

CLUB HOUSE LOCATIONS

Boys & Girls Club at Bresson Avenue • 1090 Bresson Avenue, Reno • 229-9538

Donald W. Reynolds Facility • 2680 E. 9th Street, Reno • 331-KIDS

E.L. Wiegand Center (Ages 6 weeks to 12 years) • 1270 Foster Drive, Reno • 322-9030

Lemmon Valley Facility • 325 Patrician Drive, Reno • 622-0040

Neil Road Facility • 3905 Neil Road, Reno • 828-3940

“The Club” at LDJ Teen Center • 1200 12th Street, Sparks • 353-7783

William N. Pennington Facility • 1300 Foster Drive, Reno • 331-KIDS

SCHOOL SITE LOCATIONS

Bernice Mathews ES • 2750 Elementary Drive, Reno • 360-2476

Cottonwood ES • 925 Farm District Road, Fernley • 360-2475

Donner Springs ES • 5125 Escuela Way, Reno • 200-8899

East Valley ES • 4180 Farm District Road, Fernley • 360-2485

Fernley Intermediate • 320 US Highway 95A South, Fernley • 360-2480

Fernley Teen Center • 1100 Jasmine Lane, Fernley • 360-2490

Hidden Valley ES • 2115 Alphabet Dr., Reno • 815-2703

Hug High School Teen Center • 2880 Sutro, Reno • 324-0234

Lois Allen ES • 5155 McGuffy Road, Sun Valley • 673-4188

Nancy Gomes ES • 3870 Limkin St., Cold Springs • 229-9539

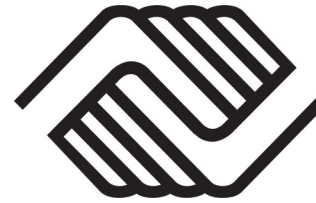
Rollan Melton ES • 6575 Archimedes Lane, Reno • 787-5626

Sun Valley ES • 5490 Leon Dr., Sun Valley • 673-3307

Verdi ES • 250 Bridge St., Verdi • 762-5972

BE GREAT

Revised: April, 2016



**BOYS & GIRLS CLUB
OF TRUCKEE MEADOWS**

MEMBERSHIP HANDBOOK

2016-2017



FOR MORE INFORMATION, VISIT OUR WEBSITE AT

WWW.BGCTM.ORG



TABLE OF CONTENTS

Our Mission.....	3
Three Specialized Initiatives.....	3
Employees/Volunteers.....	3
Membership.....	4
Membership Recommendations.....	4
Membership Cards.....	5
Release for Medications.....	5
Meal Times.....	5
Transportation.....	5
BGCTM Phone Usage.....	5
Safe Passage Policy.....	6
Pick Up Policy.....	6
Dress Code.....	6
Late Pick-Up Policy.....	7
Personal Belongings and Club Rules.....	7
Discipline and Guidance Policy.....	7
Personal Belongings.....	8
After School Hours of Operation.....	8
Holidays.....	8
Emergencies and Snow.....	9
Infestation or Contagious Conditions.....	9
Payments.....	9
Fees.....	10
Field Trips and Credits.....	10
Tax ID and Non-Profit Status.....	11
Financial Assistance.....	11
Technology Acceptable Use.....	11
Athletics.....	11
Locations.....	12

TAX ID AND NON-PROFIT STATUS

The Boys & Girls Clubs of Truckee Meadows is a non-profit, 501(c)(3) organization as classified by the Internal Revenue Service. Our tax identification number is **88-0142068**.

- To request a tax statement for the year, please contact your Site Coordinator. Statements can be emailed or printed.

FINANCIAL ASSISTANCE

- NO Child is ever turned away because of financial reasons.
- Financial Assistance is offered through the Children’s Cabinet or the Boys & Girls Club of Truckee Meadows.
- Financial Aid packet must be filled out and turned in with required documents before it will be processed.
- Proof of income is required as well as Social Security Numbers.
- Children can only be on one financial program at a time, and if you need to cancel service, a written request must be provided.
- Financial Aid year runs July 1—June 30.
- Parents/Guardians must apply yearly to qualify.
- For additional questions including Give and Receive, please talk to a Membership Coordinator or your site Coordinator.

