



# Empowering YOUTH, Strengthening FUTURES.



## BOYS & GIRLS CLUB OF LEWISTOWN PARENT HANDBOOK

CRYSTAL TYLER  
UPDATED MARCH 23, 2018

## HOURS OF OPERATION

### **Administrative**

School Year Hours: Monday – Friday; 9:30am - 6:30pm

Summer Hours: Monday – Friday; 8:00am -5:30pm

Office:

134 Park St.

Lewistown, MT 59457

(406) 535-2257

### **Wilkins Center Clubhouse (Lewistown)**

#### **Hours for Club Members**

**School Days:** Monday – Friday; Afterschool – 6:15pm

**Summer Safari:** 9-10 weeks of the summer (dates TBD)

**Summer Hours:** Monday – Friday; 7:40am-5:30pm

[www.bgclublewistown.com](http://www.bgclublewistown.com)



Search for Boys & Girls Club of Lewistown

**Open to youth in Kindergarten to 6<sup>th</sup> grade and teens as funds/resources allow**

## MISSION STATEMENT

Empowering Youth, Strengthening Futures.

## OUR VISION

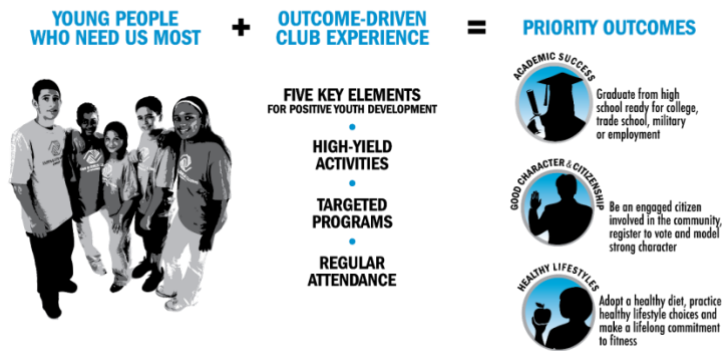
Provide a safe, positive Club experience to ensure all youth in Central Montana will have opportunities for a great future.

## OUR HISTORY

The Boys and Girls Club of Lewistown has been a hub of intellectual growth among Fergus County youth since its existence in 2001 and has grown in membership each year serving an annual enrollment of 250 members at this time. We offer youth, ages 6 to 14, a safe environment to strengthen their positive self-identity, while they build knowledge in the areas of academic, social, and emotional growth. The mission of the Boys & Girls Club of America is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens.

The policy is that no child is denied attendance to the Club. While at the Club, they are stimulated with activities, opened to healthy social opportunities and are provided positive adult interaction.

# GREAT FUTURES START HERE FORMULA FOR IMPACT



## FIVE KEY ELEMENTS

1. Safe, Positive Environment
2. Fun
3. Supportive Relationships
4. Opportunities & Expectations
5. Recognition

## FIVE CORE PROGRAM AREAS

1. Character Development & Leadership Development
2. Education & Career Development
3. Health & Life Skills
4. The Arts
5. Sports, Fitness & Recreation

## ENROLLMENT PROCEDURE

The Boys & Girls Club of Lewistown runs two sessions per year; our afterschool program and our summer program, Summer Safari. Families must enroll for EACH session during the enrollment periods. Fall enrollment period starts in early July; summer enrollment period starts in early February.

To enroll your child during the enrollment period you must complete the following steps:

- ❖ Must attend ONE mandatory Parent Orientation meeting each session.
- ❖ Must complete and return ALL paperwork before session starts.

In the event that membership must be cancelled, please make sure to fill out a Member Cancellation Form. These are available at the front desk or with the Office Manager. Fees will continue to be charged until formal cancellation is complete.

## MEMBERSHIP INFORMATION

Membership is open to youth who are in Kindergarten through 6<sup>th</sup> grades and teens as funds/resources allow.

