



## **BOYS & GIRLS CLUBS OF THE COLUMBIA BASIN**

### Behavioral Support Specialist Agreement

We at The Boys & Girls Clubs of the Columbia Basin will provide support to our enrolled members, which includes behavioral support. Part of the participation is that members will be working with our Behavioral Support Specialist. The Behavioral Support Specialist will be addressing crises and difficult behaviors that arise on each site, providing support to the members and families, connecting with local resources, and striving to create a trauma-informed atmosphere that is conducive to the overall wellbeing of the child.

### Code of Conduct: Parent/Child Agreement and Rules & Discipline

Should we experience any behavior issues with your Club Member; normal discipline procedures are as follows: verbal warning and/or time out. However, should the Club Member continue to misbehave, be disruptive or disrespectful, they will be given a referral which requires a signature by parent/guardian. Please note that in some instances, an Out of Club Suspension (OCS) and/or Revocation of Membership may be automatic.

### Discipline Matrix

I understand that the Boys & Girls Club has developed and implemented a discipline matrix, which has been reviewed and approved by the Child Club Safety Committee. This matrix outlines appropriate consequences for various behaviors to ensure the safety and well-being of all members. I acknowledge that all staff members are required and trained to adhere to the discipline matrix when addressing behavioral issues with my member. All staff are trained to implement disciplinary actions in a fair, consistent and age-appropriate manner. Open communication between parents/guardians & staff regarding discipline is encouraged.

### Billing and Payments

I understand that I am responsible for all fees.

### Boys & Girls Clubs Right to Refuse Pick Up of Club Member

I understand the Boys & Girls Clubs may refuse to allow my Club Member to be transported home by anyone (including myself) that they feel may have their driving ability impaired due to drugs, alcohol, or other circumstances. I understand that this is for safety

reasons only and that the Boys & Girls Clubs will contact another authorized individual included on this application to pick up my Club Member. I further agree that any late fees incurred because of the situation will be my responsibility.

#### Drug, Alcohol, and Nicotine Free Campus

The BGCCB does not allow drugs, alcohol, tobacco or nicotine products including vape devices on campus. If a Club member is in possession of drugs, alcohol, tobacco, or nicotine products, the Club Members parent will be notified, the item(s) will be confiscated, and the club member will be disciplined in accordance with the discipline matrix.

#### Open Door Policy

Open Door Policy: Members are allowed to leave the Club property when they please but are not allowed to return unless previously approved by staff. The Club assumes no responsibility for members who choose not to come on a particular day or who choose to leave early. Club supervision only occurs within the building and activity areas, with the exception of field trips that are organized by the Club. If you want your child to remain in the Club at all times, please instruct your child not to leave. If your child is seen leaving and it is unusual, the parent/guardian will be notified.

#### Parent/Guardian Agreement

I understand that if my Club Member is under school supervision while waiting for a bus to bring them to the Boys & Girls Club, they must follow all school and Club guidelines at all times. If my Club Member is misbehaving during this waiting period, their membership to the Club will be revoked, no exceptions. I understand that if a Club Member breaks any rule which results in an Out-Of Club Suspension, a Boys & Girls Club senior staff will speak with me when I pick up my Club Member at the end of the day unless the situation requires an immediate pick-up. If my Club Member is suspended with immediate pick up, they will be suspended that day and the following Club day. I understand and agree that my behavior as a parent/guardian may also determine whether or not my Club Member is allowed to attend the Boys & Girls Club. If I am abusive, combative, disrespectful or aggressive with any staff member of the Club for any reason, my child's membership can be revoked permanently. I understand that if a Club Member breaks any rule which results in an Out-Of Club Suspension, a Boys & Girls Club senior staff will speak with me when I pick up my Club Member at the end of the day unless the situation requires an immediate pick-up. If my Club Member is suspended with immediate pick up, they will be suspended that day and the following Club day. I understand and agree that my behavior as a parent/guardian may also determine whether or not my Club Member is allowed to attend the Boys & Girls Club. If I am abusive, combative, disrespectful or aggressive with any staff member of the Club for any reason, my child's membership can be revoked permanently. I understand that my Club Member will be involved in recreational, active and sports related activities in the Club. I understand and agree that the Boys & Girls Club will not be financially responsible for any injury that is a direct result of appropriate active "play" or caused by the child disobeying any rule. I understand that the Boys & Girls Club does not

