

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF THE KENAI PENINSULA

Parent / Member Handbook

2023/2024

Building a Better Future One Child at a Time

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PLEASE KEEP THE HANDBOOK FOR FUTURE REFERENCE

Note: Understandably, not every possible scenario can be anticipated in a handbook. By reserving the right to address and resolve unlisted issues, the CEO of the Boys & Girls Clubs of the Kenai Peninsula has the flexibility to handle unique or unforeseen circumstances as they arise. This approach allows adaptability to make decisions in the organization's and its members' best interest.

Our Mission:

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible adults.

Our Core Programming:

- **Character and Leadership Development**
We empower youth to support and influence their community, sustain meaningful relationships, develop a positive self-image, and respect their and others' cultural identities.
- **Education and Career Development**
We enable young people to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to optimize employability.
- **Health and Life Skills**
We develop young people's capacity to engage in positive behaviors that nurture their well-being, set personal goals, and develop the skills to live successfully as self-sufficient contributing adults.
- **The Arts**
We enable young people to develop their creativity and cultural awareness through knowledge and appreciation of visual and tactile arts and crafts, performing arts, and creative writing.
- **Sports, Fitness, and Recreation**
We cultivate fitness, positive use of leisure time, stress management skills, environmental appreciation, and social and personal skills.

Enrollment & Membership Procedures

- **Registration:** The Boys & Girls Clubs of the Kenai Peninsula requires the child's legal guardian to be the person responsible for registering the child. This ensures that the legal guardian is responsible for the child's membership.
- **Membership Requirement:** Every child who attends any programming at the Boys & Girls Clubs of the Kenai Peninsula must be a member. However, there is an option for a child to visit one of the clubhouses for one day before officially joining. This allows children to experience the Club firsthand before committing to membership.
- **Enrollment:** Enrollment is open to all school age children in grades K-12. Boys & Girls Clubs of the Kenai Peninsula does not discriminate based on race, creed, religion, national origin, sexual orientation, or handicap. Every effort will be made to accommodate children with disabilities. However, we maintain a 1:20 staff/child ratio and cannot provide one-on-one care. Children must be able to follow directions in a group setting in order to participate in the activities of the Club. Please discuss any specific concerns or questions you have about your child's ability to participate in Club activities with the Site's Director.
- **Age Requirement:** To attend one of the Clubhouses at the Boys & Girls Clubs of the Kenai Peninsula, a child must be five years of age or older. The child must be attending Kindergarten, or if they are not yet attending, they will be attending Kindergarten if they are participating in the Club's summer program.

This clarification indicates that children must have reached the age of five and either be attending Kindergarten or have plans to attend Kindergarten in the fall if they are partaking in the Club's summer program.

Fees, Scholarship and Payment Procedures:

- **Annual BGCKP Membership Fee:** (Membership fees must be paid at registration)
 - Amount: \$125
 - Due Date: January 1st (every year)
 - Non-Refundable
 - Scholarships available
- **Afterschool Program Fees:**
 - Payments are due on the first of the month
 - Supper or snack is included for the participants**Monthly Fees:**
 - August, December, and May: \$35 per child
 - September, October, November, January, February, March, and April: \$70 per child
 - Scholarships available
- **Summer Program Fees:**
 - Payments are due on the first of the month
 - Breakfast, lunch, and snack is included for the participants**Session/Daily Rate Fees:**
 - Each Session: June and July \$300 per child per session
 - Weekly Rate: \$100 per child
 - Scholarships available
- **Add-on Fees:**
 - Full-Day Camps Daily Rate: \$40
 - Scholarships are not available for the following programs:
 - **Winter Break Camp**
 - **Spring Break Camp**
 - **In-Service & Parent/Teacher Conference Days/school holidays** : *Soldotna Clubhouse Only*

Those interested in attending Winter or Spring Break Camps can check the schedules and offerings at the Kenai and Soldotna Clubhouses to find suitable options. Don't hesitate to get in touch with the respective Clubhouses for more information, registration details, and camp schedules.

- **Before School Care:** *Soldotna Clubhouse Only*
 - Monthly Rate: \$300
 - Scholarships are not available for this program
- **Scholarships:** BGCKP offers scholarships to individuals who require financial assistance to cover the Annual Membership, Afterschool, or Summer Program Fees. This ensures that children who cannot afford these programs can still participate. The following information applies to the scholarship program:
 - **Number of Scholarships:**
 - Each child may receive a maximum of two scholarship awards during a 12-month period, i.e., School Year 2023/2024, Summer Camps 2024 & Annual Membership 2024.

- **Payment Plans:**

- BGCKP provides payment plans for families who require additional flexibility in paying fees. The details of the payment plans would need to be discussed directly with the administration office.

The Boys & Girls Clubs of the Kenai Peninsula strive to work with families to navigate fees and payment policies. The organization recognizes that financial circumstances can vary among families and aims to provide support through scholarships. However, if a family does not qualify for a scholarship, the expectation is that fees are paid, or a payment plan is established and adhered to.

This approach ensures the organization's sustainability and allows us to continue providing services and programs to the community. By maintaining clear expectations regarding payment, BGCKP can effectively manage its operations and resources while fostering a sense of responsibility and accountability among families utilizing our services.

***Should an account become 60 days past due, your child (ren) is subject to possible removal from Club activities until your account is current.**

BGCKP 2023-24 Club locations and programs offered:

All Clubs and Teen Centers(with the exception of NMHS Club) are open earlier for KPBSD early release days.

