tgonzalez@bgcomaha.org">tgonzalez@bgcomaha.org</a></p>	<p><b>Florence Club (Howard Hawks)*</b>  <b>Director: Parisee Singleton-Bosley</b>  <b>7902 North 36<sup>th</sup> Street</b>  <b>Omaha, NE 68112</b>  <b>402.881.3787</b>  <a href="mailto:psbosley@bgcomaha.org">psbosley@bgcomaha.org</a></p>	<p><b>North Omaha Club*</b>  <b>Director: Adrial Mitchell</b>  <b>2610 Hamilton Street</b>  <b>Omaha, NE 68131</b>  <b>402.342.2300</b>  <a href="mailto:amitchell@bgcomaha.org">amitchell@bgcomaha.org</a></p>
<p><b>Carter Lake Club</b>  <b>Director: Evelyn Taylor</b>  <b>4101 North 17<sup>th</sup> Street</b>  <b>Carter Lake, IA 51510</b>  <b>712.347.5687</b>  <a href="mailto:etaylor@bgcomaha.org">etaylor@bgcomaha.org</a></p>	<p><b>Skinner Elementary Club*</b>  <b>Director: Candice Nero</b>  <b>4304 North 33<sup>rd</sup> Street</b>  <b>Omaha, NE 68111</b>  <b>402.453.6857</b>  <a href="mailto:cnero@bgcomaha.org">cnero@bgcomaha.org</a></p>	
<p><b>Camp Nakomis</b>  <b>Director: Evelyn Taylor</b>  <b>4101 North 17<sup>th</sup> Street</b>  <b>Carter Lake, IA 51510</b>  <b>712.347.5687</b>  <a href="mailto:etaylor@bgcomaha.org">etaylor@bgcomaha.org</a></p>	<p><b>Millard Central Club*</b>  <b>Director: Elise Fountain</b>  <b>12801 L Street</b>  <b>Omaha, NE 68137</b>  <b>402.470.8321</b>  <a href="mailto:efountain@bgcomaha.org">efountain@bgcomaha.org</a></p>	<p><b>South Omaha Club*</b>  <b>Director: Tony Gonzalez</b>  <b>5051 South 22<sup>nd</sup> Street</b>  <b>Omaha, NE 68107</b>  <b>402.733.8333</b>  <a href="mailto:tgonzalez@bgcomaha.org">tgonzalez@bgcomaha.org</a></p>
<p><b>Council Bluffs Club</b>  <b>Director: Tom Linnell</b>  <b>815 North 16<sup>th</sup> Street</b>  <b>Council Bluffs, IA 51501</b>  <b>712.256.5603</b>  <a href="mailto:tlinnell@bgcomaha.org">tlinnell@bgcomaha.org</a></p>	<p><b>Morton Middle Club</b>  <b>Director: Stephanie Henderson</b>  <b>4606 Terrace Drive</b>  <b>Omaha, NE 68134</b>  <b>402.557.4730</b>  <a href="mailto:shenderson@bgcomaha.org">shenderson@bgcomaha.org</a></p>	<p><b>Spring Lake Elementary Club*</b>  <b>Director: Olivia Escobedo</b>  <b>4215 South 20<sup>th</sup> Street</b>  <b>Omaha, NE 68107</b>  <b>531.301.4275</b>  <a href="mailto:oescobedo@bgcomaha.org">oescobedo@bgcomaha.org</a></p>
	<p><b>Mount View Club*</b>  <b>Director: Alanna Faison</b>  <b>5322 North 52<sup>nd</sup> Street, #002</b>  <b>Omaha, NE 68104</b>  <b>402.208.3833</b>  <a href="mailto:afaison@bgcomaha.org">afaison@bgcomaha.org</a></p>	<p><b>Westside Club (Hawkins Family)*</b>  <b>Director: Ashley Davis</b>  <b>1414 Robertson Drive</b>  <b>Omaha, NE 68114</b>  <b>402.932.6477</b>  <a href="mailto:adavis@bgcomaha.org">adavis@bgcomaha.org</a></p>

