



**BOYS & GIRLS CLUB
OF MENOMINEE/MARINETTE**

901 8th Ave
Menominee, MI 49858
906-863-9512
www.thedar.org

**GUARDIAN/MEMBER
HANDBOOK**

Updated: 01/03/2022

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DAR Boys & Girls Club HOURS

Street Address: 901 8th Ave. Menominee, MI 49858

Mailing Address: P.O. Box 211

Phone: 906-863-9512

Fax: 906-863-9577

Website: www.thedar.org

School Year Hours:

Monday – Friday 3:00 PM-6:00 PM

Summer Hours:

Monday – Friday 7:00 AM – 4:30 PM

*All hours are subject to change.

General Information

Mission Statement

To promote and build character, leadership, physical well-being, and self-esteem of all boys and girls, through Club interaction and social, educational, and recreational programs.

Our Core Beliefs

A Boys & Girls Club provides:

- * A safe place to learn and grow
- * Ongoing relationships with caring, adult professionals
- * Life-enhancing programs and character development experiences
- * Hope and opportunity

Benefits of Club Participation

Club Programming and services promote and enhance the development of boys & girls by instilling a sense of:

Competence: the feeling there is something boys & girls can do well

Usefulness: the opportunity to do something of value for other people

Belonging: a setting where young people know they “fit” and are accepted

Power and Influence: a chance to be heard and to influence decisions

Club Programming

Core Program Areas

Program focus areas are based on both the interests of youth and their physical, emotional, cultural and social needs.

- **CHARACTER AND LEADERSHIP DEVELOPMENT**

Character and Leadership Development empowers youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image and respect their own and others' cultural identities.

- **EDUCATION AND CAREER DEVELOPMENT**

Education and Career Development enable youth to become proficient in the basic educational disciplines, apply learning to everyday situations, and embrace technology to achieve success in a chosen career.

- **HEALTH AND LIFE SKILLS**

Health and Life Skills develops the capacity for youth to engage in positive behaviors that nurture their own well-being, set personal goals, and live successfully as self-sufficient adults.

- **THE ARTS**

The Arts enable youth to develop their creativity and cultural awareness. Youth are challenged to appreciate visual arts, performing arts, and creative writing.

- **SPORTS, FITNESS AND RECREATION**

Sports, Fitness, and Recreation enable youth to develop positive use of leisure time, skills for stress management, appreciation for the environment, and social skills.

Club Code

I believe in God and the right to worship according to my own faith and religion.

I believe in America and the American way of life...in the constitution and the Bill of Rights.

I believe in fair play, honesty, and sportsmanship.

I believe in my Boys & Girls Club, which stands for all of these things.

Membership Policies

The DAR Boys & Girls Club is open for membership to any child regardless of race, color, creed, or economic circumstances. To become a Club member, please fill out our membership application, which you can find at our Club or on our webpage www.thedar.org. You may turn in a completed membership application at the Club. Upon completion of a membership application, guardians are required to attend an orientation. After orientation Club members will be able to attend the Club.

Age Requirements

The DAR Boys & Girls Club serves youth ages 7-18. Our Teen Room is reserved for youth 11 and older. Games and/or activities may be restricted at times to certain ages for safety and appropriateness.

Pick Up

You may call the Club to have your child meet you outside or you can enter the building and wait for staff to assist you at the Front Desk to sign your child/children out. Any member leaving with someone other than their designated pick up person must have signed permission. Please inform staff if you need to update your pick up information.

Late Pick Up Policy

All members are required to be picked up no later than the Club posted closing time. If a parent/guardian is late and all attempts to reach emergency contacts have failed the child/children will be considered abandoned and the local police department will be notified. Lateness more than 5 minutes will be charged \$5 per minute per child. Payment must be paid before member comes back to the program.

Guardian Communication

The DAR Boys & Girls Club strives to inform guardians of Club activities and events. The DAR wishes for all guardians to be pleased with their child's supervision and experience at the Club. Activities and events are posted on our Facebook page and Class Dojo. Flyers for special events/community events are located at the front desk area and entryway. Guardians are encouraged to come inside to view the posted information and ask questions.

