

2025-26

PARENT HANDBOOK



BOYS & GIRLS CLUBS
OF DELAWARE COUNTY

Jay | Kansas | Leach | Kenwood | Moseley

www.bgcofdc.com

WELCOME

I want to thank you for believing in what we do at the Boys & Girls Clubs of Delaware County and allowing your child to join our Club membership. The ultimate goal at each of our Clubhouses is to provide a safe, positive place for each of our members and to have a significant impact on their lives.

In addition to character and leadership development, arts, health and life skills, our staff oversees Power Hour, an educational enhancement program that provides enrichment and reinforcement activities to assist with daily homework.

Please familiarize yourself with the information provided in this Handbook, especially the Attendance Policy, Pick Up Policy, Dress Code, Safe Passage Policy, Field Trip Guidelines and Disciplinary Policy. We want your child to have the best experience possible and we need your help in explaining the rules before they start attending the Club.

Stay informed with what your kids are doing at their club by connecting with our Facebook page. Scan the QR code below.

Thanks again for enrolling your youth in our program!

Jay Cranke, Chief Executive Officer
918-253-2500

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MISSION STATEMENT

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



BOYS & GIRLS CLUBS
OF DELAWARE COUNTY

ABOUT US

The Boys & Girls Clubs of Delaware County (BGCDC) is a non-profit youth development program for all boys and girls ages 5-18 years, regardless of race, color, religion or national origin.

The Club builds character through everyday leadership and guidance in behavior and attitude. The Boys & Girls Clubs of Delaware County promise to our youth is to provide a safe, positive place and have a significant impact on their lives.

Our trained professional staff provides members with positive adult mentors and role models. Our nationally recognized programs help young people succeed in school, stay healthy, learn important life skills, pursue interests in the arts, sports and explore vocational choices.



Most importantly, the Boys & Girls Clubs of Delaware County show our youth:

- That someone cares
- How to realize their full potential
- How to open the Blue Door to

BE GREAT!

SAFETY

BGCDC has a **ZERO** tolerance for inappropriate behavior of any kind, including child sexual abuse or misconduct and we provide significant resources to ensure this priority is achieved.

Safety Policies: BGCDC has comprehensive safety policies in place that protect youth including, but not limited to, supervision, transportation and communication and prohibiting one-on-one contact with anyone under the age of 18.

24 Hour Toll-Free Child Safety Hotline: We require all staff, members and families to report any incident or situation they feel is unsafe. Through our national partnership with Praesidium, one of the nation's leading safety experts, BGCDC members and staff have access to a confidential 24 hour, toll-free Child Safety Hotline, 866-607-SAFE (7233) or email SafeClub@Prasidiuminc.com.

Mandatory Background & Drug Testing: BGCDC conducts criminal background checks every 12 months on all employees, as well as all volunteers who have direct, repetitive contact with children, through the Oklahoma State Bureau of Investigations. Background checks must also meet Boys & Girls Clubs of America (BGCA) membership requirements. In addition, BGCDC is a "drug free" workplace. All prospective employees and volunteers are pre-screened and subject to random drug testing throughout the year.

SAFETY

Mandated Reporters: All BGCDC staff and volunteers and are mandated reporters. We are required to report any critical incident or safety concern to local authorities immediately. We are also required to report any critical incident to BGCA within 24 hours.

Mandatory Annual Safety Assessments: We conduct in-house and external safety assessments each year to ensure we continually make improvements to safety at our Clubhouses.

Culture of Safety: BGCDC continually updates robust safety policies, programs and training for our staff and volunteers. These policies are designed to promote child safety and protect young people from threats that are present in our society.

Safety Trainings: Ongoing training and supervision of staff is critical. Staff completes a wide variety of child safety trainings each year.

Training modules include:

- Child Abuse Prevention
- Mandated Reporting
- Grooming Prevention
- CPR & AED certification

A copy of our Safety Policies are available upon request.

Clubs will also perform quarterly safety fire, tornado and other emergency drills.

