

# Interested in Volunteering?

We love when you support our members  
and your students!

If you are interested in volunteering with the Boys & Girls  
Club at the Cole Site,

## please fill out form below

and hand it to a BGC staff member or drop it off at the  
Clubhouse location at 515 W. Jefferson Rd.

\* additional paperwork is necessary to start the process of volunteering

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### Cole Site Volunteer Interest

**Parent/Guardian Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Please list any specifications or comments you have in regards to volunteering with  
BGCC's Cole Site:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please circle the days you are most available for volunteering.**

Monday      Tuesday      Wednesday      Thursday      Friday      Special events



**BOYS & GIRLS CLUB  
OF CHEYENNE**

**GREAT Futures Start Here**

## 2023 Member Handbook Cole Elementary Site

615 West 9th Street

Primary Phone: 307-631-1938

Megan Case, Cole Site Unit Director, [mcase@bgcchey.org](mailto:mcase@bgcchey.org)

Justin Pendleton, Chief Executive Officer, [jpendleton@bgcchey.org](mailto:jpendleton@bgcchey.org)

[www.bgcchey.org](http://www.bgcchey.org)

West Jefferson Site

515 West Jefferson Road

307-778-6674

The mission of the Boys & Girls Club of Cheyenne is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Please provide us with your child's WISER ID number within 1 week of them attending the program.

(Your school secretary can provide this)

WISER IDs are used for grant reporting purposes and personal information can not be accessed by the Boys & Girls Club of Cheyenne.



Rev 4/3/2023



We welcome you to the Boys & Girls Club of Cheyenne. This handbook is designed to inform members and parents/guardians of the policies and procedures of the Boys & Girls Club of Cheyenne. It contains expectations by which the Club operates and information that will make a member's experience more enjoyable. Each member and parent/guardian should review this handbook as a condition of membership.

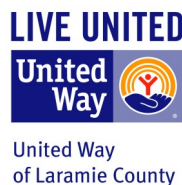
The Club is a non-profit youth service organization that seeks to help children from all backgrounds develop the qualities needed to become responsible citizens and leaders. The purpose of the Club is to promote academic success, healthy lifestyles while developing character and citizenship while incorporating 21CCLC grant guidelines. The Club's impact is measured by providing a safe positive environment that includes fun, supportive relationships, opportunities, expectations and recognition for members. The Club website, [www.bgcchey.org](http://www.bgcchey.org), has a wealth of information to assist you.

Open communication is encouraged. The staff is happy to provide services to your family. The Site Director will be happy to help parents/guardians with any questions, concerns or suggestions. We realize that a parent/guardian needs to feel his/her child is receiving quality programs in a safe environment and has the right to inquire about and observe the facility when escorted.

### **Membership**

Membership is open to Cole and Hebard students between the ages of 6 and completion of grade 6. A Membership registration must be completed and paperwork signed by a parent/guardian. Orientation is required for parents/guardians and members. Space is limited and a wait list is anticipated.

Members attending the Cole Site are able to attend through generosity of 21CCLC and United Way of Laramie County Community Schools funding.



Early Release and No School Closure Days at Cole Elementary will result in the Cole Site also being closed, however members are able to participate in club at the main site.

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Late fees will be charged for members at a rate of a \$1 a minute for members who are left after closing time for the first time. Additional charges may apply if the parent/guardian is late more

### **Guidance and Discipline — continued**

When rules are broken, the following procedure is used:

#### **Step One—Teach and Choice (Warning)**

- Encourage and problem-solve with the member
- Work with and teach the member a new skill or alternative behavior

#### **Step Two—Consequence (Time-Out/Loss of Privilege)**

Logical consequences, Club service, or loss of participation in an activity or area.

#### **Step Three—Write-Up and Contact**

A write-up will be given out and parents/guardians will be contacted. (Certain behaviors will be automatic write-ups such as inappropriate language, spitting and other unsanitary actions, hitting, disrespect and misuse of property and equipment, etc.)

#### **Step Four—Home (Suspension)**

Parent/guardian will pick up child immediately  
Suspension will be in effect the following day(s).

Five warnings and/or time-outs in a week is a write-up and three write-ups in a two week period is a suspension.

### **Zero Tolerance/Immediate Suspension**

The Boys & Girls Club of Cheyenne is a violence-free, weapon-free, substance abuse-free, and destruction-free facility. When methods of teaching and problem solving have not proven successful, or when serious disruptive behavior has taken place, other actions are necessary, the more serious the misbehavior, the more severe the consequence.

If a member chooses to engage in any of the following behaviors, they will be immediately suspended. Depending on the severity of the behavior, police or 911 may be called.