# Locations



## STAND-ALONE

## SCHOOL BASED

## INSIDE SCHOOLS

- 1** *Bruce Fellman*  
**North Omaha Club**  
2610 Hamilton St.  
Omaha, NE 68131
- 2** *Carl & Joyce Mammel*  
**South Omaha Club**  
5051 S 22nd St.  
Omaha, NE 68107
- 3** *Henry Ogram*  
**Carter Lake Club**  
4101 N 17th St.  
Carter Lake, IA 51510
- 4** *H.H. "Red" & Ruth Nelson*  
**Council Bluffs Club**  
815 N 16th St.  
Council Bluffs, IA 51501
- 5** *Hawkins Family*  
**Westside Club**  
1312 Robertson Dr.  
Omaha, NE 68114
- 6** **Mount View Club**  
5322 N 52nd St. #002  
Omaha, NE 68104
- 7** *Howard L. Hawks*  
**Florence Club**  
7902 N 36th St.  
Omaha, NE 68112
- 8** **Millard Central Club**  
12801 L St.  
Omaha, NE 68137
- 9** *Henry Davis*  
**Bryan Middle Club**  
8210 S 42nd St.  
Bellevue, NE 68147
- 10** **Druid Hill Club**  
4020 N 30th St.  
Omaha, NE 68111
- 11** **King Science Club**  
3720 Florence Blvd.  
Omaha, NE 68110
- 12** **Morton Club**  
4606 Terrace Dr.  
Omaha, NE 68134
- 13** **Skinner Club**  
4304 N 33rd St.  
Omaha, NE 68111
- 14** **Spring Lake Club**  
4215 S 20th St.  
Omaha, NE 68107

- Dorene & Lee Butler Family  
Youth Development Center*  
**1 Administrative Office**  
2610 Hamilton St.  
Omaha, NE 68131
- 3 Camp Nakomis**  
4101 N 17th St.  
Carter Lake, IA 51510



## **Hours of Operations**

Please refer to the Boys and Girls Club of the Midlands website: [bgcomaha.org](http://bgcomaha.org) for specific hours and locations. For more information, please contact your Club Director.

**BGCM reserves the right to change hours and days of operations based on need and/or economic circumstances. There may be times necessary to close the Clubs due to unforeseen circumstances such as emergency repairs, staff training, inclement weather, etc.**

## **Holidays Observed & Club Closure Dates**

**The Boys & Girls Clubs of the Midlands is closed in observance of the following holidays:**

- New Year's
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day, & Day after Thanksgiving
- Christmas Eve observed, & Christmas Day

## **Our Mission**

To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible, healthy, and caring members of society.

## **Our Vision**

It is our vision to be a leader in youth development on the local and national levels. We are transforming our community by providing youth with impactful, fun, and educational opportunities in a safe environment. These opportunities are led by professional, positive role models and often in collaboration with community partners who help make a lifelong impact in the lives of those we serve.

## **Members First**

The needs of our members and youth are our first and highest priority. All decisions must occur in the context of what is best for.

Fun – The Club creates an environment of fun and enjoyment to attract youth and support the Club's youth development outcome.

Positive Impact – Programs and services must be needs-based and generate measurable progress towards the Club's primary outcomes of 1) Increasing Academic Achievement, 2) Improving Character & Citizenship, and 3) Increasing Healthy Lifestyles.

Building Community -- The Club works to build a sense of belonging in its members, staff, volunteers, and supporters by fostering teamwork and open communication and by inviting the active engagement of the broader community in the shared pursuit of its mission.

## **Youth Development Strategy**

Boys & Girls Clubs of the Midlands' youth development strategy is designed to promote success in school, good character and leadership, and a healthy sense of self in order for youth to live full, satisfying, and productive lives.