SAFE PASSAGE

- Members under the age of 12 must be picked up from the Club by a parent, guardian or authorized adult
- Members age 12 and older may leave the Club unescorted with written permission from a parent or guardian and a signed release of liability
- Members 12 years and older who leave unescorted will not be permitted to return to the Club until the following day
- Members 12 years and older who leave the Club for a doctor's visit or other emergency situation may be allowed to return to the Club at the Club Director's discretion
- Members that leave unescorted without written permission will face disciplinary actions up to and including suspension and termination of membership

Our Safe Passage Policy encourages members to remain at the Club as long as possible, rather than leaving the premises unsupervised where they may be exposed to dangers that are beyond the control of our staff. Keep in mind, our staff will not physically restrain a member that insists on leaving the Club. Therefore, it is each parent/guardian's responsibility to discuss the Club's Safe Passage Policy with his or her child and ensure that he or she complies.

GREAT FUTURES START [HERE.](#)

MEMBERSHIP

There is no monthly membership fee to attend the Club. During the Summer Program, field trips cost \$10 per child per trip.

Membership applications must be filled out completely and the Parent Handbook acknowledgement form signed in order to attend the Club.

CLUB HOURS

School Year: Monday-Friday 7AM – 8AM & 3PM – 6PM

Summer Program: Monday-Friday 7:00AM – 5:30PM

IMPORTANT DATES

The Boys & Girls Clubs of Delaware County will be closed on the following dates:

- *New Year's Day*
- *Martin Luther King Day*
- *Good Friday*
- *Memorial Day*
- *Independence Day*
- *Labor Day*
- *Thanksgiving (Thursday and Friday)*
- *Christmas Eve & Christmas Day*

ATTENDANCE

Club members are strongly encouraged to participate regularly in club activities. Consistent attendance helps ensure that members can fully engage with the planned program and benefit from its offerings. In addition, members must be capable of appropriately participating within the program's structure and are expected to follow all established club rules.

To minimize interruptions to the daily schedule and maintain a productive environment, club members are required to attend for at least one hour each day during after-school hours. During the summer, members must attend for a minimum of four hours each day.

If a parent needs to pick up their child within the first hour after the child arrives at the club from school, prior arrangements are required. Parents must coordinate with club officials beforehand to ensure that early pickups do not disrupt the planned program.

INCLEMENT WEATHER

When school is closed due to inclement weather, the Boys & Girls Clubs of Delaware County MAY also be closed. Closure announcements will be posted on the Club's Facebook page. On days that school is released early for bad weather, the Boys & Girls Clubs of Delaware County will be closed. Notice of planned closings will be announced and posted at the Clubs and on the Club's Facebook page.

FIRST AID

It is important that every parent cooperates fully with the Health and Emergency Procedures. Our regulations are designed to protect the well-being of all members.

If a member becomes ill at the Club, he/she MUST be picked up within sixty (60) minutes after contact has been made with a parent or guardian. If your child is ill before leaving home, please DO NOT bring him/her to the Club. Since the Boys and Girls Clubs of Delaware County is NOT A DAYCARE FACILITY, we are not equipped with an area to isolate ill members.

In case of an accident or injury that requires medical attention, the Club will make arrangements so that proper aid is provided and a parent or guardian will be contacted immediately. The emergency contact number will be used if parents are unreachable. Please make sure all contact numbers are current and up-to-date.

MEDICATION

Parents must submit a written request if their child(ren) must take medication while at the Club. Such written permission is required for both prescription and non-prescription medication. Medicine must be presented in its original property labeled container to Club management. The prescription label must show that the medicine has been prescribed for that child. Youth must self-administer and be able to follow written instructions from the child's physician.

HEAD LICE

Any member with live head lice or nits must be picked up immediately. Immediate treatment at home is advised. The member will be re-admitted to the Club site only after initial treatment and examination. If, upon examination, the Club designated personnel find no live head lice or nits, the child may re-enter the Club.

DRESS CODE

BGDC is designed to allow members the flexibility to dress uniquely but appropriately. Any member who appears to be dressed inappropriately will have the opportunity to contact their parent or guardian to comply with the code or be asked to leave the Club.