- Fighting (physically)
- Physical endangerment—drugs, alcohol, cigarettes, tobacco, inhalants
- Destruction or theft of property
- Racial or sexual harassment, including inappropriate physical contact
- Repeated violations of general expectations and rules/chronic behavior not changed by prior consequences.
- Bringing or using weapons: knives, sling shots, firearms/firecrackers - anything that is intended to be used as a weapon.
- Bullying

### **Dismissal from the Program Unrelated to Member Behavior**

Although the Club will try very hard to work with families to keep the child enrolled, we reserve the right to dismiss a child from the program for the following reasons:

- Disruptive or inappropriate parent/guardian behavior.
- Failure of a parent/guardian to schedule/attend conferences to resolve problems.
- Failure of parent/guardian to make agreed upon payment or to discuss options with the Site Director.
- Repeated late pick-ups of a child.

## Guidance and Discipline Techniques

The Boys & Girls Club of Cheyenne staff will use positive techniques or guidance (redirection, anticipation, and elimination of potential problems), positive reinforcement, and encouragement. Techniques of competition, comparison, and criticism are avoided. In addition, consistent, clear expectations for the Club are explained to the members. Staff will work with families to establish open communication and to problem solve. The Site Director is available for parent/guardian conferences. Follow-up with parents/guardians may be necessary to help children correct/change their behavior. Families will be notified if a child is in danger of hurting himself/herself, others, or the environment.

The Boys & Girls Club of Cheyenne's Guidance and Discipline philosophy is based on the following beliefs:

Discipline is more about teaching, learning, and problem solving than about punishment.

Every member deserves the effort it may take to keep him or her in the Club.

All youth can learn to behave appropriately with the help of consistent role models, staff and parents/guardians.

The best discipline is self-discipline. We encourage, practice, teach and role model self-discipline.

All members and staff are listened to and treated with respect and fairness.

Everyone has responsibility for solving problems in the Club.

At the Boys & Girls Club of Cheyenne, we realize that effective guidance and discipline focuses on teaching, responsibility and holding members accountable for their behavior. Good behavior is the norm in a Club where all members feel accepted, valued, recognized and rewarded.

### **Components For Success**

Members are taught to problem solve, learn to guide themselves and take responsibility for what they do. Appropriate member behavior will be the main focus of our Club. Good behavior will be recognized and reinforced. Discipline is handled by staff and supported by parents & guardians.

Follow-through is an integral part of an effective guidance & discipline process.

Parental involvement and support are important for success. It is the responsibility of the parent/guardian to assure their child is physically and emotionally capable of properly functioning in the Clubs' interactive atmosphere prior to enrolling in membership. If a child has a helper at school, the same level of assistance must be supplied by the family in the Club setting. The Club is not equipped to effectively deal with profound medical, disciplinary and/or behavior problems.

### **Club Hours**

Members may not be dropped off before opening times and must be picked up by closing time. Parent/Guardian drop-off and pick-up is at door #4 (by the playground and 8th Street).

Parent or Guardian must present ID to staff upon pickup.

Club is open Monday thru Friday.

**After School Program:** 3:35pm-6:00pm, August 24, 2022 – June 2, 2023.

Pickup is scheduled for 5:45-6:00pm to allow attendees to fully participate in programming.

**Early Release & School Closure Days: Cole Site will be closed, however members may attend the main site.**

The Cole Site is closed the following days. \*Days marked are those dates that members are able to participate in club at the main site.

### **2022/2023 Club Closures**

- New Years ( January 2, 2023)
- Martin Luther King Day (January 16, 2023)
- No school (February 17, 2023)\*
- Presidents' Day (February 20, 2023)
- Early Release (March 24, 2023)\*
- Spring Break (March 27, 2023-March 31, 2023)\*
- Early Release (April 11, 2023)\*
- Memorial Day (May 29, 2023)
- Summer Preparation (June 5, 2023-June 9, 2023)
- Independence Day (July 4, 2023)
- Cheyenne Day (July 26, 2023)
- Post Summer (August 21, 2023 & August 22, 2023)
- Early Release (September 1, 2023)\*
- Labor Day (September 4, 2023)
- Early release (October 25, 2023)\*
- No school (October 26, 2023– October 27, 2023)\*
- No school (November 10, 2023)\*
- No school-Thanksgiving break (November 22, 2023-November 24, 2023)\* Main site is closed Nov. 23rd and 24th.
- No school- Winter Vacation (December 18, 2023-January 1, 2024)\* Main Site is closed Dec. 22nd and 25th and Jan, 1st.

\* Sign up for early release and no school days at the main site will be put out prior to these dates.