## MEMBERSHIP PAYMENT POLICY

The Boys and Girls Club of Lewistown is a private, non-profit organization that serves the youth in our community. While we do receive some state and federal grants for programming, this does not cover all of the costs associated with serving the youth that need us. Even with all the hard work and fundraising that we do, we still need the help of the parents to make this Club great. It is important that we charge an enrollment fee for youth to attend but we strive to keep those fees affordable.

The two sessions available are the after school session and the Summer Safari session.

The after school session is approximately the 1<sup>st</sup> day of school for Lewistown Public Schools until the end of May, exact date TBD. Club's School Year calendar will have exact dates.

The Summer Safari session is 9-10 weeks in June, July, and August with exact dates to be determined each year.

### **The fees for each session are as follows:**

Annual membership fees: \$20.00 (paid for each member every year, renews during fall session)  
After school program fees: \$210.00/180.00\*  
Summer Safari program fees: \$430.00/400.00\*  
Summer Safari: max 2 weeks: \$50/week

**\*\*IMPORTANT\*\*** If you sign your child up for a session, your child is holding a spot and you are responsible for paying for that session in full. This is regardless of how often your child attends, including withdrawing your child before the session ends. There will be a grace period of 1 week from the first day of your child attending a session to withdraw your child. If you withdraw during this grace period, you will be refunded on a prorated basis. If you withdraw after the grace period, you will be charged for the full session.

Occasionally there are may be additional costs for special activities, events or field trips.

\*If your fees are paid in full by the 1<sup>st</sup> day of the session you are enrolling in or you choose to sign up for ACH (automatic debit) from your checking account, you will receive a \$30 discount per child. ACH payments can be broken down and taken out monthly. If either one of these are not an option for you, we do accept payment plans. You will be asked to adhere to the payment plan you set up. If you run into difficulties making a payment on your payment plan, please talk to the Office Manager or Executive Director to discuss. We cannot help you if you do not communicate with us. We do offer scholarships to families that need them. Please visit with the Office Manager or the Executive Director on your financial needs. We are very sensitive in not turning away any families.

There will be consequences to not making payments according to the payment plan you set up. If you do not make a payment during a session (afterschool or summer) or communicate with the Office Manager or Executive Director of financial issues, you will not be eligible to participate in the early enrollment meetings for current families. You will have to enroll your child with the new families, losing the privilege of guaranteed placement, until your payments are brought up to date and you show that you are keeping to your payment plan.

## SPECIAL NEEDS

If your child is in need of any special services, please visit with the Education Director as we will do anything we can to find or connect your family with any services in the community.

## MEMBERSHIP CARDS

All members receive a membership card upon enrollment. Membership cards are needed to scan in and out of the building. Membership cards are kept at the front desk.

## ATTENDANCE POLICY

Members who do not attend school because of illness, truancy, or disciplinary reasons are not permitted to come to the Club until they are readmitted to school.

## IMPORTANT RULES FOR YOUR CLUB

1. No foul language.
2. Respect ALL staff, ALL members and yourself.
3. Keep hands, feet & other objects to yourself.
4. NO running in the building.
5. Respect Club property.

## GENERAL CLUB RULES/POLICIES

- ❖ Any adult entering the facility must sign in at front desk.
- ❖ Members must sign in and out each day at the front desk.
- ❖ Treat others in a respectful manner. This includes staff, members, volunteers, our neighbors and our community. The following behaviors will not be tolerated and could be cause for immediate suspension: profanity, vulgarity and/or obscene acts, bodily contact, fighting, use and/or possession of tobacco, alcohol & drug products, threats, forgery, sexual harassment, defiance, disruption of Club activities, damage of club property, being suspected, charged, admits to or is found guilty of engaging in criminal activity or other illegal or extreme behavior.
- ❖ Loitering is not permitted outside the facilities. (Members may not check out and wait outside the facility)
- ❖ The Club is a Tobacco Free zone. No tobacco use will be allowed in the parking lot, in the building or on Club property. Federal law prohibits smoking in or around programs that receive federal funds for the use of education or care of children<sup>1</sup>. Tobacco prevention education may be offered to children. A clear no tobacco use statement for all Club property and a ban on advertising on the premises shall be recognized and followed.

