Club House Locations
Donald L. Carano Facility • 1090 Bresson Avenue, Reno • 229-9538
Donald W. Reynolds Facility • 2680 E. 9th Street, Reno • 360-2403
E.L. Wiegand Center (Ages 6 weeks to 5 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 • 360-2469

School Site Locations
Cottonwood ES • 925 Farm District Road, Fernley • 360-2475
Donner Springs ES • 5125 Escuela Way, Reno • 360-2479
Esther Bennett • 5900 Sidehill Street, Sun Valley • 673-3307
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
Verdi ES • 250 Bridge St., Verdi • 762-5972

For more information, visit our website at
www.bgctm.org

Revised: February
Our Mission
Three Specialized Initiatives
Employees/Volunteers
Membership
Membership Recommendations
Membership Cards
Release for Medications
Meal Times
Transportation
BGCTM Phone Usage
Safe Passage Policy
Pick Up Policy
Dress Code
Late Pick-Up Policy
Personal Belongings and Club Rules
Discipline and Guidance Policy
Personal Belongings
After School Hours of Operation
Holidays
Emergencies and Snow
Infestation or Contagious Conditions
Payments
Fees
Field Trips and Credits
Tax ID and Non-Profit Status
Financial Assistance
Athletics
Technology Acceptable Use
Be GREAT Values
Norms
Locations

1. Members are expected to have their membership card everyday.
2. Treat everyone and everything with respect.
3. Please remove and dispose of gum and garbage in the proper receptacle as you enter the building.
4. Please use appropriate language.
5. Please remove hats, beanies, bandanas and hoods before entering the building.
6. Please leave anything of value (Nintendo DS, heelies, iPods, iPads, tablets, headphones, cell phones, etc.) at home.
7. Please keep equipment in the appropriate areas.
8. Please stay in supervised areas.
9. Please walk in all areas of the Club, except when in programming that involves physical activity.
10. Remember the most important expectation HAVE FUN!
Member recognition programs and character education are a vital part of the Boys & Girls Club of Truckee Meadows overall guidance plan and policy.

The staff at the Boys & Girls Club of Truckee Meadows will continually teach, review, and reinforce our Club’s ‘Be G.R.E.A.T Values’ program.

The acronym G.R.E.A.T is the format that present these behaviors and expectations; G is for Generous, R is for Respectful, E is for Encouraging, A is for Accountable, and T is for Trustworthy.

The ‘Be G.R.E.A.T Values’ Matrix identifies clearly the expectations that we have for all Members at each Club House and School Site.

As part of our PBIS process, Club Staff use evidence-based practices to increase members enrichment and decrease Club disruptions.

The ‘Be GREAT Values’ program leads us away from punishing our members for their negative behaviors and instead guides them to positive ones.

Our ‘Be GREAT Values’ promote positive reinforcement by acknowledging our members who exhibit these values by rewarding them with a positive verbal statement or reward/prize.

This method of positive recognition with effectively and appropriately influence and promote positive behaviors in our Club members.

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### BE GREAT VALUES PROGRAM

<table>
<thead>
<tr>
<th>G</th>
<th>RESPECTFUL</th>
<th>ENCOURAGING</th>
<th>ACCOUNTABLE</th>
<th>TRUSTWORTHY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do something nice for someone.</td>
<td>Take care of your Club and all its equipment.</td>
<td>Use appropriate and positive language at all times.</td>
<td>Carry your membership card at all times.</td>
<td>Be honest to ourselves and others.</td>
</tr>
<tr>
<td>Help those around us.</td>
<td>Listen when others are speaking and speak when it’s your turn.</td>
<td>Use good sportsmanship.</td>
<td>Take care of your belongings and leave valuables at home.</td>
<td>Stay in supervised areas.</td>
</tr>
<tr>
<td>Treat others the way you want to be treated.</td>
<td>Keep your hands, feet, and objects to yourself.</td>
<td>Be a buddy, not a bully.</td>
<td>Follow all instructions.</td>
<td>Respect other’s valuables and property.</td>
</tr>
<tr>
<td>Use your Power Words: PLEASE, THANK YOU, &amp; EXCUSE ME.</td>
<td>Please remove hats and gum when entering your club.</td>
<td>Help other members belong.</td>
<td>Let’s lookout for each other’s safety.</td>
<td>Use walking feet at all times.</td>
</tr>
</tbody>
</table>

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### 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 17 years and over to be employed and 21 years and 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.
**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.

