



**BOYS & GIRLS CLUBS**  
OF THE NORTHLAND

***The Positive Place For Kids***

# **Parent, Guardian & Member Handbook**



**BOYS & GIRLS CLUBS**  
OF THE NORTHLAND

Administrative Office  
2623 West Second Street  
P.O. Box 16435  
Duluth, MN 55816

**218.727.1549**  
**[www.bgcnorth.org](http://www.bgcnorth.org)**

A GUIDE TO BOYS & GIRLS CLUBS PROGRAMS

**Sports, Fitness & Recreation** develops in youth fitness, positive use of leisure time, skills for stress management, sportsmanship, and social skills. Examples: team sports (baseball, basketball, flag football, soccer, volleyball); individual sports (track and field, tennis, golf, martial arts, wrestling and swimming); tournaments (billiards, table tennis, air hockey, board and table games).

**Where are we located?**

**Teen Center Branch**

2623 West 2nd Street Duluth, MN  
218.727.1549

**Lincoln Park School Branch**

2407 West 4th Street Duluth, MN  
218.725.7706

**Lake Vermilion Branch**

1515 Farm Road South Tower, MN  
218.753.8934

**Superior Branch**

710 Catlin Avenue Superior, WI  
715.394.5766

**Heritage Sports Center**

120 S. 30th Ave W. Duluth, MN  
218-491-7025

**Nett Lake School Branch**

13090 Westley Dr. Nett Lake, MN  
218-757-3128

## **Five Core Program Areas**

The Club offers daily access to a broad range of programs in five core areas. Club programs foster a sense of belonging, competence, usefulness and influence that builds self-confidence and self esteem.

**Character & Leadership Development** empowers youth to support and influences their Club and community, to sustain meaningful relationships with others, to develop a positive self-image, to participate in the democratic process and to respect their own cultural identities as well as those of others. Examples: Keystone Clubs, Torch Club, Youth of the Year, and community service projects.

**Education & Career Development** enables youth to become proficient in basic educational disciplines, to apply learning to everyday situations, and to embrace technology to achieve success in a career. Examples: Power Hour, homework help, tutoring, reading help, computer/internet programs, and educational games.

**Health & Life Skills** develops in youth an understanding that positive behavior can nurture their own well-being, help set personal goals and help them live successfully as self-sufficient adults. Examples: SMART Moves, DATE SMART, SMART Girls, Passport to Manhood, SMART Movies, cooking classes, and health and prevention programs.

**The Arts** enable youth to develop their creativity and cultural awareness through knowledge and an appreciation of the visual arts, crafts, performing arts, and creative writing. Examples: drawing, dance, painting, photography, sculpture, and drama.

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## **Mission Statement**

The Boys & Girls Clubs of the Northland's mission is...

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

## **Who are we?**

The Boys & Girls Clubs of the Northland is part of a nationwide affiliation of local autonomous organizations and Boys & Girls Clubs of America working to help youth of all backgrounds, with special concern for those from disadvantaged circumstances, develop the qualities needed to become responsible citizens and leaders.

We are dedicated to ensuring that our community's youth have greater access to quality programs and services that will enhance their lives and shape their futures. As young people experience the totality of the Club it becomes a place of hope and opportunity.

The Clubs are facility-based, have over 60 paid professional staff supplemented by part-time volunteers, and offer daily access to a broad range of programs that promote the health, social, educational, vocational, character and leadership development of girls and boys served.

Today, hundreds of boys and girls take advantage of the programs, activities and services provided by the Boys & Girls Clubs of the Northland daily. They benefit from trained, caring, professional staff and volunteers who help young people take control of their lives, envision productive futures, and achieve their goals.

## **What do we provide?**

**A Safe Place...**for those who may be left alone after school or on the streets with no guidance. The Club is a safe place for kids to play and be themselves.

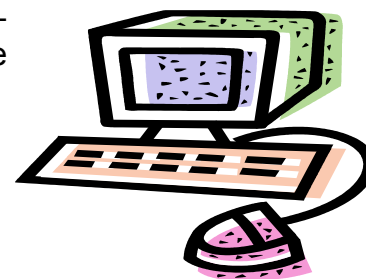
the Club. Pagers, cellular phones, and/or other electronic devices are highly discouraged in Club programs.

