Parent Handbook

BOYS & GIRLS CLUBS OF SOUTHERN NEVADA

About Boys & Girls Clubs of Southern Nevada

Mission: To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Our Vision: Every kid has what it takes. For youth of every race, ethnicity, gender, gender expression, sexual orientation, ability, socio-economic status and religion, success is in reach when they walk through our doors.

Our Goal: To enrich the lives and shape the futures of youth, transitioning them into adulthood with healthy habits, a high school diploma and a clear plan for their future.

Regardless of physical, emotional, or socio-economic background, all Southern Nevada youth can benefit from being part of a Club.

Our work is focused on three priority outcome areas – **Academic Success, Character & Leadership, and Healthy Lifestyles** – because these are the tools EVERY kid needs to have a joyful, happy, productive life.

Welcome To The Club!

Welcome to Boys & Girls Clubs of Southern Nevada - we are so excited to have you as a member of our Club family!

Please read through the entire handbook to review important information about our Clubs, membership policies, and Clubhouse expectations. Your acknowledgement and acceptance of these guidelines is required for your child's membership.

Once your membership has started, you may use this as a convenient reference for our hours of operation, drop-off and pickup procedures, pricing, payments and other essential information.

As always, our Club staff are available to help with any questions you might have. We look forward to seeing you in our Clubs!

Hours of Operation

Afterschool Program

1:00 PM – 7:00 PM
Available at all Clubhouses

Morning Program

6:00 AM – 9:30 AM

Available at the John C. Kish Clubhouse

6:30 AM – 9:30 AM

Available at the Andre Agassi Clubhouse, Donald W Reynolds Clubhouse, James Clubhouse, and Southern Highlands Clubhouse

School Sites

Please note that our hours of operation may vary by location and are subject to change. We recommend checking with your specific location. Please note that school sites will operate according to the CCSD schedule.

Extended Hours for CCSD School Breaks and Holidays

7:00 AM – 6:00 PM

Available at most locations, please check with your Clubhouse

Closures

Our Clubhouses will be closed in observance of the following holidays.

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day & Family Day
- Christmas Day

Additional closures may occur. If a Club has additional planned closure dates, advance notice will be given to members and families.

List of Clubhouses & School Sites

Andre Agassi Club 800 North Martin Luther King Blvd. Las Vegas, NV 89106 702-638-1120 AgassiFrontDesk@bgcsnv.org	**Boulder Highway Club** 3475 South Mountain Vista St. Las Vegas, NV 89121 702-538-9009 BoulderFrontDesk@bgcsnv.org	**Desert Pines Club** 3750 E. Bonanza Rd. Las Vegas, NV 89110 702-476-9224 DesertPinesFrontDesk@bgcsnv.org
Donald W. Reynolds Club 2980 Robindale Rd. Henderson, NV 89074 702-614-8550 ReynoldsFrontDesk@bgcsnv.org	**Downtown Club** 2801 E. Stewart Ave. Las Vegas, NV 89101 702-388-2828 DowntownFrontDesk@bgcsnv.org	**James Club** 2530 E. Carey Ave. North Las Vegas, NV 89030 702-399-3172 JamesFrontDesk@bgcsnv.org
John C. Kish Club 401 Drake St. Henderson, NV 89015 702-565-6569 KishFrontDesk@bgcsnv.org	**John D. "Jackie" Gaughan Club** 920 Cottage Grove Ave. Las Vegas, NV 89119 702-731-6658 GaughanFrontDesk@bgcsnv.org	**Southern Highlands Club** 10900 Southern Highlands Pkwy. Las Vegas, NV 89141 702-534-0504 SoHighlandsFrontDesk@bgcsnv.org
Mary & Sam Boyd Club 1608 Moser Dr. Henderson, NV 89011 702-565-2674 BoydFrontDesk@bgcsnv.org	**Natalie Gulbis Club** 9552 W. Tropicana Ave. Las Vegas, NV 89147 702-476-3833 GulbisFrontDesk@bgcsnv.org	**Ralph & Betty Engelstad Club** 3540 S. Cambridge St. Las Vegas, NV 89169 702-792-1388 EngelstadFrontDesk@bgcsnv.org
Mountaintop/Clark HS School Sites 2845 S. Lindell Rd. Las Vegas, NV 89146 702-344-8930 (Mountaintop) 4291 Pennwood Ave. Las Vegas, NV 89102 702-491-5343 (Clark HS)	**Dondero Elementary School** 4450 Ridgeville St. Las Vegas, NV 89103 702-344-7962 Donderoes@bgcsnv.org	**Monaco Middle School** 1870 N Lamont St, Las Vegas, NV 89115 702-799-3670 monacoms@bgcsnv.org

Enrollment

Annual Club Membership

All youth must have an active annual Club membership to attend the Club. To sign up, please visit bgcsnv.org to find your Clubhouse.