The Club also depends upon guardians to keep the Club informed of issues and events affecting your child(ren). If there are changes to your child's health, medication, living situations, etc., it is the responsibility of the guardian to notify Club staff. Please remember to notify staff of contact information changes, address changes, or changes in custody arrangements so that we can best serve your child(ren).

Lost and Found

- The Club is not responsible for lost or stolen items.
- The Club has a lost and found located in the entryway, please check this often.
- Lost and found items are donated at the end the school year, end of summer, and end of semesters.
- Club members are responsible for their personal belongings and should not bring expensive equipment including electronics, jewelry, tablets, trading cards, or anything else of value.

Drop In Facility

The DAR Boys & Girls Club is a drop in facility, which means Club members are not required to attend daily. Club members are only allowed to leave the Club with guardians, emergency contacts', or written/verbal guardian consent.

Inclement Weather

School Year- If Menominee Area Public Schools have a snow day, the DAR Boys & Girls Club will be closed that same day. An announcement will be made on the Clubs Facebook page and Class Dojo.

Summer- In case of inclement weather, the Club's schedule will change to an indoor activity. Outdoor field trips may be rescheduled, postponed or changed to another trip. If you are unsure if an activity or field trip is canceled, please contact the Club. In the event of threatening weather, all Club members will be aware of the in Club procedures and will practice them on a regular basis.

Cancellation Policy & Closings

In the event where severe weather or an emergency occurs and the Club needs to be closed, the decision to close the Club will be made by the CEO. Announcements will be made on local radio, Facebook, and our Class Dojo.

Club will be **CLOSED** on the following days:

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Volunteer Opportunities

The heart of any youth program is its volunteers! Donations of time, money and services are just a few ways to help support the DAR Boys & Girls Club. If interested in volunteering please see a staff member. You will need to fill out a volunteer application. All volunteers and staff must go through a background check and training before volunteering or working at the Club.

Supervision Policy

If your child has a disability and/or special needs which require increase supervision, the DAR Boys & Girls Club will strive to provide services through volunteers but reserve the right to require the guardian to provide such supervision or support at no cost to the DAR Boys & Girls Club and/or reserves the right to limit participation.

Club Rules

- Members must be in an area with staff at all times.
- Leave all trading cards, tablets, and anything for value at home.
- Club is not responsible for lost or stolen items.
- All bags, coats, etc. are to be kept hung up in the coat room.
- Laptops/Chromebooks are allowed for homework purposes only.
- Phone calls are \$.25
- Members are responsible for their belongings.
- Respect the staff, other Club members, and Club property.
- Standing outside the front of the building is not permitted without staff.
- Hats cannot be worn inside the Club.
 - We do allow hats on certain dress-up days that fit the theme.
- Food and soda must be kept in assigned areas.
 - Members may only eat in the snack room and gym.
- Gum is not allowed at the Club.
- Phones may only be used by members in the snack room and teen room.

Dress Code Policy

Club members are not permitted to wear clothing that is inappropriate for the Club setting. Clothing that displays profanity, violence, is sexually suggestive, is offensive, promotes gang activity, or promotes alcohol, tobacco, or drug uses are not appropriate. Clothing must cover the torso from above the chest cleave to mid-thigh. No hats, visors, or other head wear is allowed in the building unless it is a dress-up day. Footwear must be worn while at the Club. Closed toe shoes are strongly encouraged to protect feet during activities. Club staff has the right to limit participation in activities and program due to footwear.

Please send your child with tennis shoes if they wish to participate in the gym. Members who do not have tennis shoes will be asked to sit to the side in gym.

Financial Matters

Methods of Payment

Cash – Credit Cards (MasterCard & Visa) – Personal Checks

Payments

\$20.00 membership fee is due with membership registration form. There is a monthly fee during our summer program (June, July, August). Fees must be paid before a member may attend Club.

There are no refunds.

Bus Fees & Information

There is a bus transportation fee of \$1.00 per ride from any Marinette School.

Transportation fee must be paid on that same day.