We will meet the needs of your child(ren) by:

- The selection, structure, and balance of activities offered help members develop self-esteem.
- Offering members an environment of warmth and security provided by caring staff, in which they can grow, respect, and enjoy each other.
- Encouraging freedom within set limits.
- Fostering individuality, decision-making, and problem-solving skills.
- Providing nutritious foods that meet the health needs of growing children.

We will meet the needs of your family by:

- Providing the security of a safe and caring environment.
- Remaining affordable.
- Making referrals for special services as requested.
- Creating a bridge between school and home.

## **Our Formula for Impact**

The Boys & Girls Clubs of the Midlands is geared towards giving every member an outcome-driven Club Experience. Through high-yield activities, targeted programs, regular attendance, and the five key elements (a safe and positive environment, fun, supportive relationships, opportunities and expectations, and recognition) each member will develop the following priority outcomes:

- **ACADEMIC SUCCESS:** Graduate from high school ready for college, trade school, military, or employment.
- **GOOD CHARACTER & CITIZENSHIP:** Be an engaged citizen involved in the community, register to vote, and model strong character.
- **HEALTHY LIFESTYLES:** Adopt a healthy diet, practice healthy lifestyle choices, and make a lifelong commitment to fitness.

## **Our Staff**

Our staff is carefully selected for their experience and interests. BGCM conducts thorough background checks on all its employees and volunteers. They are screened and trained to ensure the safest, highest-quality programs for our members. BGCM staff strive to introduce our members to various programs and opportunities throughout the school year and summer. BGCM staff are trained to offer programs in Five Core Program Areas that engage young people in



activities with adults, peers, and family members that enable them to develop skills to reach their full potential.

For the safety of members and staff, we require all adult and youth visitors to check in at the front desk. Adults are not allowed to retrieve members from program areas. Members will be directed to meet parents at the front desk. Staff are not permitted to send members outside to meet parents without parental permission.

## **Core Program Areas**

Boys & Girls Club of the Midlands provides many different programs for youth who have a variety of interests and needs. These are the Core Areas:

### **Character and Leadership Development**

The Character and Leadership Development program area empowers members to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, and respect their own cultural identities as well as those of others.

### **Education and Career Development**

The Education and Career Development program enables members to become proficient in basic educational disciplines. It applies learning to everyday situations and embraces technology to achieve success in school and in a career.

### **Health and Life Skills**

The Health and Life Skills program enables members to engage in positive behaviors that nurture their well-being, set personal goals, and live successfully as self-sufficient adults.

### **The Arts**

The Arts program 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**

The Sports, Fitness and Recreation program area encourages fitness, healthy lifestyles, positive use of leisure time, skills for stress management, appreciation for the environment, and positive social skills.

### **College and Career**

College and career programming helps members prepare for college, careers, and life after high school. Boys & Girls Clubs of the Midlands offers a scholarship program for current active BGCM seniors and alumni who plan to attend an accredited 2- or 4-year college, university, vocational training, or nursing school. Some scholarships are renewable up to 4 years and are awarded based on length of membership, participation level at the Club, financial need, leadership, and community service.

### **Parent/Guardian Engagement and Code of Conduct**

BGCM is committed to providing a safe and nurturing environment for your child. To ensure your child's development positively, we ask that you as the parent(s)/guardian(s) agree to the following:

- To make every effort to follow all BGCM 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 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 BGCM's Clubs or at any BGCM Club functions/events.
- To not approach any member other than your own to obtain confirmation, clarification, or "their view" on BGCM Clubs related issues, disputes, or disagreements between members. Such matters must be brought to the attention of the Club Director.
- Do not approach any staff member requesting confidential information about any member but your own.
- Understands that if a parent does not agree with the BGCM's Parent Code of Conduct, BGCM reserves the right to dismiss all access to the Club facility and activities.

## **Club Membership**

Please read this information to better understand the Club's policies, procedures, and expectations! We hope you find it helpful and useful when questions come up. Membership at the Club is a privilege. Members are expected to be safe, responsible, honest, and respectful in all their interactions with other members, volunteers, and staff. Membership may be suspended or terminated by the Club Director for inappropriate behavior at the Club or a Club function.

