



BOYS & GIRLS CLUBS
OF GREATER HOUSTON

PARENT HANDBOOK



BOYS & GIRLS CLUBS OF GREATER HOUSTON

Welcome!

It is our privilege to welcome you and your child to The Boys & Girls Clubs of Greater Houston.

For more than 60 years, the Boys & Girls Clubs of Greater Houston, BGCGH, has delivered out of school time programs to our communities. As the region's leading youth development organization, we currently serve 10,000 at risk and underserved kids and teens ages 6-17 each year.

All our programs are designed to fulfill our mission to inspire and enable all youth, especially those who need us most, to realize their full potential as productive, responsible and caring citizens. Greater Houston's Boys & Girls Clubs provide more than a safe haven for kids to come after school; we provide a positive place where the community's underserved young people have opportunities to improve their academic performance, develop college and job readiness, build leadership potential and resistance to risky behaviors, become involved in community service, connect with positive peers, and receive support, mentorship and guidance from caring adults.

In this handbook you will find important information about your child's membership into the Boys & Girls Club.

Please read this booklet and keep it as a reference this year.

We hope you have a wonderful year and thank you for being a part of the Boys & Girls Club of Greater Houston.

Zenae Campbell

Vice President of Programs & Club Operations

zcampbell@bgcgh.org

713-868-3426



BGCGH Locations

Allen Parkway Club

Director: DeKeita Frazier

815 Crosby St. Houston, Texas 77019
Near Allen pkwy.

O: 713.400.2179. :c: 832-792-0553

dfrazier@bgcgh.org

Holthouse Club

Director: Jeremy Whiteurst

2411 Canal St., Houston, TX 77003
Near Jensen St & I-10

o: 713-227-1041 c: 832-846-9972

jwhiteurst@bgcgh.org

Jim & Barbara Morefield Club

Director: Keiundra Jackson-Nash

5950 Selinsky Rd., Houston, TX 77048
Near/Off of MLK

o: 713-991-5083 c: 832-846-9971

kjackson-nash@bgcgh.org

John & Cissy Havard Club

Director: Marisol Diaz

1520 Airline Dr., Houston, TX 77009
Near N. Main & 45

o: 713-862-7404 c: 832-846-9967

mdiaz@bgcgh.org

Johnny Mitchell Club

Director: Cheryl Chatman

4420 Avenue P, Galveston, TX 77550
Near 45 and Broadway

o: 409-763-2227 c: 832-517-6984

cchatman@bgcgh.org

Royal ISD Club (Brookshire)

Director: Darius Austin

2500 Durkin Rd. Pattison, TX 77423
Off FM 359 Highway

o:281-934-3184 c: 832-525-6506

daustin@bgcgh.org

Houston Texan Teen Club

Director: Carla Jones-Adams

1520 Airline A Dr., Houston, TX 77009
Near N. Main & 45

o: 832-804-7812 c: 832-846-9967

cjones@bgcgh.org

Fort Bend Club

Director: Lionese Whittaker

5525 Hobby St., Houston, TX 77053
Near Post Oak

o: 281-438-4720 c: 832-846-9964

lwhittaker@bgcgh.org

Stafford Club

Director: Mark Martin

3110 Fifth St. Stafford, TX 77477
Near 59 South

o: 832-471-2588 c: 832-517-8221

mmartin@bgcgh.org

Richmond- Rosenberg Club

Director: Christina Mackey

1800 James L Pink Blvd, Richmond, TX 77469
Near Highway 90

o: 281-232-7632 c: 832-846-9973

cmackey@bgcgh.org

Spring Branch Club

Director: Mark Alvarez

8575 Pitner Rd. Houston, TX 77080
Near 290 and 43rd area

o: 713-690-3946 c: 832-846-9966

malvarez@bgcgh.org

Housman Elementary Club (Shared Space)

Director: Sergio Maldonado

6705 Housman St. Houston, TX 77055
Near Katy Freeway

c: 832-244-6563

smaldonado@bgcgh.org

Buffalo Creek (Shared Space)

Director: Sara Rodriguez

2801 Blalock Rd. Houston, TX 77080
Near Hempstead and Kempwood Dr

c: 832-792-1006

srodriguez@bgcgh.org

KIPP Sunnyside Club (Shared Space)

Director: Nazia Frank

11000 Scott, Houston TX 77047
Near 288 and Airport Rd.

c: 713-676-0519

nfank@bgcgh.org

Complaint Procedures: Please direct all complaints or concerns regarding any club to the Club Director directly or contact our Headquarters Office at 713-400-2945.

Boys & Girls Clubs of Greater Houston, Inc.

