

Wallingford  
Boys & Girls Club

MEMBERSHIP HANDBOOK



**BOYS & GIRLS CLUBS**  
OF KING COUNTY  
WALLINGFORD BRANCH

*The **Positive** Place For Kids*

# Wallingford Boys & Girls Club Membership Handbook

Welcome to Wallingford Boys & Girls Club!

We hope this manual will help you and your children get the most out of Club membership. Please read the manual carefully, as it contains important information. Most of the information in this handbook pertains to the Youth Development Program at the Burke 45<sup>th</sup> Street Boys & Girls Club (the "Main Club"), which is free with membership. Further information is available about athletics, child cares, and summer camps. If you have any further questions, please feel free to contact a staff person at the Club, over the phone, or by email.

## Membership Information

Any school-age child (5-18) is welcome to become a Club member. Our membership fee is \$15 per year, per child. The membership year runs September 1-August 31.

## Burke 45<sup>th</sup> Street Boys & Girls Club Lead Staff

Branch Executive Director:	Nita Smith	(206) 436-1931 nsmith@positiveplace.org
Associate Executive Director:	Meghan Sweet	(206) 436-1932 msweet@positiveplace.org
Senior Program Director:	Adam Monda	(206) 436-1935 amonda@positiveplace.org
Administrative Assistant:	Tiffany Walker	(206) 436-1934 twalker@positiveplace.org
Teen Coordinator:	Augustine Williams	(206) 436-1933 awilliams@positiveplace.org

## **Locations and Hours of Operation**

### **Main Club - Burke 45<sup>th</sup> Street Club**

1310 N 45<sup>th</sup> Street  
(near the intersection of Stone Way and 45<sup>th</sup> Street)  
(206) 547-7261 (phone), (206) 547-2137 (fax)  
[www.wallingfordboysandgirlsclub.org](http://www.wallingfordboysandgirlsclub.org)

### **Office Hours**

Regular School Year: 2-7 p.m. (may be open additional hours; please call ahead)  
Summer, Non-School days, and Seattle Public School breaks: 7 a.m. - 6 p.m.

### **Main Club Youth Development Program**

Regular School Year: 2-7 p.m.  
Summer, Non-School days, and Seattle Public School breaks: noon to 6 p.m. (FREE)  
7 a.m. to noon (Fee-for-Service)

### **Licensed Child Care Sites**

B.F. Day Elementary School  
3921 Linden Ave. N, Seattle, WA 98103, (206) 547-7269  
Director: Miles Thomas, [mthomas@positiveplace.org](mailto:mthomas@positiveplace.org)  
Assistant Director: Eric Kirby, [ekirby@positiveplace.org](mailto:ekirby@positiveplace.org)

Sacajawea Elementary School  
9501 - 20<sup>th</sup> Ave. NE, Seattle, WA 98115, (206) 526-1357  
Director: Tanya Larkin, [tlarkin@positiveplace.org](mailto:tlarkin@positiveplace.org)  
Assistant Director: Laurel Needell, [lneedell@positiveplace.org](mailto:lneedell@positiveplace.org)

View Ridge Child Care at Sand Point Community Church  
4710 NE 70<sup>th</sup> St., Seattle, WA 98115, (206) 523-8447  
Director: Tanya Larkin, [tlarkin@positiveplace.org](mailto:tlarkin@positiveplace.org)  
Assistant Director: Stacy Kain, [skain@positiveplace.org](mailto:skain@positiveplace.org)

### **Child Care Hours**

School Year: 7-9 a.m., 3-6 p.m. (non-school days 7 a.m. to 6 p.m.)  
Summer: 7 a.m. to 6 p.m.

All programs are closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day. We are generally closed the week between summer camp and the start of school. Any other changes to schedule will be posted and announced at least two weeks ahead of time.

## History

The first Boys Club was started in Hartford, Connecticut in 1860. It is the oldest American-born youth organization in existence. On September 12, 1990, Boys Clubs of America officially became Boys & Girls Clubs of America.

Boys & Girls Clubs of King County is a multi-unit organization which is affiliated with a national organization, Boys & Girls Clubs of America. This national organization has been in existence for over 140 years and operates under a specific vision, mission, and clearly defined standards. There are 14 branch clubs within the King County organization which operate and provide services under the guidelines of the Corporate Office (Club Service Center), located in Seattle.

The Boys & Girls Clubs of King County are positive places for young people to belong. Founded in 1943, it is one of the largest and oldest youth-service organizations in the country, serving over 17,000 kids in its 14 locations. The program philosophy delivers the mission by using a national Youth Development Strategy, which is structured to ensure that all programs generate a sense of belonging, usefulness, influence and competence.