Kenai Clubhouse:

- Contact: kenai@bgckp.com or 907-513-7686
- Location: 705 Frontage Rd Ste B, Kenai, AK 99611
- Open to all youth and serves K-5th grade

After-school programs:

- Operating Hours: 2:00 pm to 6:00 pm, Monday through Friday
- Club members can be bused from Mt. View Elementary, K-Beach Elementary, and Kaleidoscope Elementary
- Program duration: August 15th, 2023 to May 16th, 2024
- Monthly Fees:
 - August, December, and May are \$35 per child.
 - September, October, November, January, February, March, and April: \$70 per child
- Afterschool meals included in partnership with CACFP
- The Kenai Club operates within the KPBSD 2023-24 Calendar
- The following dates are days the Club is **CLOSED** in the 2023-24 School Calendar:
 - September 4th, 2023
 - October 13th, 26th, and 27th, 2023
 - November 10th, 23rd, and 24th, 2023
 - December 25th and 26th, 2023
 - January 1st and 2nd, 2024
 - February 15th and 16th, 2024
 - March 8th and 29th, 2024

Summer Program:

- Operating Hours: 8:30 am to 5:30 pm, Monday through Friday
- Program duration: May 28th, 2024 through July 26th, 2024
- **Closed for the 4th of July** (make sure to join us for the parade!)
- Breakfast, lunch, and snacks is included for participants

Session/Daily Rate Fees:

- Each Session: June and July, \$300 per child per session
- Weekly Rate: \$100 per child
- Scholarships available

*Members enrolled at Mt. View Elementary are funded through the Nita. M Lowrey 21st CCLC (Century Community Learning Centers) grant. This grant covers the cost associated with the following programs/fees only, the annual membership, afterschool, and summer programs, making them accessible and sponsored for the students at Mt. View Elementary.

Camps:

The following dates are days Kenai Clubhouse is open for an additional fee.

Must have a minimum of #25 Members enrolled for each camp.

- Full-Day Camps Daily Rate: \$40
- Breakfast, lunch, and snacks are included for participants
- Scholarships are not available for the following camps:

Winter Break Camp:

- Dates: December 18th-22nd, and December 27th- 29th, 2023, 8:30 am to 5:30 pm

Spring Break Camp:

- Dates: March 11th-15th, 2024, 8:30 am to 5:30 pm

Soldotna Clubhouse:

- Contact: soldotna@bgckp.com or Cell 907-491-1094 Office 907-262-0054
- Location: 35911 Kenai Spur Hwy, Suites 11 & 12, Soldotna, AK 99669
- Open to all youth and serves K-6th grade

After-school programs:

- Operating Hours: 2:00 pm to 6:00 pm, Monday through Friday
- Club members can be bused from Redoubt Elementary, Soldotna Elementary, K-Beach Elementary, and Soldotna Montessori Charter School.
- Program duration: August 15th, 2023 to May 16th, 2024
- Monthly Fees:
 - August, December, and May are \$35 per child.
 - September, October, November, January, February, March, and April: \$70 per child
- Snacks are included for participants.
- The following dates are days the Club is **CLOSED** in the 2023-24 School Calendar:
 - September 4th, 2023
 - November 23rd, and 24th, 2023
 - December 25th and 26th, 2023
 - January 1st, 2024

Before School Care Program:

- Operating Hours: 7:00 am to 9:00 am, Monday through Friday
- Children may be dropped off no earlier than 7:00 am, with no exceptions
- Program duration: September 5th, 2023 to May 16th, 2024
- Club members can be bused to Redoubt Elementary, Soldotna Elementary, K-Beach Elementary, and Soldotna Montessori Charter School.
- Parents/Guardians are responsible for notifying KPBSD of their child(ren)'s pick-up location
- Snacks are included for the participants, ensuring they have a nourishing start to their day

- The program provides a fun and relaxed environment for Club members
- Please note the AM program will be cancelled when school is delayed
- Rates:
 - Monthly Rate: \$300 (May \$150.00)
 - Scholarships are not available for this program

Additional Program days: (In-Service, Parent/Teacher Conference, & School Holidays)

- Operating Hours: 8:30 pm to 5:30 pm, Monday through Friday
- Full program day fees: \$40
- Scholarships are not available for this program
- Morning & afternoon snacks are provided only, participants will need to bring a sack lunch
- October 13th, 26th & 27th, 2023
- November 10th, 2023
- January 2nd, 2024
- February 15th & 16th, 2024
- March 8th, 9th, 2024

Summer Program:

- Operating Hours: 8:30 am to 5:30 pm, Monday through Friday
- Program duration: May 28th, 2024 through August 2024 (August Dates TBD-depends on the first day of 2024 KPBSD school day Calendar)
- **Closed for the 4th of July** (make sure to join us for the parade!)
- Breakfast, lunch, and snacks are included for participants in partnership with SFSP (Summer Food Service Program).

Session/Daily Rate Fees:

- Each Session: June and July \$300 per child per session,
- August: Weekly Rate Only
- Weekly Rate: \$100 per child
- Scholarships available

Camps:

The days the Soldotna Clubhouse is open for an additional fee are the following dates.

Must have a minimum of #25 Members enrolled for each camp.