Membership Policy and Procedure

Membership at the Boys and Girls Club denotes the opportunity for regular participation in program activities and special events at Boys and Girls Club where membership is held.

Boys and Girls Club Membership is open to all youth, 6 years old to 17 years old, without restrictions based on gender, race, residence, citizenship, income nor academic enrollment. All members must complete a membership form, signed by parent/guardian, paid the membership fee, provided a birth certificate, and provided a school report card before participating in member activities.

Boys & Girls Clubs of Greater Houston member registration is always open. Membership enrollment is divided into two sessions, School Year and Summer.

School Year:

School Year membership is open in August of each year, with memberships valid through May 31st of the following year. School year membership is a one-time cost of \$5.00, which must be paid at time student begins participating in membership activities.

Summer:

Summer membership enrollment begins May 1st of each year, with membership value June – August (*exact dates are available by locations*) of the same year. Summer membership is a one-time cost of \$20.00, which must be paid at the time student begins participating in membership activities.

Summer membership is in effect with memberships added at any time May-July. Summer membership includes participation in full day operation, 9am-5:30pm.

*School Year members who wish to continue attending the club during the summer months **must** enroll and pay the Summer membership. Summer members who wish to continue as School Year members **must** also enroll as and pay the School Year membership.

Membership forms must be completed filled out for each youth member and signed by a parent or guardian. Cash is accepted at time of submission. A birth certificate is required for youth who are 6 years old and youth that are 17 years old. A school report card is also required for all youth members.

Members who turn 18 years old and are still enrolled in high school are eligible to remain an active member until they complete high school in the spring. Youth that are 18 years old and have completed high school must complete a volunteer application, pass a background check and attend volunteer orientation to serve as a volunteer at the Club.

Youth interested in joining the club are available to visit without a membership when granted a “one-day pass” by the Club Director with parent/guardian information obtained before joining the club as a member.

Other Youth Served/Youth Visitors

Non-member youth may be invited to tour the club, experience programming or attend a special event for one day without a membership. This must be approved by the Club Director and an Emergency Contact card must be completed before the youth may enter the Club and participate. Non-members without an Emergency Contact Card can use the phone to call for a ride and sit near the front counter where they can be supervised until someone arrives to pick them up.

Membership Cards

Membership cards and member numbers will be issued at time of registration. All members will be expected to have their Membership card every day. Members are required to purchase a replacement card for \$1.00 before participating in Club activities if they are without their membership card. Temporary cards will be provided at a grace of one per month, per member. Temporary cards are simply paper cards with member name and member number written.

Membership Tracking

General Attendance

Members must sign in once they enter into the Club each day. Membership attendance may be gathered by the Membership Coordinator and/or Jr. Staff or Volunteer. It is the responsibility of the Club Director/Membership Coordinator to confirm this is done by each member each day.

Members must bring their card each time they enter the Club. Membership number must be verified with the card. Member must stop at the front desk and add their membership number to the general attendance sheet. General Attendance information will be entered into tracking system, i.e. Visions, daily.

Program/Activity Attendance

Members must sign into each Club program and/or Club area for targeted programming they participate in each day. Program/Activity attendance will be collected by Youth Development Specialist leading that program. Jr. Staff or volunteers may also help collect. It is the responsibility of the YDS to confirm accurate information is collected for each program/activity. Program/Activity attendance sheets will be submitted to Membership Coordinator at the end of each day for entry into tracking system. Club Director or Membership Coordinator will enter program activity attendance into tracking system each day.

Targeted Programming to be tracked include: all grant funded programs, Power Hour, Triple Play, Kids Café, SMARTS, Passport to Manhood, additional BGCGA programs.

Club Director or Membership Coordinator will compare General Attendance membership numbers with Program/Activity Attendance sheets to validate and correct missing data, i.e. member is signed in for program and not general attendance should be added to general attendance report.

Open Door Policy

Boys and Girls Clubs of Greater Houston operate with an open-door policy regarding youth entry. Youth are permitted to leave the Club at their free will. If a child leaves without being picked up from the Club, parents/guardians may be called as a courtesy. However, the Club is not responsible for his/her safety once they have left the Club on their own. Members will not be allowed to re-enter the Club and participate in Club activities. They may use the phone to contact their parent/guardian and wait at the front desk for pick-up.

Boys & Girls Clubs of Greater Houston, Inc.

Bullying Policy

We are committed to creating a Club setting where everyone is treated with dignity. To make this possible, we recognize that one of our most important responsibilities is to create and sustain a safe environment so our members can enjoy participating in our program. To achieve this goal we must acknowledge that bullying can occur within our Clubs.

