



PARENT HANDBOOK

2021



BOYS & GIRLS CLUBS
OF OKLAHOMA COUNTY

WELCOME TO THE BOYS & GIRLS CLUBS OF OKLAHOMA COUNTY

Dear Parent or Guardian,

*We are **thrilled** to welcome members back to the Club! We know that it has been a challenging time for everyone, but we are eager to see Club members and to give them a school year filled with learning, friends and fun.*

Our Clubs will look different this school year as we take required precautions for the health and safety of our Club members and staff. In addition to the screening and safety requirements listed below, we are increasing the amount of cleaning we do. Every time your child leaves a room, it will be cleaned before anyone else uses it. We are altering the activities to meet social distancing requirements and we will increase the number of disposable items so that only one person will have to touch them before throwing them away.

We are working closely with city and county health officials and will adjust our safety measures as needed. Please know that your child's safety is our #1 priority! Please do not hesitate to contact me with questions or concerns.

Let's have a great school year!



Teena Belcik
President & CEO

COVID- 19 OKLAHOMA & SAFETY REQUIREMENTS

In conjunction with OCCHD, the OK State Department of Health, and CDC guidelines, we have put the following COVID-19 safety measures in place:

- Everyone will be required to wear a mask
- There will be daily health care screening questions and temperature checks.
- We will disinfect high touch areas hourly.
- Everyone will wash their hands or use hand sanitizer hourly
- If your child has been exposed to anyone with COVID-19 in the last 14 days they must self-quarantine or provide notification of a negative test.
- If your child has had a fever of 100.4 degrees or more, shortness of breath or difficulty breathing, and/or a cough within the last 72 hours, they are prohibited from entering the Club.
- Your child must be symptom-free for 72 hours before they can return to the Club. If your child shows any of these symptoms, they will be placed in isolation and a parent/ guardian will be contacted to pick up the child immediately.
- Guidelines may change as the situation with COVID-19 evolves. We will continue to use the Oklahoma City-County Health Department's recommendation for all safety protocols.

****If your child has a pending COVID-19 test, they cannot attend Club until they receive a negative result.**

MEMBERSHIP

A youth or teen is considered a Boys & Girls Club Member after the required paperwork is completed and the membership fee has been paid*. Required paperwork includes a membership application.

MEMBERSHIP FEE:

*Our membership fee is \$5 for the school year.

MEMBERSHIP HOURS:

Memorial Park 3:00pm-7:00pm

Steed Elementary 3:30pm-7:00pm

All Other Locations 3:00pm-6:30pm

PARTICIPATION

Boys & Girls Clubs of Oklahoma County's open door policy allows members to enter the Club at any time during regular Club hours. Members who choose to leave the Club premises on their own will **NOT** be allowed to re-enter the Club on the same day.

PAYMENT AND OUTSTANDING BALANCE

All checks are to be made out to *The Boys & Girls Clubs of Oklahoma County*. **A \$35 fee will be placed on all returned checks.** Members may not return to the program until any outstanding balance has been paid, or parents agree to a payment policy and have made the first payment.

CLUB MEMBER MEDICATION POLICY

Parents must submit a written request if their child (ren) must take medication while at the Club. Such written permission is required for both prescription and non-prescription medication, regardless of the length of time the medication is to be taken. Medicine must be presented in its original properly labeled container, to Club management. The prescription label must show that the medicine has been prescribed for that child. Youth must self-administer and be able to follow written instructions from the child's physician.

LATE PICK-UP

If a member remains at the Club after closing, staff will call the emergency contact numbers for the member. If no contact can be reached and the member remains at the Club longer than 30 minutes, the member may be considered abandoned and the Boys & Girls Club staff may call the Department of Human Services or the local police department to assist the abandoned child. Late fee charges occur 5 minutes after closing time and are \$1 per minute per child.

CLOSURES

The Boys & Girls Clubs of Oklahoma County will update the message on our Club phone at (405) 521-9292 as well as on BGCOKC social media accounts, website and local news to inform parents of our open/closed status.

If child/ren are asked to quarantine, whether, by a doctor or their school district, the child/ren will not be allowed to attend Club until the quarantine is over, and the child is not exhibiting any symptoms. If entire districts close, please keep an eye on BGCOKC social media accounts for program updates. Any time a school closes that BGCOKC has a Club located within the school, the Club will also close.

RELEASE OF A MEMBER

Staff will not release members to anyone who appears to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the youth home.

Custody Agreements: If there are any special circumstances regarding the custody of a member, please provide the Club with court papers indicating who has permission to pick up your child. The Club cannot deny a parent access to their child without proper documentation.



IMPORTANT DATES

The Boys & Girls Clubs of Oklahoma County will be **closed** on the following dates:

- *Staff Training Days*
- *New Year's Day*
- *Martin Luther King Day*
- *Memorial Day*
- *Independence Day*
- *Labor Day*
- *Thanksgiving (Thursday and Friday)*
- *Christmas Eve Day*
- *Christmas Day*

CLUB MEMBER ATTENDANCE

Boys & Girls Clubs of Oklahoma County will be working at a reduced ratio this school year. **We are requiring regular attendance for all youth.** Club member attendance each day should be longer than 4 hours. **If your child misses three consecutive days without notification then your child's membership will be cancelled.**



President & CEO, Teena Belcik

BEHAVIORAL AGREEMENT

The Boys & Girls Clubs of Oklahoma County hope to resolve most problems through discussion and cooperation with the Member(s) in question. However, if we are unable to resolve a conflict, we will contact the Club Member's parents. If continued violations occur, parents will be asked to come pick up their child.

MEMBER RESPONSIBILITIES:

As a Member of the Boys & Girls Clubs of Oklahoma County, you are expected to:

- Respect and obey Club Staff.
- Avoid fights or verbal abuse of other members.
- Be fair and accepting of others eager to join any activity.
- Work and play safely.
- Use appropriate and acceptable language.
- Be kind, considerate, helpful and respectful towards others.
- Respect BGCOKC's and other people's property.
- Cooperate with other Members and the adults who are here to help you.
- Member can only be in areas supervised by adults.

MEMBER RIGHTS:

As a Member of the Boys & Girls Clubs of Oklahoma County, you have the right to:

- Play with freedom from cruelty, teasing or put-downs.
- Have a safe, calm, clean and orderly environment.
- Be free from fear of physical harm.
- Have a fair turn in any group activity.
- Make mistakes without being ridiculed by others.
- Seek help from adults who care and are here to help you.
- Be treated with dignity and respect.



STAY CONNECTED



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Boys & Girls Clubs of Oklahoma County



Follow us on social media!

#greatfuturesstarthere

PARENT HANDBOOK 2021

- ☐ I acknowledge that I received the Family Handbook for the Boys & Girls Clubs of Oklahoma County's 2021-2022 membership year.
- ☐ I understand that I am responsible for reading this handbook and abiding by the guidelines outlined within.
- ☐ I will communicate these guidelines with my child(ren) and other adults responsible for dropping off/picking up my child(ren).

_____	Parent Signature
_____	Name of Member
_____	Name of Member
_____	Name of Member
_____	Name of Member
_____	Name of Member
_____	Name of Member
_____	Name of Member
_____	Name of Member
_____	Name of Member

STAFF ONLY

- ☐ Membership fee has been paid.

Boys & Girls Clubs of Oklahoma County exists to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, responsible and caring citizens.

GREAT FUTURES START HERE.



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