have a nurse on staff and therefore is unable to store, handle, or dispense medication of any kind, including Epi-Pens and Inhalers. Should my child require medication, I accept full responsibility for seeing that they take the proper amount of medication at the proper times. I agree that the Boys & Girls Club will accept no responsibility for the medication or for the dispensing of medication. I understand that prevention programming is available for my child at the Boys & Girls Club. A youth development staff member has my permission to discuss, at a level determined to be age and developmentally appropriate the following subject matters: alcohol and drug abuse, chemical abuse, human anatomy, any mental health issues, and interpersonal relationships and values clarification. I understand that each discussion will be on the same level and contain similar information as that being taught in the appropriate school grade. I understand that my Club Member and I MUST attend an orientation before being allowed to attend any Club activities. I acknowledge that all the above information is correct and that I understand and agree to all the information contained in this application. I acknowledge that I have read completely the Parent/Club Policy and Procedures Packet and that I fully understand and agree with all the information contained therein.

#### Parent/Guardian Code of Conduct

The Boys & Girls Club is a safe space for all; Club members, Staff members, Volunteers, Parents /Guardians. The Boys & Girls Club is committed to fostering a positive and safe environment for all members.

Our staff works hard to ensure the safety of your children and other club members and follow procedures & protocols as established by the Child Club Safety Committee. Parents and guardians are expected to treat staff with respect and courtesy at all times. In the event of a conflict, concerns should be addressed privately and constructively, without raising voices or using abusive, disrespectful or offensive language.

Parent misconduct, including disrespectful behavior or failure to follow these guidelines, may result in their child being suspended from the club. All egregious instances will be reviewed by the Child Club Safety Committee.

By cooperating with staff and supporting their efforts, parents help create a positive and nurturing environment for all children to thrive.

#### Pick up Procedures

Parents/guardians must come into the building during check-in and check-out. Parents, guardians, or emergency contact will be asked to show valid ID before picking up their Club member(s). If a BGCCB staff member believes that a parent, guardian, or emergency contact is under the influence of marijuana, alcohol, or illicit drugs, BGCCB will not release your club member to that individual. BGCCB will notify another contact as well as local law enforcement. Parent, guardian, or emergency contact must pick up their Club member every day on time. Parents, Guardians, and emergency contacts will be notified if your Club member is not picked up one time. Contact BGCCB prior to 6:30pm if you expect any

delays. BGCCB has a rule of three. If you are late three more times after the initial courtesy call, your Club member will not be allowed to attend the next day. If this is a continuous issue, BGCCB will notify CPS and/or local authorities.

#### School Information

I give permission to the Boys & Girls Clubs and the Moses Lake School District OR Kittitas School District to exchange information regarding the minor child listed on this application. The purpose of the exchange is to help both organizations to do a better job of helping the student be successful in school, in the Boys & Girls Clubs and in life. This release is valid for one year and may be revoked at any time by contacting the Boys & Girls Clubs in writing.

#### Surveys & Questionnaires

I, the parent/guardian of the minor listed in this application, give permission to the Boys & Girls Clubs of the Columbia Basin to share information about the minor child listed on this application with the Boys & Girls Club of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to the BGCA may include the information provided on this membership application form, information provided by minor child's school or school data collected via surveys or questionnaires. All information provided to the BGCA will be kept confidential.

#### Transportation/Field Trip Permission

I hereby give my permission for my Club Member to participate in the activities and programs of the Boys & Girls Clubs that necessitate transportation in vehicles. Out of town trips will be posted in advance. I understand that all trips will be under the supervision of the Boys & Girls Club Staff. I will not hold the Boys & Girls Club responsible in case of an accident. Notice of all trips will always be available at the administrative office.