To clarify the definition of bullying and to help prevent it from occurring, we have outlined the following information:

- **Both boys and girls can be bullies. We, as an organization will not tolerate an attitude of “boys will be boys” or “girls will be girls” to excuse social cruelty or physical harm.**
- **Bullying can be direct or indirect, blatant or subtle. It involves an imbalance of power and repeated and intentional actions.**
- **Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.**
- **Bullying is cutting someone off from essential relationships.**
- **Bullying includes isolating the target by making this person feel rejected by his or her community.**
- **Bullying is malicious gossip and rumor spreading.**

Bullying often occurs outside of the physical grounds of the Club, yet these actions impact the safety of our members as though they occur on Club sites. Any bullying behavior demonstrated at the Club or outside of the Club that affects our Club community will be addressed by the Club.

Examples of bullying outside the Club could be (but are not limited to) the following:

- **Electronic communications that include physical threats and/or malicious gossip and slander.**
- **Hit lists or polls via e-mail or other methods of communication naming specific members and/or staff.**
- **Sending humiliating photographs to others.**
- **Stealing passwords and misrepresenting oneself.**
- **Changing other people’s personal profiles.**
- **Hazing, or any ritual that degrades, humiliates, threatens, or physically hurts another person as a pretext for joining a team or other formal or informal group.**

As an organization, we will take any report of bullying seriously. Bullying will be responded to through a variety of consequences and intervention up to and including suspension from the Club, depending on the frequency and severity of the behavior. Any member who is suspended will not be permitted to return to the Club without a parent/member reentry meeting with the Club Director.

Some situations, including less severe first offenses, may be handled by the Club through member conferences, mediation or other interventions without a phone call home. If more serious bullying behavior has occurred, possible consequences could be suspension or expulsion from participation in all Club activities. Membership is a privilege not a right. Subsequent consequences could include Club suspension. If any of these consequences become a likely outcome, we will notify you.

If your child is the target of bullying:

- **Notify the Club Director so that the incident can be documented.**
- **The incident will be addressed as quickly as possible, but please allow us 48 business hours to respond. If you do not hear from us by that time, please feel free to call the Club Director to follow up.**

Please understand that we want all our members to feel safe, valued and respected in our Clubs. These situations are hard for everyone – parents, Club staff and members alike, but it is in these moments when we truly show what we stand for as a community. Working together, we can do our best to ensure that our Club is a safe and positive environment where great futures can start for every child.

Boys & Girls Clubs of Greater Houston, Inc. Parent/Guardian Pick Up Policy

The Boys & Girls Clubs of Greater Houston staff is honored to provide services for your child (children). I understand that the Boys & Girls Clubs of Greater Houston will make every effort to keep my child from leaving the Club building without permission; however, I also understand that the Club is not a daycare center and is not responsible for the time or manner in which my child may arrive or leave the Club. When our clubs close, we do not allow children to loiter outside of our facilities.

Parent/Guardian Drop off & Dismissal Policy:

Drop off:

Members are allowed to be dropped off anytime during our hours of operations. Please see schedule below.

Dismissal:

For the safety of our members we ask that parents/guardians and or members sign out daily upon leaving the Boys & Girls Club Facilities. Members will not be allowed back into our facilities once they are signed out of our program. Exceptions will be made at the discretion of the Club Director as well as those participating in parallel programming (i.e. tutoring programs, other community collaborating operations).

Late:

Boys & Girls Clubs of Greater Houston traditional (neighborhood) afterschool program opens at dismissal at local schools and closes promptly at 7:00 pm, Monday through Friday. Boys & Girls Clubs of Greater Houston school based clubs afterschool program opens at dismissal of the school and closes promptly at 6:30pm, Monday through Friday. Please check with your local club for summer and holiday hours of operation. Boys & Girls Clubs of Greater Houston have a zero tolerance for late pick-up unless communicated in advance. The Boys & Girls Club is obligated to contact Child Protective Services if a child is left after business hours and if we cannot get in contact with legal guardian.

In the case of an emergency, please contact your Club immediately.

The BOYS & GIRLS CLUBS OF GREATER HOUSTON reserves the right to terminate enrollment in the program.

Fall/Spring Hours of Operation:	Monday – Thursday – 7:00 pm Friday – 6:30 pm
School Based Clubs:	Monday – Friday After School – 6:30 pm
Summer & School Breaks:	Monday – Friday 9:00 am – 5:30 pm

*****Please confirm hours of operation at your club. Hours vary based on Free Standing, School Based, holidays, school breaks, etc.**

Boys & Girls Clubs of Greater Houston, Inc.