TECHNOLOGY ACCEPTABLE USE

Every parent/guardian will receive the Technology Acceptable Use Policy during orientation. By signing the membership application, I understand this policy for the Boys & Girls Club of Truckee Meadows.

ATHLETICS

The Club offers various sports such as basketball, skiing, baseball, flag football and first tee golf. Some restrictions will apply.

Please see our website, www.bgctm.org, for more information about seasonal sports leagues.

GREAT FUTURES START HERE.

FEES

Annual Membership Fee:	\$20.00
Replacement Cards:	\$1.00
Convenience Fee (Visa/Mastercard):	\$1.00
Lanyard:	\$3.00
Field Trip T-Shirt:	\$5.00
Tax Statement (Printed)	\$5.00
Weekly Break Fee:	\$40.00
Returned Check Fee:	\$25.00
Field Trips, Sports Leagues:	Varies
Before School Fees:	\$15 per week/member
After School Fees:	\$25 per week/member

- All fees must be paid the week prior for the member to be enrolled. *No proration is available for weekly break fees.*
- **Financial Assistance is available for any weekly fee or Before and After School fee at the Club.**

FIELD TRIPS AND CREDITS

- To attend field trips or specialty camps, members 6-12 must have their membership card and a field trip T-shirt.
- T-shirts are color coded by site: DWR/Bresson= Green, Pennington/Billinghurst= Red, Neil Road/Fernley=Orange, Lemmon Valley=Yellow.
- Lost shirts will not be replaced.
- For safety purposes, please do not write the members name visibly on the shirt. On the tag or inside collar is preferable.
- Some field trips will require additional items such as waivers, towels, water bottles and sunscreen.
- Credits will issued only if the child is not at the club due to any emergency non-attendance and credits must be requested by 9a.m.
- Boys & Girls Club of Truckee Meadows reserves the right to relocate the destination of a field trip without notice with an equal or lesser value.
- Payments for field trips must be paid in full the week prior by closing time (6:00p.m.) for the member to attend.

BE GREAT

OUR MISSION

The mission of the Boys & Girls Club of Truckee Meadows is to enhance the quality of life for children, ages 6 to 18, in the Truckee Meadows. We are committed to creating healthy children, in body and mind, with a sense of competence, usefulness, responsibility, belonging and influence through diverse programs and community involvement.

THREE SPECIALIZED INITIATIVES

- Academic Success
- Healthy Lifestyles
- Good Character and Citizenship

EMPLOYEES/VOLUNTEERS

- All staff must be 18 and over to be employed and 21 or older to work in teen centers.
- All staff must complete extensive background checks including fingerprinting and drug testing.
- Staff are CPR and first aid certified and attend trainings year round to work with children.

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 at our Club, please pick up a volunteer application or download online. Background checks are required of all of our volunteers prior to being able to work with our members.

GREAT FUTURES START HERE.

MEMBERSHIP

- The Boys & Girls Club of Truckee Meadows follows the traditional school calendar set forth by Washoe County School District (Reno sites) and Lyon County School District (Fernley sites).
- Membership year runs from June 1—May 31. Membership forms must be completed annually.
- A parent/guardian must attend an orientation before children 6-12 may start the program. Orientations are required annually.
- Orientations are conducted every Monday at Lemmon Valley, Tuesday at Pennington, Fernley Intermediate, and Neil Road (offered in Spanish) and Wednesday at DWR. All held at 6:00p.m.
- The orientation reviews policies, activities and answers any questions parents may have regarding our program and is required annually for parents/guardians.
- Teens may pick up an application from the Membership Office or their Site Coordinator.
- After May 31, members that are NOT renewed will not be able to attend a club until orientation is completed.

MEMBERSHIP RECOMMENDATIONS

- Children and youth ages 6-18 who are CURRENT members are welcome to use the facility. Non-members are uninsured and therefore not allowed to participate in Club activities. There are no guest privileges.
- The Club is supervised by staff in terms of safety, citizenship and respect for self, others, and property. Acceptable standards of behavior and discipline are required and enforced.
- All members must have the physical, mental and emotional maturity to act and interact independently and responsibly in the Club setting.

