

**BOYS & GIRLS CLUBS**  
OF CENTRAL MINNESOTA

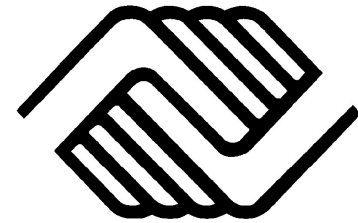
*The Positive Place For Kids*

**Parent, Guardian & Member Handbook**

Mission Statement: To inspire and enable all youth to realize their full potential as productive, responsible and caring citizens.

**EASTSIDE  
ROOSEVELT  
SOUTHSIDE**

**Boys & Girls Club Units**



**BOYS & GIRLS CLUBS**  
OF CENTRAL MINNESOTA

Administrative Office  
345 30th Avenue North  
St. Cloud MN 56303

(320) 252-7616  
[www.bgcmn.org](http://www.bgcmn.org)



## **Boys & Girls Club Units**

### **Eastside Boys & Girls Club**

320 Raymond Ave. NE  
St. Cloud, MN 56304  
(320) 253-5159

### **Roosevelt Boys & Girls Club**

345 N. 30th Ave.  
St. Cloud, MN 56303  
(320) 257-5124

### **Southside Boys & Girls Club**

1205 Sixth Ave. S.  
St. Cloud, MN 56301  
(320) 251-4314

## **KIDSTOP Programs**

### **Clearview KIDSTOP**

Clear Lake, MN 55319  
(320) 743-2243

### **Discovery KIDSTOP**

700 7th St. S.  
Waite Park, MN 56387  
(320) 258-3706

### **Kennedy KIDSTOP**

1300 Jade Rd.  
St. Joseph, MN 56374  
(320) 363-4737

### **Lincoln KIDSTOP**

336 SE 5th Ave.  
St. Cloud, MN 56304  
(320) 255-1194

### **Madison KIDSTOP**

2805 N. 9th Street  
St. Cloud, MN 56303  
(320) 252-2127

### **Mississippi Hts KIDSTOP**

1003 4th St. S.  
Sauk Rapids, MN 56379  
(320) 257-0570

### **Oak Hill KIDSTOP**

2600 County Rd. 136  
St. Cloud, MN 56301  
(320) 259-5081

### **Oak Ridge KIDSTOP**

1111 27th St. N.  
Sartell, MN 56377  
(320) 656-3701 ext. 5115

### **Pine Meadow KIDSTOP**

1029 Fifth St. N.  
Sartell, MN 56377  
(320) 656-3701 ext. 4804

### **Pleasantview KIDSTOP**

1009 N. 6th Ave.  
Sauk Rapids, MN 56379  
(320) 259-0421

### **Talahi KIDSTOP**

1321 Michigan Ave. SE  
St. Cloud, MN 56304  
(320) 654-6363

### **Westwood KIDSTOP**

5800 Ridgewood Rd.  
St. Cloud, MN 56303  
(320) 251-1150

# **Parent Handbook**

## ***Table of Contents***

<b><u>Topic</u></b> .....	<b><u>Page</u></b>
Mission Statement.....	1
Introducing the Boys & Girls Club .....	1
Role of the Parents and Guardians .....	2
Civil Rights Statement .....	2
Youth Development Strategy .....	7
Open Door Policy .....	8
Professional Staff .....	8
Membership Fees .....	8
Members' Rights and Responsibilities .....	9
Program Hours.....	10
Holidays .....	10
Weather Related Closings .....	11
Dress Code .....	11
Discipline and Conduct .....	12
Health and Emergency Procedures .....	12
Transportation .....	13
Field Trips .....	13
Spending Money .....	13
Personal Belongings .....	14
Lost and Found .....	14
Non-Smoking and Drug-Free Environment .....	14
Telephone Use .....	16
Five Core Program Areas .....	17
Youth Development Outcomes .....	18
Phone Numbers and Addresses of Sites.....	19

For registration forms check out our website at  
[www.bgcmn.org](http://www.bgcmn.org)

## **Mission Statement**

The Boys & Girls Clubs of Central Minnesota's mission is to enable all young people, especially those who need us most to reach their full potential as productive, caring, responsible citizens.