Rules and Regulations

WELCOME to the Boys & Girls Clubs of Greater Houston, Inc. Our staff members are committed to making your time as a member as fun and safe as possible. Listed below are rules and regulations that all Club members must follow. Violation of these rules will result in disciplinary action including suspension from the Club as determined by the Club Director. Grievances may be discussed with the Club Director or the Director of Operations.

1. All members must bring **their own** MEMBERSHIP CARD to the Club every day. Replacement cards are \$1.00. Anyone caught borrowing someone else's or lending their card out will be suspended from the Club.
2. Running is not allowed anywhere in the Club except the GYM!
3. Suggestive garments or inappropriate attire is prohibited. Any member determined to be dressed inappropriately will be asked to cover up or go home to change.
4. Jewelry, t-shirts, hats or caps with drug/alcohol or gang related emblems are prohibited.
5. Shirts must be worn at all times. Pants/shorts/skirts/tights must be worn on the hip, not sagging around the buttocks. Shorts must be longer than the middle finger when standing with hands to the side. If tights are worn, a shirt must longer than the middle finger when standing with hands to the side. No open toed shoes (such as sandals or flip flops), slippers or sneakers with wheels are allowed.
6. No du-rags, stocking caps, rat-tail combs, metal picks or rakes are allowed.
7. No jewelry can be worn in the gym area when participating in Club Activities.
8. Club members may be allowed to have cell phones during non-instructional activities. They may not be used to take pictures or video at any time at the club, unless approved by the Club Director. It is highly recommended that cell phones are not used at all inside the club, as the BGCGH WILL NOT be held responsible for lost, stolen or damaged cell phones.
9. Personal I-Pads, Tablets, MP3 players, e-readers or any other electronic items/games cannot be used inside the Club. We recommend that they are not brought at all because BGCGH WILL NOT be held responsible for lost, stolen, or damaged items.
10. Public display of affection is not allowed. (i.e. kissing, hugging, holding hands, hitting, etc.)
11. Once members leave the premises of the club, they are not allowed to return. (i.e. leaving to go to the store, to get lunch, or to the park).

The following actions are prohibited and will result in immediate disciplinary action, up to and including revocation of membership:

12. Violence against another member or Club staff
13. Cursing, use of racial slurs, name-calling, bullying or any other use of bad language
14. Possession of drugs, alcohol, guns, knives or any other weapons
15. Display of gang paraphernalia, signs or any action showing affiliation or activity
16. Aggressive action or group demonstration that is disruptive and interferes with Club activities
17. Bullying of any kind
18. Persons entering or attending the Club under the influence of an illegal or banned substance
19. Persons caught stealing will be subject to suspension and/or prosecution. NO EXCEPTIONS!

While the Boys & Girls Clubs of Greater Houston maintains an Open Door policy, we do not allow members or non-members to loiter on Club premises. When a member leaves the facility, they must leave the premises.

Boys & Girls Clubs of Greater Houston, Inc.

Program Descriptions

Boys & Girls Clubs of Greater Houston offers tested, proven and nationally recognized programs in five core program areas – Character and Leadership Development , Education and Career Development , Health and Life Skills, The Arts and Sports, Fitness and Recreation – and Specialized Initiatives.

The following programs will be provided throughout our clubs for our members during afterschool, as well as during the summer months. They are designed to meet identified needs and interests of our club members.

Program Descriptions:

Project Learn: High Yield Learning Activities: High Yield Learning Activities are fun Club activities that help young people to apply what they have learned in the classroom, in a practical way. Examples of HYLAs are fun learning games, scavenger hunts, word puzzles, science projects, and virtual and/or web-based learning opportunities. HYLAs are the core of Project Learn, and occur throughout the entire Club. HYLAs are how the Clubs make learning fun!

Power Hour: A support program designed to help club members to develop academic, behavioral and social skills through daily homework completion, high-yield learning activities and tutoring. This program provides homework assistance for all club members for at least one hour by implementing one-on-one or small group learning support sessions.

Diplomas 2 Degrees (D2D): D2D is a college and career readiness program geared toward encouraging Club members toward academic success, high school graduation, and goal setting. The program is designed to guide youth and prepare them for post-secondary education so they can gain the knowledge and skills needed to develop and maintain successful careers.

Triple Play: Club members are challenged to become healthy and active by learning new ways to eat more nutritionally, manage stress, maintain physical fitness, and form positive relationships with peers. The (3) focus areas for impacting the health and wellness of club members through Triple Play are:

Healthy Habits (MIND): The *Healthy Habits* program is a curriculum-based program, designed to incorporate healthy living and active learning in every part of the Club experience, from the gym to the learning center to the arts and crafts room. The central themes of good nutrition, regular physical activity and improving overall well-being are highly emphasized throughout the program.

