



summer program at any time?

**June 11—August 17, 2018
and Teen Sites
limited**

10 week program is paid in full by May 1, 2018
less of the number of hours your child attends.
1 week minimum. There is no daily rate.

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1
1

ay 1 or if not paid in full by May 1
larship Application Form for details.

**adventures paid in advance. Here's how...
ry 1 to May 1.**

– April.

**31? Here's how...
– May 31.**

May 31.

e June 1.

055 for the summer program regardless of the
aid by DFS. If the total required parent portion is
\$1055 total is paid by DFS and the parent, then a
final DFS payment is received and account is set-
tled. Please sign their DFS paperwork in a timely manner.

ry 1 to May 1.

– April.

**BOYS & GI
OF CHE**

GREAT Futu

2018 Member

Clubhouse Site , Administrativ

515 West Je

Cheyenne,

Phone: 307-

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www.bgco.org

Michelle Sidhu - West Jefferson U

Justin Pendleton- Assistant Dir

Rolinda Sample- Chief Profession

The Club at LCCC C

Center for Conferences &

LCCC, 1400 Ea

Phone: 307-

Duvale Brown- Teen Unit Director, d

Dana Kasmedo- Cole Elementary Site Direc

The Mission of the Boys & Girls Club of Cheyenne is
to help our youth reach their full potential as producti

Cheyenne. This handbook is designed to inform parents and members of the Boys & Girls Club of Cheyenne. It contains information that will make a member's parent should review this handbook as a

on that seeks to help children from all come responsible citizens and leaders. The development in young people by instilling a sense of service within each member to build character is measured by providing a safe positive environment, opportunities, expectations and www.bgcchey.org, has a wealth of information to

happy to provide services to your family. The Indians with any questions, concerns or feel their child is receiving quality programs in a safe environment and observe the facility when escorted.

(pm)

e at 6pm)
2018)

), Teen Site Only

close and notify local media, update our Facebook page. If we close for weather, we will also be closed.



Guidance and Discipline —continued

When rules are broken, the following procedure

Step One—Teach and Choice (Warning)

Encourage and problem-solve with the member. Work with and teach the member a new skill.

Step Two—Consequence (Time-Out)

Logical consequences, Club service, or loss of privilege.

Step Three—Write-Up and Contact

A write-up will be given out and parents will be informed. There will be automatic write-ups such as inappropriate language, unsanitary actions, hitting, disrespect and other behaviors.

Step Four—Home (Suspension)

Parent will pick up child immediately. Suspension will be in effect the following day.

Five warnings and/or time-outs in a week will result in a suspension. After five warnings in a week period will result in a suspension.

Zero Tolerance/Immediate Suspension

The Boys & Girls Club of Cheyenne is a violence and destruction-free facility. When methods have been proven successful, or when serious disruptions occur, immediate suspension may be necessary. The more serious the misbehavior, the longer the suspension.

If a member chooses to engage in any of the following behaviors, they will be suspended. Depending on the severity of the behavior, the suspension may be longer than one week.

- Fighting (physically)
- Physical endangerment including drugs, weapons, alcohol, tobacco, etc.
- Destruction or theft of property
- Racial or sexual harassment, including insults, name-calling, and other discriminatory behavior.
- Repeated violations of general expectations, including failure to follow consequences.
- Bringing or using weapons including knives, guns, and anything that is intended to be used as a weapon.
- Bullying

Dismissal from the Program Unrelated to Behavior

Although the Club will try very hard to work with parents/guardians, the Club reserves the right to dismiss a child from the program for the following reasons:

- Disruptive or inappropriate parent behavior
- Failure of a parent/guardian to schedule a meeting with the Site Director.
- Failure of parent/guardian to make arrangements for pick-up of child by Site Director.
- Repeated late pick-ups of a child.

