



Parent & Club Member Handbook

Boys & Girls Club of Woburn

Main Clubhouse: Drop-In Program

Charles Gardner Lane

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Welcome to the Boys & Girls Club of Woburn!

The purpose of this handbook is to keep parents and guardians engaged and informed about the policies and procedures of the drop-in program at the Main Clubhouse.

Youth, teens, and their parents or guardians are encouraged to speak with a staff member or visit our website if you have any specific questions, concerns, or suggestions about our programs and policies.

MEMBERSHIP

The Club is open to all youth ages 8-18. The membership fee is \$25.00 per year, and is valid September 1st through August 31st. This membership must be renewed annually. It is important that parents/guardians read and complete a membership application each year. Scholarships are available upon a verbal request from a parent/guardian. Additional fees may apply to certain programs and activities offered throughout the year, such as the basketball league, swim team program, and summer day camp.

CLUB CARDS

All members are given a membership card that they should bring with them each time they attend the Boys & Girls Club of Woburn. Electronic tracking of participation and attendance is critical to the funding of our Club programs. Youth and teens should use their card to scan both in and out at the front desk. There are consequences, including a time out and loss of privileges for those who do not bring their cards. However, youth who do not bring their cards will never be turned away. Replacement cards cost \$1.00.

OPEN DOOR POLICY

The Boys & Girls Club of Woburn maintains an open door policy, and only offers supervision INSIDE the building. Occasionally, scheduled, supervised activities take place on the playground, basketball courts, or grassy fields located behind the building.

Club members may enter and leave the facility at their own will. Parents and guardians should set guidelines with their children about their personal rules regarding this policy.



CLUB HOURS

Mondays 2:00 p.m. until 6:00 p.m.
Tuesdays – Fridays 2:00 p.m. until 7:00 p.m.*

**Teens are welcome to stay at the Club until 9:00 p.m. Tuesday through Friday evenings.*

Hours change during school vacations and early release days in order to accommodate working families. These days are determined according to the Woburn Public Schools calendar.

When Woburn Public Schools are closed due to inclement weather, the Boys & Girls Club of Woburn will also be closed.

SUPERVISION

Each program space within the Club is staffed by professional staff members, supported by AmeriCorps members, jr. staff members, and volunteers. They ensure the safety of our members and work hard to prepare and offer quality programs and activities for Club members. Background checks are performed on all adults who work with our members.

PARENTS & VISITORS

The Boys & Girls Club of Woburn values the health and safety of our members. All volunteers working with our children undergo background checks. Adults (including parents) who are not volunteering are NOT permitted to be in program spaces. Parents who are picking up their children from the Club should stop at the front desk so their child can be paged.

We do make exceptions for parents and guardians who stay for programs such as swim lessons or basketball games. Those who are staying for these programs must follow these rules:

- Remain in the designated area (i.e. remain on the pool deck during swim lessons or swim team practice) at all times.
- Stop and sign in and out at the front desk when entering and leaving the building.

FIELD TRIPS

Occasionally, members are invited to participate in off-site activities. Generally, the Club's van is used for transportation. A permission slip is always required and provided to parents/guardians in advance. Members are chosen to participate at the discretion of the staff and generally chosen for good behavior, volunteer service, or level of participation.

HEALTH & EMERGENCIES

If your child does not attend school, he or she should not attend the Boys & Girls Club that day. If a child displays any symptoms of illness while at the Club, the parents will be notified. Staff members are trained in first aid & CPR and are also able to handle everyday bumps and bruises.

Should an emergency arise and medical attention is required, parents will be notified immediately. If parents cannot be reached, the person listed as the emergency contact on the child's Club membership form will be called. Please keep all emergency information up to date with the front desk.

PERSONAL BELONGINGS

Locker Rooms: Club members are welcome to use our locker room facilities to store their belongings while participating in our programs. A jr. staff member is available to help members utilize the lockers appropriately. We strongly encourage all Club members to purchase and bring a lock to safeguard their things. However, locks should not be left on lockers overnight. We also suggest that members leave all valuables at home, as the Club is not responsible for lost or stolen items.

Lost & Found: The Club maintains a lost and found bin at the front of the building. All clothing, backpacks, and other belongings that are found in the building will be placed in this bin. Every two weeks, the bin is emptied and its contents are donated to charity. Please be sure not to wait to look for your missing things.

Bicycles & Skateboards: A bicycle rack is available at the front of our building where Club members can lock their bicycles while participating in Club programs. Bikes, skateboards, scooters, etc. cannot be stored inside the Club.

PHOTOGRAPHS

The Boys & Girls Club of Woburn occasionally makes use of photos and/or videos of members and activities for advertising and publicity purposes. Photos could be used and not limited to the following: newspaper, media, internet, flyers, brochures, etc. If you do not want your child to be photographed for the purposes listed above, please be sure to indicate this desire on your child's membership application.

FOOD & VENDING

Club members are expected to keep all food and drinks in the canteen, where vending machines with ice cream, snacks, sodas, waters, juices, etc. are available. Members use these machines at their own risk.

