

## Ontario Clubhouse

573 SW 3rd Ave.  
Ontario, OR  
97914  
541-889-7979

## Weiser Clubhouse

1299 E 2nd Street  
Weiser, Idaho  
83672  
(208) 741-8382

## Payette Clubhouse

1222 1st Ave South  
Payette, Idaho  
83661  
208-642-2785

# Welcome To The Club!

### Vision

To offer ALL youth and teens in the Western Treasure Valley the opportunity to recognize their full potential as caring, productive, and responsible citizens.

### Mission Statement

To inspire and empower youth and teens through safe and impactful programs so they will: 1. graduate high school with a plan for the future, 2. contribute to their community, and 3. live a healthy lifestyle.

# Hours of Operation



## Afterschool Program

2:45 pm - 6:30 pm -Ontario and Payette (M-TH)

3:30 pm - 6:30 pm - Weiser (M-TH)

## Fridays/ Extended hours for School Breaks and Holidays

7:45 pm - 5:30 pm -Youth

10:00 am - 5:30 pm - Teens

\*Calendars are available, on a month-by-month basis, upon request\*

# Fees & Payments

We accept cash and check. All payments are **non-refundable** and **non-transferable**, regardless of member attendance or circumstances.

**School Year:** \$20/child

**Summer:** \$50/child

# Enrollment

## Ages Served

Boys & Girls Clubs of Western Treasure Valley (BGCWTV) serves youth in 1st through 12th grade. Six-year-olds must be in 1st grade to attend. High School seniors can attend until the end of summer of their graduation year. Weiser site currently only serves 1st-5th grade.

# Enrollment



## **How to Register**

A parent or guardian must fill out a membership application and pay the associated fees (or make arrangements with the Front Desk). A parent/guardian must also attend orientation (with each new cycle of registration), sign up for the Remind App, and sign this handbook before the member may start attending.

## **Membership Length**

School-year memberships are renewed annually in August; however, new memberships are accepted year-round.

Summer programming is a separate registration, orientation, and fee. Our services cover a full day of programming, field trips, and meals. Registration opens in May and continues until program is full.

## **Attendance**

Members are not allowed in the Club during anytime(s) they are absent or suspended from school.

Members are not required to attend every day, but attendance may affect the waiting list, if there is one.

Members must check in and out every time they arrive or leave.

Once a member checks out for the day, he or she will not be able to check back in unless there are prior arrangements made by a parent or guardian for appointments, etc.

## **Statement Policy**

BGCWTV is prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

# Nutrition Program



The Club's nutrition program offers well-rounded, hot meals as per state guidelines. Our childhood nutrition program, which provides these meals and snacks at no cost, is state and federally funded. Since the meals are reimbursement-based and help promote our healthy lifestyles program, Club members are not to bring outside food or drinks to the Club. To make accommodations we must have paperwork signed by a doctor on file.

## Approved Contacts

It is the responsibility of the parents/guardians to keep their members information up to date. Members will only be released to the approved contact(s) in their file. Approved contact(s) include the parent/guardian and any emergency contacts the parent/guardian has listed on the application. Prior contacts will be deleted with each new cycle of registration and only those contacts on the registration form will be added.

Unless paperwork is on file, the Club is prohibited from denying a biological parent the right to pick up their child.

## Pick-Up Policy

An approved contact must come into the building and sign the member out, or a staff member must be outside to verify the identity of the person picking up the Club member. Photo ID is required for all pick-ups to verify identity. Front Desk staff may bypass an ID check upon visual recognition of authorized pick-up person

If parents/guardians would like members to walk home, they must notify the front desk.

**\*Teen members have the ability to check themselves out unless otherwise specified by parent/guardian.\***

If an approved contact appears to be under the influence of a substance, the Club reserves the right to refuse release and keep the member in their care. On these circumstances, Club staff will contact another approved contact to arrange pick up.

## **Late Pick-up**

In the event that a child is not picked up by the designated pick-up time, staff members will make several attempts to contact all those listed as contacts on the member's registration form. If a member has not been picked up 30 minutes after closing, and staff have not been able to speak with someone listed as a contact, local law enforcement and/or social services may be contacted.

Continued late pick ups may result in discontinued service and impact your child(ren)'s membership, including but not limited to, suspension of membership.

# Accident/Illness

Club employees shall be responsible for the health and safety of Club members participating in program areas. **In case of accident or emergency, 911 will be notified for any accident needing more than first aid attention.** The parent/guardian will be contacted immediately. If a parent is not available, the supervisor will work with medical personnel to make sure the Club member receives proper treatment.