Annual Club memberships are valid at all locations and are active from the date of application through December 31st of that calendar year.

Home Club

As part of your initial membership, you will choose the Club you would like your child(ren) to attend. This is your "Home Club."

If you would like your child(ren) to attend more than one Club, please see your Clubhouse for more information.

Ages Served

Boys & Girls Clubs of Southern Nevada welcome youth ages 5 to 18.

- Five-year-olds may enroll starting the summer before they enter kindergarten if they attended a Pre-K or Preschool/Daycare for at least 1 year before starting BGCSNV. Once the new school year starts five-year-olds must be enrolled in kindergarten. Parents/Guardians will need to provide documentation of attendance (receipts, attendance, etc.) or proof of kindergarten approval.
- For health and safety reasons, all youth must be toilet trained. Frequent accidents may result in discontinuation of services.
- High school seniors may attend through the summer following their high school graduation. Once a member reaches 19 years of age, they are no longer eligible to attend the club.

Enrollment

To enroll your child(ren), please visit bgcsnv.org to find your Clubhouse and complete one membership per child. Enrollment is on a first-come, first-served basis.

Within three business days of submitting your membership, you will be contacted by your Home Club to verify information, finalize enrollment, and process any outstanding fees.

Enrollment cannot be processed without a complete application and full payment of fees. Once all information and documents have been verified, staff will notify you that the member(s) can begin attending the Clubhouse.

Updating Personal Information

Families must always maintain accurate member information with the Club. If member/family information changes at any time during your Club membership, please log into your Trax online account to update.

Parents/Guardians are responsible for ensuring information is current and correct.

Fees & Payments

Membership Fees

The annual membership fee is based on the child's age and is due once per year at registration. Annual membership fees are non-refundable with prorated membership fees that are available in October of every year.

Annual Membership Fee (Expires: End of calendar year)

- $40 for Youth (Ages: 5-12)
- $40 for Teens (Ages: 13-18)

Clubhouse Prorated Membership Fees (October – December):

- $15 for Youth (Ages: 5-12)
- $15 for Teens (Ages: 13-18)

School Sites (Expires: End of CCSD School Year)

- $30 for School Sites (Ages: 5-18)

Complimentary Memberships for Foster Youth and Military Youth (Not available at School Sites)

- $0 for Foster Children (Ages: 5-18)
    - A statement of status or proof of placement must be provided to receive this discount, or the annual membership fee will be applied.
- $0 for Military Children (Ages: 5-18)
    - Military form and proof of Military ID for active, reserve, and guard must be provided to receive this discount, or the annual membership fee will be applied.

Reduced Rate Membership Fees (Not available at School Sites)
The following community partners cover annual membership costs, allowing us to offer reduced rates to qualifying families:

Reduced Annual Membership Fees:

- $5 for Child Care Assistance or Urban League Certificate
  - With approved application
- $0 for Medicaid Health Insurance
  - Child(ren) must have Medicaid health insurance through Anthem Blue Cross Blue Shield (BCBS), Amerigroup, Health Plan of Nevada (HPN), Silver Summit or Molina
  - A copy of the child's current insurance card must be provided to receive this discount, or the annual membership fee will be applied.

Please note if an insurance card is not provided at the time of attendance, a charge will be applied.

Program Fees

Program fees are weekly and include transportation, supplies, and materials. Promotional rates may be offered at different times throughout the year and may vary by location.