To ensure the safety of our members as they participate in our activities, please follow these guidelines:

- Clothes with questionable slogans are not permitted
- Pants or shorts must remain on the waistline while in the building or on the Boys & Girls Club property
- No inappropriate advertising on clothing
- No tight fitting/revealing clothing
- No Spaghetti straps
- All skirts worn must be no less than two inches above the knee
- Shorts must extend below the finger tips
- Shoes for vigorous activities must be worn at all times. We recommend rubber-soled shoes
 - Sandals – open-toed or heeled – or Crocs and flip flops are not allowed at the Club

PICK UP POLICY

Members are assigned passwords that must be used by a parent, legal guardian or another person listed on the youth's registration form in order to pick up Club members.

Each of our Clubhouses has designated opening and closing times, whether it's during our After School or Summer Programs. The hours are also listed in this Parent Handbook. We do not have staff on the premises before or after these hours to supervise any of our members. We ask that parents ensure that their child(ren) do not arrive early or leave late. We rely on parents to pick up their child(ren) promptly at closing time. Should parents be late for any reason, the following policy will be in effect:

1st Incident - Friendly reminder of the Club's hours.

2nd Incident - Late charge of \$1 per minute per child. This late fee must be paid before the member(s) can return to the Clubhouse. Your child(ren) will be suspended from the Clubhouse for a period of 5 days.

3rd Incident - Your child(ren) will be terminated from the program.

When all avenues of reaching parents, guardians and emergency contacts have been exhausted and more than 30 minutes passes, the local police or sheriff's department may be contacted by staff.

FIELD TRIPS



Reservations for all field trips may be made only with a signed permission slip and must be delivered to Club staff 48 hours in advance of the field trip.

- Members are responsible for any special items that may be needed on our field trips
- All participants must arrive at least 15 minutes before the scheduled departure time.
- Members who demonstrate unacceptable behavior are not allowed on future trips.
- It is the responsibility of the parent or guardians to let us know as soon as possible if your child will not be going on a registered field trip.
- Clubhouses will be closed on field trip days.

Youth must be a member in good standing in order to participate in field trips.

PERSONAL BELONGINGS

Members are strongly encouraged to leave high value items at home. The Boys & Girls Clubs of Delaware County is NOT responsible for any personal belongings that are lost or stolen at the Club. Please encourage your children to follow this guideline.

LOST AND FOUND



Mark every article of clothing, backpack and books with your child's name. We do have a lost and found area where items are stored for up to two weeks. Due to limited space, if items are not claimed we will donate the unclaimed items to a community agency. Please check with your child before you leave the Club to ensure he or she has all of their belongings. The Boys & Girls Clubs of Delaware County is not responsible for lost or stolen personal items, including, but not limited to: cell phones, iPods, laptops, readers, headphones (which are not permitted to be worn or used at the Club), money and clothing.

BEHAVIOR

- BGCDC has a zero tolerance policy regarding violence and acts of aggression
- Breaking the rules will result in time-outs/loss of privileges
- Continuing to break the rules will result in suspension
- Repeat suspensions will result in loss of membership
- Children who fail to follow these guidelines can and will be dismissed from attending the Club
- Under extreme circumstance (For example: intentional injury to another child or staff member), the Unit Director has the discretion to suspend a child immediately, without advance notice.

BGCDC members will be expected to follow the BGC Code of Conduct:

Have Fun!

Respect Yourself.

Play fairly and be honest.

Applaud the efforts of others.

Avoid inappropriate language.

Dress appropriately at all times.

Running is reserved for athletics.

Say only good things about others.

Bring your membership card every day.

Be respectful of Boys & Girls Club Staff.

Resolve disagreements in a positive way.

Listen during appropriate times and assemblies.

Be respectful of other members and their property.

Tobacco, drugs, alcohol and weapons are prohibited.

Participate in activity areas open to your assigned group.

Respect your Boys & Girls Clubs facilities and equipment.

DISCIPLINARY POLICIES

Boys & Girls Clubs of Delaware County

Zero tolerance policy: The Boys & Girls Clubs of Delaware County strives to provide a Positive Place for Kids.