If a Club member has a contagious disease, virus, or infection, he or she may not attend the Club. A member is determined to be too sick to attend the Club if any of the following conditions exist:

- Fever above 100.4 degrees – member must be free of the fever for 24 hours before returning to Club.
- Vomiting or diarrhea - member must be free of these symptoms for 24 hours before returning to Club.
- Visible (active) illness including pink eye, ringworm, chicken pox, open sores or lesions, head lice, etc.
- If a member is not well enough to participate in the regular activities and programs that are being offered, or if a member becomes sick after arriving at the Boys & Girls Club, parents/guardians will be notified.

*BGCWTV may also defer to the guidance from the local health departments in Payette, Washington, and Malheur Counties*

## Medication

Medications must be prescribed with the member's name and dosage visible. Over-the-counter medicines are not permitted.

Medications provided to the Club for a Club member to dispense should only include the amount necessary for the time the member will spend at the Clubhouse.

Medications will be kept in a locked cabinet at the front desk and will not be accessible to members unless requested.

Club staff are not permitted to administer medication of any kind to members.

# Child Abuse/Sexual Abuse/Sexual Misconduct Policy



The Boys & Girls Clubs of Western Treasure Valley are committed to providing a safe and respectful environment for our members and will not tolerate any sexual abuse or sexual misconduct toward or by any member.

Sexualized behavior (and Public Display of Affection) between Club members, no matter the age, of any kind will not be tolerated. This can include but is not limited to: extended hugs, holding hands, kissing, fondling, using sexualized language (jokes), etc. Club members will maintain personal space boundaries at all times.

Any suspected sexual abuse or misconduct will be treated as a serious matter and documented by written incident report within 24 hours. When applicable, the incident will be reported to the appropriate authorities. Confidentiality of incident reports and member identity will be maintained according to the Club's legal obligations.

All Club members and employees are prohibited from the access, display, production, possession or distribution of pornography on Club premises or equipment.

## **Suspected Child Abuse Reporting Policy**

Oregon & Idaho law requires certain professions (including Club staff) who have reason to believe a child has been subjected to abuse or neglect to immediately notify the nearest Oregon Division of Child and Family Services, Idaho Department of Health & Welfare, or local law enforcement agency.

Any person who observes a child being subjected to conditions that would result in abuse or neglect is to immediately notify the nearest Oregon Division of Child and Family Services, Idaho Department of Health & welfare, or law enforcement agency.

All Club staff and volunteers are trained on their mandator duty to report suspected child abuse, neglect, or sexual misconduct.

There is also a toll-free safety hotline number that anyone can call to report inappropriate behavior toward a Club member: 866-607-SAFE (7233).

# Child Abuse/Sexual Abuse/Sexual Misconduct Policy Cont...



## **Preventative Action**

Club program staff shall receive training regarding child abuse/neglect indicators. In addition, they shall receive training regarding appropriate discipline and supervision of Club members.

**Bathroom Policy:** Staff and Club members are prohibited from using the same bathroom at the same time.

Club members and staff members are prohibited from socializing or fraternizing outside of Club hours or Club-sponsored events. This includes, but is not limited to internet gaming, contact by phone, email, text, social media, and in-person. Club staff are also prohibited from transporting Club members in their private vehicles at any time.

## Rule of Three

No staff shall ever be in a one-on-one situation with any member at any time. Staff must maintain a “Rule of Three” by having at least two staff and one member present, or two members and one staff present. For confidential conversations, there must be at least a line of sight between the staff and member having the conversation, and a second staff member.

There must be at least two staff members in a building at all times when members are present.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional.



# Bullying



All Club members and employees are expected to treat each other with respect and dignity. Therefore, disrespectful and bullying behavior toward anyone is unacceptable. BGCWTV enforces a zero tolerance policy. Bullying or victimizing another is also considered “harassment” under this policy.

## **Bullying is defined as conduct including, but not limited to:**

1. Repeated infliction of verbal abuse such as derogatory remarks, insults, etc.
2. Verbal or physical conduct that is threatening, intimidating, or humiliating.
3. Sabotage or undermining of the work performance of a Club staff member.
4. Exploitation of a psychological or physical vulnerability.
5. The threat of or use of a weapon, or any object intended to be used as a weapon.

Note~ weapons are strictly prohibited on Clubhouse premises. Any violation of this code will immediately result in the contact of law enforcement and immediate suspension of the Club member.

## **Reporting Procedures**

1. Any individual, regardless of position, who has a complaint about, or who witnesses, harassment or bullying by anyone, has a responsibility to immediately bring the matter to his or her supervisor’s attention. If a member reports an incident, or a staff member witnesses an incident, the staff member is responsible to immediately report the alleged incident to his/her supervisor.
2. BGCWTV will make every reasonable effort to conduct all proceedings in a manner that will protect the confidentiality of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.
3. Results of the investigation will only be shared with the appropriate people.
4. If it is concluded that discrimination, harassment, or retaliation has occurred, a Director will determine the appropriate sanctions or corrective action. Program staff and coordinators will notify Directors of any reported incidents.

