



**BOYS & GIRLS CLUB
OF MANHATTAN**

PARENT HANDBOOK

TABLE OF CONTENTS

Mission	Page 3
Purpose	Page 3
Program Description	Page 3
Core Areas of Programming	Page 4
Locations and Hours	Page 4
Contact the Club	Page 4
Annual Membership Fees	Page 5
Fees & Billing	Page 5
Bounced Check Policy	Page 5
Credit Card Policy	Page 6
Services Include	Page 6
In-service Days	Page 6
Mentoring: one-on-one or small groups	Page 6
Membership cards	Page 6
General Membership Rules	Page 7
Health Policies/Medications	Page 7
Safety Procedures	Page 8
Procedure for picking up child	Page 8
Emergency/ Disaster Plans	Page 8-11
Emergency Alert System	Page 11
Late Policy and Procedure	Page 11
Emergency Closing/Inclement Weather Policy	Page 11
Child & Adult Care Food Program (CACFP)	Page 12
CACFP Confidentiality Policy	Page 12
CACFP Nondiscrimination Statement	Page 12
Off-duty Childcare or Babysitting services	Page 12
Bully Intervention Steps	Page 13
Behavior Management Policy	Page 13-14

MISSION

“To inspire and enable all young people to realize their full potential as productive, responsible and caring citizens.”

PURPOSE

The purpose of the Boys & Girls Club of Manhattan is to create opportunities for youth in their very own place. Throughout its history, the Boys & Girls Club has focused on meeting the needs of children as they grow to young adults. The Club helps them to help themselves, to realize their potential for development and improvement, and to become responsible citizens with the skills necessary for living.

In order to reach its mission, the Boys & Girls Club will attract and maintain a viable, active, and engaged Board of Directors; recruit and develop a staff dedicated to building relationships; design a comprehensive program for education, recreation, personal, social and career development, citizenship and leadership, and cultural opportunities; and form alumni bonds that will continue to enhance the Club’s programs. Additionally, the Boys & Girls Club of Manhattan will develop and exercise sound fiduciary policies and work to ensure access for all children, regardless of family income or economic status, to a safe and inviting facility.

PROGRAM DESCRIPTION

Boys & Girls Club:

- **Is for boys and girls.** The Club is specifically designed to serve young people between the ages of 5 (must be eligible & enrolled in Kindergarten) and 18.
- **Has trained, professional staff.** The Clubs are led by full-time professionals and trained part-time staff and volunteers.
- **Requires no proof of good character.** We help and guide girls & boys who may be in danger of acquiring, or who have already acquired, unacceptable habits and attitudes, as well as boys & girls of good character.
- **Is for all young people** of all races, religions, and ethnic cultures.
- **Is building centered.** Activities are carried on at centers intended for conducting programs for young people. After school transportation is provided from schools to the Club, if needed.
- **Is non-sectarian.**
- **Has a varied and diversified program.** The Club conducts a quality program that recognizes and responds to the collective and individual needs of girls & boys.
- **Is guidance oriented.** We emphasize values inherent in the relationship between young people and their peers, and young people and adult leaders. We help young people make satisfying choices in their physical, educational, personal, social, emotional, and vocational lives.

NOTE: The Boys & Girls Club of Manhattan is licensed as a School Age Drop-In Program by the State of Kansas, which means that members may come and go of their own volition. Information about licensed programs including a copy of the regulations is available at the Kansas Department of Health and Environment website www.kdheks.gov/kidsnet .

All members are responsible for complying with the Club rules which may include signing in and out daily. It is the responsibility of the member and family (not the Club) for the time and manner of departure during Club hours. When enrolling a child, parents may make alternative arrangements for departure based on the individual needs of the child and family.

CORE AREAS OF PROGRAMMING

Boys & Girls Club programs engage young people in diverse activities with peers and caring adults that enable them to develop self-esteem and a sound moral compass. Based on physical, emotional, cultural and social needs, interests of girls and boys and recognizing developmental principles, clubs offer program activities in five core areas:

- Character and Leadership
- Education and Career Development
- Health and Life Skills
- The Arts
- Sports, Fitness and Recreation

Preferred Staff-to-child ratios for program activities are 1-to-15. In many cases, small group activities are operated with a higher staff ratio to increase attention per child.