Wallingford Boys & Girls Club was started in the 1940s by a group of dedicated volunteers. Our yearly membership has grown steadily and is currently at a total of over 1,000. The Main Club recently had a grand re-opening in 2007 and membership has continued to grow steadily ever since. The Burke 45<sup>th</sup> Street Club currently serves more than 350 unique kids and teens each year in the FREE Youth Development Program.

## Mission of the Boys & Girls Club

The mission of the Boys & Girls Club is to enable all youth, especially those that need us most, to realize their full potential as productive, responsible, and caring citizens. The Boys & Girls Clubs of King County is a non-profit organization that provides a safe facility, professional staff, a fun environment, and programs to assist youth in developing self-esteem, values and skills. We serve children ages 5-18 and provide programs in the areas of Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts, and Sports, Fitness and Recreation.

### Vision Statement

To be the best Boys & Girls Club organization in the nation and an outstanding human service provider in our community by providing quality staff, facilities, and programs for children and their families.

### Youth Development Strategy

The Youth Development Strategy seeks to develop four basic feelings or "senses" in youth:

- ★ A Sense of Belonging: an environment where young people know they are welcomed and valued.
- ★ A Sense of Usefulness: the opportunity to do something of value for others.
- ★ A Sense of Influence: a chance to be heard and to influence decisions.
- ★ A Sense of Competence: pride from the knowledge that they can do something and do it well.

### Program Philosophy

To provide children with age specific and individually appropriate enrichment activities that promote opportunities for friendship, skill development, self-esteem, values, self-discipline and respect for others through positive habits, attitudes, behaviors and choices.

- ★ Boys & Girls Clubs are building-centered, offering a safe and supportive place children can call their own.
- ★ Our programs are guidance-oriented; Boys & Girls Clubs help young people make appropriate and satisfying choices in all aspects of their lives.
- ★ We employ trained staff who develop programs and form relationships with youth that promote positive values, enhance self-esteem and teach life skills.
- ★ We keep our membership and program fees low so that all youth can belong.
- ★ We require no proof of good character; all boys and girls are welcome.

### Program Goals

It is the goal of our program to serve the needs of families, while addressing the special interests and concerns of their children. Our trained staff work to provide a quality program designed to promote Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts, and Sports, Fitness & Recreation. Our weekly activities may include, but are not limited to: sports, games, arts and crafts, films, field trips, reading and leisure time. The focus is to ensure fun, quality, programs that provide safe and positive experiences.

### Anti-Discrimination Policy

It is the policy of Wallingford Boys & Girls Club that no person be excluded from participating on the grounds of race, creed, color, sex, religion, disability, national origin, sexual orientation, or income.

### ADA Policy/Special Needs

In addition to having a policy of non-discrimination, Wallingford Boys & Girls Club strives to include all children, including those with special needs, and will attempt all reasonable solutions before denying or terminating any child with special needs. We currently work with children who have a variety of special needs and our Main Club was made fully ADA-compliant during its 2007 renovation. We encourage parents of children with special needs to communicate with staff about the child's needs. We will make every reasonable effort to have our staff trained to work more effectively with each child's special needs. We are committed to serving all children.

### Anti-Bias Environment

Wallingford Boys & Girls Club is dedicated to providing an anti-bias environment for children and adults. An anti-bias environment is one that encourages an active approach to challenging prejudice, stereotyping and bias. An anti-bias attitude values and celebrates diversity among different genders, races, lifestyles, physical abilities, religions and cultures.

### No Religious Instruction

Wallingford Boys & Girls Club is a non-denominational organization and does not instruct religious activities. From time to time, however, we will expose children to diverse cultural experiences that may have religious overtones. Children will not be required to participate in any of these activities and alternate activities will be provided upon request.

### Lost and Found

Please label everything that can be marked with child's name. We cannot be held responsible for lost items. At the end of each day, all unclaimed articles will be placed in a lost and found box. Due to lack of storage space, at the end of each month, unclaimed articles will be given to charity.

### Snow/Inclement Weather Policy

Wallingford Boys & Girls Club will be closed if the Seattle Public Schools are closed due to inclement weather. If schools have a delayed opening, we will serve families if staff are able to arrive safely at the site. If staff cannot arrive safely, the site will remain closed. **Please PHONE THE SITES to make sure that staff have arrived BEFORE YOU DROP OFF YOUR CHILD.**

If schools dismiss early due to inclement weather, the sites will open if staff can arrive safely and will remain open until all children are picked up by their parents. If staff cannot arrive safely, the site will remain closed. **Please arrange to pick up your child as early as possible on these days so that you, your children, and our staff can get home safely.** Each program site will update their voice mail message to announce closures and delayed openings or early closings, please call if you are uncertain.

