



## West Salem Area

# Parent Handbook

### Our Mission

Our mission is to inspire and enable all young people, especially those from disadvantaged circumstances to realize their full potential as productive, responsible and caring citizens. Through programs in Art, Education, Sports, Social Recreation and Leadership Development, we provide youth with a sense of belonging, a sense of usefulness, a sense of influence and a sense of competence.

### Membership

The Club is open to all children ages 7-18. The membership fee is \$10 a year, and must be renewed annually. Additional fees and charges for special events and field trips may arise. The memberships is good at all seven of our sites. Please be sure to check the hours of operation at each site as they may be different.

### Late Policy

The Club opens and closes promptly when posted. We ask that parents ensure that their children do not arrive early or leave late. Children remaining around the Club at closing time will not be supervised. We are not responsible for their care during that time.

### Health & Emergencies

If a member displays symptoms of illness while at the Club, parents will be notified. Staff members are trained in C.P.R., as well as being able to handle everyday bumps and bruises. Should an emergency arise and medical attention is required, parents will be notified immediately. If parents can not be reached, the person listed as the emergency contact on the membership form will be called. Please keep all emergency information up to date with the staff.

### Medication

Medications for children must be brought to the front desk by a parent. Only one day's dosage will be accepted and should be brought in the original prescription bottle.

### Please Be Aware

Due to the Clubs "Open Door" Policy, our staff does not grant permission for members to leave the Club, nor do we insist they stay. The Club is not responsible for members if they leave the Club.

### Sign-In

At the beginning of each day, we ask all members to sign-in when they walk through the Clubs doors. Members can present their membership cards or first and last names to the front desk person for check-in.

### Visitors

Each child may visit the Club for one afternoon before becoming a member. He or she must first check in at the front desk to meet the staff and receive a membership application. Visitors may not participate in field trips or outings. Each child must become a member upon his or her second day of attendance.

### Lost & Found

Personal belongings should be marked and stored as directed. Articles missing, lost or stolen are not the Clubs responsibility. Take home all projects and personal belongings each day. Lost & found items are collected and kept behind the front desk for one month before they are donated to charity.

### Phones

Personal calls for members calling or receiving calls will be limited to parents or emergency situations.

## Code of Conduct

All Boys & Girls Club members are expected to adhere to the following rules & principles:

- RESPECT other club members
- RESPECT staff members & volunteers
- RESPECT guests & visitors
- RESPECT all Boys & Girls Club property
- RESPECT all property surrounding the Club
- RESPECT the property of others

Consequences for breaking rules include:

- Loss of privileges
- Suspension from the Club

The following are strictly prohibited:

- Use or possession of weapons, tobacco, alcohol or drugs.
- Fighting or any other form of physical abuse.
- Swearing, racial remarks, suggestive language/behavior, or other forms of verbal abuse.
- Music containing inappropriate or suggestive content.

## Program Information

*There are many fun filled activities available for children at the **West Salem Area Boys & Girls Club**. Members are free to choose the program areas in which they participate, with some expectations. Here is just a sample of what is available.*

**Game Room (7-10 year olds)** – A social recreation area where members may play games, shoot pool, participate in contests, and more while developing social skills. Come test your talents. A different tournament is played every day.

**Teen Center (11-18 year olds)** – The Teen Center is equipped with many things today's teens are looking for. This room offers computers, TV, game stations, comfortable furniture, interactive games...all in a welcoming and laid-back atmosphere.

**Arts & Crafts (7-18 years old)** – If you like arts & crafts, we have many exciting things for you! Members are encouraged to develop new talents and expand their creativity in their work.

**Computer Lab (7-18 years old)** - Members of all ages love to spend time on computers! Club members will learn or improve previous computer skills in basic typing, internet searches, and more through various activities and instruction.

**Music Room (7-18 years old)** – If you enjoy singing, dancing, or playing an instrument, this is the room to be in! Members will have the chance to be creative and learn more about music through simple activities.

**Drop-In Sports (7-18 years of age)** – Sports & recreational games are being played every day either outside in our large play ground area or inside in the multi-purpose room. Members play games such as flag football, scooter tag, flicker ball, and many more. Games enhance motor skills and teach fair play and sportsmanship.