What is, a Boys & Girls Club?

The Boys & Girl Club:

- Provides year-round programs for youth ages 5 to 18 (Must have attended first day of kindergarten)
- Has full-time professional leadership, supplemented by support staff and volunteers
- Requires no proof of good character
- Is for youth of all races, religions, ethnic cultures
- Is building-centered
- Has an open-door policy
- Has varied and diversified programs
- Is guidance-oriented

## **Statement of Policy**

Boys & Girls Clubs of the Midlands does not discriminate in admissions or determination of enrollment based on race, sex, religion, creed, national origin, sexual preference, or any other protected group.

## **Boys & Girls Clubs of America and United Way Affiliations**

Boys & Girls Clubs of the Midlands is a private, non-profit organization affiliated with Boys & Girls Clubs of America and a United Way member agency.

## **Safe & Secure Clubs**

### **Fire/Tornado and All Other Emergencies:**

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

### **Use of Drugs or Alcohol**

Use of drugs or alcohol is strictly prohibited. BGCM is committed to providing a drug-free workplace and conforms to the requirements of the Drug-Free Workplace Act and all laws pertaining to alcohol and drug use in the workplace.

### **Smoking**

To promote a tobacco-free environment and comply with state law, smoking and the use of tobacco products, e-cigarettes, and vaping are strictly prohibited on Club property and at Club-sponsored events. Additionally, no member is allowed to possess, use, distribute, or be under the influence of alcohol or illegal drugs while on Club property or attending Club-sponsored events.

### **Phone/Electronic Device Usage**

The Boys & Girls Clubs of the Midlands understand that members and parents see the importance of cell phones and other two-way communication devices for safety. However, during Club hours, members are generally not allowed to use cell phones, laptops, tablets, and other devices while inside the Club or participating in Club activities. Personally owned devices may be used during Club time only for Club-related purposes and in designated areas. The Club strictly prohibits the use of personal devices in locker rooms, restrooms, and other places where privacy is expected. For more information about the rules regarding cell phones and electronic devices, please consult your Club director.

Any inappropriate use of a personally owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership, or other disciplinary actions determined to be appropriate to the Club's disciplinary policies including, if applicable, referral to local law enforcement.

### **Inappropriate Communication**

Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, bullying that takes place using emerging technologies and devices. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Any cyberbullying determined to disrupt the safety and/or well-being of the Club, Club Member, Club Staff, or community is subject to disciplinary action.

### **Loss and Damage**

Members are responsible for always keeping the device with them. Staff are not responsible for the security and condition of the member's device. Furthermore, The Club shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

### **Parental Notification and Responsibility**

Boys & Girls Clubs of the Midland's Internet Acceptable Use Policy restricts the access of inappropriate material and while using the internet supervision of usage may not always be possible. Due to the wide range of materials available on the internet, some materials may not fit the values of members and their families. Because of this, all Club Member must participate in the CYBER SECURITY CLASS, as it is not practical for BGCM to monitor and enforce a wide range of social values in member Internet use. If parents do not want members to access information beyond the Internet Acceptable Use Policy scope, parents should instruct members not to access such materials.

## **Membership**

Boys & Girls Clubs of the Midlands comply with local, state, and federal requirements for all required postings. \*For licensed Club locations, Clubs post all required notices and information as required by DHSS for after-school childcare providers.

## **Club Membership**

Boys & Girls Clubs of the Midlands does not discriminate against individuals based on race, color, creed, ancestry, national origin, gender, sexual orientation, handicap, or disability in any of its policies, practices, or procedures. Youth must be registered in school to be a Club Member. The school registration requirement is waived for youth who are home-schooled.

## **Online Registration**

BGCM's membership application is via an online application process. Parents/guardians must establish an account by going to [www.bgcomaha.org](http://www.bgcomaha.org) using the Locations tab select the Club you want your child to attend. Click on the Register For This Club button; which will direct you to the Trax Online application portal. This portal is for you, parents and guardians, to create an account which will provide you access to the membership application. Don't enter any information about your child on this portal. You will receive an email that will give you access to the online membership application. Completion of the online application is time-sensitive. Before starting the application process, you should have the following information in front of you:

Brad will be sending the new online registration process. I will add it once he sends it to me.