The Club has three options for bus payments:

- \$1 per ride
- \$5 punch cards-Punch cards do not expire.
- \$20 per month per child (unlimited bus rides). Months are considered from the first of the month to the last day of the month and do not roll over.

Bus transportation is included from any Menominee School.

Contact the Club for bus routes, bus numbers, and pick-up information.

We do not currently bus on early release days.

Scholarships & Financial Assistance

Scholarships are granted on a case-by-case basis. Scholarship forms can be picked up from the Club. If you are in need of financial assistance, scholarship forms must be filled out and then you may schedule an appointment with the CEO.

Health Policy

It is important that guardians cooperate with our Health Policy. Our regulations are designed to protect the well-being of all Club members.

Minor First Aid and Illness Policy

Guardians must advise the staff of any Club member's medical condition by completing the medical information portion of the membership form and updating information as needed.

- Boys & Girls Club staff are CPR Certified and are permitted to administer: band aides, ice packs, bandages and other first aid supplies.
- Club staff cannot physically apply sunscreen and insect repellent.

- The Club is not responsible for reactions or improper usage of sunscreen, insect repellent, or any item that is borrowed from or used by Club members.
- In case of emergency guardians will be notified as soon as possible.
- Club members who stay home from school due to illness are not eligible to come to the Club that same day.
- Guardians must notify the Club and keep children home when youth have a contagious illness (e.g., covid, rash, sore or runny eyes, influenza, chicken pox, etc.).
- Club members who become sick while at the Club must be picked up within 30 minutes of notification.

Medication

- Medications should be administered at home whenever possible. Guardians are urged to consult with the prescribing physician to determine if medications can be scheduled outside Club hours. In the event that this is not possible, medications are to be kept at the Front desk. Medication must be labeled with Club members name indicating the correct dosage and frequency/time of administration.
- Staff cannot administer medications to Club members. Members must administer their own medications.
- All medications will be stored in a secured / locked area at the Club.
- Medications not on record with staff and found in a child's possession will be confiscated and guardians will be called.
- Unused portions of medication after the completion of the school year/summer will be disposed of, if not picked up by the guardian.
- Supply: Guardians are responsible for ensuring a sufficient supply is on hands at all times.

Emergency Treatment

In the event of an emergency injury or illness requiring immediate advanced medical treatment, the Boys & Girls Club staff will call 911 first. Guardians will be contacted as soon as possible.

Lice

If a Club member is suspected of having head lice, he/she will be checked by the Program Director. If an active infestation of head lice is confirmed, the Program Director will contact the guardian and inform them. Club Members must be picked up.

TECHNOLOGY POLICY

Technology & Personal Mobile Device Policy

To utilize the DAR Boys & Girls Club's technology systems, Club members will follow the following rules:

- No chatting
- No games with weapons, blood, or violence
- No social media
- Cannot use a mobile device/electronics to take pictures or video while at the Club
- Food and drink must be kept away from all electronics and computers
- No downloading anything onto computer or changing settings

Our members will use the computers for both educational purposes and recreation, visiting only appropriate websites that fall within the Club's guidelines, this includes music and videos.

Parents understand that Club staff will supervise members time online and on video games. They give Club staff permission to inspect any personal media device they bring into the Club.

Social Media & Cell Phone Use Policy

- Social media is not allowed at the DAR Boys & Girls Club.
- Pictures may not be taken by members at the DAR Boys & Girls Club.

Cell phones may only be used by Club members in the Teen Room and the Snack Room.

The DAR Boys & Girls Club reserves the right to take away a personal mobile device if the guidelines are not being followed, the guardian would then be contacted and be asked to pick up the member's device at the end of the day.

We ask that personal mobile device usage is minimal during Club hours and there are guidelines to follow, please reinforce the Club personal mobile device rules to your child and emphasize the importance of following the Internet rules for personal safety.

Behavior Management

The DAR Boys & Girls Club discipline actions depend on each situation which may include, but is not limited to, personal breaks, suspensions from an activity for the rest of the day, meeting with a staff, or being sent home. More serious problems may require suspension from the Club for a period of time dependent upon the severity of the offense.

If a child was suspended, or dismissed early from school due to a discipline issue, they may not attend the Club that same day.