Children come to the Club because they want to, not because they have to. The Boys & Girls Club is not used for babysitting or day care. The Club is an activity center and youth development program and should be used as such.

Acceptable behavior is a REQUIREMENT in the Club. Any action that places the safety of self, others or property at risk WILL NOT BE TOLERATED. The Club has a NO TOLERANCE POLICY ON VIOLENCE AND BULLYING and strongly promotes a safe and positive environment.

BE GREAT

PAYMENTS

- Must be made in person. Phone/faxed payments are not accepted.
- All payments for Camps, Field Trips and Weekly Fees must be turned in no later than closing the week prior to attend.
- Cash: please bring exact change.
- Check/ Money Order: pre-printed with members name in memo.
- Visa & Mastercard: \$1.00 convenience charge to run.
- Boys & Girls Club of Truckee Meadows reserves the right to further decline payments of check and credit card once one has been returned/declined.
- There is a \$25 charge if a check is returned.
- Beginning Fall of 2015, fees for before and after school care will be implemented at all Boys & Girls of Truckee Meadows locations.
- **Financial Assistance is available for any weekly fee or Before and After School fee at the Club.**

EMERGENCIES AND SNOW CLOSURES

- In the case of a delayed start, there will be NO morning program at our Before School Sites. If there is a snow day and school is cancelled, there will be no program at the school sites.
- Please check our Facebook, Twitter, local news stations, or our website in cases of inclement weather to verify if we are open.
- In the case of an unexpected closure, parents will be notified via email or phone.

INFESTATION OR CONTAGIOUS CONDITIONS

In any instance of a suspected contagious condition or infestation (i.e. head lice, vomiting or fever), the following steps will be in place:

1. Parents will be contacted for **immediate removal** of the member from Club facilities.
2. Proof of treatment from a medical provider as well as written approval from the medical provider is **required** before the member may return.
3. The Boys & Girls Club of Truckee Meadows will follow recommendations from the Washoe County Health Department.

GREAT FUTURES START HERE.

AFTER SCHOOL HOURS OF OPERATION

- **DWR/Pennington/Neil Road:**
2:00p.m. to 7:00p.m., M-F.
- **Lemmon Valley/Bresson:**
7a.m. to 9a.m / 3p.m. to 6:30p.m.
- **Fernley:** Before school– 6:00a.m. to first bell. After school- open until 6:00p.m.
- **School sites:** Before school- 7:00a.m. to first bell. After school- open for three hours after the last bell rings.
- Early release days / conference weeks are also accommodated.

HOLIDAYS & BREAK HOURS

*Only Club House Locations operate during holidays and breaks.

Summer Break	Open 7:00a.m. to 6:00p.m. M-F
Independence Day (4th of July)	All Sites Closed
Labor Day:	All Sites Closed
WCSD Fall Break	Open 7:00a.m. to 6:00p.m. M-F
Nevada Day:	All Sites Closed
Veterans Day:	Open 7:00a.m. to 6:00p.m.
Thanksgiving:	All Sites Closed Thursday & Friday
Winter Break:	Open 7:00a.m. to 6:00p.m. M-F
MLK Jr Day:	Open 7:00a.m. to 6:00p.m.
President's Day:	Open 7:00a.m. to 6:00p.m.
Cioppino (DWR):	Closed Last Thursday-Sunday in Feb.
WCSD Spring Break:	Open 7:00a.m. to 6:00p.m. M-F
Memorial Day:	All Sites Closed

*If a holiday falls on a Saturday, the Club will observe a closure on the Friday before. If a holiday falls on a Sunday, the Club will observe the holiday on Monday after.

School sites are closed anytime the school is closed

If any other closure dates arise, they will be announced in a timely manner.

MEMBERSHIP CARDS

- Annual memberships include one free membership card.
- Membership cards may be replaced for a fee.
- Cards are used for tracking purposes. Cards DO NOT include pictures of the members.
- Cards are required for activities at the club i.e. computer lab, rock wall, rec. games etc.
- Cards are not mailed out. Cards must be picked up in person from the site paperwork was turned into or purchased.