Discipline Techniques

positive techniques or guidance (redirection, comparison), positive reinforcement, and comparison, and criticism are avoided. In addition, explained to the members. Staff will work with problem solve. The Club Site Director is parents/guardians may be necessary to help will be notified if a child is in danger of hurting

and Discipline philosophy is based on the and problem solving than about punishment. like to keep him or her in the Club. with the help of consistent role models, staff

ourage, practice, teach and role model self-created with respect and fairness.

that effective guidance and discipline focuses accountable for their behavior. Good behavior accepted, valued, recognized and rewarded.

guide themselves and take responsibility for will be the main focus of our Club. Good behavior handled by staff and supported by parents. guidance and discipline process.

for success. It is the responsibility of the emotionally capable of properly functioning in the in membership. If a child has a helper at supplied by the family in the Club setting. The profound medical, disciplinary and/or behavior

Membership Fees

Membership is open to youth between the ages must be completed, paperwork signed by a parent -December 31). Orientation is required for parents to the West Jefferson site.

The membership fee is \$10 per year. Early Release The Summer Program fee is payable in advance. A \$20 returned check fee will be charged for any Fees are non-refundable.

Late fees will be charged for members at a rate closing time for the first time. Additional charges time per year. The Boys & Girls Club reserves the including Cheyenne Police Department or Department picked-up by a reasonable time AND after all emergency exhausted. It is the parent's responsibility to update

School year transportation is provided from several fee. Destiny Christian Academy and LCSD1 Jr. the Boys & Girls Club during the school year for Transportation is provided after school based upon A limited number of seats are available, so payment service. Transportation fees are eligible for DFS youth riding the Club buses must be on file for each

Limited financial assistance or scholarships may be available through DFS Child Care Assistance or TANF.

Club Hours

Members may not be dropped off before opening Club is open Monday thru Friday.

After School Program: 2:00pm-7:00pm

Early Release Days: 11:00am-6:00pm, includes (Jr/Sr. High) **2018:** October 31st, November 12th

Non-school Days: 7:30am-6:00pm, **2018:** September 21 & 23; December 20-31; January 1, 18 & 21; February



Program Areas

Member Experience

Leadership development program for youth ages 14-18 year olds to compete at a local, state, or national level. A junior program is available for members ages 11-14.

Service available to any member needing assistance. Enhances the skills and knowledge young people have learned.

Technology to explore the world of science, technology, engineering, and math (STEM) designed to all members so they can learn to use the latest technology.

Health (Healthy And Resistance Training) prevention/education program, SMART Girls is a health, fitness, and nutrition program for girls ages 10-15.

Art program, SMART Girls is a health, fitness, and nutrition program for girls ages 10-15. Promotes and teaches responsibility while encouraging members ages 11-14.

Creativity focused on traditional art programs, such as painting, drawing, and sculpture. Encourages creativity through a variety of media, such as oil painting, multicolored drawing, pastels, water color, oil painting, sculpture, photography, and digital art. Artwork is displayed at BGCA's National Conference.

Responsibility approach to educating members about good character, and developing individual strengths and good citizenship. Run programs also help keep our members active.

**RESPECT YOURSELF.
RESPECT THE CLUB.
RESPECT OTHERS.
RESPECT WHAT YOU CAN BE.**

CODE OF CONDUCT:

One of the Club's core beliefs is to provide a safe environment where members can grow and keep the Club fun.

- 1) Play fairly and nicely including sharing, following rules, and being kind.
 - 2) Bring your membership card every day.
 - 3) Listen to staff and volunteers at all times and follow their directions.
 - 4) Say only good things about others. If you have a problem, tell a staff member.
 - 5) If you can't resolve disagreements with others, tell a staff member.
 - 6) Be nice to all kids and their belongings. Treat everyone with respect.
 - 7) Take care of the building, games, and equipment.
 - 8) Use kind words and positive language.
 - 9) Hats and head gear should be removed in the building.
 - 10) Applaud the efforts of others. Say "Good Job!"
 - 11) Walk while inside the Clubhouse.
 - 12) Participate in the activities available to you.
 - 13) Listen during announcements; no talking, talking over others, or whispering.
 - 14) Dress appropriately.
 - 15) Food and drink must stay in the snack area.
 - 16) All personal belongings such as toys, games, and backpacks must stay up front, in backpacks or at home.
 - 17) No horseplay or play fighting including pretend fighting.
 - 18) Keep hands, feet, and entire body to yourself while respecting other members' personal bubble.
- 1) Wear close toed shoes and wear them at all times.
 - 2) Smoking, vaping, tobacco, drugs, alcohol and illegal substances are prohibited.

Operational

ne. At the West Jefferson Site, adults may not
may not use the adult restrooms. At LCCC,
om in the CCI Building and other restrooms on
programs occur.