Ages: 5-12

- Morning Program (6:30AM to 9:30AM, where applicable)
  - $20.00 per week
- Afterschool Program (1PM to 7PM)
  - $40.00 per week
- School Breaks (7AM to 6PM)
  - $80.00 per week
    - Boulder Highway Clubhouse
    - Downtown Clubhouse
    - Mary and Sam Boyd
    - Ralph & Betty Engelstad Clubhouse
    - Desert Pines Clubhouse
    - Jackie Gaughan Clubhouse
    - Natalie Gulbis Clubhouse
  - $120.00 per week
    - Andre Agassi Clubhouse
    - James Clubhouse
    - Donald W. Reynolds Clubhouse
    - John C. Kish Clubhouse
    - Southern Highlands Clubhouse

- Daily Drop-in Fee
    - Afterschool Program (1PM to 7PM)
        - $10.00 per day
    - School Breaks (7AM to 6PM)
        - $20.00 per day

Ages: 13-18

- No additional program fees.

Reduced Rate Program Fees

The following financial aid options are available to qualifying families to help cover costs for weekly programming fees:

Child Care Assistance (CCA):

- CCA may be available to cover a portion of weekly programming fees for families that meet certain financial criteria. To learn more or apply for this program, please speak with your Clubhouse.

Boys & Girls Clubs of Southern Nevada Financial Assistance

- Financial Assistance may be available to cover a portion of weekly programming fees for families that do not qualify for Child Care Assistance but meet the financial criteria. To learn more or apply for Boys & Girls Club of Southern Nevada financial assistance, please speak with your Clubhouse.

Payment Policy

Debit and credit cards are the only accepted forms of payment. All payments are non-refundable, regardless of member attendance or circumstances. Credits will be approved only for emergency situations and must have approval from an Area Director. Area Directors reserve the right to deny credit requests.

All payments must be made in advance of services rendered and member attendance through your Trax online account.

If any payment is returned or disputed, you will be charged a return fee and services may be discontinued at any time for past-due payments. The first dispute will result in a $30 charge.

Weekly Enrollments

In order for your child to attend the Clubhouse, they must be enrolled in a weekly/daily activity through your Trax online account. Enrollment is required prior to member attendance.

Payment plans are accessible through your online account. You must be enrolled in a payment plan to enroll your child per week. For more assistance, reach out to your Clubhouse.

Each member is permitted to have only one membership account.

Approved Contacts

Members will only be released to the Approved Contact(s) listed on their membership. Approved Contact(s) include the parent/guardian, and any emergency contacts the Parent/Guardian has listed on the membership.

Any emergency contact on the Approved Contact list may be called in case of an emergency and permitted to pick up the member from the Club.

Approved Contacts will be asked to present identification to verify their identity before youth are released from the Club to their care.

Member information will only be released to the parent/guardian listed on the membership. No information will be released to any other individuals.

Changes to Approved Contacts can be completed at any time on your Trax online account.

Boys & Girls Club of Southern Nevada will not participate in custody disputes or parental disagreements. We will follow the instructions outlined in official court-issued documents.

Clubhouse Arrivals and Departures

Arrivals

Members may not be dropped off at the Clubhouse prior to opening. Members must scan in with their Club card upon arrival to the Club.

Pickups

All members must be picked up by an Approved Contact prior to the Club's posted closing time. Members must use their Club card to scan out when leaving. All families

picking up are required to show a form of identification that matches the approved contact list.

All Approved Contacts must come inside the Clubhouse for pickup. Phone calls from outside requesting the member be released are not permitted unless the member is authorized to leave on their own through the *Closed Door Policy*.

If you will be arriving late to pick up your child(ren), please contact your Clubhouse immediately.

If an Approved Contact has not picked up their child(ren) by the Club's posted closing time, late fees will be charged as follows:

Late Pickup Fees (per child):

- 1-10 Minutes Late: $10.00
- 11-20 Minutes Late: $20.00
- 21-30 Minutes Late: $30.00

There are no exceptions from this policy. Late pickup fees must be paid before your child(ren) can return to the Club.

Continued late pickups may result in discontinued service, including but not limited to suspension of membership.

Members may not wait outside the Clubhouse for pickup. If members are present on Club property, they will be considered under the supervision of the Club and late fees will apply.

If an Approved Contact arrives for pickup and appears to be under the influence of a substance, the Club reserves the right to refuse release and to keep the member in their care. In these circumstances, Club staff will contact another Approved Contact to arrange pick-up.

If an unrecognized individual requests to pick up a member, staff will request identification. If identification cannot be provided, the member will not be released, and an Approved Contact will be notified.