## **Lost and Found**

Personal belongings should be properly marked and stored at the front desk. Articles lost or stolen are not the responsibility of the Club. Members must take home all projects and personal belongings each day. Lost and found items are collected and kept for one week. To claim an item in question, it must be described to a professional staff member at the front desk. After 90 days, all unclaimed items will be donated to a local charitable agency.

## **Internet Usage**

You must complete the full membership packet, including the Internet permission form in order for your child to use the Internet. Your child is also required to complete an online safety course annually, before they are allowed access to the Internet.



## **Out of Club Contact**

While the Boys & Girls Club maintains on-going policies of carefully screening both volunteers and paid staff, it is in the best interest of all concerned, (the Club, its staff, and the members and their families) that all contact between the staff and members be on a professional basis in the context of Club programming. Therefore, the Boys & Girls Club specifically discourage the establishment of personal, Out-of-Club relationships between staff and members.

Since the Club recognized the discretionary power to allow for exceptions to this rule, the Executive Director will determine whether specific acts are in violation of this policy on a case-by-case basis. Out-of-Club contacts must be pre-approved by the Executive Director.

## **Medication**

It is the policy of the Boys & Girls Club not to dispense medicine to children during Club hours. If a child requires medication during program hours as directed by a physician, staff will administer the prescribed medication ***only in an emergency*** and with written instructions and authorization from the parent/guardian as provided on a Request for Staff to Administer medication form.

Club staff are not trained to administer medication of any kind, including over the counter drugs. Please do not send any medications with your child. Any medications will be confiscated by staff. Please make alternate arrangements with your child if he/she is in need of medication.

## **Pictures**

Pictures and videotape are taken throughout the year to use for promotional purposes. Please notify the site Branch Director if you do not give permission to have your child's photo taken or videotaped.

## **Surveys & Questionnaires**

Periodically members are asked for their feedback by participating in surveys and questionnaires regarding their Club experience, behaviors, skills, attitudes, and beliefs. This information is used to let us know how we are doing, how we can improve our services, how we are making an impact, and for grant reporting purposes. Information gathered from these measures is reported confidentially and collectively. Please notify the site Branch Director if you do not want your child to participate.

## **Spending Money**

Parents and/or guardians are encouraged to give their children personal spending money if needed for Club activities, programs and/or field trips. Snack and food items are available for purchase at each Club. In addition, a meal/snack is provided daily at each site.

## **Personal Belongings**

The Boys & Girls Club is NOT responsible for any personal belongings that are damaged, lost, left and/or stolen at

***Life-Enhancing Programs...***that can open young minds. The Club exposes youth to new ideas and skills that prepare them for life. We teach the importance of character in all our programs.

***A Relationship with Caring, Trained Adults...***the better the programs; the more children we can attract; the more likely they will build a relationship with a caring adult; the more opportunity our Club can positively influence the character of a child.

***Hope and Opportunity...***as young people experience the Club, we become a place for hope. Hope leads to increased confidence and a brighter future.

## **What is My Role as a Parent/Guardian?**

Parents and guardians play vital roles at the Boys & Girls Club. It is important that the parents or guardians be involved with the growth and development of each member.

Our purpose at the Boys & Girls Club is to provide assistance to the parents or guardians with their children. You are the primary role model in your child's life. By being involved with your child, you can instill moral values, gain trust, and share love. If a problem arises, please direct your concerns to a staff member. To schedule an appointment to discuss and resolve the matter, contact the branch director of that site.

## **Civil Rights Statement**

In accordance with federal law and the US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

**To file a complaint, write to USDA Director  
Civil Rights, Rm. 326 W, Whitten Bldg.  
14<sup>th</sup> and Independence Ave. SW  
Washington DC 20250-9410  
or call (202)720-5964 (Voice and TDD)**

# Building for the Future

This child care receives  
Federal cash assistance to  
serve healthy meals to your children.  
Good nutrition today means  
a stronger tomorrow!