LOCATIONS & HOURS

Fifth Street Site

220 S. Fifth Street

Mon-Fri After school – 6 p.m.

Northview Elementary School

300 Griffith Dr.

Mon-Fri after school – 6:00 p.m

Lee Elementary School

701 Lee Street

Mon-Fri 7:30 a.m. – school starts
after school - 6:00 p.m.

Central Elementary School

900 7th Street, Wamego

Mon-Fri after school – 6:00 p.m.

Marlatt Elementary School

2715 Hobbs Drive

Mon-Fri 7:30 a.m. – school starts
after school - 6:00 p.m.

Woodrow Wilson Elementary School

312 N. Juliette Ave.

Mon-Fri 7:30 a.m. – school starts

Anthony Middle School

2501 Browning

Mon-Fri after school – 5:30 p.m.

Theodore Roosevelt Elementary School

1401 Houston Street

Mon-Fri 7:30 a.m. – school starts
after school - 6:00 p.m.

Eisenhower Middle School

800 Walters Drive

Mon-Fri after school – 5:30 p.m.

Bluemont Elementary School

714 Bluemont Ave.

Mon-Fri 7:30 a.m. – school starts
after school - 6:00 p.m.

Teen Center

220 S Fifth Street

Mon, Wed and Fri 6:00 p.m.-8 p.m.

CONTACT THE CLUB

Please contact staff at the Club at (785) 539-1947 if you have any questions or concerns.

ANNUAL MEMBERSHIP FEES PER CHILD/YOUTH

**Membership and Program fees are non-refundable

Our goal is to help your child attend the Club.

Please inquire within for payment plans or scholarship opportunities.



Program Fee Chart

Type of Program	K-6th Grade Fees	7th - 12th Grade Fees	Scholarship
Annual Membership (Must have to attend any Club programs)	\$30 / member / calendar year (Jan - Dec)	\$30 / member / calendar year (Jan - Dec)	N/A
Before- and After-School Programs	\$100 / member / semester (Due Aug & Jan)	Included in membership	Available
Family PLUS Program	\$20 / family / month or 1 hour Volunteer Time / family (January-May & August-December)	N/A	N/A
Winter Break	\$75 / week / member	N/A	N/A
In-Service Days	\$15 / day / member	N/A	N/A
Spring Break	\$75 / week / member	N/A	N/A
Summer	\$80 / week / member	N/A	Available
Teen Night	N/A	Included with membership fee (small field trip fees may apply)	N/A
Late Fees (after 6pm)	\$1 / minute / member	\$1 / minute / member	N/A
Payment Plans	Our goal is to help your child attend the Club. Please inquire within for payment plans.		

*For questions or concerns contact our office at 785-539-1947 or visit www.bgclubmanhattan.com for more contact info.

FEES & BILLING

Before-& after-school program fees will be assessed by the semester (fall & spring). **Semester fees will be due by the 1st day of programs in the fall and spring, unless you enroll after those dates.** Under no circumstances will semester fees be prorated regardless of when you enroll during the semester. Monthly or semi-monthly payment plans are available upon request. Failure to follow the payment plan may result in your child not being able to attend programs until payments are up to date. Electronic funds transfer (EFT) from your checking or savings account is also available. Scholarships are also available for 50% of the semester fees. Please contact our main office to see if you are income eligible for a scholarship and for details on how to apply.

Membership fees may be waived if the member is currently enrolled in KanCare Insurance (Sunflower, United & Aetna), or if the family is active military or reserves. Copies of insurance cards are required.

NOTE: Families must pay for days/weeks signed up for, regardless of whether your child attends.

BOUNCED CHECK POLICY

In the event that a check issued to the Boys & Girls Club of Manhattan does not clear, a \$15 fee will be charged, payable immediately, along with a new check. If we receive a second check with insufficient funds, a \$30 fee will be charged, and all future payments (including the replacement for the returned check) will be required in the form of cashier's check, money order, or cash.

CREDIT CARD POLICY

All credit card payments must be made at the main office, and the card must be present at the time the charge is made.