In addition, the Cadillac Café sells a variety of snacks each day. The café is open daily from 4:00 p.m. until 5:00 p.m. Proceeds from the Cadillac Café support the Intrepid Keystone Club, our teen leadership and service learning program.

Video games that cost between \$0.25 and \$1.00 are available in the gamesroom. Members also use these machines at their own risk.

TELEPHONE & CELL PHONE USE

Club members may politely ask to use the telephone at the front desk in order to contact a parent or guardian. Phone calls should be limited to a needs-only basis. Each call costs \$0.25.

Club members may also be paged to accept phone calls from parents or guardians. In order to allow Club members to enjoy the activities they are participating in and respect the efficiency of the front desk area, please limit these phone calls.

We understand that many of our older members utilize personal cell phones on a regular basis. Phones should not be used while participating in a structured program or activity.

Cell phones should also be used appropriately. If someone is found to be using their personal cell phone in a manner that does not coincide with the Club's rules, that member will lose his or her right to carry his or her cell phone within the Club.

JUNIOR STAFF JOBS

Many of our teen members are hired as participants in the Junior Staff program and as part-time employees of the organization. Those interested should request and complete an application from the front desk. Club members will be chosen to take part in the program based on the following criteria:

- Participating in a wide variety of Club programs and activities
- Demonstrating the potential to become great leaders
- Serving as exceptional role models to other Club members
- Volunteering their time to make the Club and community a better place
- Having a strong work ethic and taking commitments seriously

COMPUTERS & INTERNET

There are computers available at the Boys & Girls Club of Woburn for our members' use. During afterschool hours, computers are limited to homework only. Technology programs are a part of our daily schedule, and there is also scheduled time for members to enjoy personal time to use computers for communicating and playing games.

Staff members monitor computer usage in order to keep Club members safe as they use technology at the Club. In addition, firewalls are used to prohibit sites that are deemed unsuitable for our Boys & Girls Club environment. Regardless of close supervision and monitoring, there remains the possibility of coming into contact with inappropriate material.

If a member mistakenly accesses inappropriate content, he or she should take the following steps:

1. Turn off the computer's monitor.
2. Immediately tell a staff member.

Using computers and related equipment at the Club is a privilege that is earned by attending internet safety training. Additional training is required for teens interested in visiting social media sites.

RULES

1. **Respect others** at all times. This includes using positive language, showing good sportsmanship, and keeping hands and feet to yourself. Fighting, name-calling, socially excluding others, and bullying are NOT tolerated.
2. **Respect yourself** at all times. Make healthy decisions, dress appropriately, and try new activities. Talk to a staff member as soon as something makes you uncomfortable.
3. **Respect the staff** at all times. Staff members work hard to create fun, educational, healthy activities for our youth and teens. Following their directions will help you have a more enjoyable time at the Club.
4. **Respect the Club** at all times. Take good care of the equipment, books, games, and other supplies that the Club provides for its members. Only eat and drink in designated areas, do not run outside of the gym, and do not wear hats inside the building.
5. **Bring your Club membership card** EVERY time you visit the Boys & Girls Club of Woburn. Electronic tracking is important for both the safety of our members as well as funding for our programs.

Please familiarize yourself with these rules and discuss them with your child. Also, be aware that additional rules apply in specific program spaces or at individual events.

DISCIPLINE

The Club is committed to providing the best possible experience for our members. We value the safety of our youth and teens and strive to maintain a positive environment. In order to do this, staff must provide consequences to those who exhibit inappropriate behavior. The following steps will be used:

Step 1: Verbal Warning

Step 2: Age-appropriate time out (sitting quietly for a period of time)

Step 3: Individual Member Report and parent notification

Step 4: Suspension for a period of time or permanent loss of Club privileges

In the case of certain behaviors, such as fighting, stealing, vandalism, or possession of drugs or alcohol, the Club reserves the right to skip steps one through three and enforce an immediate suspension.

PROGRAMS & ACTIVITIES

There is a wide variety of programs and activities in which members are able to participate. While signed in at the Club, youth and teens make their own decisions about their activities.

Many activities operate on a drop-in basis, meaning all Club members are welcome. Often these activities are divided by age group.

The Boys & Girls Club of Woburn's Main Clubhouse is a 24,000 square foot facility that is designed solely to meet the needs of our communities' youth. The following spaces are used to offer fun & educational programs and activities each day:

- Gamesroom: pool tables, board games, video games, foosball, ping pong
- Gymnasium: full sized basketball court; also used for dodgeball, soccer, football & more
- Canteen: a space for our members to eat and drink; vending machines are available
- Swimming Pool: indoor, heated pool used for swim team, swim lessons & more
- Outdoors: playground, 2 basketball courts, grassy fields
- Lil' Kids Club: dance classes for our drop-in Club members take place here
- Teen Center: Cadillac Café, Black Box Theatre, Streetscape for relaxing
- Arts & Education Center: Library, Computer Lab, Art Room

New members, with their parents, are encouraged to attend an orientation (check the current schedule or ask at the front desk for times) to receive a tour of the facility, meet staff members, and receive more specific information about rules and expectations within the program.