Club staff will contact the guardians of a Club member depending on the situation. If a Club member is asked to leave, their guardian will be notified and have 30 minutes to pick them up. All guardians who are unable to pick their child up within the given time frame must make arrangements for a friend or relative to pick up their child. Until child is picked up, the Club member will not be able to participate in programs.

1. Suspension Procedures

- Determination is made by Program Director or designated staff member upon his/her absence.
- When a suspension is assessed, an incident report is completed explaining who was involved and what happened, and what factors were considered in light of the consequences administered. The report will be filed in the Program Directors office.
- Members may be suspended up to three days.
- Any suspension longer than three days the CEO will authorize.

2. Expulsion Process

Before any member is expelled from the Club they will meet with a make-up of Club staff, board members and the CEO to review the expulsion.

	<u>Min. Penalty</u>	<u>Max. Penalty</u>
<p><u>Arson and/or Attempted Arson</u> Any student who has set fire in the DAR or on grounds or who is caught in the act of doing so.</p>	Five days suspension, notification of parents, referral to law enforcement authorities.	<u>Attempt:</u> Indefinite suspension/expulsion <u>Arson:</u> Permanent Expulsion
<p><u>Assault: Member to Member</u> Intentionally causing or attempting to cause physical harm to another individual through force or violence.</p>	Conference with Director, parent notification	Permanent expulsion
<p><u>Assault: Member to Adult</u> Intentionally causing or attempting to cause physical harm to the DAR, employee, volunteer, or contractor through force or violence</p>	One day suspension, possible referral to law enforcement authorities, parent notification	Permanent Expulsion
<p><u>Assault: Verbal</u> Verbal/Oral/Written threat by a member to cause or attempt to cause physical harm to a DAR employee, volunteer, or contractor through force or violence</p>	Conference with the Director, notification of parents, possible referral to law enforcement authorities	Permanent Expulsion
<p><u>Bomb Threats</u> A student makes a bomb threat or similar threat directed at DAR property, or a DAR activity</p>	Conference with the Director, notification of parents, possible referral to law enforcement authorities	Permanent Expulsion
<p><u>Bullying</u> Intimidation of others by acts such as: Threatened or actual physical harm; unwelcome physical contact; threatening or taunting verbal, written or electronic communications; taking or extorting money or property; damaging or destroying property; blocking or impeding student</p>	Conference with the Director, notification of parents, possible referral to law enforcement authorities	Indefinite Suspension/expulsion

<p>movement</p> <p><u>Careless or reckless Driving on DAR Property</u> Exceeding the posted speed limits or driving in an unsafe manner on DAR property</p> <p><u>Cellular Phones, pagers, and other electronic devices</u> Use of cell phones is discouraged; however they maybe used in designated areas: Snack Room and Teen Room. Abuse of cell phones and other personnel items will be taken away</p> <p><u>Cheating</u> Deliberately copying another’s work, plagiarism, and other forms of misrepresenting work done</p> <p><u>Computers and Computer Usage</u> Inappropriate and/or unauthorized use of computer equipment and/or software on DAR property</p> <p><u>Criminal Sexual Conduct</u> Member violation on DAR property or a DAR related activity/event</p>	<p>Warning, conference with the Director</p> <p>Abuse of cell phones and personnel items will be confiscated and returned to owner at the end of the day</p> <p>Loss of credit for work done, possible conference with Program Director, notification of parents</p> <p>Conference with the Program Director, notification of parents, possible referral to law enforcement authorities</p> <p>Conference with the Director, Suspension, notification of parents, possible referral to law enforcement authorities</p>	<p>Suspension/expulsion, referral to law enforcement authorities, loss of parking permit</p> <p>Conference with parents and items returned to parents.</p> <p>Indefinite suspension/expulsion</p> <p>Indefinite Suspension/expulsion</p> <p>Permanent Expulsion, referral to law enforcement authorities</p>
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<p><u>Dangerous Instruments</u> The possession, handling, or transmitting any object that can reasonably be considered a weapon while on Club property or off the Club grounds at a Club activity, function or event</p>	<p>Conference with Program Director, parent orientation</p>	<p>Permanent expulsion, referral to law enforcement authorities</p>
<p><u>Extortion and/or attempted extortion</u> The solicitation of money, or something of value, from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm</p>	<p>Notification of parents, restitution and/or up to a three day suspension</p>	<p>Indefinite suspension/expulsion, referral to law enforcement authorities</p>
<p><u>False Fire/Emergency Alarms</u> Falsely alerting the fire department, 911, or the DAR to a false fire or other emergency</p>	<p>Conference with principal, notification of parents, possible suspension referral to law enforcement authorities</p>	<p>Indefinite suspension/expulsion, referral to law enforcement authorities</p>
<p><u>Falsifying Information</u> Oral/Written/Verbal misrepresentation of information through lying and/or falsely using another person's signature, initials, voice, and/or other forms of identification and/or authorization</p>	<p>Conference with Program Director, notification of parents</p>	<p>Up to indefinite suspension/expulsion, notification of parents</p>
<p><u>Fighting Between Members</u> Members who mutually engage in physical contact for the purpose of inflicting harm</p>	<p>Conference with Program Director, notification of parents</p>	<p>Three day suspension and possible referral to law enforcement authorities</p>
<p><u>Fire Equipment</u> Discharging a fire hose or extinguisher except for the purpose they are intended (restitution required in all cases)</p>	<p>Conference with Program Director, notification of parents</p>	<p>Indefinite suspension</p>