## **Introducing the Boys & Girls Club**

For 31 years, the Boys & Girls Clubs of Central Minnesota has been in the forefront of youth development, with special concern for young people from disadvantaged economic, social and family circumstances. We are dedicated to ensuring that our community's youth have greater access to quality programs and services that will enhance their lives and shape their futures.

The Boys & Girls Clubs of Central Minnesota is part of the Boys & Girls Clubs of America a nationwide affiliation of local, autonomous organizations that work to help young people of all backgrounds develop the qualities they need to become responsible citizens and leaders. It employs 183 paid professional staff members, supplemented by more than 500 volunteers.

Today, more than 1,100 boys and girls are taking advantage of the programs, activities and services provided by the Boys & Girls Clubs of Central Minnesota daily. They benefit from trained, caring, professional staff and volunteers who help young people take control of their lives, envision productive futures, and achieve their goals.

WHY THE BOYS & GIRLS CLUB UNITS ARE

*Unique*

**Cultural:** Youth have an understanding and respect for their own cultural identity and for the cultures of others; they are able to contribute in a multicultural society and demonstrate tolerance for differences among people.

**Moral Compass:** Youth have values enabling them to develop positive relationships with others. These values include honesty, a sense of justice and fairness, respect caring and spirituality.

**Positive Self-Identity:** Youth have a healthy self-concept, a strong belief in their own self-worth and a sense of hope about their future. They are adept at setting and attaining goals, confidently making the necessary decisions to achieve their life plans.

**Competencies:** Youth have the knowledge, skills, strategies and attitudes necessary to have a positive foundation for success. Youth become competent by mastering tasks, demonstrating to themselves that they can do things well. They develop competence in the following areas:

- **Education:** Youth are proficient in basic educational disciplines and have the capacity to utilize technology. Having graduated from high school, motivates them to pursue learning opportunities throughout their lives.
- **Employment:** Youth have the skills and attributes to be successful in the work force. They are motivated to constantly develop new skills and hone existing skills to maintain a competitive edge.
- **Social:** Youth are able to develop and sustain positive relationships with others.
- **Emotional:** Youth are able to recognize, reflect on and appropriately express their emotions, manage stress and cope with positive and adverse situations.

## Role of the Parents and Guardians

Parents and guardians play vital roles at the Boys & Girls Club. It is important that the parents or guardians be involved with the growth and development of each member.

Our purpose at the Boys & Girls Club is to provide assistance to the parents or guardians with their children. You are the primary role model in your child's life. By being involved with your child, you can instill moral values, gain trust and share love. If a problem arises, please direct your concerns to a staff member. To schedule an appointment to discuss and resolve the matter, call the unit director.

## Civil Rights Statement

In accordance with federal law and the US 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, write to USDA Director, Civil Rights, Rm. 326 W, Whitten Bldg., 14<sup>th</sup> and Independence Ave. SW, Washington DC 20250-9410 or call (202)720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer.**

The Boys & Girls Club provides proven programs that give our community's children the skills they need to excel in life.

The five core program areas include:

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

The Boys & Girls Club also offers the Project Learn Education Enhancement Program, special events, field trips, sports leagues and camp opportunities.

# Building for the Future

This child care receives  
Federal cash assistance to  
serve healthy meals to your children.  
Good nutrition today means  
a stronger tomorrow!

Meals served here must meet  
nutrition requirements established by USDA's  
**Child and Adult Care Food Program.**

Questions? Concerns?

Call USDA toll free: **1-866-USDA CND**  
**(1-866-873-2263)**

Visit USDA's website: **[www.fns.usda.gov/cnd](http://www.fns.usda.gov/cnd)**



United States Department of Agriculture  
Food and Nutrition Service  
FNS-317  
June 2000  
Revised May 2001

USDA is an equal opportunity provider and employer.