SERVICES INCLUDE

- Before school program (must be 5 and enrolled in Kindergarten-6th grade)
 - *Breakfast is not included with the before school program. If your child chooses to eat breakfast, it will be charged to their school account.*
- After school program (must be 5 and enrolled in Kindergarten-6th grade)
- Summer programs (Graduated Kindergarten - 6th grade)
- Teen Center activities on Monday, Wednesday and Friday evenings (7th-12th grade)
- In-Service Days (grades K-6th)
- Winter Break Days (grades K-6th grade)
- Spring Break Days (grades K-6th grade)

IN-SERVICE DAYS

NOTE: Families must pay for days signed up, regardless of whether your child attends. Due to limited slots available, we will not accept phone call registrations. At no point will fees be allowed to be moved to another day, if you do not attend.

Child must bring his/her own sack lunch.

- **IN-SERVICE DAYS (Manhattan):** If you want to send your child to an in-service day, please come to 5th Street to sign up your child and pay all fees prior to that day in order to ensure the slot. **Please note that lunches cannot be refrigerated, nor should they require special preparation or heating. In order to protect our flooring, the only drinks allowed to be brought into our facility is water, Gatorade, SoBe life water, vitamin water or other flavored waters. Absolutely no pop or juices. The only juice that is acceptable is those purchased and provided by the Club for breakfast and snack.**
- **IN-SERVICE DAYS (Wamego):** If you want to send your child to an in-service day, please make sure to sign up your child and pay all fees prior to that day, with the Unit Director in Wamego, in order to ensure the slot. **Please note that lunches cannot be refrigerated, nor should they require special preparation or heating.**

MENTORING: ONE-ON-ONE or SMALL GROUPS

Programs involve mentors, who are selected from the community and will be screened (including a criminal background check) and trained before beginning in the program. Mentors will be assisting members with homework, reading, exercise, arts & crafts, and other programs included in the Boys & Girls Club after school program. Mentors are expected to spend a minimum of two hours per week with a particular member. The mentor is not allowed to take or meet the child/member beyond the Club facility.

GENERAL MEMBERSHIP RULES

1. Respect the Club, other club members, and all staff. Members are expected to take care of equipment and property and may be charged for replacement of any items.
2. **Zero Tolerance for:** * *Bullying* * *Violence* * *Inappropriate language*
3. Walking feet, please.
4. Keep your hands and feet to yourself at all times.
5. All personal items, including hats, cell phones, iPods, MP3 players, etc, and any other electronic device should be off, put away, and secured in your backpacks. Boys & Girls Club will not be responsible for them if they are lost, stolen or damaged.
6. Membership cards should be worn at all times. In the event that your child loses, damages or misplaces his/her membership card, he or she will be responsible for paying to replace the card/lanyard.
7. All food must remain in the snack area.
8. Members are a part of a group, and will be responsible for their belongings as well as the upkeep of their group area. They should never be in a room without a staff member present.
9. Students and staff should use the computer lab in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Boys & Girls Club of Manhattan. The use of the computer lab is a privilege, not a right, which may be revoked at any time for inappropriate behavior. Users assume responsibility for understanding the policy and guidelines as a condition of using the computer lab. Staff members are accountable to teach and use the computer lab responsibly. Use of the computer lab that is inconsistent with this policy may result in loss of access, as well as other disciplinary or legal action.
10. Field trips are conducted on a first-come, first-served basis. Written permission is required to attend.
11. Appropriate dress is required for members. Shirts and shoes must always be worn.
12. Use of the telephone is limited to phoning parents/guardians for emergency purposes only.

NOTE: A child's membership standing is based upon his/her ability to obey the rules of the Club, its officials and staff members. Membership may be suspended or cancelled at any time for misbehavior without a refund.

HEALTH POLICIES/MEDICATION

Children who appear to be ill or show signs of fever will be closely screened and could be denied admission based on: 1) Temperatures in excess of 100.0 degrees Fahrenheit or 2) Inability to participate in daily activities.

HEAD LICE: Students diagnosed with live head lice will be sent home once it is found and must be treated, and can return to program after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

MEDICATION: We have no access to nurses' offices and therefore have no access to any medication you have authorized the school to administer to your child. Please be advised that the Boys & Girls Club of Manhattan

does not administer medication. Should your child regularly require medication during program hours, it will be incumbent upon the parent or guardian to administer this medication.