<p><u>Gambling</u> Participating in games of chance for the express purpose of exchanging money or other items of value</p> <p><u>Habitual Offenders</u> Unwelcome and/or persistent remarks or behaviors directed towards another member for the purpose of intimidation, ridicule, denying equal opportunities, interfering with educational opportunities, and/or coercion. In the case of discrimination maybe based on gender, race, national origin, age, disability, region, and/or any other category of “difference”</p> <p><u>Habitual Offenders</u> Members who have been recipients of disciplinary action four or more times in a single year</p> <p><u>Inciting to and/or contributing to the disruption of the Club programs</u> Sit ins, walk outs, etc.</p> <p><u>Insubordination</u> Actions which undermine the effectiveness and/or authority of Club personnel: a. Refusal to comply with a reasonable request b. Gross disrespect to club personnel c. Interference with club authorities</p>	<p>Conference with Program Director, parent notification</p> <p>Conference with the Program Director, notification of parents</p> <p>Up to a three day suspension, notification of parents</p> <p>Warning, notification of parents, conference with program director</p> <p>Notification of parents</p>	<p>Indefinite suspension/expulsion referral to law enforcement authorities</p> <p>Indefinite suspension/expulsion, referral to law enforcement authorities</p> <p>Indefinite suspension/expulsion, parent notification</p> <p>Indefinite suspension/expulsion</p> <p>Indefinite suspension or expulsion</p>
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<p><u>Inspection of Youth</u></p> <p><u>Larceny or possession of stolen goods</u> Stealing from another member or the Club itself, or being found in possession of stolen property</p> <p><u>Lewd or Licentious Behavior</u> Sexual conduct and/or behavior which is disruptive to Club activities</p> <p><u>Littering</u> Interior and/or Exterior</p> <p><u>Loitering</u> Members who are in the corridors, lavatories, stairwells, parking lots, or within visible premise of the building</p> <p><u>Loitering: non-member</u> No unauthorized person is to be on the Club grounds</p>	<p>The DAR Boys & Girls Club CPO & Program Director reserve the right to inspect any youth on the Club premises to find a particular item or as part of an investigation into illegal actions.</p> <p>Return of property and/or make restitution, conference with Program Director</p> <p>Warning, conference with the Program Director, notification of parents</p> <p>Reprimand</p> <p>Warning and/or conference with the Program Director</p> <p>Individual will be requested to leave</p>	<p>Indefinite suspension or expulsion</p> <p>Indefinite suspension/expulsion, referral to law enforcement authorities, notification of parents</p> <p>Indefinite suspension/expulsion</p> <p>Clean up assigned in violated area, conference with Program Director, up to three day suspension</p> <p>Three day suspension and notification of parents</p> <p>Referral to law enforcement authorities, criminal trespass prosecution</p>
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<p><u>Malicious Remarks</u> Slurs or malicious remarks made against members and/or staff members and/or staff members that attack the dignity and/or worth of these individuals</p>	<p>Conference with Program Director, notification of parents</p>	<p>Up to nine day suspension, notification of parents</p>
<p><u>Profanity</u> The use of profanity is prohibited while attending the DAR and/or DAR functions/events</p>	<p>Warning</p>	<p>Up to nine days suspension, notification of parents</p>
<p><u>Racial/Ethnic Slurs</u> Racial and/or ethnic slurs or malicious remarks made against members and/or staff members that attack the dignity and/or worth of these individuals</p>	<p>Warning, conference with Program Director, apology of offended party(s)</p>	<p>Up to nine day suspension, notification of parents</p>
<p><u>Sexual Harassment</u> May include but not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks with sexual or demeaning implications; unwelcome touching; sexual jokes, posters, cartoons, etc.; suggesting or demanding sexual involvement, accompanied by implied or explicated threats concerning one's grades, safety, etc.</p>	<p>Conference with Program Director, notification of parents, referral to law enforcement authorities</p>	<p>Indefinite suspension/expulsion</p>
<p><u>School Absence</u></p>	<p>If a child is tardy from the school day they are not allowed to be at the Club on that day.</p>	<p>Dr. apt, funeral, or family emergency will be up to supervisor in charge to make decision for child to participate in Club activities</p>