## VISITORS

All visitors are required to sign-in and out at the front desk when they visit the Club.

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<sup>1</sup> Pro-Children Act 1994, Public Law 103-226, Title X, Part C, Sections 1041-1011.6

## A FEW GOOD SUGGESTIONS

- ❖ Check for posted information on Club closing & opening dates, special events, fieldtrips & holidays.
- ❖ The Club is a membership program, not a day-care facility. A member's arrival and departure times are the sole responsibility of the parent/guardian.

## ANTI BULLYING PROGRAM POLICY

The Boys & Girls Clubs of Lewistown is committed to providing all members with a safe and civil environment, and will not tolerate any form of bullying at any Club activity on or off Club property.

Bullying shall mean any written, electronic, verbal, physical, or social act that willfully harms another.

Aggravated bullying shall mean willful harm motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental disability, physical disability, appearance or socioeconomic status.

Staff and volunteers who observe an act of bullying are expected to take immediate, appropriate steps to intervene. If the staff member or volunteer believes his/her intervention has not resolved the matter, they shall report it to his/her supervisor immediately and document the incident in writing by the end of the day. The Education Director will inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying on the issue. Depending on the frequency and severity of the conduct; intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior.

All bullying offenses will be taken serious and be dealt with immediately by the staff. Both parents will be notified of the results. Any parent not satisfied with the results can put their concerns in writing to the Executive Director.

## DISCIPLINE

**Discussion:** A warning and description of the action and guidance to avoid reoccurrences and/or consequence of the action.

**Time-Out:** Seating for a specific time in a specified area (used as a time to reflect on why their actions were not acceptable, and also as a punishment by taking them out of whatever activity they were struggling to participate in).

**Education Director Consultation:** Time spent with the Education Director to discuss problems occurring and how it will be resolved. More than likely a phone call would occur to parents to discuss situation and further meetings could result if problems persist.

**Suspension:** A time away from the Club, with parental notification, to be administered in increments of one to three days (unless a longer period is deemed necessary by the Education Director), depending on the number of infractions in a 30-day period and/or the severity of the offense. Members can only return after a parent/guardian meets with the Education Director regarding the Member's behavior.

**Expulsion:** Removal from the Club for one week upon the first offense and two weeks for the second offense. In the event the Member is expelled a third time, the Member's parent/guardian must meet with the Education Director to determine if the Member will be readmitted to the Club.

The Club has a zero-tolerance policy for fighting of any kind – fighting will result in the Member’s immediate suspension/expulsion for at least a period of one day. Immediate suspension or expulsion may occur when, in the Education Director’s judgment, any individual’s safety is at risk. Any time a Member is removed from the Club, the Education Director will make every effort to notify the parent/guardian, responsible family members, or emergency contact.

## TRANSPORTATION

The Boys & Girls Club of Lewistown has a partnership with the Lewistown School District #1 for bus transportation during the school year. The Club is a bus stop for many of the routes; therefore Members may ride to the Club from school. This is a privilege, not a right. Your child will adhere to the bus driver’s rules and any disciplinary action taken on the bus is not the responsibility of the Club but will be communicated by the Club to the parents.

During the summer transportation to and from the Club is the responsibility of the family. Transportation during the summer is limited to field trips and transporting Club members to the swimming pool on pool days. On designated pool days, it is the responsibility of the parent/guardians to arrange pick up AT THE POOL by 5:30 pm.

## DROP OFF PROCEDURE

During the school year, Members will arrive via the school bus. During the summer months and on no school days the Club will be open at 7:40 am. Your child will not be allowed in the building before then. Club members will need to use their membership card to scan in at the front desk.

