



# **BOYS & GIRLS CLUBS OF SKAGIT COUNTY**

Admin Office  
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Mount Vernon, WA 98273

360.419.3723

[www.skagitclubs.org](http://www.skagitclubs.org)

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### **Mission**

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

### **Program Philosophy**

It is the goal of the Boys & Girls Clubs of Skagit County to provide school age programs that instill a sense of belonging, confidence, usefulness, and influence in the youth we serve. We encourage youth to develop positive habits, attitudes, behaviors and choices with activities that teach self-esteem, values, self-discipline and respect for others.

### **Programs Available**

#### **After School**

Available from school release until 6:00 PM at Anacortes, La Conner, Mount Vernon and until 6:30 PM at Sedro-Woolley. Club Programming will be available on early release days as well.

#### **No School Days**

Program will be available at all our Club locations starting at 7:00 AM, unless special arrangements are made, and closing at 6:00 PM.

### **Club Locations**

Anacortes – 904 6<sup>th</sup> Street Anacortes, WA 98221

La Conner – 305 N. 6<sup>th</sup> Street La Conner, WA 98257

Mount Vernon – 1100 N. La Venture Mount Vernon, WA 98273

Sedro-Woolley – 915 McGarigle Street Sedro-Woolley, WA 98284

### **Anti-Bias, Non-Discrimination Policy**

We do not exclude anyone:

- During hiring of staff or enrollment of children
- During activities we promote
- On the grounds of race, country or religion
- On the grounds of personal creed
- Because of the color of someone's skin
- Because of gender or disability
- Because of personal religious practices
- Because of sexual orientation

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal

opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation.

### **Program Policies**

#### **Enrollment**

To enroll your child, complete and return to us prior to your child's first day:

1. Registration Form
2. Registration Fee
3. Handbook Receipt
4. Medication Authorization (If needed)
5. Health Plan (If needed)

Please Note: A registration fee will be assessed for our school year programs as well as our summer program.

#### **Billing Procedures**

1. All fees are due, monthly, in advance. If payment has not been received by third Wednesday of the month a \$10.00 late fee will be assessed.
2. Checks are accepted. Please make checks payable to: Boys & Girls Club.
3. A \$40.00 fee will be assessed for all returned NSF checks.
4. If payment is not received within 60 days, the account will be turned into collections.

#### **Scholarships**

Scholarships may be awarded to families based on need. To apply for a scholarship you may pick up an application at your local Club.

#### **Tax Information**

You can track your payments made to Boys & Girls Club using the statements provided after payments are received. These statements also include our tax ID number: 91-1670669. End of year tax statements will be printed by request within five business days.

#### **Open Door Policy**

You're welcome to visit us anytime and participate in activities. If you plan to visit the program on a regular basis a background check will need to be processed.

Staff are available to discuss activities or talk about your child's day. We ask, though, that you make an appointment ahead of time to discuss issues that take staff away from children. If your child is new to our program feel free to bring them by to visit before their first day to meet the staff and new friends.

### **Communication**

Daily communication with parents will be made in regards to how the child's day was, any concerns or items needed. A monthly newsletter will be available with program updates and highlights.

Please check the Front Desk for postings daily. If your child receives a minor injury or has an incident regarding behavior there will be a form for you to sign with a description and steps that were taken. To contact the Club Director you can call the Club phone or by email.

Anacortes: Club Director – Taylor Bannister	360.419.3723 ext. 13	<a href="mailto:tbannister@skagitclubs.org">tbannister@skagitclubs.org</a>
La Conner: Club Director – KJ Evans	360.419.3723 ext. 23	<a href="mailto:kevans@skagitclubs.org">kevans@skagitclubs.org</a>
Mount Vernon: Club Director – Angela Freeberg	360.419.3723 ext. 33	<a href="mailto:afreeberg@skagitclubs.org">afreeberg@skagitclubs.org</a>
Sedro-Woolley: Club Director – Interim	360.419.3723 ext. 43	<a href="mailto:scollins@skagitclubs.org">scollins@skagitclubs.org</a>

### **Sign-in and Out Policy**

1. In some circumstances, children may be released to walk home on their own in the afternoons with written parent permission. This is at the discretion of the Club Director and only on a case by case basis.
2. Because safety is a priority, documentation regarding a change in who is allowed to pick up the child is required. If someone other than a guardian, emergency contact or another person authorized on the registration form will be picking up your child, please provide the following:

- a. The date the change will take effect
- b. The child's name
- c. The name and phone number of the person you are authorizing to pick up your child
- d. Your printed name and signature

\*For anyone picking up a child, they will need to have photo identification ready to show the staff before taking the child from the program until staff become familiar with and are able to recognize and know that they are authorized to pick up that child.

### **Late Pick-up Policy**

Our programs close promptly at 6:00 PM. A \$1.00 per minute per child late fee will be assessed after 6:00 PM. Staff will begin calling guardians and emergency contacts at 6:00 PM. If we are unable to reach someone to pick the child up by 7:00 PM we will have to place the child with Child Protective Services 1.866.363.4276

The late fee must be paid prior to the child attending program the next day unless other arrangements have been made with the Club Director.