In the event that LCSD 1 closes for inclement weather, the Club will close and notify local media, update our Facebook page, and send a message thru Remind.

### **Summer Program:**

(limited to students of Cole and Hebard, age 6-completion of 6th Grade)

Summer Adventures will be a six week program from June 12, 2023- July 21, 2023 with hours of operation being 7:30am-1:30pm Cole Site Only. Registration is required, but there is no fee. Space is limited.

Extended hours and weeks available at the main site, but there are fees for these times. Please see Unit Director for further information.

## Cole Site Core Program Areas

### Character & Citizenship

**Jr. Youth of the Year:** A pre-cursor to the Youth of the Year Program, Jr. YOY is a leadership readiness program that recognizes leadership achievements of participants.

### Academic Success

**Power Hour:** Homework help and tutoring is available to any member needing assistance.

**Project Learn:** Project Learn reinforces and enhances the skills and knowledge young people learn at school through the following "high-yield" learning activities.

**DIY STEM:** A hands on, activity-based STEM curriculum, where members are provided the opportunity to explore the world of science, technology, engineering, and math.

**Kidz Lit:** A reading enrichment program designed to increase members' motivation to read and build literacy skills through discussion, drama, art, movement, and writing.

**Literary Art:** Members will learn to love reading by describing literature through art. Additionally, members will get the opportunity to write their own book through Write Brain Books.

**Kidz Science & Kidz Math:** Both programs will provide hands-on activities designed to strengthen STEM skills and build confidence in learning.

**Building Blocks:** Using tablets to create an innovative design that could improve members' communities.

**Lego Robotics:** Build teamwork skills through learning the fundamentals of using technology to build a robot.

**Coding:** Members will design their own app through App Lab and learn important coding skills.

**Career Launch:** This program offers fun and interactive activities to explore a broad range of career areas.

**Money Matters:** Members will learn financial literacy through age appropriate activities, equipping them to make good financial choices in the future.

**Fine Art:** Individual improvement of technique and creativity while exploring drawing, painting, photography, and more. Members will get a chance to submit their artwork into the annual Art Show.

**Ultimate Journey:** Ultimate Journey is designed to engage youth in fun, experiential, environmental education activities. This program cultivates an awareness and appreciation of the natural wonders that surround young people.

### Healthy Lifestyles

**Triple Play:** A health and wellness program with three components: 1) Healthy Habits educates members about good nutrition 2) Daily Challenges engage participants in fun fitness games and tournaments 3) Social Recreation helps members build skills in cooperation, sportsmanship, and character while enjoying games together.

**SMART Moves:** (Skills Mastery And Resistance Training) A prevention program that strengthens decision-making and critical-thinking skills through activities, while encouraging healthy behaviors.

**SMART Girls:** An outgrowth of the SMART Moves program, SMART Girls is a health, fitness, prevention/education, and self-esteem enhancement program for girls ages 8 and up.

**Passport to Manhood:** Promotes and teaches responsibility while reinforcing positive behavior in male Club members ages 8 and up.

## Member Expectations

**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 place to learn and grow. Positive attitudes keep the Club fun.

- 1) Play fairly and nicely including sharing, following rules, and being nice to other.
- 2) Bring your membership card every day.
- 3) Listen to staff and volunteers at all times and respond with nice words and actions.
- 4) Say only good things about others. If you have nothing nice to say, don't say anything at all.
- 5) If you can't resolve disagreements with other kids nicely, ask the staff for help.
- 6) Be nice to all kids and their belongings. Treat others how you want to be treated.
- 7) Take care of the building, games, and equipment at the Club.
- 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" even if you don't win at something.
- 11) Walk while inside.
- 12) Participate in the activities available to your age group.
- 13) Listen during announcements; no talking, facing forward with eyes on the staff.
- 14) Dress appropriately.
- 15) Food and drink must stay in the designated area.
- 16) All personal belongings such as toys, games, electronics like cell phones, iPods, iPads, etc., must be checked in with staff, in backpacks or at home (except homework and books for homework).
- 17) No horseplay, play fighting including pretend shooting or spies allowed.
- 18) Keep hands, feet, and entire body to yourself and remember to give everyone space, respecting their personal bubble.
- 19) Keep shoes on at all times.
- 20) Smoking, drugs, alcohol and weapons are not allowed.