SAFETY PROCEDURES FOR ALL SITES

1. We hope to ensure that two staff will be with each group at all times but ratio determines that.
2. Staff must escort member to/from places, such as bathroom, classroom, or next rotation.
3. All doors must be locked during program hours except the main doors.
4. If groups are outside on the playground, they must be spread out to aid in better observing and tracking Club members and activities. Staff need to stay with and keep eyes on their group at all times.
5. Parent/Sibling/Babysitter/Guardian must sign out member, no matter what.
6. Member comes to the Parent/Sibling/Babysitter/Guardian when called on the walkie talkie; the above do not go in the school to get member.
7. Nametags must be worn by all staff throughout Clubs, and staff shirts must be visible.
8. Staff must leave in pairs for their own safety.
9. In the event of an emergency, call the police FIRST, and then tell your Unit Director. Unit Director will contact the building principal and parents about any issue. Example situations to watch for: stranger trying to take children from school, stranger wanting a “tour” of the new school, watching the playground, calling/beckoning to come talk to them, or acting in a suspicious manner.

PROCEDURE FOR PICKING UP MY CHILD

Our normal procedure is to release the child to his/her parents, or someone else the parents designate on the Authorized Pickup/Emergency Contact Form. Due to the opportunity for staff to change, we reserve the right to check ID at anytime. Please inform emergency contacts or people designated to pick up your child that the staff will ask for ID & will verify that they are on the list before releasing the child. This is not meant to offend anyone. This is simply a measure taken for the child's protection.

If you are not available to pick up your child, a family member or friend 16 years of age or older may pick up your child as long as you have included his/her name on the Membership Application. However, if you would like for someone who is not included on your list to pick your child up, you must provide the Club with a signed note of permission or email the Administrative Assistant at admin@bgclubmanhattan.com.

If a taxi is needed as an alternate transportation for a member, an adult, that The Club has listed as allowed to pick up your child, must accompany the child in the taxi.

EMERGENCY/DISASTER PLANS:

- Serious Injury:**
1. Assess the situation-Remain calm
 2. Call 911 if necessary
 3. Administer first aid/CPR if needed
 4. All other children should be removed from the area by other staff
 5. The Unit Director or attending Program Leader must notify the proper people in the following order:
 - Paramedics or emergency personnel if needed
 - Child's parents or other emergency contact
 - Director of Facilities & Operations or Executive Director
 - School Administrator (if on school property)

6. The Program Leader involved must fill out an Incident/Accident Report with the assistance of the Unit Director. A copy of this report should be made for the child's file, the Health Department, the Director of Operations, the Executive Director, and the child's parents, if requested.

Fire/ Evacuation/ Utility

Failure/ Chemical Release:

1. If needed the alarm will be pulled by a staff member or Unit Director
2. All staff members will move their assigned group of children through the nearest emergency exit to the designated safe place outside of the facility or school *Staff will assist Non-mobile children into a wheel chair and evacuate*
2. Staff members will ensure that all children are accounted for.
3. Unit Directors will be responsible for safely removing all membership files
4. Children will not be allowed to leave the safe area unless signed out by a parent/guardian.
5. No one will be allowed reentry into the building without an "all clear" as determined by fire safety personnel

Boys & Girls Club Site	Gathering Location
5 th Street	Field on Pierre St. and S. Juliette Ave.
Lee	Fence line by the road (Anderson)
Bluemont	Fence line or playground blacktop (dependent on classroom)
Marlatt	Beyond blacktop to field area
Theodore Roosevelt	In the grass behind the playground
Woodrow Wilson	Through the main entrance to the field
Wamego	Blacktop
Eisenhower Middle School	Out the North exit doors of the west hall to the field
Anthony Middle School	Exit through south Hall to field
Northview	Parking Lot, West Playground, or NE Trail (Dependent on classroom)

Storms:

1. Children will stay inside away from windows
2. Limit/discontinue use of electrical items
3. Keep phone and battery operated radio on hand for weather updates
4. Ask that parents wait until all danger has passed before coming to pick up children
5. Keep children busy with games until it is safe to resume normal activities or parents arrive

Flood:

Tuttle Creek

Dam Break

Relocation:

1. Children will stay in the Club as long as it is safe, moving upstairs or to the highest point in the building if necessary.
2. Phone parents if there is flash flooding and streets are not safe to travel on.
3. Call emergency crews if there is a medical or other emergency