### Family Involvement

Families are welcomed and encouraged to tour the Club, visit with staff, and participate in program activities as often as they like. Siblings and friends of members are welcome to join them for a one-day "trial period," but must become members after one visit. Parents are encouraged to join the Club's Board of Directors.

### Volunteers

Volunteers are vital to our programs and we encourage any parent or other adult to become a Club volunteer. Volunteers tutor, teach classes, help with special events, fundraise, work in the office, participate on the Board of Directors, and help with building repair and maintenance projects. Volunteers are interviewed and must undergo a comprehensive nationwide Criminal History Background Check. If you would like to volunteer at the Club, please speak with a staff member.

### Communication

WBGC staff are always interested in developing a friendly and professional relationship with parents by engaging in daily conversation, but please remember, their primary responsibility during program hours is the safety and supervision of the children entrusted to their care. If you want to discuss something at length, please contact your site director. WBGC staff do need to know information that may affect your child while they are at the club. Please let us know if there are changes in your child's life that may affect their behavior.

### Grievance Procedure

Our staff members make every effort to work with parents to solve any problems that may arise. If you have concerns or questions about the care your child is receiving, or an incident that has taken place, please share these concerns with the staff person working with your child immediately (if possible) or make an appointment when it is mutually convenient. If you feel your concerns have not been addressed or that there has been no change, make an appointment with the site director. The sooner the situation is addressed, the sooner it will be resolved.

While we understand that parents are under an enormous amount of stress in their daily lives, we ask that any concerns be addressed in a calm, quiet manner. Under no circumstances will the staff accept or tolerate verbal abuse or any other type of abuse. Please limit your discussions to conversation level and do not use inappropriate language, gestures or intimidation. Remember that your child and other children may witness your conversation. You may wish to ask for a conference away from the children or at a time when there will be no children present.

### Child Abuse & Neglect Reporting

Staff at Wallingford Boys & Girls Club are mandated to report suspected child abuse and neglect to Child Protective Services. We are not required to inform you if we make a report, although we will often tell you that we have done so. Reporting should be regarded as a request for an investigation into a suspected incident of abuse or neglect. A report does not necessarily constitute a proven fact; rather, it is the raising of a question about the state of the child. Making a report can be the beginning of a process to help families with their problems and to protect their children.

### Parents/Guardians/Caretakers Under the Influence of Alcohol/Drugs

For the safety of your child, if a parent/guardian/caretaker arrives to pick up a child and appears to be under the influence of alcohol or drugs, we will offer the adult the opportunity to call a cab to go home, rather than driving home. If the adult refuses to call for a cab, we will contact the Seattle Police Department or Child Protective Services.

### Emergency Procedures

In case of a serious illness or injury, the following procedure will be performed by Wallingford Boys & Girls Club staff:

1. Administer immediate First Aid/CPR
2. Contact 911
3. Contact the parent, guardian or emergency person
4. Transport to the nearest hospital if necessary
5. File accident/medical report

#### Minor Accident/Injury Procedure

In case of a minor accident (scrapes, bruises, etc.) the following procedures will be performed by the Wallingford Boys & Girls Club staff:

1. Administer immediate First Aid
2. File accident or incident report
3. Contact the parent or guardian upon arrival

#### Prescription Medicine

When children attending Boys & Girls Club require prescription medications, written instructions and signature of parent or guardian must be on file. An "Instructions for Medication" form must be completed for each medication given. Blanket authorizations are accepted only for certain chronic or life-threatening conditions. All medications must be stored in their original prescription containers. Staff members will keep all medications in a specific locked container with the first aid supplies or in the refrigerator. Medications will not be administered if the expiration date has passed.

All medication must be clearly marked with the following:

1. Child's name
2. Physician's name for prescription medications
3. Name and strength of medication
4. Directions, time and method of administration

#### Non-prescription Medicine

Certain over-the-counter medications can be administered with written permission from parent or guardian. Non-prescription medications must be in the original, labeled container. The child's name must also appear on the container. Lip balm, ointments, sunscreen & Tylenol are medications and require consent. Over the counter medication will be administered only at the dose, duration, and method as stated on the manufacturer's label for the child's age. If there are no instructions

for the child's age or the manufacturer's label states "consult physician," a written doctor's permission is required for administration. Self-medication is allowed only for certain circumstances by written request and will be overseen by a staff person. All non-prescription medications will be kept by the staff in a locked container and/or out of easy reach of children.