Abandoned Children

If a late pick-up exceeds 30 minutes and attempts to reach Approved Contacts have failed, the child(ren) will be considered abandoned. For abandoned children, staff are required to contact the local Police Department and notify the Department of Family Services. Our Department of Safety & Security will provide guidance in situations involving abandoned children.

Closed Door Policy

Members are not permitted to leave the Clubhouse without an Approved Contact unless the parent/guardian has approved them to have the ability to leave the Clubhouse in the membership. Changes can be completed at any time on your Trax online account to allow or discontinue this policy.

Any members with permission to leave without an Approved Contract can leave and re-enter the Clubhouse once per day. If the member chooses to leave the Clubhouse a second time, they will not be permitted to re-enter the building.

Any member who leaves the facility without authorization from an approved contact will be placed on immediate suspension while an investigation is conducted.

School and Club Attendance

Members are not allowed in the Club at any time(s) they are absent or suspended from school.

Illness, Injury and Medication

Illness

Members with any illness must be symptom-free and/or treated before returning to the Clubhouse.

If a member is ill or in need of medical treatment, the Club will contact the parent/guardian first, followed by the list of Approved Contacts.

Members who are ill or needing medical treatment must be picked up within one hour. Clubhouses are not equipped to care for ill children, and late pickup fees will apply after one hour.

Accidents/Injuries

In the event a member injury occurs, Club staff will notify the parent/guardian and complete an incident report.

Clubhouses reserve the right to contact 911 and determine if the member needs emergency transportation to a medical facility.

Parents/Guardians are responsible for any costs associated with the transportation and/or treatment of their child.

Medication

Members that require medication must have the medication name and reason for use documented on their membership.

Medications must be prescribed and in the original prescription container with the member's name and dosage visible. Over-the-counter medicines are not permitted.

Medications provided to Club staff should only include the amount necessary for the time the member will spend at the Clubhouse.

Medications will be kept in a locked cabinet and will not be accessible to members. Refrigerated medications cannot be kept at the Clubhouse.

Club staff are not permitted to administer medication of any kind to members.

Meals, Drinks and Snacks

Meals

Boys & Girls Clubs of Southern Nevada provides meals in partnership with the Three Square Kids Café program. For more information on Kids Café, please visit: https://www.threesquare.org/learn/programs/childhood-nutrition/kids-café.

For the after-school program, members will receive a boxed lunch. For school breaks, members will receive breakfast and a boxed lunch or snack. ThreeSquare meals are

served at the temperature required by the state law and must be maintained at this temperature to ensure compliance with program regulations.

Members are welcome and encouraged to bring their own lunch or snacks from home. Members will not have access to refrigerators or microwaves, so all food must be eaten as is. Members are not allowed to share their food with anyone outside of their family.

Other than water, all food and drinks must be consumed in designated eating areas during assigned eating times.

Snack Shack

Some Clubhouses may have Snack Shacks available. Vending machines may be available at various locations. Please note that snack shacks will not accept cash; purchases can only be made through online accounts.

Water

Members are encouraged to bring their own water bottle. Water fountains and bottle refill stations are available in the Clubhouse.

Water may be consumed in all areas of the Clubhouse. Any other beverage must be consumed at the designated eating times and areas within the Clubhouse.

COVID Policy

We follow all recommended guidelines recommended by the Southern Nevada Health District. As guidelines are updated or modified, we will review organizational policies to reflect the current state of best practices.

Club Expectations

Club Cards

Club Cards are a form of member identification and are used to scan in and out of the Clubhouse each day.

Members are responsible for keeping their Club Cards in good condition and all members must always carry their Club Card, regardless of age.

Members without Club Cards will be unable to participate in daily activities.

Members without Club Cards for three days in a row or those with damaged Club Cards must purchase a new Club Card before they can attend the Clubhouse. New Club Cards may be purchased for $5.00 through your Trax online account and come with a lanyard.

Boys & Girls Clubs of Southern Nevada is not responsible for any lost, damaged and/or stolen Club Cards.

Personal Property

Boys & Girls Clubs of Southern Nevada is not responsible for any lost, damaged and/or stolen personal property.

To maintain safety and security, any items present on Boys & Girls Clubs of Southern Nevada property are subject to search, at any time. Personal items may be confiscated at any time and will only be released to Approved Contacts at pickup.