Boys & Girls Club Site	Gathering Location
5 th Street	Long's Park (SE corner of 17 th & Colorado) Playground Area
Marlatt Elementary	**Stay at school**
Lee Elementary	**Stay at school**
Woodrow Wilson Elementary	Manhattan High School West Campus (2100 Poyntz Ave.)
Anthony Middle School	**Stay at school**
Eisenhower Middle School	Blue Hills Shopping Center Parking Lot (2303 Tuttle Creek)
Northview Elementary	Manhattan Baptist Church

Tornado:

1. If needed alarm will be pulled by staff or Unit Director
2. All staff will move their assigned group of children to the designated meeting area: basement or enclosed room without windows (bathroom, large closet, etc.) (see site specific designated rooms in the chart below)
3. Children will sit in the proper position, facing the wall with their hands covering their heads.
4. Staff members will ensure that all children are accounted for
5. Unit Director will be responsible for moving all membership files to the safe area
6. Children will not be allowed to leave safe area unless signed out by a parent/guardian
7. Children and staff will remain in the safe area until the “all clear” is given by the Unit Director

Boys & Girls Club Site	Gathering Location
5 th Street	Bathrooms
Lee	Basement
Bluemont	Safe Rooms 111 or 108
Marlatt	Basement
Theodore Roosevelt	Bottom floor outside computer lab and music room
Woodrow Wilson	Basement
Wamego	Cafeteria
Eisenhower Middle School	Rm A118
Anthony Middle School	Rm A117
Northview	Rm 102, 156, 154, 152, 161-164, 168, or 172

Missing Child:

1. Contact your local law-enforcement agency as soon as you have determined a Child is missing or has been abducted. Do not delay in reporting the child is missing to law enforcement.
2. Contact the parent/guardian of the missing child.
3. Search any area into which a child could crawl or hide and possibly be asleep or unable to get out. This includes closets, piles of laundry, in and under beds, inside large appliances, in vehicles including trunks, or any other space into which a child might fit. Check areas where the child was last seen or may have played such as open or abandoned wells, caves, sheds, buildings, and crawl spaces.
4. Provide law enforcement with the date, time, and location where the child was last seen.
5. Compile descriptive information about the child and have the information available to provide to the first-responding, law-enforcement investigator. Descriptive information should include items and information such as a description of the clothing worn at the time the child was last seen; date of birth; hair and eye color; height; weight; complexion; identifiers such as eyeglasses or other unique physical attributes.
6. Restrict access to the Club, no matter where your child was last seen, until law enforcement has arrived and had the opportunity to search the home and surrounding area.

Acts of Violence/ Terrorism**(Lock down):**

In the event of an intruder or unwanted visitor Lock Down procedures are as follows:

1. If needed an alarm will be sounded by staff member or the Unit Director
2. All staff will move their assigned group of children to the designated safe place out of view (i.e. closet or back of room) in the facility or school. All doors will be shut and locked if possible.
3. The Unit Director will contact the necessary authorities and will contact the members’ parents/guardians if needed.
4. Staff members will ensure that all children are accounted for.
5. Staff members and children will not be allowed to leave the safe area until the “all clear” is given by the Unit Director

* In the event of a community threat/ emergency that does not affect the Club site directly the site doors will be locked and no one will be allowed to enter the building at that time this will be considered a *Lock-Out*

Vehicle Emergency

Plan:

Basic steps when remaining inside of vehicle is safe:

1. Staff driver will turn off ignition
2. Turn on hazard lights
3. Call numbers listed on the Emergency Card (on lanyard)
4. Reassure members that the situation is under control
5. Locate Emergency Kit
6. Never leave the scene of the accident

Safe Spots When remaining in vehicle is dangerous

1. Follow above steps 1-3
2. Locate a “safe spot” where members can gather and be out of harm’s way
3. Inform members of the following steps and reassure them the situation is under control
4. Count all members
5. Direct all members to gather their belongings and unlock safety belt
6. Direct members to exit single file, and gather at the safe spot
7. Count members as they exit the van
8. Once all members have exited the van join them at the safe spot and count members to see if all members are present
9. Play a game or activity to keep members at ease and focused

Procedures for contacting parents/ legal guardians for notification are as follows:

1. Call 5th Street office immediately to inform them of the incident
2. Use phone contact on membership forms to call parents and make them aware of incident as well as informing them of need to reunify and reunification site

***EMERGENCY ALERT SYSTEM**

Parents can receive notifications regarding emergency alerts, Club closings and event reminders by text or e-mail. All communication will be Club site specific with an option to opt out at any time. We urge you to sign up for TextCaster to help stay informed. Please find our link at www.bgclubmanhattan.com under the Contacts tab.

