

VISITING THE CLUB

Throughout the year we have many special events where parents and family members are particularly encouraged to attend. When visiting, please sign in at the front desk and cooperate with our staff when asked to wear a VISITOR ID badge. If you would like to come to the Club on a regular basis, you might want to consider becoming a Club Volunteer.

VOLUNTEERS

We are always in need of volunteers and welcome parents to volunteer their time at the Clubs. We always need kitchen helpers, tutors, coaches, referees, and just general help around the Clubs. If you are interested in becoming a volunteer at any of the Boys & Girls Clubs of Wayne County facilities, please contact any staff person who will give you a Volunteer Application. All our volunteers are subject to a criminal background check.

DISCIPLINE

We expect all our members to follow the Boys & Girls Clubs **Code of Conduct** and general rules. Our expectations for the conduct of our members is simple:

1. *Members are to treat other members with dignity and respect*
2. *Members are to treat staff and volunteers with dignity and respect*
3. *Members are to treat the facility with respect and care*

Discipline issues are handled by our staff on a case-by-case basis and consequences can range from having the child sit down for a time period, to doing some chores around the Club, to suspension from the Club for a period of time. Any questions or comments regarding discipline issues and your child should be directed to the Unit Director. Damage to Club property may require restitution on the parent's part. It is a privilege to be a member of the Boys & Girls Club. We reserve the right to suspend or revoke membership to any individual who we feel is not following the Club's Code of Conduct.

GRIEVANCE POLICY

We want to assure our parents that we are dedicated to the safety, well-being, and positive development of our members and are open to the comments and suggestions from our members' parents. Feel free to discuss any issue concerning your child or the Club with the Club's Unit Director. If you as a parent would like to formally file a grievance or complaint regarding our Clubs or staff, you may obtain a Grievance Form from any staff member. Grievances will be handled by the appropriate administrative staff on a case-by-case basis.

Our Mission:

*To inspire and enable all young people,
especially those who need us most,
to realize their full potential as
productive, responsible, and caring citizens*



BOYS & GIRLS CLUBS
OF WAYNE COUNTY

Administrative Office

1717 South L Street
Richmond, IN 47374
(765) 962-6922

www.bgcrichmond.org

Richard E. Jeffers Boys & Girls Club

1717 South L Street
Richmond, IN 47374
(765) 962-6922

Boys & Girls Club at Central

1425 East Main Street
Richmond, IN 47374
(765) 939-2228

Boys & Girls Club at Fairview

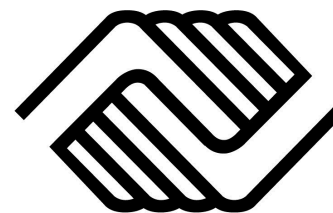
60 N.W. L Street
Richmond, IN 47374
(765) 914-4714

Hagerstown After School Club

299 North Sycamore Street
Hagerstown, IN 47346
(765) 238-1668

Camp Guy

1454 W. Boys Club Road
Connersville, IN 47331



BOYS & GIRLS CLUBS
OF WAYNE COUNTY



Parent's Informational Brochure





BOYS & GIRLS CLUBS OF WAYNE COUNTY



We want to welcome you and your son or daughter to the Boys & Girls Clubs of Wayne County. This publication is a guide to help you know some of the policies of the Clubs, what we expect of our members, what we expect of our members' parents, and what you can expect of us.

MEMBERSHIPS

Any youth age 6-18 is eligible for membership at The Boys & Girls Club. A child must be 6 years old at the time of registration. Proof of age may be required. Memberships cost \$15 per year and are good for one year from the time of purchase. Memberships are good at any Boys & Girls Clubs of Wayne County facility. Parents of all new members must sign a membership application and are encouraged to attend a brief orientation and tour of the facility. Any previous member under age 12 must have a parent sign a renewal application.

FACILITIES

We currently operate five Boys & Girls Club facilities: the Richard E. Jeffers Boys & Girls Club (**Jeffers Unit**) is our main facility located at 1717 S. L St., the Boys & Girls Club at Central (**Central Unit**) is located within Central United Methodist Church at 1425 East Main, the Boys & Girls Club at Fairview (**Fairview Unit**) is located within Fairview Elementary School at 60 N.W. L St., and the **After School Club** located within Hagerstown Elementary School at 229 N. Sycamore St. in Hagerstown. We also operate a 168 acre camp (**Camp Guy**) just south of Connersville, IN on the Whitewater River during the summer months only.