- Your child's update shot record
- Phone numbers & addresses for all emergency contact designees
- Proof of school enrollment
- Proof of Child's Age –BGCM must verify that no youth younger than age 6 is enrolled
- Proof of Title XX eligibility –parents or guardians who are Title XX eligible may be eligible for Childcare Reimbursement. Parents will need to designate BGCM as a childcare provider for children ages 6-12. Parents should complete an application with DHHS for Financial Aids Services.

## **Mandatory Orientations**

At least one parent/guardian must attend an orientation for the school-year program and/or the Summer Program annually. Rules and policy change often, and we require all parents or guardians to attend these orientations.

## **Refund Policy**

All payments made to the Boys & Girls Clubs of the Midlands are non-refundable. BGCM is a nonprofit organization, and all funds are used to support the Clubs and benefit our members. This policy applies to all fees, including but not limited to program fees, field trip fees, and membership dues.

## **Confidentiality of Information**

Respecting the privacy of our members, their parents, and of staff, volunteers, and donors, of the Boys & Girls Clubs of the Midlands is a core value of Boys & Girls Clubs of the Midlands.

Confidentiality is the preservation of privileged information. A requirement of membership at the Boys & Girls Clubs of the Midlands is for parents to disclose personal and confidential

information. The information disclosed is necessary to provide services to the members. Other information is shared in the development of a helping, trusting relationship with the members and their parents and other household members. Therefore, all BGCM records and information relating to the organization, its members, their parents, and their households are confidential in terms of the law. Membership records are stored in locked file cabinets at the Club and a secured online membership management system.

BGCM staff sign an Assurance of Confidentiality, that they will not discuss, disclose, disseminate, or provide access to member information to entities outside of the Boys & Girls Clubs of the Midlands, unless required or authorized by law. Membership data will consist of groups or aggregated dates without identifiable member information.

### **Attendance Procedures**

All youth entering the Club must scan in at the front desk with a membership card or if a member does not have a card, they should report to the Club's Front Office Manager. Front desk attendance is essential to the Club's safety procedure. At School-Based Sites- Skinner and Spring Lake- members must be signed out by their parents or guardians to be released.

### **Forgotten Membership Card**

Clubs can hold membership cards at the front desk for members eight years old and younger. Members nine years old and older must keep their Club cards and bring them each time they visit. If members forget their card, they must sign in with the Front Office Manager. Without their card, they will not be able to check out games or equipment or attend any scheduled field trips for that day. Please note that lost membership cards do not apply to School-Based Sites.

### **Child Abuse Policy & Procedure**

The Boys & Girls Clubs of the Midland is committed to protecting the safety of its members. As Youth Development Professionals, working with children, our staff are mandated reporters for child abuse and neglect. State law mandates that BGCM staff report incidents of child abuse and neglect of Club members. The Boys & Girls Clubs of the Midlands 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.

### **Late Fees**

Club hours of operation may vary and are subject to change due to holidays and staff training. It is the parent or guardian's responsibility to know the Club's schedule and arrange transportation to and from the Club. A late fee of \$1 per minute will be charged to parents and/or guardians beginning 10 minutes after closing hour. Example, if the parent/guardian is 15 minutes late, the assessed fee is \$15. The members cannot return to the Club until the fee is paid. If a child is still at the Club more than one hour after closing, and staff have made every effort to locate the parent or guardian, local authorities may be notified. Three late fee strikes, and the family membership will be revoked.

### **Club Code of Conduct**

BGCM has a simple Code of Conduct: **Respect the Club, Respect Yourself, Respect Others!** Club rules were created to provide a positive, safe, secure, respectful, and orderly environment.

