



# PARENT HANDBOOK

## 2024-2025



**BOYS & GIRLS CLUBS**  
OF OKLAHOMA COUNTY

# MEMBERSHIP

A youth or teen is considered a Boys & Girls Club Member after the required paperwork is completed and the membership fee has been paid\*. Required paperwork includes a membership application.

## **MEMBERSHIP FEE:**

Our membership fee is dependent on Club location and funding. Please see our website or contact your specific Club location for more information. Scholarships are available!

## **MEMBERSHIP HOURS:**

Memorial Park +  
Northeast & MS  
Locations 7:30am-6:00pm

All Other Locations 8:00am-6:00pm

## **PARTICIPATION**

Boys & Girls Clubs of Oklahoma County's open door policy allows members to enter the Club at any time during regular Club hours. Members who choose to leave the Club premises on their own will **NOT** be allowed to re-enter the Club on the same day.

Only staff and approved volunteers may enter Club spaces with members unless it is a special event.

## **PAYMENT AND OUTSTANDING BALANCE**

All checks are to be made out to *Boys & Girls Clubs of Oklahoma County*. **A \$35 fee will be placed on all returned checks.** Members may not return to the program until any outstanding balance has been paid, or parents agree to a payment policy and have made the first payment.

## **CLUB MEMBER MEDICATION POLICY**

Parents must submit a written request if their child (ren) must take medication while at the Club. Such written permission is required for both prescription and non-prescription medication, regardless of the length of time the medication is to be taken. Medicine must be presented in it's original properly labeled container, to Club management. The prescription label must show that the medicine has been prescribed for that child. Youth must self-administer and be able to follow written instructions from the child's physician.

## **TRANSPORTATION**

Transportation is available from a limited number of schools during the school year. If your child attends one of these schools, you can enroll them in the transportation program. Please contact the specific Club location for more information.

## **DROP OFF**

Drop off procedures vary site to site. All drop off locations will be clearly marked and members either contact their site via phone, walk or drive to the designated area.

## **LATE PICK-UP**

If a member remains at the Club after closing, staff will call the emergency contact numbers for the member. If no contact can be reached and the member remains at the Club longer than 30 minutes, the member may be considered abandoned and the Boys & Girls Club staff may call the Department of Human Services or the local police department to assist the abandoned child. Late fee charges occur 5 minutes after closing time and are \$1 per minute per child. Members cannot return until payment arrangements are made.

## **CLOSURES**

Boys & Girls Clubs of Oklahoma County will update the message on our Club phone at (405) 521-9292 as well as on BGCOKC social media accounts and the local news to inform parents of our open/closed status.

If child/ren are asked to quarantine, whether, by a doctor or their school district, the child/ren will not be allowed to attend Club until the quarantine is over, and the child is not exhibiting any symptoms. If entire districts close, please keep an eye on BGCOKC social media accounts for program updates. Any time a school closes that BGCOKC has a Club located within the school, the Club will also close.

## **RELEASE OF A MEMBER**

Legal guardians and individuals listed as authorized to pick up will be allowed to leave with members.

Custody Agreements: If there are any special circumstances regarding the custody of a member, please provide the Club with court papers indicating who has permission to pick up your child. The Club cannot deny a parent access to their child without proper documentation

Staff will not release members to anyone who appears to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the youth home.

All members need at least two emergency contacts. Contact info must be updated regularly.



# IMPORTANT DATES

Boys & Girls Clubs of Oklahoma County will be **closed** on the following dates:

- *Staff Training Days*
- *New Year's Day*
- *Martin Luther King Day*
- *Memorial Day*
- *Independence Day*
- *Labor Day*
- *Thanksgiving (Thursday and Friday)*
- *Christmas Eve Day*
- *Christmas Day*

## CLUB MEMBER ATTENDANCE

Boys & Girls Clubs of Oklahoma County consistently has a waiting list. **We are requiring regular attendance for all youth. If your child misses three consecutive days without notification then your child's membership will be cancelled.** If you have any questions, please contact your Site Director.