## PICK UP PROCEDURE & PARKING

Per the zone permit of our building, we, both staff and families, are not to use the PARK ST. parking lot entrance. There is a sign posted at that entrance that says, “NO EXIT, EMERGENCY EXIT ONLY.” Please use the Wendell Avenue entrance when accessing Club property. If you have questions about which exit to use please ask a Club staff member.

Members are able to stay at the Club for as little or as long a period of time per day as you decide, but once they leave, they cannot come back again that day (exceptions: doctor appointments or if pre-arranged by a parent/guardian with Club staff). We have an open door policy, which means that we cannot force a Member to stay at the Club and they can leave at any time. With that being said, we do try to work with each individual family to determine what arrangements are safest for each Member. Please let us know in writing what your family’s preferences are and we will do our best to help your Member abide by them.

- ❖ Please indicate on your Member’s enrollment form who is allowed to pick up your child. If you have unauthorized pick up persons (legally cannot pick up your Member), we must have a photo of the person for identification purposes and request a copy of any relevant legal documents.
- ❖ When picking up your Member in the evening, you **MUST** come into the building to get them and sign them out, as Club Members are **NOT** allowed to wait outside by themselves. This will also give you the opportunity to check the white board in the lobby for important Club information.
- ❖ Staff will not be responsible for going downstairs and retrieving children for parents. The receptionist’s job is to be at the front desk for the organization’s safety purposes. You must physically come into the building to get your child and it is your responsibility to check the white board and front desk for information on activities, etc. Again, please do not call your child or request that your child call you from

the Club to arrange pick-up; instead please make this decision with your child prior to Club attendance. If there is a special circumstance, please feel free to call the Club earlier in the day to insure a smooth pick up for members, staff, and parents.

- ❖ If your child is on the playground you must come inside, SIGN IN, and then retrieve them from the playground. Side door down the left hallway past Abby's office may be used to access the playground but is not to be propped open. Side doors are locked so a staff member must let you back into the building to sign out.

## LATE PICK-UP POLICY

The Club hours are from afterschool to 6:15. Summer hours are 7:40am-5:30pm. Members are required to be picked up by that time. In case of an emergency please notify staff immediately. Staff will make every attempt to contact parent/guardians and emergency numbers. Lewistown Police Department and Child Protective Services will be contacted in contact cannot be made. **NOTE:** Lewistown Police will be called if a parent/guardian is more than 30 minutes late picking up their child without making contact with the staff to inform them of being late for pick up. A CPS report may be made also depending on the situation.

**FIRST OFFENSE:** Parent/guardian is given a warning and must sign a late pick-up form (one per household, per calendar year)

**SECOND OFFENSE:** Parent/guardian will be assessed an immediate \$15 fee and an additional \$1 for every minute after five minutes. The same rules apply for early drop off.

## COMMUNICATION WITH THE CLUB

- ❖ Staff: Club staff will be available to answer questions or give family support.
- ❖ Whiteboard: The whiteboard in the lobby will have important information for the day and/or week. Please read the whiteboard when you pick up your child for any Club information.
- ❖ Newsletters: The Club publishes a newsletter quarterly. It is filled with lots of Club information about programming, donors, staff, etc.
- ❖ Facebook: The Club has a Facebook page under the Boys & Girls Club of Lewistown. Important information, fun pictures of activities and requests for donations and/or volunteers are posted here regularly. It is NOT a public site; Facebook users must request to be a member of our page.
- ❖ ONE CALL: Automated calling service will send out important information in one call to all Member families or a select group if the information does not apply Club wide. Please make sure your most current phone number is on file at the Club.
- ❖ SUMMER ONLY: Brochures available at the front desk with list of activities for the week. Each week will be a different color.

## DRESS CODE

All members are encouraged to dress in a manner that allows full participation in our programs. Members will be sent home for violating dress code. We request your cooperation in following these guidelines.