Members should not bring unnecessary personal items to the Clubhouse. This includes, but is not limited to toys, electronics, trading cards, sports equipment, etc.

Members are not permitted to carry personal items throughout the Clubhouse unless advance permission is granted by Club staff. Personal items will be stored inside the members' backpack, with backpacks and other belongings stored in designated spaces in the Clubhouse.

Clubs operate on a Zero Tolerance Weapons Policy. Weapons of any kind are not permitted in the Clubhouse. Members found in possession of any kind of weapons will be immediately suspended and reported to the local Police Department. Weapons or illegal drugs of any kind are strictly prohibited in the Clubhouse.

Lost and Found

Boys & Girls Clubs of Southern Nevada is not responsible for member personal items, including those lost and left behind.

Unclaimed personal items will be kept for up to two weeks. Items will be donated or disposed of if not claimed after that time.

Parent/Guardian Expectations

All members and families, including parent/guardian and Approved Contacts are expected to be respectful and follow Club norms and guidelines in person and on the phone.

Parent/Guardian and Approved Contacts are not allowed past the reception area of any Clubhouse unless escorted by Club staff.

Inappropriate behavior, including disrespectful language, toward any staff, members, volunteers or other individuals, may result in suspension and termination of membership and/or your ability to access Club property.

The privacy of our members and families is of the upmost importance. As such, no internal Boys & Girls Clubs of Southern Nevada records will be released, absent a court subpoena. Boys & Girls Clubs of Southern Nevada will respond appropriately to court documents. As a provider, Boys & Girls Clubs of Southern Nevada is not a party to custody disagreements and are not responsible for maintaining custody schedules.

Members can be released to any Approved Contact. Separate online accounts for children are prohibited.

Parent Grievance Process

Boys & Girls Clubs of Southern Nevada is committed to addressing and resolving parent grievances and concerns in a professional, empathetic, and timely manner to ensure the best possible experience for members and their families.

Procedure

Step 1: Informal Resolution

Parents/Guardians are encouraged to address their concerns or grievances informally by discussing them at the Clubhouse with the Clubhouse Administrative Specialist, Assistant Clubhouse Director, or Clubhouse Director.

Step 2: Escalation

If the issue remains unresolved after Step 1, the parent/guardian may request to speak with the Area Director.

Step 3: Formal Grievance Submission

If the issue cannot be resolved through Steps 1 and 2, a written grievance should be submitted to the Area Director for review. The written grievance should include the following information:

- A clear description of the issue or concern.
- The date, time, and location of the incident (if applicable).
- Any relevant documentation or evidence.
- The desired outcome or resolution.
- Should be submitted within 30 days of the incident or issue.

Step 4: Grievance Review

Upon receiving the written grievance, a comprehensive review will take place. A written response to the parent/guardian will occur within 15 business days of receiving the grievance. If additional time is needed, the parent/guardian will be informed of the delay.

Member Expectations

Dress Code

Boys & Girls Clubs of Southern Nevada expects members to meet the dress code expectations outlined below. Disciplinary action for dress code violation is at the discretion of Clubhouse leadership. Dress code violations may require discontinuation of program participation until appropriate expectations are met. A child may be sent home, or a guardian may be called to meet dress code expectations.

A member's clothing must allow them to actively participate in all Club activities. Member appearances that negatively impact the Club's other members or the general environment are not permitted.

Dress code exemptions may be granted at the discretion of Club leadership for medical or religious reasons.

Basic dress code provisions include:

Shoes

Close-toed and close-backed shoes with soles are required at all times in the Clubhouse. House slippers, slides, shoes with wheels, crocs, flip flops, etc., are not allowed.

Tops

No skin may be visible between the waistband of pants/skirts/shorts and the bottom hem of a top. All sleeveless shirts must have straps at least three inches wide.

Prohibited tops include crop tops, tank tops, strapless tops, low-cut clothing, spaghetti straps and tops that provide minimal coverage.

Bottoms

All shorts, skirts, jumpers and dresses must have hemlines that fall no shorter than mid-thigh. Members that choose to wear skirts and dresses must wear shorts underneath.

All bottoms must be secured at waist level; no sagging is permitted.

Rips and/or tears in bottoms may not expose undergarments and may not be located higher than mid-thigh.