# BEHAVIORAL AGREEMENT

Boys & Girls Clubs of Oklahoma County hope to resolve most problems through discussion and cooperation with the Member(s) in question. However, if we are unable to resolve a conflict, we will contact the Club Member's parents to discuss appropriate support regarding behavior management. If continued violations occur, parents will be asked to come pick up their child within an hour of the incident.

## MEMBER RESPONSIBILITIES

As a Member of Boys & Girls Clubs of Oklahoma County, you are expected to:

- Respect and obey Club Staff.
- Avoid fights or verbal abuse of other members.
- Be fair and accepting of others eager to join any activity.
- Work and play safely.
- Use appropriate and acceptable language.
- Be kind, considerate, helpful and respectful towards others.
- Respect BGCOCK's and other people's property.
- Cooperate with other Members and the adults who are here to help you.
- Use technology and devices in a respectful manner
- Refrain from using all drugs, alcohol and vaping
- Member can only be in areas supervised by adults.
- Member is responsible for all items brought into the Club. BGCOCK is not responsible for any lost, stolen, or damaged items.

## DRUGS OR DRUG PARAPHERNALIA

Items must be confiscated by Site Leadership. Items must be placed in a lock box that only leadership can access. 1st incident- call the police and let them know drugs have been found on the property, and we need them to come and collect them. At this time, we will not give the police any information on the child UNLESS we have additional concerns. The OKC police department has approved this step. They can also meet with all the members about what happens when youth are caught with drugs.

- Automatic minimum 3-day suspension
- 2nd incident- Call the police with the same steps as above.
  - Automatic minimum 1-week suspension.
- 3rd incident- Actual police report submitted on the specific child.
  - Automatic semester suspension. During each intervention, a parent meeting needs to occur, and you should select some onsite classes to help educate this member regarding this area of concern.

Area Director must be notified of the incident, and a report must be sent to the VP of Operations.



## MEMBER RIGHTS

As a Member of Boys & Girls Clubs of Oklahoma County, you have the right to:

- Play with freedom from cruelty, teasing or put-downs.
- Have a safe, calm, clean and orderly environment.
- Be free from fear of physical harm.
- Have a fair turn in any group activity.
- Make mistakes without being ridiculed by others.
- Seek help from adults who care and are here to help you.
- Be treated with dignity and respect.

## WEAPONS

- Remove the child from the weapon. Please do not touch a weapon that cannot be safely removed. The best bet is to move the child away from the bag or item.
- First, immediately call the police and let them know there is a weapon on site. Let the child know the police will do a body search once they get there, so if there are any other weapons, now is the time to tell them. Second, call the parent or guardian to notify them we had to call the police regarding a weapon and that they need to get to BGCOCK as quickly as possible. Third, call your Area Director, who will let the rest of Admin know what is going on.
  - The first offense will result in a month's suspension. During this time, we will ensure that staff and members feel safe for the child to return. Before the member's return, there will need to be a family meeting that includes the Area Director, where we will go over expectations of the member's return. The second offense is immediate expulsion for the year. Any item that imitates a weapon will be confiscated.
- 1st offense parents will be notified, and members will be informed that the second incident will be treated as an actual weapon with a long-term suspension.
- When possible, incorporate anti-violence language and curriculums.

If a weapon is found on site, notification to all families will come from the CEO via a letter or memo that site leadership can distribute. This notification will come same day when possible.



# STAY CONNECTED

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



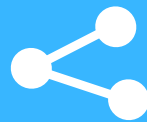
@bgcokc



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Boys & Girls Clubs of Oklahoma County



Follow us on social media!

#greatfuturesstarthere

# PARENT HANDBOOK 2023

- I acknowledge that I received the Family Handbook for Boys & Girls Clubs of Oklahoma County after-school program.
- I understand that I am responsible for reading this handbook and abiding by the guidelines outlined within.
- I will communicate these guidelines with my child(ren) and other adults responsible for dropping off/picking up my child(ren).

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*Parent Signature*

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*Name of Member*

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*Name of Member*

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*Name of Member*

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*Name of Member*

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*Name of Member*

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*Name of Member*

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*Name of Member*

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*Name of Member*

## STAFF ONLY

- Membership fee has been paid.

*Boys & Girls Clubs of Oklahoma County exists to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, responsible and caring citizens.*

**GREAT FUTURES START [HERE.](#)**