**The Arts** enable youth to develop their creativity and cultural awareness through knowledge and an appreciation of the visual arts, crafts performing arts and creative writing. Examples: drawing, dance, painting, photography, puppetry, sculpture, storytelling and woodworking.

**Sports, Fitness & Recreation** develops in youth fitness, positive use of leisure time, skills for stress management, sportspersonship, and social skills. Examples: team sports (baseball, basketball, flag football, soccer, volleyball); individual sports (track and field, tennis, golf, martial arts, wrestling and swimming); tournaments (billiards, table tennis, board and table games); fitness testing aerobics, relay races, athletic leagues and games room activities.

## Youth Development Outcomes

The outcomes summarized below describe our expectations and goals for young people. Youth who enter the world with the capacities described here can become responsible citizens and leaders who are able to support themselves and live successful lives.

**Community and Civic Involvement:** Youth have a sense of belonging to their community, family and/or group and are willing to take civic responsibility. They work closely with others to contribute to the greater good.

**Health and Well-Being:** Youth live healthy lifestyles, take part in regular fitness activities, are able to access health care resources and engage in positive behaviors. They use sound judgment about personal safety, nutrition and avoidance of alcohol, drugs and premature sexual activity.

## Five Core Program Areas

The five core program areas provide a framework for programming in the Boys & Girls Club. The Club has various programs for boys and girls who have a variety of interests and needs.

*The five core program areas are:*

**Character & Leadership Development** empowers youth to support and influences their Club and community, to sustain meaningful relationships with others, to develop a positive self-image, to participate in the democratic process and to respect their own cultural identities as well as those of others. Examples: TEENSupreme Keystone Clubs, Youth of the Year, leadership training, community service projects, youth councils, etc.

**Education & Career Development** enables youth to become proficient in basic educational disciplines, to apply learning to everyday situations, and to embrace technology to achieve success in a career. Examples: POWER HOUR, homework help, The Ultimate Journey, tutoring, newspaper and Project Learn. Project Learn activities: puzzles, educational games (Scrabble, Boggle, Trivial Pursuit, Voyagers, etc.), motivational reading programs, keyboard skills and Internet exploration.

**Health & Life Skills** develops in youth an understanding that positive behavior can nurture their own well-being, help set personal goals and help them live successfully as self-sufficient adults. Examples: SMART Moves, Street SMART, SMART Kids, Start SMART, SMART Girls, Kids in Control, and health and prevention programs.

## Construyendo Para El Futuro

Esta guardería infantil recibe asistencia monetaria del gobierno federal para servir comidas nutritivas a sus niños.

¡Buena nutrición hoy significa un mañana más saludable!

Comidas servidas aquí deben de seguir los requisitos nutricionales establecidos por el programa "Child and Adult Care Food Program" del Departamento de Agricultura de los Estados Unidos (USDA por sus siglas en inglés).

¿Preguntas? ¿Inquietudes?

