



**BOYS & GIRLS CLUB**  
**OF THE BEMIDJI AREA**

# **Member Orientation Handbook**

(Updated November 2015)



**BOYS & GIRLS CLUB**  
OF THE BEMIDJI AREA

## Membership Orientation

### Orientation Notes

- ✓ Orientation starts at 5:00PM
- ✓ Make sure everyone signs in for orientation
- ✓ I go over the information with them in the community room. Then take the tour.
- ✓ Please check the paperwork before you accept it. Everything needs to be filled out. Most important information is: name, DOB, school, grade, family setting, family income, and phone numbers
- ✓ They can finish their paperwork after orientation but need to do it before they leave.

### Introduction

BGCBA looks forward to providing your child with a safe, supervised, and fun environment while they are here. We have professional staff members who are here because they want to help every child reach their full potential. Members are encouraged to call staff by their first names, and ask questions whenever they have them!

### Hours of Operation

#### School Year:

**Elementary** 2:50-6:00 M-F

**Tween/Teen**(2:50-7:00 M-F

**Teen/Tween Night** 7:00-10:00PM  
the 3<sup>rd</sup> Friday of every month

#### Summer:

**6 years old+** and have *proof* of completion  
of Kindergarten we are open 12:30-5:30PM

**Teen Night** 5:30-8:30 the 3<sup>rd</sup>  
Thursday every month

### Club Age Break Down

- The Club is broken into 3 different groups.
- Elementary is grades 1-4
- Tween is grades 5-7
- Teen is 8-12 grade

### Check-In

- We sign in by grade every day.
- Be sure to write your first and last name legibly
- The Number you write your name next to is where we will keep your things for the day. If you need your bag or jacket, just ask the staff to get your number for you.
- If you forget your number, you can wait by the wood door and ask to look it up.

### **Picking up Your Child**

- We ask that you pick up your child by closing time.
- If no one is here by 15 minutes after we close we will call the numbers you have listed on your membership form to find someone who can pick your child up.
- If we cannot reach anyone, we will call law enforcement to come and help us find a safe place for your child to go.

### **Club Card**

- All members will receive their card upon entering the Club.
- They are responsible for it while they are here.
- They are also responsible for turning it back into the front desk when they leave.
- The card is required to play Foosball, Carpet ball, check out board games, use the computer, and to be involved in some of our daily activities.
- If a member loses the card they can purchase one at the front desk for \$2.00

### **Club 105**

- Club 105 is an opportunity to earn special colored cards for simply attending the Club.
- After 52 days members will receive a Blue, Platinum Card.
- After 105 days members will receive a God Card.
- With the different colored cards, members will get special perks in the areas.
- ie. A platinum card member can save their Legos for one week and a gold card member can save theirs for two weeks. A regular, white card member must break theirs up at the end of the work.

### **Be Great!**

- This is an incentive program to “Be Great” at the Club.
- Your Be Great Card is on the back of your Boys & Girls Club card.
- It has 50 boxes that you have the opportunity to earn throughout the month.
- You earn the boxes by...being kind, being helpful, cleaning, using your manners, ect.
- If you earn all 50 boxes by the end of the month you get to the monthly Be Great Party
- Typically the party the first week of the next month, the kids get to stay for an extra hour after closing. We do provide dinner

### **Illness**

If your child is not well enough to attend school or other summer activities for the day, please do not send them to the Club that day! If your child is not feeling well during club activities we encourage them to call for a ride home.

If you cannot go to school for any reason, you cannot come to the Club.

## **Weather**

For storm advisories, listen to your local radio stations as to whether or not we will be open. If school is cancelled or after school activities are cancelled, or called off during the day, we will not be open.

## **Outside the Club**

- We ask that the club members participate in supervised activities while they are here.
- The only time they are allowed to be outside is when their ride is here to pick them up.
- Outside is past the security doors.
- We ask that members do not “hang out” in front of the building or the parking lot.
- Any member who chooses to go outside without permission will be dismissed from the Club for the rest of the day and the next day. Parents will be contacted. This is enforced to ensure the safety and wellbeing of all club members and the safety of our building.
- Members are always asked to wait inside for their ride.
- Parents/ guardians must come inside to pick up their children. Please be patient while we get your child for you. We do it as fast as we can.