### **Rules & Regulations for Members**

Below is a list of general rules that parents/guardians should go over with their child/ren. Failure to adhere to the rules could result in suspension or termination of membership. While it is not

possible to list all of the unacceptable behaviors at the Club, the following are examples of actions that **are not allowed** and will result in disciplinary action.

### **Prohibited**

- Violence against another member or Club Staff
- Presenting a danger to oneself, other members, Club Staff, or Club property
- Cursing, use of racial slurs, name-calling, bullying or any other use of bad language
- Possession of drugs, alcohol, tobacco, vapes, guns, knives, or any other weapon
- 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
- Persons entering or attend the Club under the influence of an illegal or banned substance
- Fighting will lead to suspension. Members must keep their hands to themselves. If severe enough, Law enforcement may be contacted.
- BGCM recognizes their obligation to provide a safe and secure environment for all its Club Members. Public Displays of Affection (PDA) such as hugging, holding hands, hitting, kissing, etc., are prohibited at the Club and Club sanctioned events.
- Members are not allowed to gamble under any circumstances at the Club or Club sanctioned events
- Disobeying rules established for field trips and vehicle rider safety
- Stealing
- Harassing other Club members, Club Staff or volunteers
- All members should help keep the Club neat and clean
- Members must scan in every time they enter and leave the Club
- Members may not wear inappropriate attire to the Club or Club sanctioned events. Shirts and shoes must be worn.
- Members should always show respect and cooperation toward each other and Club Staff
- Running is not allowed within the building, except in the Gym
- The Boys & Girls Clubs of the Midlands 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
- Food and snacks items are eaten in specific designated areas only
- Member will follow rules at all times while at the Club or events sponsored by the Boys & Girls Clubs of the Midlands
- Once members leave the Club premises, they are not allowed to return without parent permission and permission from the Club.
- Parents must come into the Club to pick up their child

### **General**

BGCM is 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 at the Club. The Club Management will address any bullying behavior demonstrated at the Club or outside of the Club, which affects our Club community.

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 interventions up to and including suspension from the Club, depending on the frequency and severity of the behavior. Any suspended member will not be permitted to return to the Club without a parent/member re-entry meeting with the Club’s Unit Director.

### **Consequences for Bullying**

Through member conferences, mediation, or other interventions, the Club may handle situations, including less severe first offenses, without a phone call home. If more serious bullying occurs, the consequences could be suspension from the club and participation in all club activities. Membership is a privilege, not a right. We will notify you if these consequences lead to a disciplinary outcome.

**If your child is the target of bullying:**

- Notify the Club's Unit Director 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 Unit Director to follow up.

Please understand that we want all our members to feel safe, valued, and respected in our Clubs. These situations are hard for everyone – members, parents, and Club staff. Working together, we can do our best to ensure that our Club is a safe and positive environment where great futures can continue for every child.

**Discipline Procedures**

These policies and procedures have been established to ensure that all who attend the Boys & Girls Clubs of the Midlands locations will have a positive and safe experience.

When having to discipline members, we believe that prevention is the most helpful tool. If staff notices that a member is starting to behavioral issues, they will do their best to stop them before an incident occurs. The 3 Step Method will assist in preventing incidents from happening.

**3 Step Method:**

Step 1: Staff will discuss with the member the behavior that needs to be redirected and inform the member's parents and/or guardian's of the consequences of the continued inappropriate behavior.

Step 2: If appropriate, and needed, staff will use interventions such as "time out," and/or activity restriction. We will notify a parent/guardian of the behavior and the consequences if the behavior persists. An incident report is completed to document the behavior.

Step 3: A meeting with parent/guardian(s) and the member will be set by the Club Director to discuss the persistent behavior and may include a conversation regarding suspension, reducing the number of days a member attends a club or an extended leave period.

