

Yes, I'd like to help the Boys & Girls Club of Pharr
with a Tax-Deductible gift of:

- \$25 \$50 \$100 \$250 \$500 \$1,000

Complete Form and mail to:
Boys & Girls Club of Pharr
1026 S. Fir St.
Pharr, TX 78577

Name	
Address	
City/State/Zip	
Phone #	
E-mail address	

Parent Orientation Acknowledgement

I have received, and agree to read and understand the Boys & Girls Club of Pharr Orientation Packet. By enrolling my child/ren as a member of the Boys & Girls Club of Pharr, I agree to adhere and abide by the policies of the club as stated in the Parent Orientation Packet.

Parent/Guardian Signature _____

Date: _____

Members Name(s): _____

GREAT FUTURES START HERE.



**BOYS & GIRLS CLUB
OF PHARR**

1026 S. Fir St.
Pharr, TX 78577
(956)781-KIDS(5437)

Parent/Member Handbook

MISSION STATEMENT:

To provide a safe and nurturing environment to enable our children to reach their full potential as productive, caring, responsible individuals.

Boys & Girls Clubs of Pharr

Member Handbook

Introduction

This handbook is designed to inform members and parents on the policies and practices of the Boys & Girls Club of Pharr. It contains rules by which the Club operates and helpful hints that will make a member's experience more enjoyable. Each member and parent should review this handbook as a condition of membership.

Our Mission Statement: To provide a safe and nurturing environment to enable our children to reach their full potential as productive, caring, responsible individuals.

The purpose of the club is to promote character development in young people by instilling a sense of competence, usefulness, belonging and influence with each member.

Funding for programs comes from business and individual contributions, government/state grants, special events, United Way of South Texas and the City of Pharr.

Membership

Membership is open to all youth between the ages of 5 and 18 or grades Kinder-12th. A membership form must be completed and signed by a parent or guardian each calendar year (even if you are renewing your membership) and a birth certificate must be present at the time of registration, no exceptions. Our membership fee is \$20 per calendar year and will not be prorated for partial year memberships. Additional fees may be charged for our summer programs, transportation services or any additional program/services provided.

The information you provide us on the membership application is critical. We ask that every effort be made to present contact information that is both current as well as accurate. It is the parents/guardian's responsibility to notify us of any changes to your telephone number (home, work, emergency contacts, etc.) and/or address information soon as such changes occur.

Informal orientation is offered to all new members and their

member from Club facilities. Proof of treatment from a health care facility will be required before the child will be allowed back into the Club.

Food

The Boys & Girls Club of Pharr understands and appreciates the need for a healthy diet among all of our members. It is our goal to encourage healthy eating habits that promote the well being of our youth. A breakfast and lunch program is usually provided during the summer (see staff for details). Each Club has a different policy regarding the provision of snacks. Additionally, each Club has a designated area for eating. Please keep food and drinks out of the areas where such items are prohibited (library, computer lab, gym, etc.). Members are encouraged to bring their own healthy snacks and drinks. Water- fountains are available at all Clubs.

Volunteers

Volunteers are an integral part of the Boys & Girls Club of Pharr experience. We welcome volunteers who wish to share their time and /or talents. If you or someone you know would like to volunteer at one of our Clubs, please stop by a Club site to pick-up a volunteer application. Background checks are required of all volunteers prior to being able to work with our youth members.

Contacting Us

Please do not hesitate to speak to a staff member or Unit Director whenever you have a question or a concern. We hope you will always start by contacting the staff or Unit Director when issues arise; after all, they are the ones who know your children the best. If the need arises, however, and you feel that an issue or complaint has not been satisfactorily resolved at the unit-level, please know that parents/guardians may always contact the Chief Professional Officer of the organization at our main unit located at 1026 S. Fir St.. The telephone number to our main unit is (956) 781-5437.

Thank you for joining the Boys & Girls Clubs of Pharr-
The Positive Place for Kids.

parents. Please take advantage of the opportunity to see and hear what your Boys & Girls Club is all about and how you can give back to the Club to make it a better place for all of our kids.

Membership in the Boys & Girls Club is a privilege, not a right. The Boys & Girls Club reserves the right to refuse membership to any child at any time, with or without cause.

Club Locations

Boys & Girls Club of Pharr

1026 S. Fir St.
(956) 781-5437
School Year: 3:00PM-8:00PM
Summer: 8:00AM-5:00PM

Boys & Girls Club-Las Milpas

302 E. Las Milpas Rd.
(956) 787-6869
School Year: 3:30PM-7:30PM
Summer: 8:00AM-5:00PM

The club will be open from 7:30 am to 5:30 pm on days when school is not in session (i.e., school holidays, Spring Break, summer vacation, etc).

