



BOYS & GIRLS CLUB
OF NORTHERN UTAH

Parent Handbook School Year - 2026-2027

Brigham Clubhouse 650 E 700 S Main St., Brigham 435-723-6224
Bear River Community Center 1386 S. Main, Garland 435-538-1270
Mt. Logan Childcare 179 E 800 N. Logan 435-732-2582
Mt. Logan Middle School 875 N 200 E Logan, 435-225-6793
Logan Community Rec Center 195 W 100 S Logan, 435-730-6367
CCID Elementary School 170 W Spring Creek Providence 435-723-6224
Edith Bowen Lab School 6700 Old Main Hill Logan, 435-557-6790

Website: bgcnu.org
Email: programs@bcbclub.org

Club Mission Statement: *Our mission is to inspire and enable all youth to reach their full potential as productive, responsible, and caring citizens through quality programming, community collaboration, and family-based approaches.*

Who we serve: We welcome everyone and encourage our members to respect and learn to appreciate the diversity of members that we serve at the Club. We are here to serve youth and help them grow in a positive and productive manner.

Program Hours – Afterschool until 6:00 PM; Edith Bowen, CCID & Mt. Logan Middle School
Afterschool until 5:30 PM

Program Days: Monday - Friday, closed for all Federal Holidays

Fees: Elementary (K-5th grade) Brigham & Garland Location: \$40-week; qualifying families free/reduced \$25 a week. Logan: \$30-week or \$10-day.

Teen (6th-12th) \$10 annual membership fee + field trip costs

The Boys & Girls Club uses donations & grants to offset the actual cost for working class families.

Daily Program: The Club is a safe space for youth to attend and participate in programs that expand their horizons. Program attendance is required to be a Club Member. Brain Gain/Academic Support and Activities; Art, Science & Recreation Activities; Snack; Physical Health & Social Emotional Activities; Specialized Workshops & Classes are held weekly.

Check-in/out:

The Boys & Girls Club has an open-door policy in regard to parental pick-up. It is the responsibility of the parent to let their child know their expectations. Teens may not check in and out more than once a day without permission. If you notify us that your teens cannot check themselves out, you will be contacted immediately if they attempt to leave without permission. K-5th grade members are never allowed to leave the Club without parental/guardian permission. **The Club must have an up-to-date phone number and contact information for parents and all possible pick-up adults.** Staff, volunteers, visitors, and club members must check in and out when entering and leaving the Club. For safety reasons, we must know at all times who is in the building. **Attendance notifications are required for all transportation. Failure to inform the Club of your members' absence for 3 consecutive instances will result in your youth's removal from the pick-up list, and they will no longer be transported.**



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Member Guidelines & Club Policies: While your youth participates as a member of the Boys & Girls Clubs of Northern Utah, there is a code of conduct that must be signed by both guardians and members in regard to the policies and expectations required to attend the Club. This is for their safety and the safety of others. These policies cover guardian and member requirements. The Code of Conduct must be read and signed before youth attend, as your understanding is crucial to your youth's safe and fun participation in our program.

**The Boys & Girls Club strives to serve youth regardless of ability but may not be equipped or trained to deal with all youth, specifically youth who present a danger to themselves, others or the Club.*

Club Rules:

- Respect staff, club, equipment, & peers.
- Keep hands, feet, & objects to yourself.
- Eat all food and drinks in designated areas.
- Everyone must clean up until the job is done.
- Use appropriate voice and language.
- Members need to be with staff in the scheduled areas.
- Members must walk in the building.
- Leave all toys, video games, CD players, cell phones, electronic devices, etc. at home. It is not the responsibility of the Club to keep track of or be responsible for personal property, and we are not liable if property is stolen or lost.
- Cigarette lighters, drug paraphernalia, weapons, chains, lasers are not allowed at the Club.
- No gang attire or clothing with offensive language, or that markets any drug will be allowed.

Discipline Policy: Regardless of the capabilities of children, the safety and welfare of everyone in the program must be maintained. We don't have appropriate training for severe disabilities, and we are not a behavior facility. **The capacity to self-regulate emotionally & physically is required of youth to attend the Club.** The safety and security of all youth and staff is the number one priority of the club and can only be achieved when everyone is committed to following the code of conduct and the Club policies & procedures.