LATE POLICY & PROCEDURES

- Efforts should be made by the parents or guardians to communicate a late pick up. This does not release responsibility for fee.
- Every time the child is picked up late there will be a late charge of \$1/minute/child, payable before member can return.
- If a child has not been picked up by 6:30 p.m. without communication from a parent or guardian, Riley County Police Department may be contacted by staff.

EMERGENCY CLOSING / INCLEMENT WEATHER POLICY

If school is cancelled due to bad weather, all Boys & Girls Club sites and programs also will be cancelled.

If school is in session and we determine the roads are too hazardous to transport youth, Boys & Girls Club sites may still be open, but it becomes the parents’ responsibility to transport your child/children to the Club. In this event, we will take the following steps to notify parents:

- We will call all schools for them to announce our decision and the status of our programs.

- It will be parents' responsibility to call the Club at (785) 539-1947 to determine whether programs will be operating.

In the event that inclement weather conditions occur during normal Club hours, then the Club will close. All parents will be contacted and expected to pick up children within an hour of being called.

CHILD & ADULT CARE FOOD PROGRAM (CACFP)

The CACFP is administered by the Kansas State Department of Education and the U.S. Department of Agriculture. The CACFP reimburses the Club for serving nutritious foods to children in our care. We have submitted an application to provide an afternoon snack for 5th street, Marlatt, TR and Wamego, as well as breakfast for in-service and summer program days.

If your child receives free or reduced lunch and attends Marlatt, Theodore Roosevelt or Wamego, you must complete an income eligibility enrollment form every 12 months.

CACFP CONFIDENTIALITY POLICY

The information contained in the Enrollment & Income Eligibility Form for the Child and Adult Care Food Program is confidential and protected by the National School Lunch Act.

Our agency has adopted a policy that the information on the Enrollment & Income Eligibility Form will not be disclosed outside of our agency.

CACFP NONDISCRIMINATION STATEMENT

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.

To file a complaint of discrimination, write to USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

OFF-DUTY CHILDCARE OR BABYSITTING SERVICES

Boys & Girls Club of Manhattan discourages its employees from providing off-duty childcare or babysitting services to its members. However, if an employee agrees with a customer to provide such services, the employee must do so on the employee's own time and not on Boys & Girls Club premises. The provision of such services must not interfere with the performance of the employee's duties as an employee of Boys & Girls Club of Manhattan. The employee must report the agreement to provide such services to his/her supervisor.

In addition, the parent of the member must sign the Boys & Girls Club of Manhattan Agreement and Release for Babysitting Services form confirming that the services are provided in the employee's individual capacity and not on behalf of Boys & Girls Club of Manhattan and releasing and holding Boys & Girls Club of Manhattan harmless from any liability that may arise out of the performance of such services.

Employees who provide off-duty childcare or babysitting services for a child who is enrolled at Boys & Girls Club of Manhattan may not transport the child to or from a Boys & Girls Club of Manhattan facility without a written acknowledgment and release of liability by the employee and the customer.

Any transactions (including any payment of other exchange) with respect to off-duty childcare or babysitting services must be completed away from Boys & Girls Club of Manhattan premises and may in no way involve Boys & Girls Club of Manhattan.

BULLY INTERVENTION STEPS

Bullying is defined as the act of one or more individuals intimidating one or more individuals through verbal, physical, mental, and electronic cyberspace or written interactions. Bullying can cause undue anxiety relative to participating in activities and will not be condoned at the Boys & Girls Club.

At the Boys & Girls Club, we use the Olweus bullying prevention program which is the same program observed by the USD 383 school system.