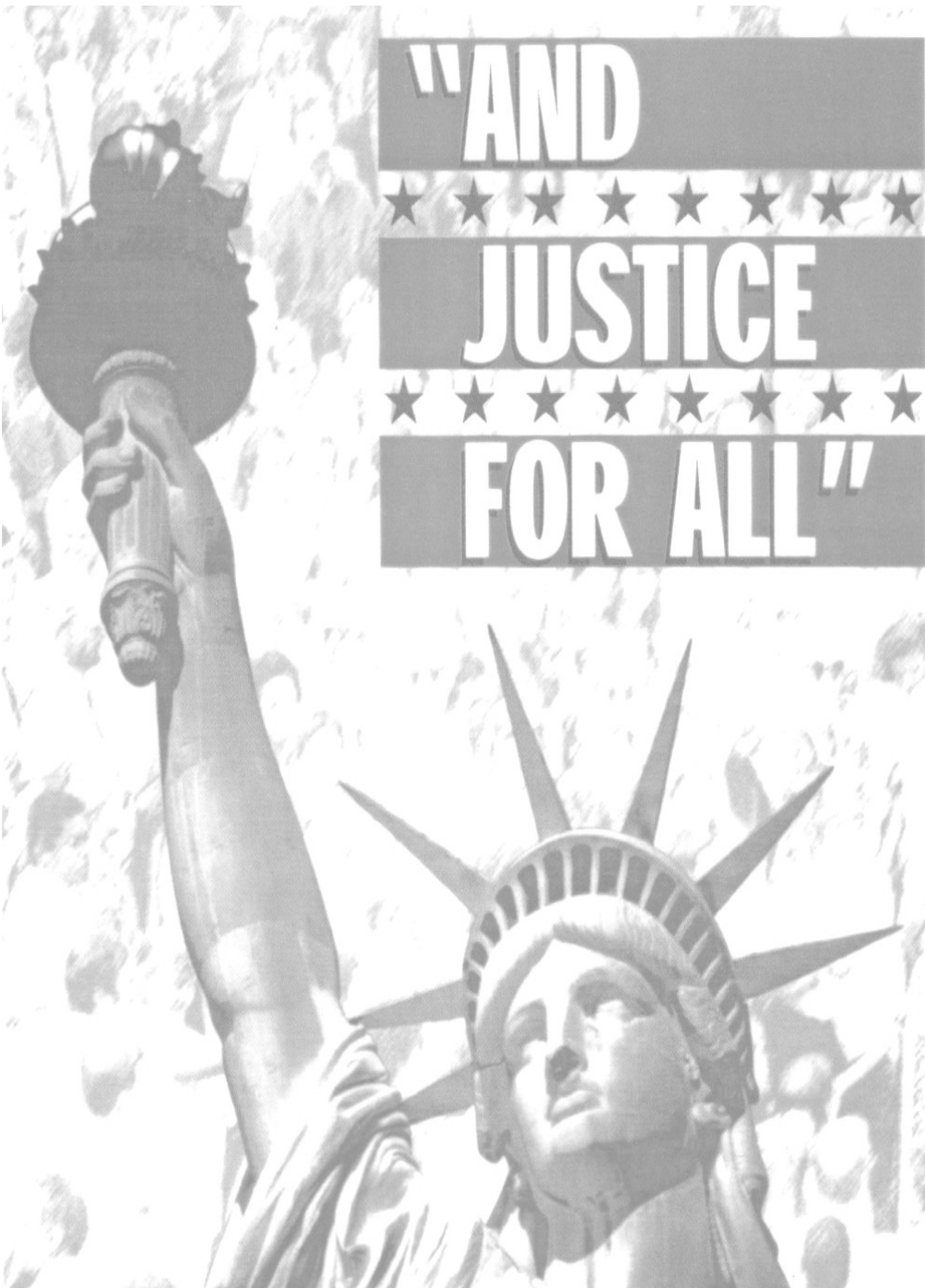
Llame gratuitamente a USDA al: **1-866-USDA CND**  
**(1-866-873-2263)**

Visite el website de USDA: [www.fns.usda.gov/cnd](http://www.fns.usda.gov/cnd)



United States Department of Agriculture  
Food and Nutrition Service  
FNS-317-S  
June 2000  
Revised May 2001

USDA es un proveedor y empleador que ofrece oportunidad igual a todos.



## **Personal Belongings**

The Boys & Girls Club is NOT responsible for any personal belongings that are damaged, lost, left and/or stolen at Club. Pagers, cellular phones, and/or other electronic devices are not allowed in Club programs and must be checked in at the front desk.

## **Lost and Found**

Personal belonging should be properly marked and stored in the checkroom. Articles lost or stolen are not the responsibility of the Club. Members must take home all projects and personal belongings each day. Lost and found items are collected and kept for one week. To claim an item in question, it must be described to a professional staff member at the front desk. After 90 days, all unclaimed items will be donated to a local charitable agency.