Meals served here must meet  
nutrition requirements established by USDA's  
**Child and Adult Care Food Program.**

Questions? Concerns?

Call USDA toll free: **1-866-USDA CND**  
**(1-866-873-2263)**

Visit USDA's website: **[www.fns.usda.gov/cnd](http://www.fns.usda.gov/cnd)**



United States Department of Agriculture  
Food and Nutrition Service  
FNS-317  
June 2000  
Revised May 2001

USDA is an equal opportunity provider and employer.

## **Discipline and Conduct**

(see *Rights & Responsibilities*, pg. 5)

If members conduct themselves in a disorderly fashion and disregard the rights and responsibilities set forth, they will be disciplined accordingly. Parents or guardians of the member will be notified immediately.

Referrals to outside organizations for assistance may be required. Appropriate disciplinary action will take place for each offense, which may include temporary suspension from the Club.

**Safe Haven:** *Weapons and/or other items which may cause fellow members and/or others harm are not permitted at any time. Everyone is expected to report any weapon or misconduct to a professional staff immediately. We reserve the right to check any bags or other items at any time if we suspect a danger to our members.*

## **Health & Emergency Procedures**

It is important that parents and guardians cooperate with the health and emergency procedures. Our regulations are designed to protect the well-being of our members.

If your child becomes ill at the Club, parents or guardians will be notified. Do not bring your child to the Club if they are ill before leaving home. This is especially important if their illness is infectious or contagious. Members who come to the Club sick WILL be sent home.

In case of an accident involving a member that requires medical attention, the staff will make arrangements so that proper aid is provided.

## **Field Trips**

The Club provides supervised transportation to and from scheduled activities and field trips only. Members must have a signed, current membership form on file to participate in field trips and any off site activities with the Club.

## **Dress Code**

Members, parents and guardians are expected to follow the Boys & Girls Club's dress code at all times. Shoes must be worn at all times. Appropriate attire may be required for certain activities. Members' jackets and backpacks must be checked in at the front desk. Other personal items should not be left out, as the Club is not responsible for lost or stolen items.

## **The following attire may not be worn at the Club:**

- \* See-through or mesh clothing (unless worn over other apparel)
- \* Garments that expose the midriff
- \* Halter tops and spaghetti straps
- \* Biking shorts, short shorts or skirts
- \* Garments or accessories which display emblems relating to gangs, abusive substances, sex or obscenities
- \* Tight fitting or revealing apparel
- \* Sagging pants - undergarments should not be visible

It is up to the discretion of the staff as to what clothing is inappropriate; your child may be asked to change clothing or leave the Club.

## **Telephone Use**

A phone is located at the front desk. Members are asked to use the phone only to call parents or guardians. Improper use of the phone could result in a loss of membership privileges.



## **Transportation**

Parents or guardians are responsible for the member's transportation to and from the Club.

# *Construyendo Para El Futuro*

Esta guardería infantil recibe asistencia monetaria del gobierno federal para servir comidas nutritivas a sus niños.

¡Buena nutrición hoy significa un mañana más saludable!

Comidas servidas aquí deben de seguir los requisitos nutricionales establecidos por el programa **"Child and Adult Care Food Program"** del Departamento de Agricultura de los Estados Unidos (USDA por sus siglas en inglés).

¿Preguntas? ¿Inquietudes?