Your child/ren can not be picked up until 5:15PM on regular school days, and cannot be picked up between 4:30PM-5:00PM on non school days. If a member must be released during the no pick time he/she will be suspended for 3 days. The days of suspension may increase if released more than once.

The Club reserves the right to change its hours and days of operation based on need and/or economic circumstances. If such changes occur, parents/guardians will be notified in advance.

Additionally, there may be days when it is necessary to close the Club due to unforeseen circumstances such as emergency repairs, inclement weather, etc. Again, when such instances arise, we will do our best to post this information so as to mitigate any inconvenience this may cause.

Please be sure to pick-up your child by the posted closing times. Late fees of \$1 dollar per minute will be charged for

members left after closing. Late fees must be paid immediately so that the member(s) will be allowed to return. The Boys & Girls Club of Pharr reserves the right to contact the appropriate authorities for assistance when members are not picked-up by a reasonable time AND after all emergency contacts have been exhausted.

Open Door Policy

The Boys & Girls Club of Pharr follows an OPEN DOOR POLICY. This policy allows members to come and go at any operating time during the Club's hours. Members are NOT required to sign out; and staff members, under normal circumstances, are not allowed to prohibit a member from leaving the facility per the regulations of the Texas Department of Protective & Regulatory Services governing facilities/programs exempt from licensure as child cares. Thus, it is the responsibility of the child AND parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit. Please note that youth are not allowed on the Club's grounds during operating hours unless they are signed in and participation in Club activities. Members should NOT be dropped off prior to the opening of any facility, as the Club can not be held responsible for the supervision of such youth.

The Boys & Girls of Pharr has set policies to make to ensure the safe of our club members and control of our after school/summer program. Any child that is allowed to walk home, school or to any extra curricular activities and etc. must present a letter from the parent or guardian giving permission to leave the permissive. Parents/guardian must park in the parking lot to pick up the child/ren, calling head to have them ready will not be permitted. Parents/guardians must wait in the lobby to pick up the child/rens. We require for the person to be 12 years of age or older to pick up club members.

It is important to remember that the Boys & Girls Club of Pharr is NOT A DAYCARE and is not governed by licensure as a childcare facility.

Membership Cards

to remain open in the event of an emergency. Please make any necessary arrangements before your child comes to the Club so that you do not have to call the Club and your child does not have to call you.

Personal Belongings

All personal belongings brought into the Club by a youth are the responsibility of that youth. The Boys & Girls Club of Pharr is NOT responsible for lost, damaged or stolen items. Please discourage your child from bringing anything to the Club that is not completely necessary, especially money. Necessary items, such as backpacks and jackets should be clearly marked with the member's name. Items that are not collected from our lost and found in a timely fashion will be donated to a local charity.

Medication

The Boys & Girls Club is NOT allowed, by policy, to dispense, store and/or oversee medication of any kind, including all non-prescription medications.

Accidents

The Boys & Girls Club of Pharr staff works hard to create a safe and secure environment. The completed membership application authorizes the Club staff to obtain medical treatment for a member, if necessary. When a serious injury occurs, the staff calls the parents or emergency contact person immediately. If they cannot be reached, treatment may be provided, but only if deemed absolutely, by a physician. Please contact the Club if you have any changes in work or home phone numbers, alternate contact people or other emergency number. Minor injuries, such as cuts and scrapes, will be treated on site. The Club has secondary insurance coverage for accidents occurring during Club sponsored programs or activities.

Infestation or Contagious Conditions

Any and all suspected transferable infestations or transmittable contagious conditions will be addressed fully in the following manner and without exception...

Parents will be contacted for immediate removal of the

curred and led to your child's suspension. We will, however, complete a written suspension report that we will give to the member or to you, should you pick up your child in person.

Disciplinary actions may include, but are not limited to, the following:

- Verbal Counseling
- Time-out
- Suspension from Program Area
- Loss of Club Privileges
- Suspension (one day to two weeks)
- Indefinite suspension (until the situation can be resolved or the parent/guardian is consulted)
- Expulsion (i.e., permanent suspension)
- Contacting the proper authorities

Please note that any time a law is broken in or around the Boys & Girls Club of Pharr or it is suspected that a Club member or guest has broken the law and fled to the Club to avoid the authorities, the police will be notified immediately. The Boys & Girls Club of Pharr is NOT a haven or refuge for those committing illegal acts or fleeing the authorities.