## **Non-Smoking and Drug-Free Environment**

All facilities, properties, grounds and events are non-smoking and drug free. Alcohol, prescription, non-prescription drugs and any other substances are prohibited. Everyone is expected to report any smoking or drug use to a staff member immediately.

## **Telephone Use**

A phone is located at the front desk. Members are asked to use the phone only to call parents or guardians. Improper use of the phone could result in a loss of membership privileges.

It is the policy of the Boys & Girls Club to limit prescribed drugs and medications taken by children during Club hours. If a child requires medication during program hours as directed by a physician, staff will administer the prescribed medication only if written instructions and authorization from the parent/guardian are provided on a Request for Staff to Administer medication form.

Prescriptions MUST be current and properly labeled by the supplying pharmacist with the child's name, medication, dosage and physician's name. All medications will be stored in a safe, appropriate place with access available only to a designated staff.

## **Transportation**

Parents or guardians are responsible for the member's transportation to and from the Club.

## **Field Trips**

The Boys & Girls Club provides supervised transportation to and from scheduled activities and field trips only.



## **Spending Money**

Parents and/or guardians are encouraged to give their children personal spending money if needed for Club activities, programs and/or field trips. Snack and food items are available for purchase at each Club. In addition, a meal is provided daily through the Second Harvest Food Bank.

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. (Not all prohibited bases apply to all programs.)

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.



UNITED STATES DEPARTMENT OF AGRICULTURE

De acuerdo a lo establecido por las leyes Federales y el Departamento de Agricultura de los EE.UU. (USDA, siglas en inglés), se prohíbe a este organismo la discriminación por raza, color, origen nacional, sexo, edad, o impedimentos de las personas. (No todas las bases de prohibición se aplican a todos los programas.)

Para presentar una queja sobre discriminación, escriba a USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410, o llame al (202) 720-5964 (voz y TDD). USDA es un proveedor y empleador que ofrece oportunidad igual a todos.

Form AD-475C (REVISED 12-99)

## Youth Development Strategy

The efforts of youth professionals, parents, guardians, volunteers, concerned citizens, schools and local agencies come together to provide opportunities for our children to live full, satisfying and productive lives. It is important that all programs and activities promote these efforts to their full potential.

The youth development strategy is designed to build self-esteem and allow our children to grow into responsible and caring adults by using four basic principles. These four principles are described as senses:

- **A sense of competence**  
Young people feel proud and confident when they acquire new skills and know they can do something and do it well.
- **A sense of usefulness**  
Young people know the satisfaction of doing something of value for others.
- **A sense of power and influence**  
Young people know their opinions are heard and valued, giving them a sense of power and influence.
- **A sense of belonging**  
Young people know they are welcome, feel they fit in and are accepted.

## Discipline and Conduct

*(see Rights & Responsibilities, pg. 5)*

If members conduct themselves in a disorderly fashion and disregard the rights and responsibilities set forth, they will be disciplined accordingly. Parents or guardians of the member will be notified immediately.

Referrals to outside organizations for assistance may be required. Appropriate disciplinary action will take place for each offense, which may include temporary suspension from the Club.

**Safe Haven:** *Weapons and/or other items which may cause fellow members and/or others harm are not permitted at any time. Everyone is expected to report any weapon or misconduct to a professional staff immediately. We reserve the right to check any bags or other items at any time if we suspect a danger to our members.*

## Health & Emergency Procedures

It is important that parents and guardians cooperate with the health and emergency procedures. Our regulations are designed to protect the well-being of our members.

If your child becomes ill at the Club, parents or guardians will be notified. Do not bring your child to the Club if they are ill before leaving home. This is especially important if their illness is infectious or contagious. Members who come to the Club sick WILL be sent home.

In case of an accident involving a member that requires medical attention, the staff will make arrangements so that proper aid is provided.