- Full-Day Camps Daily Rate: \$40
- Morning & afternoon snacks are included for the participants
- Participants will need to bring a sack lunch
- scholarships are not available for the following camps:

Winter Break Camp:

- Dates: December 18th-22nd, and December 27th- 29th, 2023, 8:30 am to 5:30 pm

Spring Break Camp:

- Dates: March 11th-15th, 2024, 8:30 am to 5:30 pm

Nikiski Clubhouse:

- Contact: nikiski@bgckp.com or 907-776-2668
- Location: 45600 Holt Lamplight Rd., Nikiski, AK 99635
- Open to all students enrolled at Nikiski North Star Elementary and serves K-5th grade

After-school programs:

- Operating Hours: 2:00 pm to 6:00 pm, Monday through Friday

- Program duration: August 15th, 2023 to May 16th, 2024
- Transportation from the Clubhouse to home is provided with limited space
- Monthly Fees:

Members enrolled at Nikiski North Star Elementary are funded through the Nita. M Lowry 21st CCLC (Century Community Learning Centers) grant. This grant covers the cost associated with the following programs/fees only, the annual membership, afterschool, and summer programs, making them accessible and sponsored for the students at Nikiski North Star Elementary.
- Afterschool meal is included in partnership with CACFP (Child and Adult Care Food Program)
- The Nikiski Clubhouse operates within the KPBSD 2023-24 Calendar
- The following dates are days the Club is **CLOSED** in the 2023-24 School Calendar:
 - September 4th, 2023
 - October 13th, 26th, and 27th, 2023
 - November 10th, 23rd, and 24th, 2023
 - December 25th and 26th, 2023
 - January 1st and 2nd, 2024
 - February 15th and 16th, 2024
 - March 8th and 29th, 2024

Summer Program:

- Operating Hours: 8:30 am to 5:30 pm, Monday through Friday
- Program duration: May 28th, 2024 through July 26th, 2024
- Morning and afternoon transportation available, limited space
- **Closed for the 4th of July** (make sure to join us for the parade!)
- Breakfast, lunch, and snacks are included for participants in partnership with SFSP (Summer Food Service Program)

Session/Daily Rate Fees:

Members enrolled at Nikiski North Star Elementary are funded through the Nita. M Lowry 21st CCLC (Century Community Learning Centers) grant. This grant covers the cost associated with the following programs/fees only, the annual membership, afterschool, and summer programs, making them accessible and sponsored for the students at Nikiski North Star Elementary.

Kasilof Clubhouse:

- Contact: kasilof@bgckp.com or 907-260-1361 / 907-513-1705
- Location: 58231 Sterling Hwy, Kasilof, AK 99610
- Open to all students enrolled at Tustumena Elementary and serves K-6th grade

After-school programs:

- Operating Hours: 2:00 pm to 6:30 pm, Monday through Friday
- Program duration: August 15th, 2023 to May 16th, 2024
- Transportation from the Clubhouse to the member's home is available with limited space.
- Monthly Fees:

Members enrolled at Tustumena Elementary are funded through the Nita. M Lowry 21st CCLC (Century Community Learning Centers) grant. This grant covers the cost associated with the following programs/fees only, the annual membership, afterschool, and summer programs, making them accessible and sponsored for the students at Tustumena Elementary.
- Afterschool meal is included in partnership with CACFP (Child and Adult Care Food Program)
- The Kasilof Clubhouse operates within the KPBSD 2023-24 Calendar
- The following dates are days the Club is **CLOSED** in the 2023-24 School Calendar:

- September 4th, 2023
- October 13th, 26th, and 27th, 2023
- November 10th, 23rd, and 24th, 2023
- December 25th and 26th, 2023
- January 1st and 2nd, 2024
- February 15th and 16th, 2024
- March 8th and 29th, 2024

Before School Care Program:

- Operating Hours: 7:30 am to 8:45 am, students will start their regular school day at 8:30 am, Monday through Thursday
- School doors close promptly at 7:45 am, so parents should ensure their children are dropped off on time.
- Program duration: August 15th, 2023 to May 16th, 2024, specifically on regular KPBSD days

Summer Program:

- Operating Hours: 8:30 am to 5:30 pm, Monday through Friday
- Program duration: May 28th, 2024 through July 26th, 2024
- **Closed for the 4th of July** (make sure to join us for the parade!)
- Breakfast, lunch, and snacks are included for participants in partnership with SFSP (Summer Food Service Program)

Session/Daily Rate Fees:

Members enrolled at Kasilof Clubhouse are funded through the Nita. M Lowry 21st CCLC (Century Community Learning Centers) grant. This grant covers the cost associated with the following programs/fees only, the annual membership, afterschool, and summer programs, making them accessible and sponsored for the students at Kasilof Clubhouse.

NMHS Club:

- Contact: nikiskiteen@bgckp.com or 907-776-9436
- Location: 52275 Education Dr., Nikiski, AK 99635
- Open to all students enrolled at Nikiski Middle High School and serves 6th – 12th grade

After-school programs:

- Operating Hours: 2:00 pm to 6:00 pm, Monday through Friday
- Program duration: August 15th, 2023 to May 16th, 2023
- Transportation from the Clubhouse to home is provided, with limited space
- Monthly Fees:

Members enrolled at Nikiski Middle High School are funded through the Nita. M Lowry 21st CCLC (Century Community Learning Centers) grant. This grant covers the cost associated with the following programs/fees only, the annual membership, afterschool, and summer programs, making them accessible and sponsored for the students at Nikiski North Star Elementary.