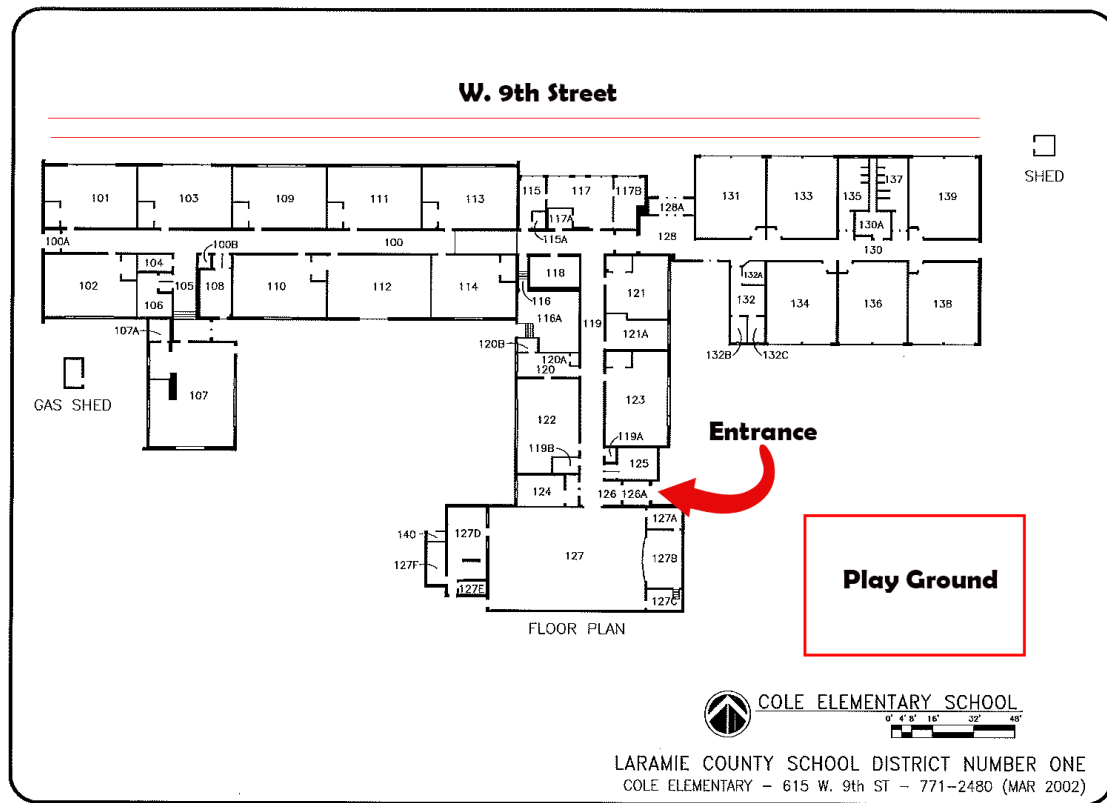
## Operational Information

### Restroom

One person is allowed in the restroom at a time. Adults may not use the Club member restrooms and members may not use the adult restrooms.

### Supervision

Staff members are trained Youth Development Professionals who oversee each designated program area however, trained volunteers often support our staff. Parents/guardians shall not ask staff or volunteers to watch/babysit their children outside of Club hours as this is against our policies.



### Accidents

The Boys & Girls Club staff works hard to create a safe and secure environment. The completed membership application authorizes the Club staff to obtain medical treatment for a member, if necessary. If a serious injury occurs, the staff calls 911 and then contacts the parents/guardians or emergency contact. If the parent/guardian cannot be reached, treatment will be provided as determined by medical personnel. It is the parent/guardian's responsibility to contact the Club if you have any changes in work or home phone numbers, alternate contact people, or other emergency numbers. Minor injuries, such as cuts and scrapes, will be treated on site.

### Attendance Policy

Due to limited space, parents/guardians must fill out an **Anticipated Participation Form** at the beginning of the school year and summer in addition to reviewing and editing any scheduling changes, i.e. if a member joins a seasonal sports team or starts music lessons on certain day(s) of the week and may attend only on designated days. If a member has not attended as indicated, their spot may be given to another child. Preference may be given to regular attendees.

### Communicable Diseases

Boys & Girls Club policy mandates that members with contagious illnesses not be admitted to the Club. This includes but is not limited to any evidence of lice, vomiting, diarrhea, flu, chicken pox and any other illness that causes fever. Parents/guardians will be contacted to pickup members if they have a fever (of 99° or higher) or are not feeling well. Members who have or have had a fever within the last 24 hours are not permitted to come to the Club. If a member has spent the previous day or night vomiting, please do not bring them to the Club. When a member is absent from school, they are not able to attend Club that day. Additionally, members who have received bed bug bites must have a doctor's note stating that they have no new bedbug bites before they can return to the Club.

### Dress Code

Members should dress comfortably and wear clothes that allow them to participate in typical Boys & Girls Club activities and programs.