- ❖ Shoes and shirts are worn while at the Club. (Preferred close toe).
- ❖ Sandals, open toed shoes, heels, or dress shoes are discouraged in the Club; however, if these are worn to the Club, you MUST provide an extra pair of tennis shoes for your Member.
- ❖ No half-shirts, skirts above mid-thigh and/or any clothing that does not cover the chest to the mid-thigh.
- ❖ No back-less, strapless, or spaghetti strap tops.



- ❖ No clothing that demeans women, men, or any other group.
- ❖ No tobacco, alcohol or illegal narcotics depicted on any clothing.
- ❖ No vulgar or sexually explicit graphics or words on clothing.
- ❖ Gang symbolism and attire are not allowed at the Club or Club activity.
- ❖ No pants hanging below the belt line.
- ❖ HIGHLY encourage Club Members and staff to wear Boys & Girls Club shirts on Tuesdays and Fridays, year round.

Please make sure that you clearly label your Member's gloves, hats, jackets, boots, shirts, etc. to prevent mix-ups.

## TELEPHONE

Please note that one of our rules is that Members can only use the phone in the case of an emergency and are not allowed more than one phone call per day. Additionally, we would appreciate if you would limit your calls to your Member at the Club, in the case of an emergency only. Club Members can only receive phone calls from their parents and we will not give out information over the phone to their friends about whether or not they are at the Club. The use of cell phones is not allowed by Members during Club hours of operation. Using this device will result in its confiscation.

## HEALTH & EMERGENCY PROCEDURES

If a member becomes ill, they must be picked up within 60 minutes after contact has been made with the parent/guardian and/or emergency contact. The Club is not a daycare facility and is not equipped with an area to isolate ill members.

It is required that the Club be notified of any phone number changes, medical conditions, etc...so that emergency information can be updated in the member file. Staff members reserve the right to send members home who have been identified as needing parental care. As any school or child care service we are mandated as outlined under the mandatory reporting law to report if your child is harmed or causing harm to themselves or others.

We prefer that all medication be given to your child at home whenever possible. However, under certain circumstances it may be necessary for medication to be administered at the Club. If a staff person must administer the medication, you must sign a Medication Permission Form, signed by your Member's physician.

## ILLNESS POLICY

Although some illnesses do not require exclusion, sometimes illness requires a child or staff member to be excluded from care to prevent the spread of infection to other children and staff and to allow the child time to rest, recover and be treated for the illness. This policy outlines illnesses and situations that require exclusion and those that do not.

### **Temporary Exclusion is recommended when:**

- ❖ The illness prevents the child/staff from participating comfortably in activities as determined by staff/self.
- ❖ The ill child/staff requires more care than the staff can give, which may result in compromising care for other children/staff.
- ❖ If the child/staff has any of the following conditions, unless a health professional determines the child's/staff's condition does not require exclusion:
  - Appears to be severely ill