Llame gratuitamente a USDA al: **1-866-USDA CND**  
**(1-866-873-2263)**

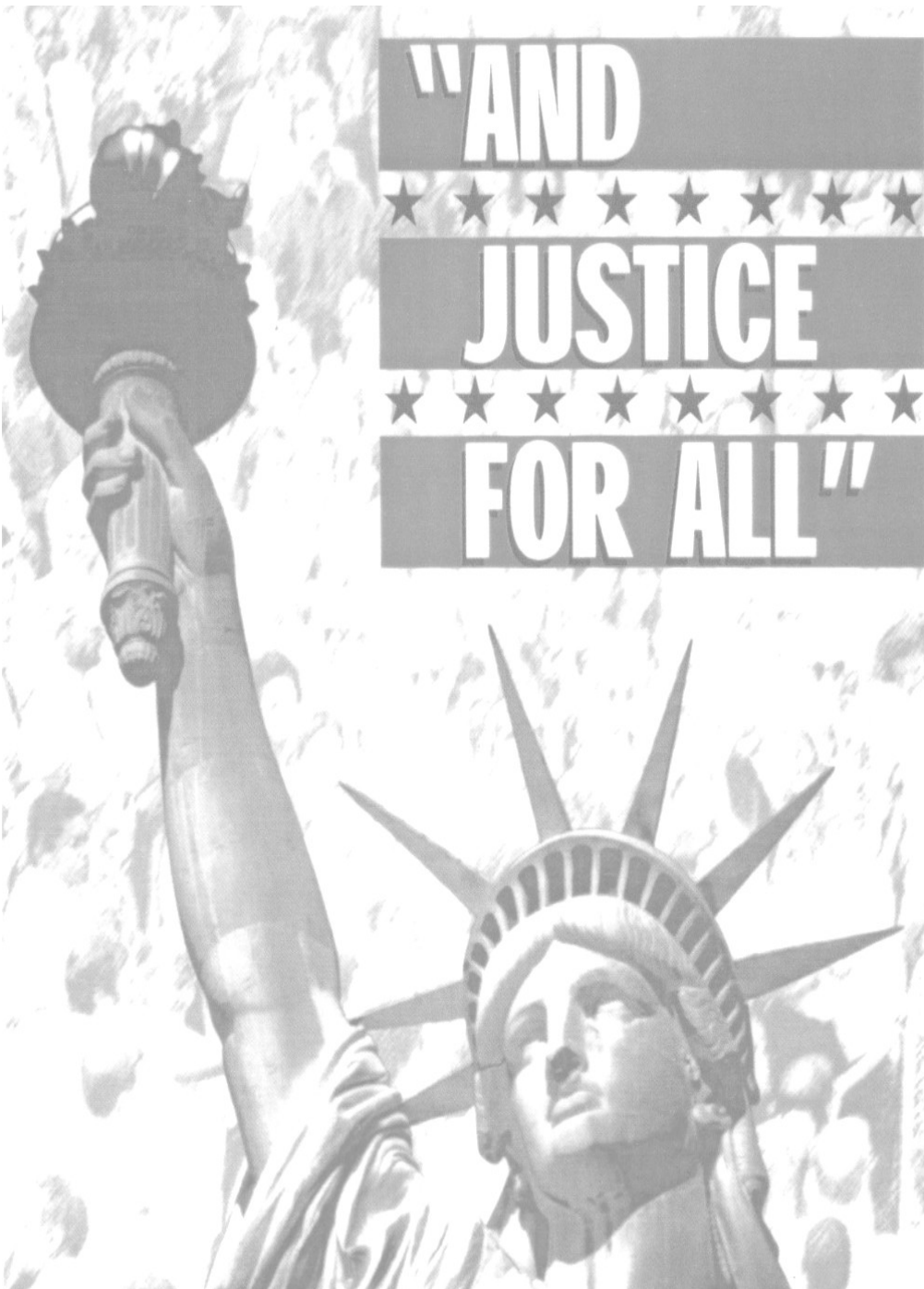
Visite el website de USDA: **[www.fns.usda.gov/cnd](http://www.fns.usda.gov/cnd)**



United States Department of Agriculture  
Food and Nutrition Service  
FNS-317-S  
June 2000  
Revised May 2001

USDA es un proveedor y empleador que ofrece oportunidad igual a todos.





### **Program Hours**

Please check with each Club for hours of operation as they vary site by site. Site hours also vary on non-school days and during the summer.

### **Scheduled Club Closings**

The Clubs will be closed for the following holidays:

*New Year's Eve  
New Year's Day  
Memorial Day  
Independence Day (4th of July)  
Labor Day  
Thanksgiving Day  
Christmas Eve  
Christmas Day*

The Clubs will be closed various times throughout the year for staff training and site development. Check with your site for a current calendar.