Consequences if positive redirection efforts have been exhausted and ineffective in changing the behavior:

1. Club Service – if the situation involves defacing property, spilling, throwing trash on the floor, etc. Members could be of service to the Club on the day of the incident.
2. Suspension from the Club –the member is allowed to return after an appropriate period. Members will not be sent home without contacting a parent or legal guardian. The Club Director will determine the length of the suspension depending on the severity of the member's incident.
  - Automatic suspension after three incident reports have been written throughout the membership year.
  - Suspensions are issued only after all positive redirections have been exhausted
3. Expulsion from the Club – The Club Director must notify and submit all incident reports to their immediate supervisor before an expulsion can occur. Expulsion means the revocation of membership privileges from all Boys & Girls Clubs of the Midlands.

Redirection: After speaking to the youth about inappropriate behavior, staff will redirect the youth to a different activity or program area.



Timeout: Staff will designate an area for timeout where the members are supervised. Members will serve 1 minute per year of members' age (ex. 8 years old – 8 minutes in timeout) per state daycare standards.

### **Communication with Parents on Child's Progress**

BGCM's membership policies and procedures 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/Guardians must ensure their Child Abide by Club Rules**

Parents/Guardians 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 contact the parent or guardian by phone the same day that the violation occurs. More serious or repeat violations will also be conveyed via written notice.

### **Pick-Up Protocol/Hours of Operation**

Please be prompt when picking up your child(ren). For member safety, all parents are encouraged to come into the Club for member pick-up. Please read the late fee section for rates charged by BGCM for members left past closing.

## **Helpful Hints for Parents & Members**

### **For Parents**

- Bring an ID. with you when you come to pick up your child/ren
- Always send children to the Club with appropriate clothing and footwear.
- When your contact information changes, please update your child's membership information online. We must have current phone numbers, emergency contacts, and addresses.
- Fundraisers and events are conducted throughout the year. Your participation is greatly appreciated whenever possible.
- The Boys & Girls Clubs of the Midlands and all its locations and grounds are smoke-free and weapons are prohibited.

### **For Members**

- If you bring electronics or personal items to the Club, the Club is not responsible if these items are lost, stolen, or damaged
- Please be sure to take all personal items home at the end of each day. The Club will not be responsible for items left in the building
- The Boys & Girls Clubs of the Midlands and all its locations and grounds are smoke-free and weapons are prohibited.

## **Health & Wellness**

### **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, 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. Per DHHS regulations, the Club Director will notify parents of all enrolled members of any case of any reportable communicable disease on the same day the licensee is informed of or observes the illness, unless otherwise directed by the health authority.

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.

### **Medicine Policy**

It is the policy of the Boys & Girls Clubs of the Midlands NOT to administer any prescription or over-the-counter medication to members at any time. Medications may be stored at the Club, but staff will not be able to administer the medication to the Club members. BGCM Club Staff have been First Aid and CPR certified, which includes training on administering emergency injections such as the EpiPen, and use of an AED Defibrillator.

To help BGCM provide a safe environment for your child, we need you to provide health information in addition to what you have provided on the membership form that relates to your child's severe allergies and that you want our staff to administer an EpiPen in the event of an emergency. You must complete the Health and Allergy Concerns form and ask your Club Director for a copy. A copy of the completed form will be stored with your child's EpiPen.

### **EpiPen Policies:**

1. BGCM staff are not professional medical personnel. However, basic EpiPen administration training is included in the First Aid and CPR training certification. While we attempt to have trained individuals present at all times, we cannot guarantee that such an individual will always be immediately available in the event of an emergency.
2. We do not provide EpiPens. The EpiPen must be prescribed by a physician for your child and brought to the Club by a parent each time the child is at the Club.
3. Parent will be required to complete **a Health and Allergy Concerns form.**

### **Allergic Reaction Procedures:**

1. Please inform the Club Director about your child's health issues or allergies.
2. If your child requires the use of an EpiPen, in the event of an anaphylactic reaction, place the EpiPen into a zip lock bag with the completed EpiPen Administration Permission Form inside the bag. Label the outside of the bag with your child's name as it appears on the prescription for the EpiPen.
3. The zip lock bag is to be hand-delivered to the Club Director to be stored in a secure but unlocked accessible location in the Club, unless the child is approved to carry his or her own EpiPen.
4. The Unit Director will place the labeled zip lock bag in the designated secure but unlocked accessible location in the Club and inform staff of member's allergies and reactions.