**Footwear:** *Closed toed shoes must be worn at all times.* Flip-flops, sandals, cleats, and any shoes with wheels in them are not to be worn. The reason for this is the safety of children in the program. Tennis shoes must be worn during activities in the gym. The best advice is to wear tennis/walking shoes every day.

**Clothing:** Appropriate clothing must be worn at the Club. Members wearing clothes that are too short, too tight or too revealing in any way or clothes with questionable or distasteful advertising will be asked to change immediately. Hats and head gear are not allowed inside the Club. If the member does not have a change of clothes and the Club does not have temporary clothes for them to wear, then a Club staff will contact the parent/guardian to bring different clothes. Members need to have suitable cold weather gear if they plan on participating in outdoor activities. This judgment will be left

### **Field Trips**

The Club provides a variety of opportunities for members to participate in activities that support our core programs. **Your child may not be able to participate in every field trip.** Each out of town field trip requires a signed permission slip, necessary personal items (i.e., sunscreen, appropriate clothing and shoes, water bottle), and for the member to wear a Boys & Girls Club shirt before departing. Members must sign in at the Club prior to departing for the field trip and may not be dropped off at the field trip location. Most sign-ups are taken on a first-come, first-served basis with an evaluation of proper behavior prior to the field trip. Some field trips have space limitations, reserved for certain ages, and reserved for those participating in certain programs. Members and parents/guardians are reminded that all rules extend to field trips. Members who fail to follow Club expectations will prompt an immediate call to a parent or guardian to remove that member from the field trip at their own cost. A parent or guardian must be available by telephone at all times during any Club field trip. Members may not be picked up at a field trip location for any reason other than behavior or illness.

### **Food**

The Club understands and appreciates the need for a healthy diet among all of our members. It is our goal to encourage healthy eating habits that promote the well being of our members. A designated area is provided for meals and snack time. The Club must be notified of dietary restrictions and allergies as prescribed by a physician at the beginning of the year and as needs change. **Food shall not be brought to the Club by members unless required by strict dietary requirements prescribed by physician and as previously recorded by Club.**

### **Medications**

Boys & Girls Club of Cheyenne does not administer medication. Members may self-apply sunscreen and bug spray.

If a member is required to take medication, the medication should be administered at home. If medication is required during Club hours, a parent/guardian of the member may:

- 1)** bring the medication in the original container with the member's name on it to Club for the member to administer to himself or herself; or
- 2)** may accompany or join the member at the program in order to administer the medication. A background check may be required prior to the program. Background checks usually take 10 days to complete.

- All medications including but not limited to: inhalers, epi pens, insulin, Tylenol, and seasonal medications must be disclosed to staff.
- All medications must be checked in upon arrival and checked out upon leaving. No medications can be stored on a member's person.
- Diabetic supplies and medications will be handled on a case to case basis, with a doctor's note.

### **Membership Cards**

One membership card will be provided to each member annually. Members must bring their card to the Club every day. Membership in the Club is a privilege, not a right. If members do not have their cards, certain privileges to program offerings may be denied. If a Club card is lost, a replacement fee of \$2.00 will be charged.

### **Open Door Policy**

The Boys & Girls Club of Cheyenne has an Open Door Policy. This policy allows members to come and go during the Club's operating hours. It is the responsibility of the child and parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit. The parent/guardian who registers the child will determine those who are authorized for pickup. Youth are not allowed on the Club's grounds during operating hours unless they are signed in and participating in Club activities. Members should not be dropped off prior to the opening of the Club, as the Club cannot be held responsible for the supervision of such youth.

It is important to remember that the Boys & Girls Club is not a daycare and is not governed by DFS as a childcare facility.

### **Personal Belongings**

All personal belongings brought into the Club by a member are the responsibility of that member. Use of cell phones, electronic devices, game devices, i-pods, etc. is prohibited on Club property and while the member is checked in. The Boys & Girls Club is NOT responsible for lost, damaged, or stolen items. Members should not bring anything to the Club that is not completely necessary. All items that are brought to the Club should be clearly marked with the member's name. Lost-and-found items will be placed in the school's lost-and-found bin.

### **Phones**

All phones in the Club/school are for emergencies and for staff use only. Member cell phone use is prohibited while the member is checked in. Cell phones must be kept in the member's backpack. Member cell phone and the cell phone can be checked in with staff and picked up when leaving for the day.

Parents/guardians are asked to refrain from using cell phones and cameras while at the Club.

### **Remind**

Parents/guardians are required to be on the Remind app in order to receive communication regarding their member and updates for the Boys & Girls Club of Cheyenne.

Text @bgccole to the number 81010