### **Discipline Policy**

Every Boys & Girls Club member is expected to respect their peers, staff and equipment. Our primary method of discipline is to reinforce positive behavior, teaching children strategies for successful relationships with peers and rewarding displays of good character. At no time will any physical means of discipline be used at our programs. If a child is experiencing behavioral concerns the Site Coordinator will share those with the guardian and suggest ways to increase positive behavior.

Our Programs have a no tolerance policy for fighting, cursing, weapons or bullying. Any of these behaviors may result in an immediate suspension and possible expulsion from the program.

A serious discipline problem can lead to suspension or expulsion if a child is engaging in behavior which includes (but is not limited to) the following:

- Causing purposeful, physical or emotional harm to themselves or others
- Destroying, damaging or defacing property.
- Disrupting the program so normal operation is not possible.
- Failure to respond to regular problem solving techniques.
- Repeatedly disregarding requests to comply with health or safety rules.

Boys & Girls Club is committed to living out our mission in serving all children. However, sometimes we must choose to better serve the many by restricting service to a few. We cannot allow the behavioral challenges of one child to negatively impact the rest of the group.

### **Removal from the Program**

We reserve the right to suspend a child for disciplinary reasons. Other causes for suspension or removal from the program may include; failure by parents or children to comply with site policies, chronic late pick-up, non-payment of fees, and failure to complete requirements for enrollment or other standards of policy indicated in this handbook. In such cases, any registration fees paid will not be refunded.

### **Grievance Procedure**

Parents and guardians are encouraged to bring their concerns to the attention of the Club Director by asking to set up a time to meet with them when children are not present. You may call Club Director during non-program times. The following more formal procedures can also be used:

- Address a letter or email to the Club Director or Noah Bannister, Director of Operations describing the situation you would like to discuss. P.O. Box 947, Mount Vernon, WA 98273 – [nbannister@skagitclubs.org](mailto:nbannister@skagitclubs.org)
- The Club Director or Director of Operations will either reply with a written message or schedule a time to meet with you.
- All decisions regarding the resolution of a grievance remain in our discretion.
- Because our goal is to provide a quality, safe place for youth, this procedure does not include the option of airing grievances while children are present. Any situation deemed a threat to the safety and wellbeing of the children in our care will not be tolerated.

### **Parent Code of Conduct**

We work to provide a positive environment where a child can grow, learn and develop. For this reason, we ask parents and other family members to behave in a manner which shows courtesy, decency, and respect. Individuals who violate this Code of Conduct will not be permitted in the facility thereafter.

### **No Smoking Policy**

Smoking, of any kind, is prohibited by anyone in or within 25 feet of the program entrance, exit, window or ventilation intake of the facility.

Program staff must keep tobacco products, cigarettes, smoking-simulation products including vapors and containers holding cigarette butts, cigar butts, or ashes inaccessible to the children.

### **Drugs and Alcohol Policy**

We strictly follow the School District Drug-Free Zone policy.

### **Child Abuse and Neglect**

Washington state law requires all providers working with youth that having reason to suspect the occurrence of physical, sexual, emotional child abuse, and child neglect or child exploitation to report their suspicions to Child Protective Services.

### **Children's Records**

Children's records are kept on site and will be reviewed upon registration and every 3 months after to ensure contact information, health information, etc. are current and up to date.

### **Closure Days**

Our programs are closed on the following days during the year:

- Labor Day
- Thanksgiving and the day following
- Christmas Day
- New Year's Day
- Memorial Day
- Fourth of July
- Veteran's Day- for staff training
- President's Day- for staff training

On no school days, all Clubs sites will be open for service, as determined by response of need, 7:00 AM-6:00PM (6:30PM in Sedro-Woolley). The Club may close on other days throughout the year as needed for Staff Training and regular Building Maintenance. Parents will be provided with as much notice as possible for these irregular closures.

### **Club Closure – Weather**

In the event of inclement weather the Boys & Girls Club may open late, close early or be closed entirely. If the School District is closed, the Boys & Girls Club may also close for the day, although every effort will be made to open no later than 8:00am for All-day services.

Please listen to the radio for announcements regarding your School District or your LOCAL Boys & Girls Club only. You can also find information regarding delays and closures at [www.skagitclub.org](http://www.skagitclub.org) and your local Club's Facebook page.

### **Emergency Response Plan**

We are committed to providing your child with the best care possible at all times. While the staff is skilled at caring for the children under normal situations; we hold yearly drills on how to care for children during an emergency situation.

1. In the event of a natural disaster, such as an earthquake, we have emergency preparedness plan for the children and staff while they are on site. If the school becomes uninhabitable, and we are instructed to move to a safer place, we will post our location and means of transportation.
2. After a disaster, we will continue to care for your child until you or an emergency contact listed by you on the enrollment form is able to pick them up.
3. Check in with staff before removing your child from our care. It will be very important we keep accurate, written records when releasing children. Taking your child without notifying staff will put your child on the missing list. This will cause needless delays for searchers who need to be looking for children truly in crisis.