### Sun Protection Policy

Parents or guardians are responsible for the application of sunscreen to their child before coming to the program. Contact your physician or pharmacist for product information regarding sunscreen that provide waterproof, day-long protection with a high rating (30 SPF or higher).

For field trips, especially during the summer months, staff will administer sunscreen to members, as long as parents have signed the written consent form on the Club's "red card." All members must have a red card on file in order to receive sunscreen from the Club. We **STRONGLY** encourage parents to send their own sunscreen with their child.

By parent or guardian request, the programs can monitor the use of hats and/or long sleeve shirts that are brought from home. Parents or guardians may choose to authorize and send in sunscreen to be applied during program hours, but we cannot guarantee the effectiveness of any sunscreen product. Sunscreen and lip balm are considered by to be *non-prescription medications* and all policies for such must be adhered to.

### Lice

If a child is found to have head lice while at the Boys & Girls Club, the family will be contacted and asked to pick up their child immediately. Because lice is considered to be contagious, we must look after the best interests of all children attending our program.

In the event of a lice outbreak, all children will have their hair checked for lice and nits by a staff member. Children found to have lice or nits will be sent home with instructions for removal. Children will not be allowed to return to the program until they are lice and nit free. Staff will be checked also. This is an unpleasant experience for all involved; please be sensitive to the needs of everyone. It is important that we have your cooperation in this matter.

### Transportation

Policy requires that all persons riding in the Club-operated vehicles be seated and wearing a safety belt at all times. Children 8 years or younger are required to ride in an approved booster seat, which will be provided by the Club. In addition, each participant will be expected to follow the safety guidelines of Wallingford Boys & Girls Club. Any child failing to comply with the safety requirements during vehicle transportation may be terminated from any further activities requiring vehicle transportation.

### Membership Management/Membership Cards

All parents are asked to sign their children up and to be responsible for keeping their program files up-to-date. Please contact your site director or the administrative assistant if you have moved, changed jobs, or if any of your contact information is no longer valid. If you have any questions or concerns, please contact your site director.

At the Burke 45<sup>th</sup> Street Club, all members attending the daily program will be issued membership cards with which to scan in and out of the program. Members are responsible for bringing their cards in every day, or they may be left out of certain activities. Please remember that this is for the protection of our members and we need families' support to ensure that all children bring their cards every day. If your child loses his/her card, please make sure that you pay the \$1 card replacement fee immediately.

### Field Trip Policy

We make every effort to provide fun educational and recreational field trips for our members, especially during the summer. We aim to keep a 1:10 ratio on these field trips for safety's sake and may limit the number of children who can attend; please be on the lookout for signs indicating that a field trip is full or close to full. Children who have been having behavior issues at the Club may be kept back from attending field trips, at the discretion of Club staff and/or parents. Additionally, members that have failed to bring in their membership cards may be held back from field trips (please see membership policy above). Please be aware that field trips advertised as "Teen Only" (6<sup>th</sup> grade and above) may involve allowing the kids to split into groups and check back with counselors at regular intervals, in specified meeting places. If you have any questions about field trip policies, please talk to your unit director.

### Electronics/Movie Policy

It is the general intention of our programs to provide safe, fun and enriching activities for all members, and as such we do not encourage movie-watching and/or the bringing of personal electronics into the Club. However, there will be certain designated days (holidays, school breaks, etc.) that MAY be designated as suitable days for members to bring in personal electronics or where we may watch movies at the Club. This will be indicated on the schedule, but under all other circumstances - please do not bring personal electronics (such as video game devices) into the Club. Our movie policy is to show only G or PG rated films at the Club, except for certain instances where PG-13 movies will be shown to teens, with advance notice given to parents. Parents always have the option to have their children "opt out" of movie watching at the Club. Please communicate directly with your site director if you do not want your child(ren) watching movies at the Club, and we will ensure that they participate in the alternate activities that are provided.

### Late Fee Policy

We close promptly at 7 p.m. on regular school days and at 6 p.m. on non-school days. We allow a grace period of five minutes. After that time, late parents will be charged \$1 per each minute late from the time of close. (i.e. - if you get here at 7:04, that's fine; if you arrive at 7:09, the late fee is \$9). If a family is chronically late, the Club may refuse service to that family and/or a CPS call will be made.