If your child has an anaphylactic reaction and has an EpiPen, the following will occur:

1. The EpiPen in your child's respective zip lock bag, which is stored in a secure but unlocked accessible location in the Club, will be retrieved.
2. BGCM staff will check the EpiPen Administration Permission Form, a copy of which will be stored in the zip lock bag, to determine parent permission and EpiPen dosage information.

3. The EpiPen will be administered by a BGCM staff member who has been trained to do so. If no trained individual is available, the EpiPen will not be administered until one is present.
4. An immediate call to 911 will be placed.
5. Transportation of the member to a hospital emergency room by emergency services personnel after the administration of the EpiPen.
6. The parent or legal guardian will be called using the cell phone number included on the form.

Please complete the – **Health and Allergy Concerns & EpiPen Administration Permission Form** on the next page. Please submit a separate form for each child.

**Please complete the Part 1 – Health and Allergy Concerns & EpiPen Administration Permission Form**

Member’s First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Mother’s First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Mother’s Cell Phone # \_\_\_\_\_

Father’s First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Father’s Cell Phone # \_\_\_\_\_

Legal Guardian’s First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Guardian’s Cell Phone # \_\_\_\_\_

**Emergency Contact’s Information**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Doctor’s Name \_\_\_\_\_ Office Phone \_\_\_\_\_

My child has diabetes                       My child has Asthma

My child has (other) \_\_\_\_\_

My child is allergic to: Food (peanuts, tree nuts, shellfish, etc.)

Please specify type of reaction \_\_\_\_\_

Animals, or Insect stings or bites (dogs, cats, bee stings, fire ant bites, spider bites, etc.)

Please specify the type of reaction: [06]

Environmental Agents (dust, pollen, mold animal dander, poison ivy or oak)

Please specify type of reaction \_\_\_\_\_

Other (such as seizures, asthmas, hemophilia)

Please specify type of reaction \_\_\_\_\_

**Part 2 – EpiPen Administration Permission**

To be completed by parent or legal guardian and kept on record at BGCM.

Member’s Name as it appears on the EpiPen \_\_\_\_\_

I hereby authorize the Boys & Girls Clubs of the Midlands staff to administer an EpiPen to my child if he or she has known exposure and /or a severe allergic reaction to a specified allergen. I agree to release, indemnify, defend and hold harmless Boys & Girls Clubs of the Midlands and any of its staff, volunteers, or agents from any and all injuries, lawsuits, judgements, settlements, claims, liabilities, expenses (including reasonable legal expenses), demands or actions against them arising out of their conduct, whether negligent or not, in administering or failing to administer the EpiPen prescribed specifically for my child. I am aware that the injection will probably be administered by a trained staff member who is not a healthcare professional, and that if no trained individual is present the EpiPen will not be administered until one is present.

I have read the policy on the emergency administration of an EpiPen and agree to provide an EpiPen prescribed for my child

Name \_\_\_\_\_ Date \_\_\_\_\_

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**GREAT FUTURES START HERE.**

**Boys &  
Clubs**



**BOYS & GIRLS CLUBS**  
OF THE MIDLANDS  
OMAHA • CARTER LAKE • COUNCIL BLUFFS

**Girls  
of the**

**Midlands  
Acknowledgement of Review of the Parent Handbook**

As we strive to provide a safe and high-quality Club 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 regard to:

- Membership /Procedures
- Member Code of Conduct /Bullying Policy
- Discipline Procedure

- Parent Engagement /Parent Code of Conduct
- Safe & Secure Clubs /Health & Wellness

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Member Name (Please Print)

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Parent/Guardian Name (Please Print)

Date

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Parent/Guardian Name (Please Print)

Date

---

Club Director/Front Office Manager Signature

Date

Please only one child per acknowledgement form. Ask the Club Director for additional forms as needed.