## **Personal Property**

- All members are encouraged to keep their personal items at home.
- The club does have an area for backpacks, coats, ect. And that is where it is expected to stay.
- The club is not responsible for lost or stolen items.
- Any personal property which remains after closing will be placed in the lost in found in the front entry.
- The lost and found is cleaned out every 30 days. We will set everything out for a full week to be claimed.

## **Rules of the Club**

We expect our members to be honest, cooperate, and be respectful at all times. We ask them to do this through:

- Wearing shoes and shirts at all times
- Walking in the club
- Keeping hands, feet, and other objects to self
- Using positive language and gestures
- Following the Law (not using tobacco, alcohol, or other drugs)
- Cooperating with staff at all times
- Taking good care of the facility and its equipment
- Throwing waste in the garbage
- Being in the club areas where a staff is present

- Using the bathroom properly (members must get a bathroom pass)
- Eating and drinking all items in the canteen
- Not bringing weapons of any kind to the Club
- Not showing gang signs/symbols at the club
- Not using handheld game systems
- Using the phone at the Club only for emergencies or when ready to leave for the day
- To ensure the safety of members personal belongings, No members are allowed behind the front desk. They are not allowed to jump up on the sides or reach around the desk for anything at all
- No use of cell phones at the club.
  - Elementary students must keep them in their backpacks the entire time they are at the club.
  - Please contact them via the club phone.
  - Middle/high school students must have their phones before 4:15 and after 6:00PM. (During Freetime)

### **Review Code of Conduct**

Found on the Club website or at the Club's front desk.

### **Review Safe Passage Policy**

Found on the Club website or at the Club's front desk.

### **Programing and Power Hour**

- Power Hour is every day from 3:45-4:15 for elementary students they do homework, reading, or other educational activities for 30 minutes each day.
  - Programing/ Activities from 4:15-5:00 each day fall under these categories
1. **Character and Leadership:** Empower youth to become global citizens who support and influence their club and community, sustain meaningful relationships with others, develop a positive self-image, and good character and respect their own and others' culture identities.
  2. **Education and Career:** Enable youth to become proficient in basic educational disciplines, set goals, explore careers, prepare for employment and embrace technology to achieve success in a career.
  3. **Health and life Skills:** Develop a young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults. *We do cover reproductive health in programing for Tween/Teen Members.*

4. **The Arts:** encourage youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.
5. **Sports, Fitness, and Recreation:** programs develop fitness, positive use of leisure time, skills for stress management and appreciation for the environment.

- Every day from 3:30- Close the structure is the same.
- In the summer, and half days in the school year we have lunch available from 12:30-1:15pm
- We do a large group activity until 2:00PM
- 2:00-3:30 we do programs and spend time outside, weather permitting.
- 3:30-3:45 every member is provided with a nutritious snack
- 3:45-4:15 is power hour – power hour is 30 minutes we take to work on homework, read, or build academic skills. Tutors are always available at the Club. \*
- 4:15-5:00 is program time. Programs are anything with an educational component: ie SMART Programs (talk about drug use, relationships, reproductive health, healthy eating habits) Gardening, Math Dodgeball, ect.
- 5:00-6:00 is free time
- Tween/Teens follow a similar schedule, just 15 minutes later and from 6:00-7:00pm is their computer lab time.

**\*Power Point Store**

- Power points are earned by doing homework, reading, or educational programs at the Club
- They can be spent in the power point store the next month
- There are always book and school supplies
- Toys/games are in the store from time to time as well – it is all donation based

**Club Tour:**

- |                            |                            |                               |
|----------------------------|----------------------------|-------------------------------|
| ✓ Front desk/Check in area | ✓ Tech lab                 | ✓ Kitchen (don't go in)       |
| ✓ Elementary games         | ✓ Administrative area      | ✓ Community Room              |
| ✓ Elementary bathrooms     | ✓ Middle school games area | ✓ Gym                         |
| ✓ Library/ Tutoring Center | ✓ Exploratorium            | ✓ Teen Center (if it applies) |
| ✓ Art room                 | ✓ Middle School Bathroom   |                               |
|                            | ✓ Canteen                  |                               |

**Questions?**

If you do not know the answer of the question it is okay to let them know you will get one from the Program Director and get back to them in the next week.

Any questions or concerns can be brought to Josh Kujava Program director (218) 444-4171.