PROGRAMS & ACTIVITIES (cont.)

In the case of some programs, such as sports leagues, dance classes, swim lessons, and other activities that build upon skills learned each week, signing up in advance is required.

Because space and supplies are sometimes limited, Club members **MUST** arrive on time in order to participate in programs and activities. Most programs are announced over the Club's loudspeaker.

Seasonal schedules are available on the Club's website as well as at the front desk area of the Clubhouse. In addition, many on-the-spot fun activities happen each day within the various areas of the Club. A daily schedule is posted at the front entrance. Schedules are subject to change due to attendance, staffing, and other factors.

Each day after school, members are required to participate in our Club-wide PowerHour initiative. Members are expected to bring homework assignments to complete. Other educational activities are available for those who do not bring homework. Staff members and volunteers from local colleges and universities provide academic assistance every day.

All programs are outcome-driven and designed to align with the following three focus areas:

Lifelong Learning: We expect that members will be academically successful and develop an appreciation for their education. Programs that support this outcome include PowerHour, science activities, arts & literacy activities, college preparation, and others.

Invested, Active, Citizenship: The Club aspires for all Club members to grow up and become productive community members. Programs that support this outcome area include Torch Club, Woburn Youth Council, Keystone Club, Go Green and others.

Positive, Healthy Decision Making: Members of the Boys & Girls Club of Woburn are coached in healthy living skills. Programs that support this outcome area include sports leagues, swim lessons, Strength in Sisters, The Brotherhood, Club Chefs and others.

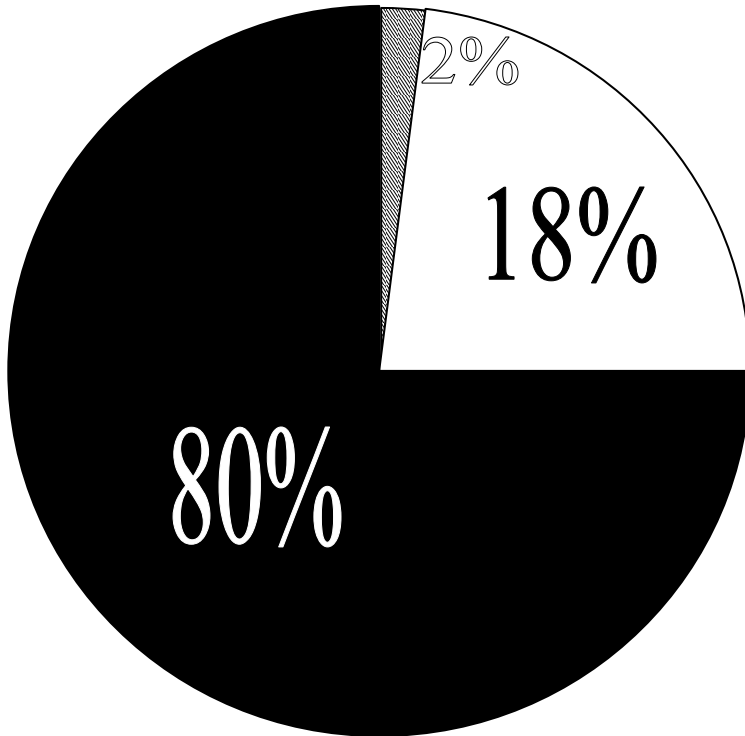
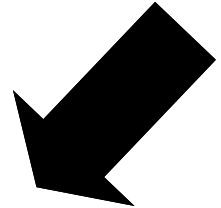


BOYS & GIRLS CLUB
OF WOBURN

Greatness has a voice.

HOW DO WE DO IT ALL FOR \$25 PER CHILD?

Where The \$\$ Comes From



2% - Membership Dues
(\$25 per year)

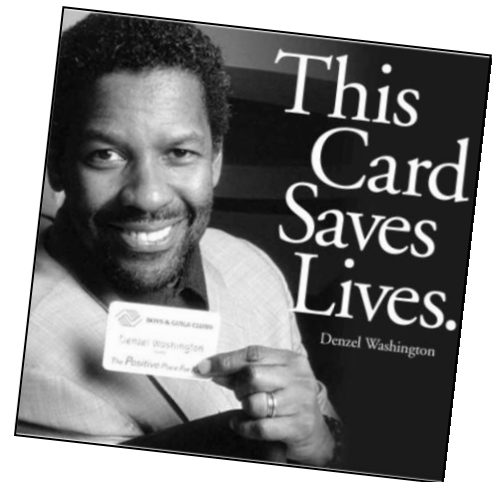
18% - Licensed Camp & Childcare

80% - Everything else!

- Special events

Be Informed

- \$1,100,000 annual operating budget
- \$500 per child annual cost for programming



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Be Engaged

- *Contribute* to the Campaign For Kids
- *Attend* or sponsor one of the Club's special events
- *Ask* about leadership positions