Headwear

Headwear (hats, hoods, caps, bandanas, etc.) is not permitted in the Clubhouse unless a medical or religious exemption has been granted.

All Clothing

All clothing must be sufficient to conceal all undergarments.

Slogans, advertising, text or images on clothing or accessories may not be discriminatory, profane, obscene, or otherwise disrupt the general environment of other members or staff.

Clothing or accessories that promote illegal or violent conduct are not permitted. This includes but is not limited to the use of weapons, drugs, alcohol, tobacco, drug paraphernalia or clothing that contains threatening messages.

Spiked or studded clothing and accessories are unsafe and not permitted.

All clothing must be worn as intended.

Jewelry

Large hooped or hanging earrings are not permitted during physical activities or in specific areas of the Clubhouse, such as the gym.

Member Cell Phones and Mobile Devices

Cell phones can serve as effective learning tools and provide a critical means of communication in an emergency.

A few Clubs require youth to turn in their phones while on site. Please reach out to your front desk to inquire about the phone usage expectations for your Clubhouse.

Cell Phone and Mobile Device Usage Expectation

- Cell phone use is only permitted in times and locations as designated by Club staff.
- All Club norms and expectations apply to cell phone use.
- Club staff will monitor cell phone utilization.
- All cell phones should be set to silent mode inside the Clubhouse.
- Absolutely no photo, audio and/or video recording will be permitted without advance permission from Club staff.
- Charging electronic devices of any kind is not permitted.
- Accessing the internet, digital communications or social media sites of any kind is not permitted at any time during Club attendance, including Club-sponsored field trips, unless over the age of 13 and permitted by staff.
- Members will not engage in any type of cyber-harassment or cyber-bullying.
- Members will not call or text anyone without permission from Club staff.
- If parents/guardians need to contact their child(ren), they must do one of the following to minimize disruptions to programming and activities:
    - Call the Club and ask to speak with their child(ren)
    - Members may ask Club staff to be dismissed from the area to make a call at the front desk.
- Members will not share their devices with others.
- Members will not use devices during programming unless otherwise instructed.
- The Boys & Girls Club of Southern Nevada is not responsible for damaged phones or broken phones.

This list is not comprehensive, and additional usage expectations are at the discretion of Club staff.

Mobile devices may be confiscated, and privileges may be revoked at any time, resulting in the member losing their ability to bring their mobile device to the Club.

Devices confiscated by Club staff will be released to a parent/guardian at pickup. No other electronic devices are permitted unless they have been assigned by the member's school to support learning during school hours.

Club Phone Usage

Members may use the Clubhouse phone to:

- Contact Parents/Guardians 30 minutes prior to closing for pickup.
- Call an Approved Contact in emergency situations.

If an Approved Contact needs to speak with a member, they must contact the Clubhouse to speak to their child(ren).

Social Media

Members twelve and under are not permitted to access social media accounts or websites unless it pertains to Club programming or is approved in advance by Club staff.

Social media use for members over the age of 13 is permitted at the discretion of Club staff.

Movies and Television

For members ages 5 to 12 years old, movie and television ratings will not exceed PG and TV-PG.

For teens ages 13 and up, movie and television ratings will not exceed PG-13 and TV-14.

Members are not permitted to access personal streaming accounts at the Club. Only shows, movies and content that are approved in advance by Club staff may be viewed.

Music

Members are not permitted to play personal music while at the Clubhouse.

Any music played in the Club must be approved in advance by Club staff to ensure it is age-appropriate, played at safe volumes and contains no inappropriate language.

Club Property

Members and parents/guardians will be held liable for any inappropriate use or damage of Club property.

Consequences for inappropriate use or damaging Club property may include, but are not limited to revocation of privileges, suspension/termination of membership and recovery of damage costs.

Transportation To and From the Club (Walkovers, Vehicles and Buses)

Transportation services are available at select Club locations to transport youth between school and their Clubhouse.

Parents/Guardians must enroll their child(ren) in advance for Club transportation services. Please see your Clubhouse for more details on enrollment in transportation services.

To ensure the safety of our members during transportation to and from the Clubhouse, members are expected to:

- Children under the age of 6 years old will be required to sit in an approved car seat.
- Be in the designated pickup spot on time. Club staff will not wait or search for members if they are not in the designated pickup spot.
- Buckle and always wear their seatbelts correctly while in a vehicle.
- Refrain from eating in vehicles or while traveling to/from the Clubhouse.
- Be respectful and recognize Club Norms and follow all directions.
- Refrain from being loud or distracting to Club staff, drivers and other members.