### **Illness**

The Department of Health requires us to exclude children with symptoms of communicable diseases. If your child was absent from School due to illness they are not allowed at the Club until they return to School. It is important and expected you inform us by telephone or email when your child has an illness or head lice.

With the case of head lice; While your names will remain confidential, we may share with other families of a potential head lice outbreak. The Boys & Girls Club will conduct head checks upon return to the Club. If lice or nits are found, the affected members will be separated and not allowed to return to the program without a doctor's note or health department statement declaring them free from infestation.

## **Medications**

1. A “Medication Authorization” form must be completed by a parent for any prescription or over the counter medication before we can administer a medication. We are required by law to only accept medications in their original prescription containers. The labels must be clearly labeled with:

- a. Child’s full name; first and last
- b. Name and strength of medication
- c. Storage instructions (i.e. “to be refrigerated”)
- d. Time, dosage and method of administration
- e. Length of time to be given (“from” date and “to” date”)
- f. Physician’s name on the container is required for all prescription medications.

2. A parent or guardian may sign an authorization for the following non-prescription medications: antihistamines, non-aspirin fever reducers/pain relievers, decongestants, anti-itching ointments, chapstick, sunscreen or hand sanitizers. Non-prescription medications must be in their original container and will be given only when the dosage and frequency are on the label and listed as age-appropriate for your child.

3. For life threatening medication such as inhalers, epi pens, etc. a health plan from the doctor must be on file. We must have this on file before the child may attend program.

## **Accident Policy and Emergency Treatment**

### 1. First Aid Treatment Only

a. Examples of some first aid only injuries or illnesses:

- i. Minor cuts, scrapes, bruises or bumps
- ii. Low grade fever, headache
- iii. he need to lie down and rest

b. Steps we follow:

- i. Provide first aid treatment
- ii. Document incident and treatment provided on an accident form for parents to sign

### 2. Non-Emergency Treatment

a. Examples of some non-emergency accidents or illnesses:

- i. Vomiting
- ii. Sever Pain
- iii. Fever of 101 or above
- iv. Cuts that may require stitches

Non-Emergency Treatment (cont.)

b. Steps we follow:

- i. Provide first aid treatment
- ii. Involve the director or lead staff to assist and contact parents/guardian to pick up the child

### 3. Emergency Treatment

a. Examples of emergency treatment incidents:

- i. Uncontrolled bleeding
- ii. Seizures or shock
- iii. 2nd and 3rd degree burns

- iv. Allergic reaction to known allergen
- v. Fractured or broken bones
- b. Steps we follow:
  - i. Provide first aid treatment
  - ii. Call 911
  - iii. Staff will contact parents
  - iv. Document incident on an accident form for parents to sign

### **Staff**

Our program employs Youth Development Professionals who take seriously the work they do with children. Prior to being hired, each staff member must undergo a criminal background check, reference check and a staff orientation.

We have a Club Director, a Program Director and YDPs who work during hours of operation.

### **Field Trips**

1. Occasionally we like to plan field trips that support our programming or to offer a fun experience and get a break from the daily routine. A field trip permission slip will be provided to parents with detailed information about the location, times, form of transportation, etc.
2. The fees for a field trip may be in addition to your regular tuition.
3. Children may walk, take the transit or use a Club vehicle for field trips. When traveling in a Club vehicle, children will wear seatbelts and ride with a booster when needed. We do not use personal vehicles to transport children.

### **Items to Bring or Not to Bring**

1. Because we are not responsible for the child's belongings, your child should not bring valuable to the Club. This includes but is not limited to cell phones, iPods, electronic gaming devices, mp3 players, cameras, jewelry, etc.
2. Children are not allowed to bring toys unless special permission is granted from the staff.
3. No weapons of any sort should ever be brought onto the property.
4. Chewing gum is not allowed.
5. Cough drops, hand sanitizer and sunscreen all require parent permission. Please do not pack these in your child's backpack. If your child needs these please discuss it with a staff member so they can have you fill out the proper form granting permission.
6. We discourage children from wearing flip flops as they break easily, can be hard to play in and do not offer good protection.

### **Celebration of Holidays**

The Boys & Girls Club is a non-sectarian, multi-cultural organization. Holidays are recognized for their celebration value rather than their religious significance. One way staff honors diversity is by teaching children how different cultures celebrate their holidays. Information, rituals, and customs vary from culture to culture and beliefs and practices are shared and celebrated.



**BOYS & GIRLS CLUBS  
OF SKAGIT COUNTY**

Parents,

This is in acknowledgement of your receipt of the 2015-2016 Boys & Girls Club Parent Handbook. Please sign, date and return this page with your child's registration packet at time of enrollment.

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Child's Name

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Parent/Guardian Name (Printed)

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Parent's signature

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Date

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Parent/Guardian Name (Printed)

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Parent's signature

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Date