# Dress Code



## **Dress Code**

Boys & Girls Clubs of Western Treasure Valley expects members to meet the dress code expectations outlined below. Disciplinary action for dress code violation is at the discretion of Clubhouse leadership.

A member's clothing must allow them to actively participate in all Club activities. Member appearances that negatively impact the Club's other members or the general environment are not permitted.

Dress code exemptions may be granted at the discretion of Club leadership for medical or religious reasons.

Basic dress code provisions include:

## **Shoes**

Close-toed and close-backed shoes with soles are required at all times in the Clubhouse. House slippers and shoes with wheels are not allowed.

## **Tops**

No skin may be visible between the waistband of pants/skirts/shorts and the bottom hem of a top. All sleeveless shirts must have straps at least three inches wide.

Prohibited tops include, but are not limited to crop tops, tank tops, strapless tops, lowcut clothing, spaghetti straps and tops that provide minimal coverage.

## **Bottoms**

All shorts, skirts must have at least a 5-inch inseam. Jumpers and dresses must have hemlines that fall no shorter than mid-thigh.

Members that choose to wear skirts and dresses above the knee, must wear shorts underneath. All bottoms must be secured at waist level; no sagging is permitted. Rips and/or tears in bottoms may not expose undergarments and may not be located higher than mid-thigh.

## **All Clothing**

All clothing must be sufficient to conceal any and all undergarments. Slogans, advertising, text or images on clothing or accessories may not be discriminatory, profane, obscene, or otherwise disrupt the general environment of other members or staff. Clothing or accessories that promote illegal or violent conduct is not permitted. This includes but is not limited to, the use of weapons, drugs, alcohol, tobacco, drug paraphernalia or clothing that contains threatening messages. Spiked or studded clothing and accessories are unsafe and not permitted. All clothing must be worn as intended.

## **Jewelry**

Large hooped or hanging earrings are not permitted during physical activities or in specific areas of the Clubhouse, such as the gym.

# Use of Technology

## **Cellphones**

Members in grades 1st through 6th are not to use their phone or smart watch during Club time. They will either keep it in their backpack or up at the front desk. Teens are allowed to use their phones during non-activity time.

## **Club Phone usage**

Members may use the Clubhouse phone to

- Contact Parents/Guardians 30 minutes prior to closing for pick up
- Call an approved contact in emergency situations

If an approved contact needs to speak with a member, they must contact the Clubhouse to speak to their child(ren).

*Club members are not to access social media or websites that are either pornographic or involve gambling.*

# Drugs, Alcohol, Tobacco, & Nicotine



Club members are prohibited to be in possession of or under the influence of drugs, alcohol, tobacco, and nicotine while at Club or involved in any Club-sponsored activity. Any violation or suspected violation of this policy may result in contacting law enforcement and/or suspension of Club membership.

## Discipline Policy

Step 1: YDP (Room Staff) - will give verbal warning

Step 2 (A): Coordinator Warning- This step only occurs if the Club member continues the undesired behavior. At this point the Coordinator would pull the Club member aside and discuss the following.

1. Let them know what they are doing wrong
2. Give them choices on how to fix their behavior
3. Inform them of what will happen if the behavior continues

Step 2 (B): If the behavior continues, pull the Club member aside and ask them to go to the Cool Down room.

Step 3: Director Involvement – Depending on the situation, Director may call parent/guardian, visit with Club Member again, and this could lead to Member being sent home or suspended, or the creation of a Behavioral Plan. A Club member **must** be picked up within an hour of being notified that they are being sent home.

# Parent/Guardians Expectations



All members and families including Parent/Guardian and Approved Contacts are expected to be respectful and follow Club norms and guidelines in person and on the phone.

Parent/Guardian and Approved Contacts are not allowed past the front desk area of any Clubhouse unless escorted by Club staff. Inappropriate behavior, including disrespectful language, toward any staff, members, volunteers or other individuals may result in suspension and termination of membership and/or your ability to access Club property.

The privacy of our members and families is of the utmost importance. As such, no internal BGCWTV records will be released without proper cause. BGCWTV will follow the directives of court documents. Boys & Girls Clubs of Western Treasure Valley are not a party to custody disagreements and are not responsible for maintaining custody schedules. Members can be released to any Approved Contact.

## Social Media



Facebook: The Boys and Girls Clubs of the Western Treasure Valley (@BGCWTV)



Instagram: boysandgirlsclubs\_wtv



Tik Tok: boysandgirlsclubs\_wtv



Remind App