1. Stop (name the behavior) It is unacceptable and against our rules.
2. Target are you ok?
3. Bully (name) I need for you to (consequence, for example, go to office, etc)
4. Bystanders, you need to help stop the bullying. Next time please (tell them what to do- get help, help the target get away, tell the bully to stop.)
5. Make sure you follow up with **both** target and bully.
6. Tell Unit Director/Call parents

BEHAVIOR MANAGEMENT POLICY

The Club is committed to providing the best possible experience for your child. Staff members are responsible for providing a safe, controlled environment for Club members. This includes both eliminating hazards and ensuring that all Club members are under staff supervision at all times. No Club member's safety shall be compromised by the actions of another Club member.

The following steps may be utilized with the member and involve parent support to assist in carrying out the established rules and policies of the Club. The severity or nature of the behavior will determine the order of discipline.

1. The Program Leader will initially handle minor issues with a verbal warning.
2. If the offense is made again, the member will be removed from the activity and a dialogue with the child to establish an understanding of what rule(s) was/were broken and why the rule(s) need to be followed. If these steps do not produce improvement in behavior by the child, the matter will be handled by the Unit Director/Site Coordinator.
3. Boys & Girls Club has a behavior reflection form which is used to help your child realize that choices they made were not the best choices and that they can do better in the future. If your child is misbehaving in a way that is harmful to themselves or other members or displaying a recurring behavior that is disruptive to the program, our staff will refer to a behavior reflection form. When a staff member and a child sit down to complete the behavior reflection form, it is considered a "write-up" for that

member. When writing up a child, staff members always ask them what they think the consequence for their action(s) should be, and then the two of them decide which is best for the given circumstance.

The following unacceptable behaviors, but not limited to, may result in a write-up/suspension.

- *bullying
- *cursing
- *inappropriate sexual behaviors
- *stealing
- *running away
- *physical harm to other members and/or staff
- *constant disregard of Boys & Girls Club rules

When a child receives a write-up, parent/guardian(s) will be contacted that day regarding the incident

4. Depending on the behavior, a suspension from the Club could be issued, and the parent/guardian(s) will be contacted and asked to pick their child up immediately. Once the parent/guardian is contacted, we will discuss the behavior with you. We will then expect you, as the parent/guardian, to discuss the problem with your child. If the behavior does not change, your child may be removed from the Club. Please see the Behavior Code of Conduct Below to see what behaviors constitute suspensions.

We endeavor to make the Club as enjoyable as possible for all members and staff. We know that the Boys & Girls Club is not designed to meet the needs of every child. In the event that the program does not meet the needs of your child, due to resources or staff competencies, we will make a determination on whether or not your child will be allowed to stay in the program.

Name of Student:

Date:

Documentation Completed:

Boys & Girls Club of Manhattan Behavior Code of Conduct	Verbal Warning from PL	Behavior Notification/ Plan from PL	Suspension 1 to 3 days plus behavior contract (TBD By UD)	Suspension 4 to 30 days (TBD by UD)	1 year suspension, may reapply to club 1 year later with behavior
			*Notify D.O.	*Notify D.O.	*Notify D.O.
1. Name Calling			n/a	n/a	n/a
2. Deliberate Disruption			n/a	n/a	n/a
3. Failure to follow rules or directives			n/a	n/a	n/a
4. Unpermitted touching of a fellow club member's property			n/a	n/a	n/a
5. Profanity/vulgarity/swearing/cussing			n/a	n/a	n/a
6. Leaving Club grounds without permission	n/a	n/a			
7. Fighting/Striking Club Member	n/a	n/a			
8. Intimidation/Harrassment/Striking faculty, staff, or other officials	n/a	n/a			
9. Inappropriate Sexual Behavior/Touching	n/a	n/a			
10. Theft	n/a	n/a			
11. Intentional Destruction of Property	n/a	n/a			
12. Drug/Alcohol possession/under the influence	n/a	n/a			
13. Drug/Alcohol distribution	n/a	n/a			
14. Bullying	n/a	n/a			
15. Assault/Sexual abuse/sexual assault	n/a	n/a			
16. Pulling the fire alarm without a fire/calling 911 without an emergency	n/a	n/a	n/a		
17. Bomb threats/false acquisitions/fireworks/explosives	n/a	n/a	n/a		
18. All other Criminal Offenses	n/a	n/a	n/a		
19. Possession of Weapons	n/a	n/a	n/a	n/a	