Members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and fully expected, by policy to maintain full control of any situation that occurs in their program area and will NOT tolerate anything that threatens that control, in appearance and/or manner. Also, please understand that sometimes the story that gets home is not always complete or accurate. Children sometimes tend to explain an incident in a manner that will not implicate them or cast blame their way. In addition, staff members, though well trained and experienced, are human, so please call the Club if you have any questions at all concerning disciplinary measures or any other Club activity. Your support and involvement as the parent/guardian is vital to our success as youth development professionals.

Phone Calls

Our phones are for Club business only. Members should use phones or receive calls in emergencies only. Our lines need

ONE membership card will be provided to each new member and renewal member when all application requirements have been met. Members must bring their card to the Club EVERY DAY. Members should also learn to memorize their Club membership number (located on the card). Club members are required to sign in (but not out) each day upon entering the Club and must do so by either marking their assigned membership number on the designated sign-in sheet. Remember that membership in the Club is a privilege, not a right. Any members that DO NOT have their card, certain lose privileges and program offerings may be denied. If a Club card is lost, damaged or stolen a replacement fee of \$3.00 will be charged.

Membership cards cannot be carried over into the next calendar year. Each year, on January 1st, the Club will issue a new membership card upon membership renewal.

Supervision

Our staff are trained Youth Development Professionals. Trained volunteers often support our staff. A staff member and/or trained volunteer will oversee each of our designated program areas. Please take the time to remind your child of the need to follow Club rules and directions AT ALL TIMES whether said directions are given by a staff member or a volunteer.

Programs

Through creative programming and a proven youth development strategy, Clubs help young people develop the life skills so vital in today's society. The Boys & Girls Club of Pharr offer programs in the five (5) core program areas:

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

Code of Conduct

One of the Club's core beliefs is to provide a safe place to learn and grow. Positive attitudes keep the Club fun. Below

are some simple guidelines members are expected to follow...

- Respect yourself.**
- Play fairly and be honest.**
- Applaud the efforts of others.**
- Avoid inappropriate language.**
- Dress appropriately at all times.**
- Running is reserved for athletics.**
- Say only good things about others.**
- Bring your membership card everyday.**
- Be respectful of Boys & Girls Club staff.**
- Resolve disagreements in a positive way.**
- Listen during appropriate times and assemblies.**
- Be respectful of other members and their property.**
- Tobacco, drugs, alcohol and weapons are prohibited.**
- Participate only in program areas open to your assigned group.**
- Take care of your Boys & Girls Club facility, grounds, and equipment.**

Dress Code

Youth should dress comfortably and wear clothes and shoes that allow them to participate in typical Boys & Girls Club activities and programs. We will be expecting the following...

Footwear: Shoes and socks must be worn at all times. Flip-flops, sandals and cleats are discouraged, as are any other open-toed shoes or safety reasons. Club members may not be allowed to participate in certain activities if open-toed shoes are worn. The best advice is to wear tennis/walking shoes everyday.

Clothing: Inappropriate clothing of any kind is NOT allowed in the Club. Members wearing clothes that are too short, too tight or too revealing in any way, or clothes with questionable advertising will be asked to change or leave. This judgment will be left solely to the discretion of the Club staff.

Field Trips

The Boys & Girls Club of Pharr provides a variety of opportunities for our members to participate in activities off Club property that support our core beliefs and programs. Each excursion requires a signed permission slip, club t-shirt and any necessary fees prior to departing. Sign-ups are taken on a first – come, first – served basis (meaning there is limited space for all field trips). Members are not allowed to be picked up at the location of the field trip, unless authorized by the club supervisor. Members and parents are reminded that all of our Club rules extend to field trips. Members who fail to follow our rules and general Club expectations for appropriate behavior will prompt an immediate call to a parent or guardian to remove that member from the field trip at their own cost. A parent or guardian MUST be available by telephone at all times during any Club sponsored field trip in the event that the staff needs to contact you.

Discipline Policy

The Boys & Girls Club of Pharr strives to keep the consequences for unacceptable behavior clear, appropriate and timely. The safety of all members is of utmost importance to us. Our standards, along with the expectation that all members use good common sense, exist to ensure that your child and every other child at the Club can safely enjoy the Club's activities. Any member who disrupts programs or creates a dangerous situation will be disciplined appropriately. Members who do not follow rules can expect to lose privileges and face consequences. First-time offenses are never excused as such and will be handled based on their severity. Parents will be called to remove any member who has failed to curb his or her disruptive behavior and/or is behaving in an aggressive or violent manor that creates a dangerous situation for themselves, fellow members, staff or visitors.

When a member is suspended, it is his/her responsibility to let you (parent/guardian) know. A phone call may be made to you if time allows. Please understand that it is very difficult for the staff to interrupt programming to call you and speak at great length about behavior that has already oc-