Field Trip Policy: On field trips, youth will be divided into groups and assigned to a specific adult. The youth will remain with their assigned adult **at all times**. That adult will also be responsible for ensuring that all youth stay with the group and are on/off the transportation at appropriate times. If youth choose to not follow rules on a field trip, they will lose the privilege to participate in future field trips.

Guardian Permission to Participate: When you sign the membership form you are giving permission for your child to participate in the Boys & Girls Club programs as a member of the Boys & Girls Club. You agree that the Boys & Girls Club, its front desks, directors, board members, staff members, and tenant affiliates will not be held liable for any personal property damage or personal injury that may occur in conjunction with the Boys & Girls Club. You give permission for your child to participate in all Boys & Girls Club activities in or adjacent to the Club building.



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Late Policy: The Boys & Girls Club closes at 6:00 P.M. Starting at 6:10 P.M. parents will be charged a late fee of \$10.00 every 10 minutes. Any late fees accrued will be due upon pick up. Budget constraints do not allow us to pay for our staff to stay late. Staff is under obligation to call Child Protective Services if your child is not picked up within 45 minutes of the Club's closing. We **DO NOT** want to take this step, so please be considerate of staff time and make arrangements for your child/children to be picked up on time. ***If you experience an emergency situation, please contact our staff immediately to make arrangements.*

Lost & Found: Lost and found items are to be turned into the front desk. We donate lost and found items to charitable organizations regularly.

Medication: A member may take prescription medication at the Club if the Club has a current written and signed request for such from a parent/guardian that includes a signed statement describing the method, amount, and time schedule for administration. Medication must be in the proper prescription bottle (person's name, dosing information, expiration date, etc...on it.). The Director will be assigned the responsibility of administering a member's medication. All members' medications must be kept under lock and key. Administering over-the-counter medications requires the same procedures as prescription medications.

Sickness: Any member with a fever of 100 degrees is not permitted to be at the club. If the member becomes sick, you must have your child picked up within 45 minutes of the notification for your child to continue to attend the Club.

Snack: Snack will be provided to members. Snacks and food must be eaten in designated areas. Handwashing stations are provided and must be utilized.

Staff: The staff's responsibility is to run programs and to facilitate opportunities for learning and growth. They are there to have positive relationships with all members.

Telephone Calls: Parents need to make arrangements regarding transportation, pickup, and/or any other concerns with their children before sending them to the Club. This will eliminate unnecessary and time-consuming phone calls home and keep phone lines open in case of emergency.

Transportation Rules: Youth will be transported for various reasons during Club programming. All youth must adhere to club transportation rules to maintain transportation privileges. Transportation is only for youth attending the Club programs.

- Your child must obey all Club rules while riding the van.
- Your child must wear a seatbelt at all times in the van.
- Your child is not permitted to open or close the van door(s) at any time. Staff are required to open all doors for members during transportation.
- Your child may not behave in any way to distract any driver in the van or on the roadway.
- No food or drink is allowed in the van.
- If your child loses his/her transportation privileges, refunds will not be given.
- Failure to inform the Club of your members' absence for 3 consecutive instances will result in your youth's removal from the pick-up list, and they will no longer be transported.

Service Animal Policy: Service Animals are permitted on club premises. Transportation of service animals cannot be provided. If a service animal is misbehaving and causing danger or damage to the club, it will be asked to leave. Emotional Support Animals are not allowed on club premises.



Guardian & Youth Code of Conduct: Must be signed by both guardians and youth in order to receive services. Attending the Club is a privilege and can be revoked at any time for not following the Code of Conduct. Respect is required when dealing with our staff and volunteers.

Incident Report:

Incident reports are used when an incident has happened that has left a mark on a youth or staff, someone is injured, or there is a behavior issue between multiple youth that has consequences beyond the initial incident. A copy of the report will be given to the parent or guardian, and a copy will be kept in the file at the site.

Emergency Crisis Communication:

Parents or guardians will be contacted promptly if their child is involved in an incident that results in a mark, significant injury, or other situation requiring immediate notification. If an incident impacts the Club community, families will be updated as appropriate.

The Boys & Girls Club of Northern Utah strives to provide the best after-school services. We are consistently looking for ways to improve our program and appreciate your support in serving your youth.



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