- Do not use the Internet, e-mail, or Club’s network to engage in any illegal or inappropriate uses (such as to bully another member, sexually harass another member, make any racial remarks, violating copyright laws, etc.);
- Do not attempt to bypass blocked Internet sites. If you feel a site has been blocked that you should be allowed to view, contact a staff;
- Do not use the network in such a way that you would disrupt the use of the network by other users (e.g., downloading video or music without the express consent of the staff and printing multiple copies of one document, etc.);
- Do not tamper with the Club’s network;
- Do not connect any devices into the computer without the consent of a staff and then only under the direct supervision of a staff. (This includes CD Roms, flash drives, iPods, Cellphone, etc.);
- Do not modify or tamper with the Club’s computer hardware or software;
- Do not knowingly introduce malicious code (viruses, Spyware, Trojan Horses, etc.);
- Do not download, install, or run any programs unless specifically instructed by a staff and then only under that staff’s supervision;
- Do not reveal your personal address, phone numbers, social security number or school site;
- Never log on under another person's name; and
- Never let anyone know your password.

4. Warranty – The Boys & Girls Club of Truckee Meadows makes no warranties of any kind, whether expressed or implied, for the service it provided. The Boys & Girls Club will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or by your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Boys & Girls Club specifically denies any responsibility for the accuracy or quality of information obtained through its services.

*The signatures on our membership applications are legally binding and indicate that the signing party has read the terms and conditions carefully and understands their significance and will abide by The Boys & Girls Club’s Acceptable Use Policy.*
The Club’s Acceptable Use Policy (“AUP”) prevents unauthorized access and other unlawful activities by users online, prevents unauthorized disclosure of or access to sensitive information, and complies with the Children’s Internet Protection Act (“CIPA”). The Club will use technology protection measures to block or filter, to a practical extent, access to any material which the Club, in its sole discretion, believes to be unlawful, obscene, pornographic, and/or harmful to minors over the network. The Club reserves the right to monitor users’ online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Staff may use the Internet during program directed group demonstrations with or without parental consent. Users should have no expectation of privacy regarding their use of Club property, network and/or Internet access or files, including email.

Terms and Conditions of Use

1. Privileges - The use of the computer is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Cancellation may result for the following reasons:

   • Inappropriate sites will initially be identified by Information Technology. Access to technology may be revoked for inappropriate use.
   
   • Criminal actions may be pursued for illegal use of technology.

2. Responsibilities - Technology (including the use of the Internet) can be an exciting adventure for members. However, they must be responsible to:

   • Report to an appropriate adult (staff, volunteer or parent) any inappropriate use of the Internet or any destruction of Club property;
   
   • Take care of their accounts. Do not let anyone else know your password; and
   
   • Any monetary costs incurred from misuse of equipment.

3. Network Etiquette - Members are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

   • Use appropriate language. Do not swear, use vulgarities or any other inappropriate language;
   
   • Do not use the Internet, e-mail, or Club’s network to engage in any illegal or inappropriate uses (such as to bully another member, sexually harass another member, make any racial remarks, violating copyright laws, etc.);
SAFE PASSAGE POLICY

- Members must scan in and out each day.
- Members 12 and younger 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 to arrive.
- 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 club vehicle and 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.

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 Membership Coordinator or Site Coordinator. Statements can be emailed or printed.

FINANCIAL ASSISTANCE

- NO Child is ever turned away due to financial reasons.
- Financial Assistance is offered through the Children’s Cabinet or the Boys & Girls Club of Truckee Meadows.
- A 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 aid 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 Site Coordinator.

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.
**Fees**

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

- Sibling discounts are available.
- 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/DLC = 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.

**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 a 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 to 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 Norms in this handbook 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, tablets, 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.*
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*

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.

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.

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 and Mastercard.
- 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 will be a fee for all returned checks.
- 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.