- Afterschool meal is included in partnership with CACFP (Child and Adult Care Food Program)
- The NMHS Club operates within the KPBSD 2023-24 Calendar

- **The following dates are days the Club is CLOSED in the 2023-24 School Calendar:**

- September 4th, 2023
- October 13th, 26th, and 27th, 2023
- November 10th, 23rd, and 24th, 2023

- December 25th and 26th, 2023
- January 1st and 2nd, 2024
- February 15th and 16th, 2024
- March 8th and 29th, 2024
- NMHS Club is closed on all Early release dates; September 8th & 9th, October 12th, November 9th, December 8th, 2023 and January 12th & 26th, February 9th, March 7th, and April 12th, 2024

Summer Program:

- Operating Hours: 8:30 am to 5:30 pm, Monday through Friday
- Program duration: May 28th, 2024 through July 26th, 2024
- Morning and afternoon transportation available, limited space
- **Closed for the 4th of July** (make sure to join us for the parade!)
- Breakfast, lunch, and snacks are included for participants in partnership with SFSP (Summer Food Service Program)

Session/Daily Rate Fees:

Members enrolled at Nikiski Middle High School are funded through the Nita. M Lowry 21st CCLC (Century Community Learning Centers) grant. This grant covers the cost associated with the following programs/fees only, the annual membership, afterschool, and summer programs, making them accessible and sponsored for the students at Nikiski Middle High School.

Seward Clubhouse & Teen Center:

- Contact: seward@bgckp.com or 907-224-5472
- Contact: sewardteen@bgckp.com or 907-227-4056
- Location: 336 3rd Ave, Seward, AK 99664
- Open to all youth and serves K-12th grade

After-school programs:

- Operating Hours for K-6th: 2:00 pm to 6:00 pm, Monday through Friday
- Operating Hours for 7th-12th: 12:00 pm to 7:00 pm, Monday through Friday
- Club members can be bused from Seward Elementary, Seward Middle, and Seward High School. Program duration: August 15th, 2023 to May 16th, 2024
- Monthly Fees:
 - August, December, and May are \$35 per child.
 - September, October, November, January, February, March, and April: \$70 per child
- Snacks are included for participants
- The Seward Club operates within the KPBSD 2023-24 Calendar
- **The following dates are days the Club is CLOSED in the 2023-24 School Calendar:**
 - September 4th, 2023
 - October 13th, 26th, and 27th, 2023
 - November 10th, 23rd, and 24th, 2023
 - December 25th and 26th, 2023
 - January 1st and 2nd, 2024
 - February 15th and 16th, 2024
 - March 8th and 29th, 2024

Summer Program:

- Operating Hours: 9:30 am to 5:30 pm, Monday through Friday
- Program duration: May 28th, 2024 through July 26th, 2024
- **Closed for the 4th of July**

- Breakfast, lunch, and snacks is included for participants

Session/Daily Rate Fees:

- Each Session: June and July, \$300 per child per session
- Weekly Rate: \$100 per child
- Scholarships available

Camps:

The days the Seward Clubhouse & Teen Center is open for an additional fee are the following dates:

Must have a minimum of #25 Members enrolled for each camp.

- Full-Day Camps Daily Rate: \$40
- Morning & afternoon snacks are included for the participants
- Participants will need to bring a sack lunch
- scholarships are not available for the following camps:

Winter Break Camp:

- Dates: December 18th-22nd, and December 27th- 29th, 2023, 8:30 am to 5:30 pm

Spring Break Camp:

- Dates: March 11th-15th, 2024, 8:30 am to 5:30 pm

Kenai Teen Center:

- Contact: kenaiteencenter@bgckp.com or Cell 907-513-7213
- Location: 227 Caviar St, Kenai, AK 99611
- Open to all youth and serves 6th-12th grade

After-school programs:

- Operating Hours: 2:00 pm to 8:00 pm, Monday through Friday
- Club members can be bused from Kenai Middle & Kenai High School
- Program duration: August 15th, 2023 to May 16th, 2024
- Monthly Fees: \$0 Monthly fees
- Afterschool meal is included in partnership with CACFP (Child and Adult Care Food Program)
- The following dates are days the Club is **CLOSED** in the 2023-24 School Calendar:
 - September 4th, 2023
 - November 23rd, and 24th, 2023
 - December 25th and 26th, 2023
 - January 1st, 2024

Summer Program:

- Operating Hours: 2:00 pm to 8:00 pm, Monday through Friday
- Program duration: May 22nd, 2024 through August , 2024 (August Dates TBD-depends on the first day of 2024 KPBSD school day Calendar)
- **Closed for the 4th of July** (make sure to join us for the parade!)
- Breakfast, lunch, and snacks are included for participants in partnership with SFSP (Summer Food Service Program).

Session/Daily Rate Fees:

- Each Session: June and July \$300 per child per session
- Week Rate: \$100 per child
- Scholarships available

Medication Policy at the Clubhouse:

The Boys & Girls Club of the Kenai Peninsula prioritizes the health and safety of all children under our care. To ensure proper care and attention to each child's medical needs, the following medication policy is in place:

Medical Conditions and Allergies: Parents or legal guardians must inform the Clubhouse staff about any medical conditions or allergies that their child may have. This information is crucial for the team to be aware of any specific health needs or potential allergic reactions that could impact the child's well-being at the Clubhouse.