## Weather Related Closings:

### Early Dismissal, Cancellations, and Early Closing

In the event school is dismissed early or cancelled, due to severe weather, the Boys & Girls Clubs will not be open. If after school activities are cancelled the club will be closing at 5 p.m. Please make plans and discuss your severe weather plan with your child(ren).

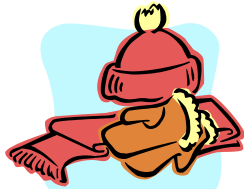
Please listen to WJON, 98 Country, KCLD, Lite 99 or Rockin' 101 for school closings and cancellations.

### Dress Code

Members, parents and guardians are expected to follow the Boys & Girls Clubs dress code at all times. Shoes must be worn at all times. Appropriate attire may be required for certain activities. Hats and caps are not worn in the Club.

### The following attire may not be worn at the Club:

- \* See-through or mesh clothing (unless worn over other apparel)
- \* Garments that expose the midriff
- \* Halter tops and spaghetti straps
- \* Biking shorts or short shorts
- \* Garments or accessories which display emblems relating to gangs, abusive substances, sex or obscenities
- \* Tight fitting or revealing apparel
- \* Sagging pants - undergarments should not be visible



## Open Door Policy

The Boys & Girls Club has an open door policy. This means it is your responsibility as the parent or guardian to make sure your child remains at the Club, and does not leave the premises when you expect him or her to be there. We urge you to please emphasize this with your child, as the Boys & Girls Club cannot be responsible for your child if he or she is not on the premises.

Once your child is registered as a member, he or she will be issued a membership card. This card will be a requirement for entry into the Club. Senior members will not be allowed into the Club without their membership card.

### Professional Staff

The Boys & Girls Club has a professional staff of full and part-time employees as well as volunteers. Staff members and volunteers are trained and kept advised of the changing trends throughout the youth movement.

### Membership Fees

Membership is open to youth between the ages of 5-18 years, grades K-12. Membership is open to youth without regard to race, color, religion or national origin. The annual membership dues are \$10.00 per child. Parents must fill out a registration form and income data sheet for their child.

The Boys & Girls Club offers specific programming to children and youth based on three age categories:

Cadets - K - 3rd grade

Juniors - 4th - 6th grade

Seniors - 7th - 12th grade

**Rights**

**Responsibilities**

Members have the right to fair and equal treatment.	Members are responsible for treating others fairly and equally.
Members have the right to be respected.	Members are responsible for respecting others.
Members have the right to have leaders with appropriate training.	Members are responsible for participating in training.
Members have the right to learn and play in a safe and healthy environment.	Members are responsible for keeping the Club clean and safe.
Members have the right to safe equipment.	Members are responsible for care of equipment.
Members have the right to explore opportunities for growth and development.	Members are responsible for being on time. Preparing for sessions, listening following directions and goal setting.
Members have the right to have fun.	Members are responsible for respecting the fun time of others.
Members have the right to participate in decision-making and leadership activity.	Members are responsible for participation in the decision-making process.



**Program Hours**

**Unit Program Hours**

Club hours for the Eastside, Roosevelt, and Southside units are as follows:

School year hours (Cadets & Juniors)

Monday- Friday 2:15 p.m. - 8 p.m.

School year hours (Seniors)

Monday -Friday 2:15 p.m. - 9 p.m.

Summer hours

Monday - Friday noon - 6 p.m.

St Joe Boys and Girls Club

Tuesday & Thursday school year 6 p.m. - 8 p.m.

Friday school year 6 p.m. - 9 p.m.

Closed During the summer

**The Club will be closed for the following holidays**

If a holiday falls on a Saturday, the Clubs are closed the preceding Friday. If the holiday falls on a Sunday, the Clubs are closed on the following Monday.

New Year's Day

Memorial Day

Independence Day (4th of July)

Labor Day

Thanksgiving Day

The Friday after Thanksgiving Day

Christmas Eve

Christmas Day