



Parent Handbook School Year - 2024-2025
Brigham Clubhouse: 650 E 700 S Main, Brigham 435-723-6224
Bear River Clubhouse: 1386 S Main, Garland 435-538-1270
Logan Clubhouse: 553 N Main, Logan 435-213-3525
Website: www.bcbclub.org
Email: programs@bcbclub.org

Club Mission Statement: *Our mission is to inspire and enable all young people to realize their full potential as productive, responsible and caring citizens.*

Hours:

- Monday – Friday 7:00 am – 6:00 pm, closed all Federal Holidays

Fees:

- Elementary (K – 5th) -
AM (7:00 am – 1:00 pm) - \$25/week
PM (1:00 pm – 6:00 pm) - \$35/week (covers costs of field trips)
All Day - \$60/week (covers costs of field trips)
- Teen (6th – 12th) -
\$10 for entire summer + field trip costs (\$10 max per trip)
- 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. ***If you experience an emergency, please contact our staff immediately to make arrangements.*

Check-in/out:

- 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.
- K-5th members cannot leave Club without parent/guardian permission.
- Teen members can check themselves in and out once per day. You can notify us they are not allowed to check themselves out. We will contact immediately if they attempt to leave.
- If members are picked up by van, 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.



Member Guidelines & Club Policies:

Attendance:

- Guardians and members must sign the Code of Conduct before they can participate in the Boys & Girls Clubs of Northern Utah. This is for the safety of them and others.
- 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.
- Members must be able to self-regulate emotionally and physically to attend. The Boys & Girls Club strives to serve youth regardless of ability. However, we don't have the appropriate training for severe disabilities and we are not a behavior facility.
- By signing the membership form you are giving permission for your child to participate in Boys & Girls Club programs as a member. 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.

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

Field Trip:

- Youth will be divided into groups and assigned to a specific staff. They must remain with their assigned adult **at all times.**
- If youth choose not to follow rules on a field trip, they will lose the privilege to go on future trips.

**Transportation:**

- Youth will be transported for various reasons during Club.
- All youth must follow transportation and Club rules to maintain transportation privilege.
- We can only transport Club members.
- Youth must wear a seatbelt at all times in the van.
- Youth are not permitted to open or close the van door(s) at any time. Staff are required to open all doors for members during transportation.
- Youth 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 a youth loses their transportation privileges, refunds will not be given.

Medication:

- Club Members may take prescription medication at Club if Club has a current written and signed request from a parent/guardian that includes the medication, method, amount, and time schedule for administration.
- Medication must be in the proper prescription bottle that has the member's name, dosing information etc.
- Only the director will administer medication.
- All medications will be kept under lock and key.
- Over the counter medications will follow the same procedures

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:

- Snacks 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.

**Lost & Found:**

- Lost and found items are to be turned into the front desk. We donate lost and found items to charitable organizations regularly if they are not picked up.

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.

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.

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.



BOYS & GIRLS CLUB
OF NORTHERN UTAH