

GREAT FUTURES START **HERE.**



Membership Handbook

Caroline S. Mark Site (including Administrative Offices):

1710 N. Second Street, Wausau WI 54403

(715) 845-2582

Hours during school year: Monday – Friday, 3pm – 8pm,
(*Early Release Days 11:30am - 5:30pm, Snow Days 7am – 5:30pm
weather permitting, No School Days 7am – 5:30pm)

Summer hours: Monday – Friday, 7am – 5:30pm
Available to Members in grades 4 – 12 year-round

D.C. Everest Greenheck Field House:

6400 Alderson Street, Weston WI 54476

(715) 581-7680

Hours during the school year: Monday – Friday, 2:45pm – 7pm
(*Early Release Days 1–6pm, closed on Snow Days & No School Days)

Summer Hours: Call for information

Available to Members in grades 4 – 12.

D.C. Everest Middle School:

9302 Schofield Avenue, Schofield WI 54476

(715) 573-1530

Hours during the school year: Monday – Friday, 2:30pm – 6:30pm
(*Early Release Days 1–6pm, closed on Snow Days & No School Days)

Summer Hours: Call for summer access information
Available to D.C. Everest Middle School students only

Membership Fees & Requirements

- Eligibility: Students in 4th – 12th grades.
- Membership: \$20.00 per youth or \$45.00 per household. Financial assistance is available upon request. The membership year runs from January 1st – December 31st of each year.
- Each member will receive their membership card once their completed application is returned, including parent signatures and their membership fees are paid.

Open Door Policy

The Boys & Girls Club has an “open door” policy. This means that members are free to come anytime. It is the parent’s responsibility to instruct their child whether they can leave the premises or not. If a member chooses to leave, they will not be allowed to return.

All parents and visitors **MUST** check in at the front desk during any visit.

Club Rules & Expectations

- The Club is an alcohol, drug, tobacco and weapon free zone
- Soda and energy drinks are prohibited at the Club.
- Administrative office areas are for staff only.
- If a member is absent from school for any reason he/she will not be permitted to participate at the Club.
- The Club fully respects the individual dignity of all employees and members and their right to a workplace free of discrimination and harassment.
- Members are asked to follow all posted Club rules.
- **RESPECT:**
 - Yourself
 - Other Club Members
 - Staff
 - Club equipment & property

Additional Club information is available at: www.bgclub.com

Anti-Bullying Policy

The Boys & Girls Club of the Wausau Area strives to provide a safe, secure and respectful environment for all members. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The Club consistently and vigorously addresses bullying.

- Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, humiliation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.
- Bullying behavior can be:
 - Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
 - Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks) Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet—also known as cyber bullying)
- Bullying behavior is prohibited in all Club buildings, property and environments, including vehicles. This includes public transportation regularly used by students to go to and from the Club. Environments include, but are not limited to, every activity under Club supervision.

Americans with Disabilities Act

At this time, the Boys & Girls Club of the Wausau Area does not have trained professional staff to accommodate members with disabilities. Members with disabilities are encouraged to attend, but the Club is not able to provide professional assistance. Members with disabilities who need professional assistance must be accompanied by their parents or other qualified care givers.

Field Trips/Activities and Transportation

One of the goals of the Boys & Girls Club of the Wausau Area is to provide opportunities for members to experience a variety of outdoor activities and interact with other Boys & Girls Club members. The following are the Boys & Girls Club rules of conduct during field trips and shuttle:

- Members may only participate in Club field trips with a signed permission slip from a parent/guardian.
- Dress appropriately for the activity.
- Be punctual for departures, meetings, breaks, etc.
- Do not leave the group or have unauthorized visitors without staff/volunteer permission.
- Radios, boom boxes, TV, tape players, instruments and other distracting devices must have staff approval prior to usage.
- Profanity, abusive language, obscene gestures, suggestive slogans on apparel or accessories is not allowed.
- Be courteous, have a positive attitude and use common sense at all times.
- Follow staff/volunteer directions, use the “buddy system” and never go anywhere alone.
- Follow all rules of each area visited and all curfew rules. Be in assigned room at curfew time and stay there. Do not allow others into room after curfew time. Rooms may be inspected at any time to ensure compliance with field trip and Club rules of conduct.
- Rooming arrangements and visitation privileges are determined by staff/volunteer.
- Alcoholic beverages, tobacco, or controlled substances are prohibited.
- The staff/volunteers must be informed of any participant on prescribed medication or any existing illness in advance of trip.
- Damage or vandalism to property of others will be the responsibility of the participant(s) to replace or repair, as determined by Club staff.
- Chaperones and volunteers have full authority to enforce all rules/policies.

Please remember that violations of these rules may affect the Club’s future trips and the Boys & Girls Club’s member disciplinary process will be in place.

Member Dress Code

Responsibility for the personal appearance/hygiene of members of the Boys & Girls Club shall rest with the members themselves and their parents/guardians. In order to assure a safe, healthy, and positive environment for all members, the following dress code will be enforced:

- Hats, caps, bandanas, head coverings, and jackets shall be taken off and kept at the front desk as soon as members enter the Club.
- Clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs and/or gangs is prohibited
- Any medallions or other jewelry, which identify gang members or gang affiliations are not allowed in the Club. Displaying any tattoos and signs or signals used in reference to “gang insignia” is not allowed and will result in immediate suspension and possible termination of membership

Personal & Locker Searches

The Club reserves the right to search member’s belongings at any time. A member’s personal property (e.g., purses, backpacks, coats, etc.) may be searched whenever a staff/volunteer has reasonable suspicion to believe that the member is in possession of illegal or unauthorized materials. When necessary, police will be called to perform searches or investigate. Parents will be contacted to inform them of the search.