Medication Administration: Clubhouse employees are prohibited from administering any over-the-counter (OTC) or doctor-prescribed (Rx) medications to any child. This policy is in place to maintain the children's safety and well-being and avoid any potential risks or liabilities.

Exceptions:

The only medications that Clubhouse employees are allowed to administer are Emergency Rescue Medications. These may include Epipens for severe allergic reactions, rescue inhalers for asthma, or insulin for diabetic emergencies. Proper training and protocols are in place for administering these emergency medications when necessary.

Parent/Guardian Availability: A parent or guardian's availability by phone is essential during Club programming hours.. This ensures that a Club staff member can reach out if necessary, ensuring the safety and well-being of all participants.

Self-Administration of Medication:

Children cannot bring any medication, whether over-the-counter or prescribed, to the Clubhouse for self-administration. This policy is in place to prevent any potential misuse or accidents if children handle their medicines without proper supervision.

Parents or legal guardians must proactively communicate their child's medical needs to the Clubhouse staff to ensure a safe and positive experience for all participants. The Boys & Girls Club of the Kenai Peninsula is committed to providing a caring and secure environment for every child.

Abandoned Child Policy

The safety and well-being of all children at the Clubhouse is paramount. To address situations of child abandonment, the Boys & Girls Club of the Kenai Peninsula has implemented the following policy:

Definition of Abandoned Child:

A member is considered an abandoned child if left at the Clubhouse 15 minutes after the facility's designated closing time without any parent, legal guardian, or authorized adult to pick them up.

Procedure for Handling Child Abandonment:

1. **Attempt to Notify Parents or Guardians:** Clubhouse staff will immediately contact the parents or legal guardians if a child is identified as abandoned. Staff members will use the contact information provided on the child's registration form to attempt communication.
2. **Contact Emergency Contacts:** If the parents or legal guardians cannot be reached within a reasonable time frame, the Clubhouse staff will try to get the individuals listed as emergency contacts on the child's registration form.

3. **Contacting Authorities:** If no response is received from the family or emergency contacts after 30 minutes of the child being identified as abandoned, the Clubhouse staff will take further action to ensure the child's safety. This may involve contacting the local police department and notifying the Office of Children's Services to report the situation.
4. **Documentation:** The entire process of handling child abandonment will be thoroughly documented by the Clubhouse staff, including the time the child was identified as abandoned, the attempts to contact parents and emergency contacts, and any interactions with authorities.
5. **Parent/Guardian Availability:** A parent or guardian's availability by phone is essential during Club programming hours. This ensures that a Club staff member can reach out if necessary, ensuring the safety and well-being of all participants.

This policy is designed to protect the safety and welfare of all children attending the Boys & Girls Clubs of the Kenai Peninsula. The Clubhouse staff is committed to following these procedures diligently to ensure that abandoned children are appropriately cared for and that the appropriate authorities are involved when necessary.

Late Pick-Up Policy

The Boys & Girls Club of the Kenai Peninsula values punctuality and accountability from all parents or legal guardians when picking up their children from the Clubhouse. To maintain the smooth operations of the facility and ensure the well-being of the children, the following Late Pick-Up Policy has been established:

1. **Late Pick-Up Fee:** Parents or legal guardians who repeatedly pick up their child late from Clubhouse after the designated closing time will be subject to a late pick-up fee. The specific amount of the fee will be determined by the Club and communicated to parents or legal guardians in advance.
2. **Frequency of Late Pick-up:** The Club will record late pick-ups for each child. Parents or legal guardians will be informed of any instances of late pick-up and reminded of the importance of timely arrival for future pick-ups.
3. **Notification of Late Pick-Up Fee:** Parents or legal guardians will receive a notice regarding the late pick-up fee and will receive an invoice from the administration office.
4. **Communication and Understanding:** The Club will make every effort to clearly communicate the Late Pick-Up Policy to all parents or legal guardians during the registration process and through periodic reminders. The Boys & Girls Clubs of the Kenai Peninsula appreciates the cooperation of all parents and guardians in upholding this policy.
5. **Parent/Guardian Availability:** A parent or guardian's availability by phone is essential during Club programming hours. This ensures that a Club staff member can reach out if necessary, ensuring the safety and well-being of all participants.

Mandated Reporters:

As mandated reporters, the Boys & Girls Clubs of the Kenai Peninsula staff plays a crucial role in ensuring the safety and well-being of the children under our care. As per state law and the Club policies, we are obligated to report any suspicions of child abuse or neglect to the appropriate authorities. Mandated reporters are individuals who, due their professional roles or positions, are legally required to report any suspicions of child abuse or neglect to the authorities.

Volunteers/Mentors

Volunteers and mentors play a vital role in enriching the Club experience for our members. We welcome individuals willing to share their time, talents, and expertise to impact the lives of our community's children positively. If you or someone you know is interested in volunteering or becoming a mentor at the Club, here are some essential details:

1. To begin the journey as a volunteer or mentor, interested individuals can stop by a Club, or administration office, or visit our new website, www.bgckp.org, to pick up or access our Volunteer Application form. This application allows us to get to know potential volunteers better and understand their interests, skills, and availability.
2. As the safety and well-being of our members are our top priority, all volunteers and mentors must undergo background checks. This process helps ensure a secure environment for the children attending our Clubs.
3. Before volunteers can start working with our members, they are required to participate in volunteer training. This training is designed to familiarize volunteers with our organization's policies, procedures, and expectations. It also provides valuable insights into working with children and effective mentoring techniques.