RELEASE FOR MEDICATIONS

- We will hold a one day's supply of medication.
- Medications MUST be in the prescription bottle with the *patient's name, name of meds, dosage and physician's name and number* clearly printed on the bottle.
- It is the members responsibility to obtain their medication at the time they are to take it.
- No one on-site is a licensed medical provider.
- Parent/Guardian is also required to fill out "Permission to Administer Medication" Form.
- This form must be completed by prescribing authority. For this form, please see your site coordinator.

MEAL TIMES

- **Breakfast:** 8:00a.m. to 9:00a.m. (Time may vary by site.)
- **Lunch:** 12:00p.m. to 1:00p.m. (Summer and Breaks Only)
- **Dinner** (or snack) 3:30p.m. to 4:30p.m. (Time may vary by site.)

TRANSPORTATION

- Transportation is included with weekly fees.
- The Club provides limited transportation from various schools to select Club House Locations.
- To determine transportation availability, please see our website at www.bgctm.org or call 331-KIDS.

GREAT FUTURES START HERE.

SAFE PASSAGE POLICY

- Members must scan in and out each day.
- Members 12 years and below must be escorted from the club by a parent, guardian, or other authorized adult.
- Members age 13 and older may leave the club unescorted with written permission from a parent or guardian and a signed release of liability.
- No unescorted member, regardless of age, will be allowed to return to the club once they leave the premises for the day.
- The Club will not physically restrain a member who insists on leaving the Club, nor block the facility's exit.
- Staff will not respond to phone calls requesting a member be dismissed unescorted.
- Members that leave unescorted without written permission will face disciplinary actions up to and including suspension and termination of membership. This policy may vary from site to site and variations may be set forth by the Executive Director.

PICK UP POLICY

- Children will not be allowed to wait in the lobby or outside for parent/guardian.
- Club phones are for business only and will only be used by members when calling home before closing.
- Messages to members will be relayed to the member in an emergency.
- Please park in designated parking spots. Round a bout and red zones are for emergency personnel.
- After 15 minutes of being unable to reach an adult, we may enforce an automatic suspension from the Club with no credit given.

DRESS CODE

- All members are expected to abide by Washoe County School District (Lyon County in Fernley) dress code for the Club setting, including the removal of hats when entering the building.
- Members not wearing appropriate clothing will be asked to change.
- Repeated violations of the dress code policy will result in disciplinary action.

BE GREAT

LATE PICK UP POLICY

- The Boys & Girls Club has operating hours, like every business. At closing time, the staff is instructed to clear, lock and secure the building and property.
- It is the PARENT'S responsibility to know the Club hours and the Club calendar, including times of closures and any changes, special hours or days when the Club is not open.
- **THERE IS NO GRACE PERIOD AFTER CLOSING TIME.**
- If parent/guardian is going to be late, please contact the Site Coordinator to let them know someone is on the way.
- If a parent/guardian is later than 5 minutes, this may result in a citation. Three citations will result in a suspension from the Club for the member with no credit for fees paid.
- We reserve the right to call the Police Department and/or Child Protective Services (CPS) if the parent/guardian is later than 15 minutes.

PERSONAL BELONGINGS AND RULES

- The Boys & Girls Club of Truckee Meadows wants to keep the Club environment safe and positive for not only the members but also the staff.
- Please reference the Rules Handout for a complete list and make sure your child knows them when they attend the Club.
- The Club is NOT responsible for members personal belongings that become lost, damaged, or stolen.
- This includes but is not limited to: cell phones, iPods, handheld gaming devices, toys, or any form of clothing.
- Members are also asked to keep cell phones out of sight and use them with staff permission.

GUIDANCE AND DISCIPLINE POLICY

- 1st Offense: Member will be given a verbal warning.
- 2nd Offense: Member will be given a written citation; parents will be notified.
- 3rd Offense: Members will be given a written citation along with a parent meeting.
- 4th Offense: Members will be given a written citation along with a possible suspension from the club for a period of time determined by the Site Coordinator.

****Certain behavior could result in an Automatic Suspension depending on its severity.***