## Guidance and Discipline Policy

Under no circumstances will corporal punishment, ridicule, or name calling be used as forms of discipline. The staff use positive techniques of guidance (redirection, anticipation, and elimination of potential problems), positive reinforcement and encouragement. Techniques of competition, comparison, and criticism are avoided. In addition, consistent, clear rules for the Club are explained to the children. Staff will work with families to establish open communication and to problem solve. Staff are available for family conferences. Follow-up at home may be necessary to help children change their behavior. Families will be notified immediately if a child is in danger of hurting himself/herself, others, or the environment.

TEACH Guidance Discipline Philosophy is based on the following beliefs:

1. Discipline is more about teaching, learning, and problem solving, than about punishment.
2. Every member deserves the effort it may take to keep him or her in the Club.
3. All kids can learn to behave appropriately with the help of consistent role models-staff and parents.
4. The best discipline is self-discipline. We encourage, practice, teach, and role model this.
5. All members and staff are listened to and treated with respect and fairness.
6. Everyone has responsibility for solving problems in the club.

At the Boys and Girls Clubs of King County we realize that an effective discipline policy focuses on **teaching, responsibility, and holding members accountable for their behavior**. In clubs where all members feel accepted, valued, recognized and rewarded, good behavior is the norm.

### Components For Success

1. Members need to be taught to problem solve, learn to guide themselves, and take responsibility for what they do.
2. Appropriate member behavior will be the main focus of our club environment. Good behavior will be recognized and reinforced.
3. Discipline is handled by staff and supported by parents.
4. Parental involvement and support are important to success.

## TEACH Guidance Procedure

Although we focus on the positive, there are times when a **member does not accept his or her responsibilities**. Club rules are for the benefit of **ALL** members. When rules are broken, the following procedure is used:

### PHASE ONE-TEACH & CHOICE

Staff will inform the member of the incorrect behavior (**GUIDANCE**) and will (1) encourage and problem-solve with the member to find new ways to correct the behavior, and (2) work with and teach the member a new skill or alternative way of behaving, including modeling the skill, (**TEACHING INTERACTION**) and (3) member practices the skill. Member is given a limited **choice**. Either he/she can behave correctly or be given a consequence.

### PHASE TWO-TEACH & CONSEQUENCE

If the misbehavior persists, **Step One (GUIDANCE + TEACHING INTERACTION)** will be **repeated** PLUS a **consequence** will be used at the discretion of a trained staff member (i.e. logical consequence, club service, loss of participation in an activity or area, parental check-in)

### PHASE THREE-TEACH, CALL & CONTRACT

If the member decides to continue to misbehave after a staff person has made an attempt to teach the member skills and responsibility (1) a **call** will be made to parents to discuss a plan of action, (2) Parent, member, staff will work together to write a behavior **contract** which is designed to teach and motivate member to learn and practice a new set of skills.

### PHASE FOUR-TEACH & HOME

If the member decides to ignore the teachings of the behavior contract, (1) parent will pick-up child immediately or as soon as possible (ASAP), (2) a suspension will be in effect the following day (s). The behavior contract will also be revisited and either further suspension or expulsion from the program will be considered.

### ZERO TOLERANCE/IMMEDIATE SUSPENSION

The Boys and Girls Clubs of King County are violence-free, weapon-free, substance-abuse-free, and destruction-free facilities. When methods of teaching and problem solving have not proved successful, or when seriously disruptive behavior has taken place, other actions are necessary, **the more serious the misbehavior, the more severe the consequence**.

**Because the Boys and Girls Clubs of King County values each and every member, we would be doing our members a great disservice to ignore or excuse the behaviors listed below. If a member chooses to engage in any of these behaviors, they will be IMMEDIATELY SUSPENDED. Depending on the severity of the behavior, police or 911 may be called.**

1. Fighting (physically) with another member, staff person, volunteer, parent. (1-5 days suspension from all club programs)
2. Physical endangerment-drugs, alcohol, cigarettes, tobacco products, inhalants. (1-5 days suspension from all club programs)
3. Destruction or theft of Club property. (1-5 days suspension from all club programs, restitution or service paid to club)
4. Racial or sexual harassment (including inappropriate physical contact) (1-5 days suspension from all club programs)
5. Repeated violations of general expectations and rules/chronic behavior not changed by prior consequences. (1-5 days suspension from all programs)
6. Bringing or using weapons at the club: knives, sling shots, firearms/firecrackers-anything that is intended to be used as a weapon. (1-5 days suspension from all club programs) **NOTE - If a member chooses to bring a gun to one of our clubs for any reason, he/she will be EXPELLED immediately!! NO SECOND CHANCE.**