<p><u>Tobacco</u> Use and/or possession of any form of tobacco is not permitted on Club property and/or Club sponsored activity</p> <p><u>Use, possession, sale, or under the influence of drugs and/or narcotics, including alcohol</u> Applies to presence on Club property and/or at a school sponsored activity</p> <p><u>When Child is not picked up after closing</u></p>	<p>Conference with the Program Director, notification of parents, referral to law enforcement authorities</p> <p>Conference with Program Director, notification of parents, possible suspension and/or referral to law enforcement authorities</p> <p>Meet w/parents Continued problem more than 5 minutes late will be charged \$5 per minute.</p>	<p>Indefinite suspension/expulsion, referral to law enforcement authorities</p> <p>Payment must be made before member comes back</p>
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PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND SIGN AT THE BOTTOM:

I have received a copy of the DAR Boys & Girls Club Guardian / Member Handbook and I understand that I am responsible for reading the policies and practices described within it.

I agree to abide by the policies and procedures contained herein. I understand that the policies and benefits contained in this Guardian / Member Handbook may be added to, deleted, or changed by the Club at any time.

If I have any questions regarding the content or interpretation of this Handbook, I will bring them to the attention of the Club.

I understand that the Club membership is a privilege and may be canceled at any time for any reason. I authorize the DAR Boys & Girls Club to seek medical attention for my child should the need arise.

I understand the DAR Boys & Girls Club may share information with my child's school and other community partners and for the school and other community partners to share information with the Club.

I grant permission for the DAR Boys & Girls Club to survey my child to assess the effectiveness of the Club's programs and staff.

I understand the Club is not responsible for lost or stolen items my child brings to the Club.

I understand that the DAR Boys & Girls Club is not a day care facility and does not provide continuous one on one supervision or interactions with children who attend. I understand that if my child requires or has more needs than the Club is able to provide for, my child will not be able to attend.

I have read and understood the above statement and request that my child be admitted into membership.

Technology Policy:

I give permission for my child(ren) to utilize the DAR Boys & Girls Club technology program, including but not limited to Club owned devices and equipment, and personal mobile devices.

_____ **I grant** permission for photographs, audiotapes, and recordings with my child to be used by the DAR Boys & Girls Club and its partner programs for public relations purpose on behalf of the DAR Boys & Girls Club.

_____ **I do not grant** permission for photographs, audiotapes, and recordings with my child to be used by the DAR Boys & Girls Club and its partner programs for public relations purpose.

Member(s) Name(s): _____

Parent/Guardian Signature: _____ Date: _____