Lost or Stolen Property

The Boys & Girls Club of the Wausau Area is not responsible for any lost or stolen personal property of members. Members are fully responsible for any damage to, or property stolen from the Club. By law, stolen items must be reported to the police by the owner. **This means that staff will encourage members and their families to report any lost or stolen items, but cannot make the call on their behalf.** Personal belongings should be properly marked. Members should take home all projects and personal belonging each day. Lost and found items are collected and kept for one month. If they are not claimed, they are donated to community organizations.

Medical Emergencies or Illness

If a member becomes ill while at the Club, parents will be notified and asked to pick up their child immediately, even if it is during a field trip (within 60 minutes after emergency contact). If your child has an accident or injury, he or she will be given first aid treatment and/or arrangements will be made so the proper care will be provided. **It is important that parents or guardians notify the Club of address and phone number changes listed on the membership application so that this information can be updated.**

Parent/guardian will be contacted when a member:

- Has an oral temperature of 100 degrees or greater
- Experiences vomiting or diarrhea
- Exhibits symptoms of a contagious disease
- Is in need of medical treatment

Members may not attend the Club if they:

- Have an oral temperature of 100 degrees or greater
- The illness warrants greater need than can be provided by staff
- They have not attended school that day
- They have a contagious disease diagnosed by a professional

Any and all suspected transferable infestations or transmittable contagious conditions will be addressed as follows:

- Parent/guardian will be contacted and must immediately remove the member from the Club’s facility
- Proof of treatment from a health care facility and written pre-approval from the Site Coordinator is required before the child will be allowed back into the Club.
- Parent/guardian will contact the Club within a 24 hour period if your child comes in contact with an infestation or contagious conditions.

Administering Prescription Medication

If a member is required to take a prescription medication while at the Club or during a Club event, the parent/guardian must complete an *Authorization to Administer Medication* form. The parent/guardian should bring the completed form and the medication with the member the first day that the Club will need to begin handling the medication. The medication will be secured in a staff office lockbox and all of the following policies must be implemented before Club personnel can administer any medication:

- NO medication or medical equipment may be kept with the member.
- The first and last name of the member who will be taking the medication must be labeled on the prescription. No prescription medication will be given with another person's name on the label.
- Over the counter (OTC) medications will only be administered at the Club if they are prescribed by a physician.
- Written instructions cannot exceed amounts indicated on medications label for age of the member. Exception: A note from the member's doctor is acceptable.
- All medication must be accompanied by an *Authorization to Administer Medication* form completed in its entirety by a parent/guardian with instructions for administering the medication, including a beginning and end date, dosage instructions, member's name and the parent/guardian's signature. At the time of dispensing, a log shall be kept.
- If an item reads, "Under the age of ____consult a physician," a note from the member's doctor is needed.
- Medication with expiration dates not current cannot be administered.
- If a parent/guardian requests medication be given on an "as needed" basis, a time and dosage must be documented beside the phrase "as needed."

No more than one month's worth of medication will be kept at the Club. The person responsible for dispensing medication will check on a weekly basis for expired prescriptions and take the proper precaution when disposing of them. The parent/guardians will be notified when disposal takes place.

Reporting Abuse & Neglect

Staff of the Club is trained to recognize signs of abuse. We are required by the State of Wisconsin to report any and all instances of suspected child abuse. When a staff member has information or evidence of suspected child abuse, the Site Coordinator is informed of the concerns and the Department of Social Services is contacted with the information. The Department of Social Services will determine the appropriate action to be taken.

Member Disciplinary Process

- When a Club member behaves inappropriately, consequences may include, but are not limited to:
 - Verbal warning &/or
 - Loss/suspension of Club privileges
- Membership may be suspended for a number of reason; including but not limited to:
 - Damage to Club Property
 - Theft
 - Physical or violent behavior towards other members or staff
 - Sexual harassment or inappropriate touching
 - Bullying
 - Repeat violation of Club rules
- Discipline and Conduct:
 - A verbal warning will include pulling the member aside, letting he/she know they did something wrong, and letting them know that if they continue the behavior they will lose privileges.
 - Loss of privileges may include revoking participation in certain activities; special events, field trips, and/or being sent home for the day or longer.
 - Staff will contact parents by phone any time a member is suspended.

It should be noted that every situation is unique and may require a slightly different approach.

A Few Reminders

Phone calls are \$.25 each and must be paid for at the time of the call. The Club utilizes a business phone system and is charged accordingly.

Bikes are to be placed in bike rack only – not in the building.

Members may not be left at the Club earlier than the Club's established hours of operation. Members must be picked up at or before closing time. Supervision is not provided after closing times. The staff is not allowed to drive members home. Parents are responsible for their own children after Club's closing time. The Boys & Girls Club ASSUMES NO RESPONSIBILITY. Members who are not picked up by closing time may be sent home via taxi at parent's expense.

Additional Club information is available at: www.bqclub.com