Professionals who oversee each designated
n support our staff. Parents shall not ask staff
side of Club hours as this is against our policies,

Accidents

The Boys & Girls Club staff works hard to create
completed membership application authorizes the
member, if necessary. If a serious injury occurs
parents or emergency contact. If the parent can
determined by medical personnel. It is the parent's
have any changes in work or home phone numbers
emergency numbers. Minor injuries, such as cuts

Attendance Policy

Consistent and active member participation
best member outcomes result when members
completed.

Communicable Diseases

Boys & Girls Club policy mandates that members
the Club. This includes but is not limited to any
pox and any other illness that causes fever. Par-
members if they have a fever (of 99° or higher)
have had a fever within the last 24 hours are no
has spent the previous day or night vomiting, ple-
member is absent from school, they are not able
who have received bed bug bites must have a doc-
bedbug bites before they can return to the Club.

Dress Code

Members should dress comfortably and wear clo-
Boys & Girls Club activities and programs.

Footwear: *Closed toed shoes must be worn*
any shoes with wheels in them are not to be worn.
reason for this is the safety of children in the pro-
activities in the gym. The best advice is to wear

Clothing: Appropriate clothing must be worn at
too short, too tight or too revealing in any way or
advertising will be asked to change immediately.
Club. If the member does not have a change of
clothes for them to wear, then a Club staff will
clothes. Members need to have suitable cold we-
outdoor activities. This judgment will be left sole-



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College Community Ctr (CCC)	Health Science (HS)
Dining Room	Ludden Library (LIB)
Playhouse	Modular (MA)
Student Life	Campus Safety
Student Lounge	High School Programs
Crossroads (CR)	Plant Operations (PO)
Education & Enrichment Ctr (EEC)	Recreation & Athletic Ctr (RAC)
Fine Arts (FA)	Residence Halls (RH)
Esther and John Clay Art Gallery	Science Ctr (SC)
LCCC Foundation	Training Ctr (TC)
Student Computer Center/Help Desk	
Flex Tech (FT)	

PRS Map C 1/18

members to participate in activities that support **y not be able to participate in every field** ed permission slip, any fees, necessary personal shoes, water bottle), and for the member to Members must sign in at the Club prior to ed off at the field trip location. Most sign-ups an evaluation of proper behavior prior to the reserved for certain ages and reserved for rs and parents are reminded that all rules Club expectations will prompt an immediate ber from the field trip at their own cost. A ne at all times during any Club field trip. ration for any reason other than behavior or

for a healthy diet among all of our members. that promote the well being of our members. A time. Unless provided by the school, meals are fast is served at 8:30 am, lunch is served at (West Jefferson Only) with Dinner at 4:45 pm water fountain, but a water bottle (with the mer times of the year. **Food shall not be required by strict dietary requirements as** cover food costs for field trips and specialized

ter medication. Members may self-apply medication should be administered at home. If nt or guardian of the member may: with the member's name on it to Club for the

rogram in order to administer the medication. A program. Background checks usually take 10

inhalers, epi pens, insulin, Tylenol, and seasonal rival and checked out upon leaving. No erson. ndled on a case-by-case basis, with a doctor's

Membership Cards

One membership card will be provided to each me card to the Club every day. Remember that mem If members do not have their cards, certain privil a Club card is lost, a replacement fee will be charg

Open Door Policy

The Boys & Girls Club of Cheyenne has an Open D come and go during the Club's operating hours. I guardian to determine, understand and enforce w see fit. The parent who registers the child will de Youth are not allowed on the Club's grounds durin and participating in Club activities. Members shou the Club, as the Club cannot be held responsible f

It is important to remember that the Boys & Girls DFS as a childcare facility.

Personal Belongings

All personal belongings brought into the Club by a ber. Use of cell phones, electronic devices, game property and while the member is checked in. The damaged, or stolen items. Members should not b completely necessary. All items that are brought to th member's name. Items that are not retrieved fro

Phones

All phones in the Club are for emergencies and fo while the member is checked in. Cell phones must member is caught using their cell phone, Club sta cell phone can be picked up when leaving for the

Parents are asked to refrain from using cell phone

Parents who want to know when their child check MTS Notify App from your App Store. Parents mu that you have the App installed.