Daily Challenges (BODY): This component boosts Clubs' physical activities to a higher level by providing sports and fitness programs, activities and sports competitions for all boys and girls, whether they are athletically inclined or not. Club youth of every age have the chance to have fun playing longer and harder at a variety of games.

Daily Tournaments (SOUL): By participating in a comprehensive social recreation program, Club youth are able to develop and sustain positive relationships with others, acquire a healthy self-concept and a strong belief in their self-worth, and to cope well with positive and adverse situations.

Kid's Café: Through collaboration with the Houston Food Bank (HFB), each club member is provided with a hot, balanced meal each day. HFB also makes available its employees to assist with the implementation of the Healthy Habits curriculum at the clubs. For those members that are at risk of going without a meal during the weekends while the Clubs are closed, the Backpack Buddy program provides weekend meals for Club members and their families.

Boys & Girls Clubs of Greater Houston, Inc.

Program Descriptions (Continued)

SMART Girls: SMART Girls is a health, fitness, prevention/education and self-esteem enhancement program for girls' ages 8-12 years and 13-17 years. The program is designed to encourage healthy attitudes and lifestyles that will enable adolescent/teen girls to develop to their full potential. Sessions incorporate learning experiences that include mentors, guest speakers, hands-on activities and field trips.

Passport to Manhood (Passport): Passport addresses critical issues that young men face during adolescence, such as ethics, decision making, wellness, fatherhood, employment and careers, cooperation and conflict, diversity, relationships and self-esteem. Passport is a 14-session program that concentrates on specific aspects of manhood through highly interactive activities. Each Club participant is issued his own "passport" to track his personal journey of maturation and growth.

SMART Moves: Club members will be exposed to various activities designed to hone their decision-making and critical- thinking skills, as well as learn how to avoid and/or resist negative peer pressure, alcohol, tobacco, other drugs and premature sexual activity. Participants grow in their confidence to make healthy decisions, and model positive behavior in their various environments. SMART= Skills Mastery and Resistance Training and has specific, age-appropriate components for members ages 6-9, 10-12, and 13-17.

Keystone Clubs: "Keystoning" is the premiere leadership opportunity for all teen Club members. Teens are challenged to make strong leadership decisions, engage in academic and career experiences, and participate in service opportunities that impact their communities. Keystone Clubs are designed to provide hands-on learning experiences for each of our teens by offering them opportunities to plan and promote activities for their clubs and surrounding neighborhoods.

Torch Club: Torch Clubs are small group leadership and service clubs for boys and girls ages 11-13. Members learn to work together to plan and implement activities in four areas: Service to the Club and community; Education; Health and Fitness; and Social Recreation. Examples of Torch Club activities are: peer mentoring, adopt-a-grandparent, food and clothing drives, community clean-ups and beautification projects.

Money Matters: Make it Count: Money Matters helps teens gain useful knowledge and skills on various aspects of financial literacy, including budgeting, saving & investing, credit & debt, entrepreneurship and planning for college. Teens are given practical tips and activities to learn important life skills such as balancing a checkbook, creating a budget, and making sound financial investments.

TNT Drama Matters: Drama Matters is a creative Fine Arts program designed to foster an appreciation of drama in young people. Participants will learn the inner workings of the theatre, and the roles and responsibilities of executing a production. Ultimately, Club members will develop their own dramatic programs, and/or participate in a variety of theatre functions.

Sports Leagues: As an extension of the Triple Play: Body component, each club member has an opportunity to participate in a number of co-ed sports leagues including: Basketball; Football; Baseball; Soccer. The sports leagues are designed to promote regular physical activity, skill development, sportsmanship, teamwork and cooperative learning amongst club members. All club members participating in sports leagues are strongly encouraged to participate in other character building and academic success programs as reinforcement to the development activities emphasized.

Boys & Girls Clubs of Greater Houston

Acknowledgement of Review of the Parent Handbook

As we strive to provide a safe and quality experience for your child, we also seek the involvement of parents/guardians to help our members be most successful. Your signature acknowledges receipt of the handbook, as well as the rules, regulations and expectations outlined for both the member and family in regards to:

- **Membership Policy & Procedure Policy**
- **Bullying Policy**
- **Parent/Guardian Pick-Up Policy**
- **Rules and Regulations**
- **Programing**

Member Name (PLEASE PRINT)

Parent/Guardian Name (PLEASE PRINT)

Parent/Guardian Signature

Date

Club Director Signature

Date



BOYS & GIRLS CLUBS
OF GREATER HOUSTON