- Fever and behavior change or one or more of the following symptoms:
- Auxiliary temperature of 100 degrees Fahrenheit or higher.
  - **Diarrhea:** defined by more watery stools – decreased form of stool that is not associated with changes in diet and increased frequency of passing stool requiring increase use of stools. Children/Staff may return once the reason for change in bowel has been resolved and if the change is not due to Salmonella, Shigelloses, or E.coli infections.
  - **Blood in stool:** not explained by dietary changes, medication, or hard stools.
  - **Vomiting:** Excluded if child/staff has vomited two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-infectious condition and the child/staff is not in danger of dehydration.
  - **Abdominal pain (persistent):** that pain continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
  - **Conjunctivitis (Pink Eye):** A child/staff should be excluded for bacterial conjunctivitis (red eyes, green or yellow discharge). They may return after treatment has started and are able to participate in activities. Other forms do not need to be excluded such as, allergies.
  - **Hepatitis A:** Exclude until 1 week after onset of viral illness or until after immune serum globulin has been given to children and staff in the program, as directed by the personal physician or local health department.
  - **Impetigo:** Exclude until 24 hours after treatment has begun.
  - **Measles:** Exclude until 5<sup>th</sup> day after rash disappears or local health department or personal physician states patient is not-infectious.
  - **Mouth sores:** Exclude if mouth sores is coupled with drooling.
  - **Mumps:** Exclude until 9 days after onset of parotid gland swelling.
  - **Head Lice (Pediculosis):** Children/staff should be excluded as soon as possible and until there are no nits present. An additional treatment is needed 7-10 days later to kill the eggs that have hatched. Using a nit comb is the most effective way to remove lice.
  - **Whooping Cough (Pertussis):** Children/Staff should be excluded until five days of appropriate antibiotic has been completed or until local health department states patient is non-infectious.
  - **Pinworms:** Children/Staff should be excluded for 24 hours after treatment has begun.
  - **Rash:** with fever and/or behavior change.
  - **Scabies:** Children/Staff should be excluded until 24 hours after treatment is begun.
  - **Strep Throat (Streptococcal pharyngitis), excluded until 24 hours after treatment has begun.**
  - **TB (Tuberculosis):** Exclude until the child/staff personal physician or local health department authority states the child/staff is non-infectious.
  - **Chicken pox (Varicella-zoster):** Exclude until all the lesions have dried and formed scabs, usually within six days of onset of rash.

Following an illness or injury, children/staff will be readmitted to the program when they no longer have the above symptoms, have begun appropriate treatment and/or no longer have significant discomfort and feel well enough to participate.

Parent/guardian will be notified in writing, either by letter or posting notice in a visible location (white board in lobby, etc.), when their child/staff has been exposed to a communicable disease.

## CONDITIONS THAT DO NOT REQUIRE EXCLUSION

Reason this policy is important: When a child/staff becomes ill but does not require immediate medical help, a determination must be made whether the child/staff requires exclusion. Most illnesses do not require exclusion.

- ❖ Common colds, Runny noses, and coughs.
- ❖ Fever without any signs or symptoms of illness in children who are older than 4 months. For this purpose, fever is defined as a temperature above 101 degree F orally, above 102 degree F rectally, or 100 degree F auxiliary (armpit). Fever is an indication of the body's response to something, but is neither a disease nor a serious problem by itself.
- ❖ Watery eye discharge without fever, eye pain, or eyelid redness.
- ❖ Yellow or white eye drainage that is not associated with pink or red conjunctive (i.e.: the whites of the eyes).
- ❖ Rash without fever and behavioral changes.
- ❖ Ringworm (May be treated at the end of the day)
- ❖ Thrush (i.e.: white spots or patches in the mouth).
- ❖ Fifth Disease (slapped cheek disease, parvovirus B19) in a child without immune problems.
- ❖ Cytomegalovirus infection, (Herpes), unless pregnant or have a weaken immune system.
- ❖ Chronic Hepatitis B virus infection.
- ❖ Human Immunodeficiency virus (HIV) infection, with consideration of risk to the HIV infected child or others decided on a case-by-case basis by health professionals.
- ❖ Children with chronic infectious conditions that can be accommodated in the program according to the legal requirements of federal law in the American with disabilities Act (i.e.: HIV infection).The act requires that child care programs and schools make reasonable accommodations for children with disabilities and/or chronic illnesses, considering each child individually.

This policy is in effect at all times. A copy of this policy is available to all staff, volunteers, and parents upon request.

#### **References:**

American Academy of Pediatrics (2005) Managing infectious Diseases in Child Care and Schools, a quick reference guide.

## **LOST & FOUND**

The Club retains all items for a period of one month. All unclaimed items will be given to a local charity. The Club is not responsible for any personal property that is brought to the club and is missing, lost, or stolen.

Members are asked NOT to bring toys of any kind, as we cannot be responsible for them. They WILL be confiscated and kept at the front desk.