Volunteering or mentoring at the Boys & Girls Club can be a profoundly rewarding experience. The positive influence and support you provide can make a lasting impact on a child's life.

Sign In/Sign Out Policy

The Boys & Girls Clubs of the Kenai Peninsula places a high priority on the safety and well-being of all of our members. To ensure proper supervision and accountability, we have established a Sign In/Sign Out Policy for all youth attending our Clubs.

1. Every Member is required to sign in at the designated check-in area when they first arrive at the Club. This process helps us keep track of attendance and ensures that all members are accounted for during Club hours.
2. When members are ready to leave the Club, an adult must sign them out at the designated check-out area. (Teens are not required to have an adult sign them out). This ensures that a responsible adult is aware of their departure and helps ensure the child's safety as they leave the premises.
3. By implementing this Sign In/Sign Out Policy, we aim to create a secure and organized environment where members can enjoy their time at the Boys & Girls Clubs of the Kenai Peninsula.

Phone Calls

To ensure efficient operations and prioritize emergency communication, we have established a Phone Call Policy. We kindly request all members and parents adhere to the following guidelines:

1. Our Clubs phone lines are reserved for Club-related matters and essential communication. We ask that personal phone calls or non-urgent concerns be addressed outside of Club hours.
2. Members are allowed to use the Club's phone in emergencies only. If a member needs to make an urgent call, they can seek assistance from any staff at the Club.
3. Our lines need to remain open for emergencies. We need to ensure that communication channels are available for any critical incidents or urgent matters.
4. Parents and guardians must make necessary arrangements before their child comes to the Club. This includes setting up transportation, arranging pickups, and providing important contact information in advance.
5. We kindly request that parents and guardians refrain from calling the Club to request that their child be sent out to their car when picking them up. Instead, parents are expected to come inside the Club to sign out their child, ensuring a safe and organized dismissal process.

By adhering to this Phone Calls Policy, we can maintain a focused and efficient environment at the Boys & Girls Club of the Kenai Peninsula. We appreciate the understanding and cooperation of all members and parents in supporting the Club's commitment to providing a safe and productive experience for everyone.

Emergency Weather Closures

During unpredictable weather conditions, we may find it necessary to close the Afterschool Clubhouse. The staff at the Boys & Girls Club has developed the following procedures:

1. If local schools are canceled due to extreme weather conditions or other acts of nature, the Boys & Girls Club Before & Afterschool Programs will also be closed.
2. If Boys & Girls Clubs of the Kenai Peninsula finds it necessary to close for safety reasons during regular program hours, we will notify local radio stations, post on social media, and text/email/call Club member families.
3. Parent/Guardian Availability: A parent or guardian's availability by phone is essential during Club programming hours. This ensures that a Club staff member can reach out if necessary, ensuring the safety and well-being of all participants.

Accidents

Maintaining a secure and positive environment is paramount at the Boys & Girls Clubs of the Kenai Peninsula. While our core programs, including sports, involve an inherent level of risk, please rest assured that our highly trained staff members are dedicated to providing the utmost safety.

Completing the registration form grants the Club staff the authority to seek medical treatment for a member if necessary. Any costs associated with such care will be the parent or guardian's responsibility. In the unfortunate event of severe injury, our staff will immediately contact 911 and reach out to the designated parent/guardian or alternative emergency contact.

We believe in fostering a safe and supportive environment for all participants, and these measures are in place to ensure that our members can engage in our programs with confidence. Please request or review our **Operating Policies for the Protection of Youth** for additional information and if you have any questions or concerns regarding our safety protocols.

Infestation or Contagious Conditions

In alignment with health regulations and to ensure the well-being of all our members, we kindly request parents and guardians to assist us in maintaining a healthy environment by keeping their child at home if any of the following conditions are observed:

- The child has a fever or rash
- The child has a sore throat, colored runny nose, or runny eyes
- The child has a contagious illness or is experiencing vomiting or diarrhea
- The child has head lice
- Any other evidence of disease is present

For the comfort and safety of all our members, those with pronounced symptoms of a contagious illness must be promptly picked up by their parent/guardian or a designated adult. Additionally, members should refrain from returning to the Club until they have remained symptom-free for at least 24 hours.

These measures are essential in preventing the spread of illnesses and maintaining a supportive environment for all participants. We greatly appreciate your cooperation in this matter.

Personal Belongings

We want to emphasize that any personal belongings brought to the Club by youth are solely the responsibility of the individual child. The Boys & Girls Clubs of the Kenai Peninsula cannot assume responsibility for lost, damaged, or stolen items. We kindly request parents and guardians to encourage their child(ren) only to bring necessary items to the Club, considering the potential risks associated with valuable belongings.

In line with our commitment to maintaining a clutter-free and organized space, all Lost & Found items will be donated to charity at three times a year. (End of summer program, December and May)

Dress Code

For Clubs operating inside a KPBSD building, members are expected to follow the KPBSD dress code. For Clubs serving in private spaces, we have the following dress code:

- No clothing depicting drugs, alcohol, or offensive images/language
- Shorts must be below the fingertips
- Tank top straps must be at least an inch thick
- No shirts showing midriff or full back

By following these dress code guidelines, our members contribute to an atmosphere of respect and inclusivity. If you have any questions or require further clarification on our dress code policy, please reach out.