HOURS OF OPERATION (Aug - May program year)

Jeffers Unit

Mon, Wed, Thurs, Fri.....2:30- 8:00* PM
Tuesdays.....1:30- 8:00* PM
***(Ages 6-12 must leave at 7:00 PM)**
Teen Night is Monday until 8:00 PM
Saturday.....special events only
Closed Sunday

Central and Fairview Units

Mon, Wed, Thurs, Fri.....2:30 PM - 6:30 PM
Tuesdays.....1:30 PM - 6:30 PM
Central Teen Night is Wednesday until 8:00 PM
Fairview Teen Night is Friday until 8:00 PM
Closed Saturday and Sunday

Hagerstown After School Club

Monday - Friday.....2:30 PM - 6:00 PM
Closed Saturday and Sunday

MEMBERSHIP CARDS

It is a requirement that your son/daughter brings his/her membership card every time they attend one of the Clubs. Membership cards are needed to scan in when arriving at the Club and to scan out when leaving the Club. If your child arrives without their membership card, you may be called to bring the card in or you may be charged for the printing of a replacement card. Do not bend, fold, crease, or machine wash membership cards. The first Club card will be provided as part of the membership fee. A nominal fee will be charged for all replacement cards.

SAFETY

We are very concerned with the safety of our members. We have a secured entrance at the Jeffers Unit and we make every effort to ensure no unauthorized individuals enter any Club facility. Please help us provide a safe environment for our members by cooperating with our staff when asked to sign in and wear visitors ID badges, by reporting any suspicious activity or individuals in or around the Clubs, and by having a pre-arranged plan for picking up your child.

DROPPING OFF YOUR CHILD

When your child arrives at the Club he/she will be asked to scan his/her membership card at the front desk and your child's outerwear and/or backpack will be hung up. Please be sure your child knows what arrangements you have made for picking up your child or that he/she knows what to do when it is time to leave the Club.

PICKING UP YOUR CHILD

We are an open facility and members may leave the Club at any time at their own discretion. We encourage parents to discuss with their child about what time they are to leave the Club, with whom they are to leave with, and that they should not leave the Club prior to that pre-arranged time. For everyone's safety, we encourage parents to come inside the Club to pick up their children. We ask that all members scan out at the front desk with their membership cards when leaving the Club.

TELEPHONES

Members are generally not allowed to use the telephone. Members are to ask the Unit Director or staff person in charge if they can make a phone call. We ask parents to have a pick-up time pre-arranged with their child to avoid members tying up phone lines making calls for rides. We ask that parents limit calls to their children at the Club to emergencies only. Our staff will be glad to deliver messages to members.

PROGRAMS AND ACTIVITIES

There is an abundance of programs and activities available for boys and girls of all ages to participate in at the Boys & Girls Clubs of Wayne County on a daily basis. We offer programs and activities in 5 Core Program Areas:

- Character and Leadership Development*
- Education and Career Development*
- Health and Life Skills*
- The Arts*
- Sports, Fitness and Recreation*

Check at the front desk for schedules of programs and activities available at each Club.

SPECIAL SERVICES

- We are a designated 21st Century Community Learning Center and offer many academic support and assistance services to any school age youth.
- We operate an extension of Morrisson-Reeves Library at our Jeffers Unit where members can receive and use their public library cards.
- We operate a Day/ Evening Reporting Center in association with the Wayne County Probation Department.
- We are the Indiana Youth Service Bureau for Wayne County, whose core role is:
 - Juvenile delinquency prevention
 - Information and referral services
 - Advocacy for youth

LOST AND FOUND

The Boys & Girls Club is not responsible for lost or damaged personal items. Any items found around the Club are placed in a Lost and Found container located behind the front desk. Please check with front desk staff if your child has lost an item at the Club. At the end of each month, unclaimed items are taken to the Salvation Army.

MEDICAL EMERGENCIES

We make every effort to provide a safe environment for the enjoyment of our members. However, children do have accidents. If a member is injured we will make every effort to notify the parent as soon as possible. Please keep us informed of address and phone number changes. Our staff are all trained in First Aid and CPR. If an injury requires emergency medical personnel, we will call 911. The Club is not responsible for accidents involving our members.