### **Late Pick-up Policy**

Our program times are posted at each site and are strictly adhered to. Your child is expected to have transportation secured before Club closing time. In case of emergency it is your responsibility to secure alternate transportation for your child. If your child is at Club after closing time, we will attempt to contact a parent/ guardian and/or emergency contacts. If unsuccessful, the authorities will be contacted.

### **Weather Related Closings...**

In the event school is dismissed early, cancelled, or there is a cancellation of after-school activities due to severe weather, the Boys & Girls Clubs **may not** be open. Check with your site for more information. If your site will be closed, check with the school or television stations. Please make alternate plans and discuss your severe weather plan with your child(ren).



## Rights

## Responsibilities

Members have the right to fair and equal treatment.	Members are responsible for treating others fairly and equally.
Members have the right to be respected.	Members are responsible for respecting others.
Members have the right to have leaders with appropriate training.	Members are responsible for participating in training.
Members have the right to learn and play in a safe and healthy environment.	Members are responsible for keeping the Club clean and safe.
Members have the right to safe equipment.	Members are responsible for care of equipment.
Members have the right to explore opportunities for growth and development.	Members are responsible for being on time. Preparing for sessions, listening following directions and goal setting.
Members have the right to have fun.	Members are responsible for respecting the fun time of others.
Members have the right to participate in decision-making and leadership activity.	Members are responsible for participation in the decision-making process.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



UNITED STATES DEPARTMENT OF AGRICULTURE

De acuerdo a lo establecido por las leyes Federales y el Departamento de Agricultura de los EE.UU. (USDA, siglas en inglés), se prohíbe a este organismo la discriminación por raza, color, origen nacional, sexo, edad, o impedimentos de las personas. (No todas las bases de prohibición se aplican a todos los programas.)

Para presentar una queja sobre discriminación, escriba a USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410, o llame al (202) 720-5964 (voz y TDD). USDA es un proveedor y empleador que ofrece oportunidad igual a todos.

Form AD-475C (REVISED 12-99)

## **Youth Development Strategy**

The efforts of youth professionals, parents, guardians, volunteers, concerned citizens, schools and local agencies come together to provide opportunities for our children to live full, satisfying and productive lives. It is important that all programs and activities promote these efforts to their full potential.

The youth development strategy is designed to build self-esteem and allow our children to grow into responsible and caring adults by using four basic principles. These four principles are described as senses:

- **A sense of competence**

Young people feel proud and confident when they acquire new skills and know they can do something and do it well.

- **A sense of usefulness**

Young people know the satisfaction of doing some thing of value for others.

- **A sense of power or influence**

Young people know their opinions are heard and valued, giving them a sense of power or influence.

- **A sense of belonging**

Young people know they are welcome, feel they fit in and are accepted.

## **Professional Staff**

The Boys & Girls Club has a professional staff of full and part-time employees as well as volunteers. Staff members and volunteers are trained and kept advised of the changing trends throughout the youth movement.

## **Open Door Policy**

The Boys & Girls Club has an open door policy. This means it is your responsibility as the parent or guardian to make sure your child remains at the Club, and does not leave the premises when you expect him or her to be there. We urge you to please emphasize this with your child, as the Boys & Girls Club cannot be responsible for your child if he or she is not on the premises. Once your child checks out of the Club, your child will not be allowed to re-enter the facility until the following program day.

Once your child is registered as a member, he or she will be issued a membership card. **This card will be a requirement for entry into the Club.**

## **Membership Fees**

Membership is open to youth between the ages of 6-18 years. Membership is open to youth without regard to race, color, disability, religion, or national origin. The annual membership dues are \$10.00 per child. Parents must fill out a registration form and releases for their child to participate in activities. Memberships are renewed every program year (September-August).

## **Non-Smoking and Drug-Free Environment**

All facilities, properties, grounds and events are non-smoking and drug free. Alcohol, non-prescription drugs and any other substances are strictly prohibited. Everyone is expected to report any smoking or drug use to a staff member immediately.

## **School Attendance**

Your child must be enrolled and actively attending school to be a member of the Boys & Girls Club. **If your child did not attend school, excused or unexcused, they will not be allowed to attend Club that day.**