Cell Phones/Electronics

To maintain a focused and engaging atmosphere at the Boys & Girls Clubs of the Kenai Peninsula, we have established guidelines for cell phone usage (K-6th grade sites):

1. Purpose of use: Cell phones can be used solely as communication devices for contacting family members.
2. Ownership and responsibility: A cell phone is the personal responsibility of its owner, and only the owner is permitted to use it.
3. Storage: If a member brings a cell phone to the Club, it should be kept on their person, such as in a pocket, or securely stored in a backpack.
4. Club's Liability: Please be aware that the Boys & Girls Clubs holds no responsibility for lost, stolen, or damaged cell phones.

Adhering to these cell phone guidelines aims to create an environment that encourages meaningful interactions and participation in our programs.

Acceptable Internet Use Policy

We prioritize providing a safe and productive online environment for all members at the Boys & Girls Clubs of the Kenai Peninsula. To ensure responsible and respectful use of the Internet, we have established the following guidelines:

1. Compliance with regulations: Transmission of any material that goes against national or state regulations is strictly prohibited. This encompasses but is not limited to, materials protected by copyright, threatening or obscene materials, and content safeguarded under Trade Secret laws.
2. Access as Privilege: Internet access is considered a privilege, not an inherent right. Misuse or inappropriate internet usage will lead to the revocation of these privileges.

3. **Limited Guarantees:** While we strive to provide a secure online experience, we cannot guarantee that objectionable material will not be accessed accidentally. If a member inadvertently stumbles upon an inappropriate site, they are required to notify a staff member immediately.

Field Trips

At the Boys & Girls Clubs of the Kenai Peninsula, we believe in providing our members with diverse experiences that align with our core values and programs. To facilitate these opportunities, we have established the following guidelines for field trips:

1. **Permission and Fees:** Participation in any field trip requires a completed and signed permission slip and any applicable fees before departure. Please ensure that these requirements are met to ensure smooth coordination.
2. **Enrollment Procedures:** Most field trip sign-ups are conducted on a first-come, first-served basis. Timely enrollment recommended to secure a spot for your child.
3. **Adherence to Club Rules:** All Club rules and expectations for appropriate behavior extend to field trips. Members are expected to conduct themselves to reflect our values and promote a positive experience for all participants.
4. **Consequences for Misbehavior:** If a member fails to adhere to our rules and general expectations for behavior during a field trip, an immediate call will be made to their parent or guardian. The members may be required to leave the field trip at their own expense.
5. **Parent/Guardian Availability:** A parent or guardian's availability by phone is essential during Club-sponsored field trips. This ensures that a Club staff member can reach out if necessary, ensuring the safety and well-being of all participants.

Member Behavior Guidance/Expectations

- Respect Club members
- Respect Club Staff
- Respect Club equipment
- Respect yourself
- Remember that membership in the Club is a privilege

Discipline Policy

At the Boys & Girls Clubs of the Kenai Peninsula, our commitment to maintaining a safe and positive environment is unwavering. We uphold a disciplined approach to promptly, effectively, and transparently address unacceptable behavior. Our primary concern is the well-being of all of our members. Here is an overview of our discipline policy:

1. **Safety as a Priority:** the safety of every member is our paramount concern. We ensure that consequences for unacceptable behavior are clear, appropriate, and immediate.
2. **Behavior Disruption and Dangerous Situation:** Any member who disrupts programs or creates a situation that could compromise safety will be subject to appropriate disciplinary measures.
3. **Consequences for Rule Violation:** Members who do not adhere to the established rules should expect to face consequences and loss of privileges. These measures are aimed at fostering accountability and reinforcing appropriate behavior.
4. **Clear Guidelines and Behavior Management:** We post Club rules prominently to ensure clarity. Our staff employs behavior management procedures when addressing inappropriate behavior. This approach aims to guide members toward positive conduct.
5. **Parent Involvement and Extreme Behavior:** If a member's disruptive behavior persists or escalates to the point of creating a dangerous situation for them, their fellow members, or staff; the parents or

guardians will be contacted. In such cases, we may request the removal of the member to ensure the safety and well-being of all.

Parental Support

We highly value the partnership between parents/guardians and our staff. We believe in working together to address challenges and foster positive behavior in our members. Here's how we approach parental support:

1. **Partnership:** We consider parents/guardians as essential partners in cultivating solutions that eliminate negative behaviors. Your input and cooperation are invaluable in creating a supportive environment for all members.
2. **Suspension Procedures:** If a member faces suspension due to behavior, a staff member will try to call the parent or guardian immediately. They will inform you of the incident and request you to pick up your child promptly. The emergency contacts listed will be contacted if we cannot reach you.

Zero Tolerance Policy

The Boys & Girls Clubs of the Kenai Peninsula have adopted a ZERO TOLERANCE policy for disturbing or intimidating behavior at all Club functions, activities, athletic events, and special events. This includes but is not limited to, vulgar language, physical or verbal bullying, harassment, intimidation, racial, religious, or gender-related comments or gestures, and the use of weapons, drugs, alcohol, and tobacco. Such behavior may result in the police being called, immediate suspension from the current Club activities, and depending on the severity of the offense, could result in long-term suspension. If needed, a meeting will be set up with the Executive Director to discuss further action, including permanent suspension of privileges. Decisions made by the Boys & Girls Clubs of the Kenai Peninsula will be fair and based on the best interests of the children that the Club serves. This policy will be strictly enforced, and all decisions will be final.