Our Clubs provide deterrence to negative behavior by providing activities that are engaging, fun and foster positive moral values.

In the event that a Club member displays undesirable behavior, staff have been directed to take disciplinary action appropriate to the transgressions of the member. Disciplinary measures will be determine on a case-by-case basis and will be at the discretion of the Club staff.

The safety of our members is our primary concern and therefore we have no tolerance for fighting or bullying. If a child acts out in an aggressive manner with the intent of harming another child he/she will be suspended. We understand each altercation is different and some incidents are more severe than others; therefore, our discipline may vary depending on each individual incident.

To clarify, under no circumstances will we tolerate aggressive and/or threatening behavior, profane language and disrespect towards any Club staff and other members. Any person exhibiting such behavior will be subject to expulsion from all Boys & Girls Clubs of Delaware County properties.

ACCEPTABLE USE POLICY

Boys & Girls Clubs of Delaware County is committed to providing a safe use of technology and online safety for members, staff and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

CLUB MEMBER USAGE

Before a member will be allowed to use Club technology equipment, both the member and his/her parent/guardian must read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club purposes shall include program activities, career development, communication with experts and/or Club peer members, homework and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Authorized use: Club devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices in locker rooms, restrooms and other areas where

there is an expectation of privacy.

Cyberbullying

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, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

For a complete copy of the Boys & Girls Clubs of Delaware County's Safety Policies, visit our website, www.bgcofdc.com.

PERSONAL DEVICE POLICY

The Boys & Girls Clubs of Delaware County is committed to providing a safe, engaging, and enriching environment for all members. The use of personal electronic devices (PEDs), including cell phones, laptops, tablets, smartwatches, and other internet-enabled devices, can be a source of distraction, disruption, and potential safety concerns. To foster positive social interaction, ensure focus during programs, and protect the privacy and well-being of all members and staff, BGCDC has implemented this policy.

The possession and use of all personal electronic devices (PEDs) by Club members are strictly prohibited during operational hours and all Club-sponsored activities, unless explicitly authorized by Club staff for a specific educational purpose.

Parents/Guardians should not attempt to contact their child directly on a personal device during Club hours. For urgent messages, please contact your child's Club Director. Staff will ensure the message is relayed to your child.

This policy applies to all members of the Boys & Girls Clubs of Delaware County, covering all Club facilities and any off-site events or field trips.

- **Storage of Devices:** If a member brings a PED to the Club, the device must be powered off and stored securely in their backpack or a designated, secure area (e.g., the main office) until they are dismissed.
- **Prohibited Use:** Devices may not be used for phone calls, texting, internet browsing, social media, gaming, taking photos/videos, or any other function during Club activities or in restrooms.

- Club Property Disclaimer: BG CDC is not responsible for any lost, stolen, or damaged personal electronic devices brought onto Club premises. Members bring devices at their own risk.

- Exceptions:

- o Devices required for specific health or medical needs (e.g., blood sugar monitoring) as outlined in a member's individual health plan or IEP are permitted with prior administrative approval.

- o Devices issued by the Club for approved educational activities are exempt from this ban but must be used under direct staff supervision and for intended purposes only.

First Offense: Verbal Warning to the member. The device will be confiscated by staff and securely stored in the main office. A parent/guardian must pick up the device.

Second Offense: Written Warning to the member and parent/guardian. The device will be confiscated. A parent/guardian must schedule a meeting with Club administration to retrieve the device. The member may face a one-day suspension from the Club program.

Third Offense: One-Week Suspension from the Club program. The device will be confiscated, and a parent/guardian meeting with the Club Director is required before the member can return or the device is returned.

Fourth Offense: Indefinite Suspension or Termination of Membership, pending review by the Chief Executive Officer or Board of Directors.

Severe Offenses: Inappropriate use, such as cyberbullying, harassment, or taking unauthorized photos/videos, may result in immediate suspension or expulsion, and could involve referral to law enforcement authorities.

Club administration reserves the right to adjust these consequences based on the severity of the violation.



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