We do not permit the use of cell phones, IPODS, MP3 players, Gameboys, Nintendo DSs, trading cards, BeyBlades or devices similar to this, which may distract from Club activities. In addition, we are not responsible if one of these devices would be lost or broken while the Member is attending the club. If these items are brought to the Club, members will be asked to keep them in their backpack or store in Crystal's office for the day.

## **SNACK AND MEALS**

The Club participates in the Child and Adult Care Food Program. Every day we provide all Club members with a meal and a snack. There is never a charge for any food we serve but all Members must have a CACFP Income Eligibility Form on file (one per family). As is true with all paperwork and information submitted to the Club

regarding your family (including household income, size, ethnicity, medical information, social security #s, etc.) it will ALWAYS remain confidential and stored in a locked cabinet.

Please take time to notify us of any special diets or allergies your Member may have. We have special forms that are a requirement by our food program to be filled out by parents and a physician.

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
  
1400 Independence  
  
Avenue, SW Washington,  
  
D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.”

## CONFIDENTIALITY

Written information and conversations you share with us are confidential. Our purpose is to gather information so we can understand your Member’s and family’s needs. With this knowledge, our goal is to work with you to meet those needs. Information is stored in a locked cabinet. We do not share any information about you or your family without your written permission. Signing the Consent for Mutual Exchange of Information form on the Member’s enrollment form gives permission for exchange with the School District.

Also, please make sure if you need to speak to a staff member about an issue that you avoid having these conversations in common areas. Please step into an office to protect confidentiality.

## CHILD ABUSE REPORTING

Montana State law requires us to report any suspected or identified child abuse to the Department of Family and Child Services. The toll free number is 1-800-820-5437. The Club will maintain confidentiality of all records pertaining to a DFS report in accordance with Montana State Law.

## PARENT VOLUNTEER INITIATIVE

Families are required to fulfill a volunteer requirement to the Club. Families are required to volunteer one hour per month the FAMILY is enrolled. Adults and children ages 14 and up can help fulfill this requirement.

Volunteer requirements may be met through the following ways:

- ❖ Helping out with major fundraising events such as Festival of Trees, Montana Island Challenge or Chokecherry Jam
- ❖ Volunteering in the Club
- ❖ Chaperoning Club activities/field trips
- ❖ Other Boys & Girls Club activities as needed

Volunteer hours can be contributed any time throughout the year, August through July. Requirements start over in August. Volunteer tracking forms are available at the front desk. Please complete and return to front desk for tracking.

## CLUB CLOSURES

- ❖ New Year's Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving and the day after
- ❖ December 24 and 25
- ❖ Lewistown Day of Fair Week
- ❖ 1 Day Spring Break
- ❖ Possibility of closure in October for State Boys & Girls Club trainings

Some holidays may fall on a Saturday or Sunday, in which case the prior Friday or following Monday may be used to observe the holiday.

## CLUB STAFF:

### Administrative Staff:

Abby Franks: Club Director  
Tracy Huck: Education Director  
Crystal Tyler: Office Manager  
Candy Turner: Receptionist

### Email Address:

afranks@bgclublewistown.com  
thuck@bgclublewistown.com  
ctyler@bgclublewistown.com  
cturner@bgclublewistown.com

### Program Staff:

Jenny Casman: Program Director  
Eadie Schultz: Program Director  
Jeanette Rector: Program Director  
Christina Foucher: Program Director  
Shila Fischer: Program Director  
Tim Painter: Tobacco Prevention Specialist/Volunteer Coordinator

jasman@bgclublewistown.com  
eschultz@bgclublewistown.com  
jrector@bgclublewistown.com  
cfoucher@bgclublewistown.com  
sfischer@bgclublewistown.com  
tpainter@bgclublewistown.com

\*Please note that we do hire additional, temporary staff during the summer months.

# BE GREAT

## PARENT HANDBOOK SIGNATURE PAGE:

By signing below, you as the parent/guardian, acknowledge that you have read and understand the policies and procedures of the Boys & Girls Club of Lewistown. Please keep this copy of the Parent Handbook as your reference.

Club Member(s): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_