Members that are not in the designated pickup spot or those that miss the pickup time will not be transported to the Clubhouse. Club staff will not return to schools to retrieve youth that miss pickups. Parents/Guardians of child(ren) that miss pickups are responsible for making alternate transportation arrangements.

If a member is participating in a transportation program, they must arrive at the Clubhouse with Club transportation. Members are not permitted to arrive later on their own unless they are dropped off by an Approved Contact.

This list is not comprehensive, and Club staff may establish additional transportation norms or expectations at their discretion.

Members who fail to meet expectations set by Club staff may be subject to removal from the transportation program. Removal of the program is at the discretion of Club staff.

All transportation norms and expectations also apply to field trips.

Field Trips

Field trip participants are selected based on model behavior and participation in Club activities. If members are having difficulty meeting Club expectations, they will not be invited to participate in activities outside the Club. Field trips may be revoked based on past due balances, suspensions, and excessive write-ups. This may be up to the Clubhouse Director's discretion.

To participate in field trips, members must have their Club Cards, wear their current Club shirts.

Members are expected to recognize and follow all Club norms and meet behavior expectations while participating in field trips. Members failing to follow field trip norms and expectations will face consequences at the discretion of Club staff, including restriction from future field trip participation.

If a member is not behaving or becomes ill, Club staff will notify a parent/guardian who must pick up the member from the field trip site within one hour. If the member has not been picked up after one hour, late pickup fees will apply.

A member may not be picked up during a field trip and must be picked up from the clubhouse.

Consequences

Boys & Girls Clubs of Southern Nevada provide a safe and positive environments for all members. Members and families are expected to follow norms and guidelines to establish structure, maintain Club facilities and keep everyone safe. When norms and guidelines are broken or not followed, the following consequences may occur:

Verbal Warnings

Verbal warnings serve as reminders of Club expectations and spoken notification of misbehaviors.

Separation from Activities

If members do not meet expectations, following directions or abiding by Club norms, they may be separated from their peers and moved to another area to calm down, reflect and de-escalate situations. This may be referred to as “the calming corner,” "the bench," or "to the front.”

Write-Up

Write-ups are formal documentation of inappropriate behavior that has occurred. All write-ups require parent/guardian notification and signatures. Write-ups will be stored at the clubhouse. A child may be placed on an extended suspension based on the number of write-ups accumulated.

Suspensions

Suspension is a discontinuation of the member's ability to attend the Clubhouse or participate in Club-sponsored activities.

If a member is suspended for any reason, Club staff will attempt to contact the parent/guardian first, followed by the list of Approved Contacts. When a member is placed under suspension, they must be picked up by a parent/guardian within one hour or late pickup fees will apply.

Suspensions apply to all Club locations. If a member is suspended, they will not be permitted to attend any Boys & Girls Clubs of Southern Nevada Clubhouses. Some suspensions may lead to a pending investigation. This will be led by our internal Safety Department. Post-suspension assessments may be required for your child to return to the Clubhouse.

Expulsion

Persistent inappropriate behavior(s) or incidents that create safety issues for youth or staff may result in permanent expulsion from all Boys & Girls Clubs of Southern Nevada Clubhouses.

Consequences, including disciplinary action, are administered at the discretion of Club staff based on frequency, severity and overall impact of the behavior. The Safety Department may be involved based on the severity of behavior.

This is not an exhaustive list, and Boys & Girls Clubs of Southern Nevada reserves the right to enforce additional norms, guidelines and consequences not listed here.

Safety and Staff Policies

Boys & Girls Clubs of Southern Nevada is committed to creating a safe and fun environment for all members. Please visit our website for Boys & Girls Clubs of Southern Nevada's safety policies and background check requirements for staff.

https://bgcsnv.org/about-us/club-safety/

All BGCSNV staff are mandated reporters and certified in CPR/First Aid and Crisis Prevention Intervention (CPI). CPI teaches our staff the skills to identify, prevent and de-escalate situations in a safe and effective way. This may include situations that require hands-on intervention. If you have questions, please contact Boys & Girls Club of Southern Nevada's Safety team at Safety@bgcsnv.org.