Staff will follow the appropriate protocol below unless behavior dictates otherwise:

- **1st Incident:**
 - Staff will give a verbal warning about behavior. Parent/guardian may be notified. If the offense is intolerable and urgent, the staff member will write an incident report and thoroughly explain the situation. Other actions may be taken, including a meeting with the Site Director and Operations Director to determine possible suspension or termination.
- **2nd Incident:**
 - Staff will write an incident report and thoroughly explain the situation. If the pattern continues, the parent/guardian will be notified of next steps. One or more days of suspension will occur depending on the behavior and as seen as appropriate by the Site Director and Operations Director.
- **3rd Incident:**
 - Staff will write an incident report and thoroughly explain the situation. The parent/guardian will be notified. Other actions may be taken, including a meeting with the Site Director, Operations Director, and CEO to determine possible suspension or expulsion.

Behavioral and Emotional Conditions

The Boys & Girls Clubs of the Kenai Peninsula understands that Club members may have been diagnosed or are undergoing evaluation for a behavioral or emotional condition. Please help the Club staff identify such a condition on your child's membership registration form and make an appointment with the Clubhouse Site Director to develop a behavioral plan for your child. To help create a positive Club experience for your child,

please inform staff of any such conditions, changes in medication, or behavioral modifications necessary in supporting your child.

It is also essential for parents to understand that the Club will allow every child to be a Club member and work with them to adjust to the Club environment. However, some children may require supervision beyond the Club's capacity and may be asked to terminate their membership for the well-being of the child, other members, and staff.

Child Nutrition Program

Many of the Boys & Girls Clubhouses on the Kenai Peninsula participate in Child Nutrition Programs. Participating Clubhouses provided all youth with a free breakfast and lunch in the summer months and a free afternoon meal for members during the school year. Don't hesitate to contact the Clubhouse in your community for a meal service schedule.

Non-Discrimination

In accordance with Federal law and U.S. Department of Agriculture policy, the Boys & Girls Clubs of the Kenai Peninsula is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write:

USDA, Director Office of Civil Rights

Room 326-W. Whitten Building, 1400 Independence Avenue, SW

Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD) USDA is an equal opportunity provider and employer

PLEASE RETURN SIGNED COPY TO YOUR CLUB

Club Member Agreement

I understand that participating in Boys & Girls Club programs is a privilege, not a right. Disciplinary action resulting from my poor choices is reserved for the Unit Director's discretion and is exercised accordingly for the well-being and safety of all Club members. Therefore, to retain the privilege as a Club member, I must contribute good behavior and make positive choices by following the Club Member Agreement as detailed below:

I AGREE TO BE SAFE

- I will go only to areas with adult supervision.
- I will walk inside the building.
- I will keep my hands and feet to myself.
- I will use the restroom appropriately.

I AGREE TO BE RESPONSIBLE FOR MYSELF

- I will follow the sign-in rules.
- I will clean up after myself.
- I will be responsible for my items.
- I will be responsible for my actions.

I AGREE TO BE HONEST

- I will tell the truth.
- I will tell an adult staff person if something needs attention.

I AGREE TO COOPERATE

- I will follow the staff's directions at all times.
- I will be with my group and participate in group activities.
- I will work as a team member and be supportive of other Club members.
- I will follow field trip rules.

I AGREE TO BE RESPECTFUL

- I will be respectful to all Staff and Club members at all times.
- I will not call names, use profanity or vulgar language, OR actions.
- I will not destroy or vandalize property or equipment.
- I will show good sportsmanship during activities.

I, _____ agree to follow the Club Member Agreement and will accept the consequences for my behavior.

Club Member Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

CONSEQUENCE CONTRACT

I UNDERSTAND B&GC is not a daycare. It is a youth development agency that uses a program curriculum, educational games, and free time to help my child realize their potential. My child's participation is a privilege, not a right. As a parent, I understand that "time outs" will be used as consequences for minor misbehavior. If my child develops a pattern suggesting that they cannot correct their behavior, it could result in suspension. Major offenses such as vulgar actions, physical violence, destruction of property, and bullying will result in immediate suspension. Disciplinary action is at the Unit Director's discretion and is exercised for the well-being and safety of all Club members. *Note: This handbook is a guide and does not list every scenario. Boys & Girls Clubs of the Kenai Peninsula CEO reserves the right to resolve issues listed and unlisted in a manner they deem fit.*

Refusing To Follow Staff Instruction

Minor: Time Out Major or Repeated: Suspension from Club

Profanity, Name Calling or Verbal Harassment

Minor: Time Out Major or Repeated: Suspension from Club

Purposeful Physical Contact / Harm

Zero Tolerance: Purposeful physical harm will result in immediate removal from Club. In extreme cases, Law enforcement may be called and/or Club member permanent suspension.

Vandalism

Any intentional destruction of property will result in immediate and indefinite suspension until proper restitution by compensation, repair, or replacement of the item has been satisfied.

Persistent Misbehavior

- Two time-outs of any kind in one day OR three time-outs in one week may result in suspension from the Club for a period of time to be determined by the Unit Director.
- A pattern of repeated misbehavior may result in permanent expulsion from the Club.

Note: The Club staffs are not qualified to assist those children who may need additional physical and/or emotional support. For the safety and well-being of all children, the Club reserves the right to request a qualified adult "shadow" for children who require constant one-on-one supervision.

I, _____ understand the consequences for misbehavior at the Club may be suspension or permanent expulsion from the Club.

Club Member's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____