

Effective: September 2026

Boys & Girls Clubs of Carbon County's

Member Handbook

**725 E Brooks St
Rawlins, WY 82301**

Club Main Line: 307-324-8905

CEO's Cell No. 307-321-0279

**Facebook: Boys & Girls Club of Rawlins
Boys and Girls Club Parent Group (must ask for permission)**



**Boys & Girls Clubs of Carbon County is open to
All Youth enrolled in Kindergarten thru age 18**

MISSION STATEMENT

**To enable all young people, especially those needing us the most to realize
their full potential as productive, responsible and caring citizens.**

School Year Hours of Operation

Monday – Thursday 3:00 – 6:00

Friday 1:00 – 6:00

Summer Hours of Operation

Monday – Friday 7:30 – 6:00

**The hours of operation may change due to staff training, holidays, etc. Notices
will be posted on the Bulletin Board and on Facebook. Other reasonable
efforts will be utilized to inform members, parents/guardians and the public of
any changes due to unexpected closures.**

Membership Guidelines:

- ✓ Membership required
- ✓ Open to all children enrolled in Kindergarten thru age 18
- ✓ All necessary information must be on file
 - o Application
 - o Emergency contact
 - o Parent/guardian release
 - o Data collection approval
 - o Internet use
 - o Field trip permission slips when necessary
 - o Emergency medical information

Fees Membership Fees are non-refundable

**School Year (August) \$50.00/month after summer session (September - May)
\$100.00/month**

Summer (June-August) \$200.00/month

- Membership fees are due at the time of registration for the first month and on the first day of each month thereafter.

Membership fee assistance is available for those in need; please schedule an appointment with the CEO. No child will be turned away because of the parent/guardians inability to pay; financial and additional documentation will be required to satisfy Grant requirements.

Member Participation

- ✓ Participation in activities is the basis for belonging to Boys & Girls Clubs ✓ No charge for regular club activities
- ✓ Additional fee for special activities (Amount depends on the activity) ✓ All areas of club available to members subject to specific guidelines; including but not limited to height and age

Medication Guidelines

- ✓ No medications will be administered at the Club (children may give them to themselves under certain circumstances)
- ✓ Visit with Executive Director or Unit Director for more information

Internet Use

- ✓ Copy of Boys & Girls Clubs Internet Use Policy is available for parent/guardian to read
- ✓ Member is not allowed to use the internet unless parent/guardian permission on file (see application).
- ✓ Members must pass NetSmartz to use computers (Classes offered at the Club)

Disciplinary Guidelines

- ✓ Discipline is necessary to create an environment that is safe, supportive, positive, and effective for youth.

Principles for Conduct:

o Treat others with dignity and respect

- ✓ Smiles & positive words
- ✓ Thank you, Please, May I, You're Welcome
- ✓ Use a pleasant tone of voice
- ✓ Be calm

o Cooperate

- ✓ Respond appropriately to a reasonable request
- ✓ Walk in the Clubhouse

o Be responsible

- ✓ Think before acting
- ✓ Honesty
- ✓ Forgetting is not an excuse
- ✓ Use materials and equipment as they should be used

o Always try to do your best

- ✓ Neatness counts
- ✓ Finish what you begin

o If you make a mess, clean it up. If you see a mess, clean it up. ("It's not mine." Or, "I didn't do it." doesn't work!)

o This is your Club! Keep it in shape!

o Membership is a privilege, not a right

- ✓ Guidelines explained and reviewed periodically with members so that expectations are clear

The foundation of the Guidelines: Treat others like you want to be treated—Respectfully!

Consequences for behavior guideline infractions:

- ❖ Time-Outs or other appropriate short-term request
 - o an opportunity for club member to calm self & rethink situation
- ❖ Exclusion from activity
 - o Staff member may exclude club member from their department for a period of time. After consultation with Executive Director or designee, member may be excluded from other activities. Specifications will be discussed with the member.
- ❖ Working off the infraction
 - o A specific work program where member can work off the infraction. Efforts made to relate work to infraction.
- ❖ Repair or replacement
 - o Damage to club property by member may result in property repair or replacement at club member or parents/guardian's time and/or expense.
- ❖ Removal from Clubhouse
 - o Member's actions warrant immediate removal from clubhouse, staff will, in consultation with Executive Director or designee, contact parent/guardian to come immediately to pick up member for removal for the rest of the day.
 - o If member comes to clubhouse on his/her own, he/she will be asked to leave immediately
- ❖ Suspension
 - o Repeated behavior guideline infractions and/or a serious infractions will lead to suspension at discretion of Executive Director or designee
 - o Length of suspension based on seriousness of infraction
 - o Membership is jeopardized by multiple suspensions
 - o Behaviors discussed with parent/guardian, documented, and placed in member's file
- ❖ Expulsion
 - o Extreme behavior infraction and/or multiple suspensions
 - o Expulsion as discretion of Executive Director in consultation with other staff member(s)
 - o Letter sent to parent/guardian outlining this action

Discipline procedures may not be progressive. The seriousness of the offense will determine the level of discipline. Any member acting in an aggressive manner towards self or others (hitting, slapping, kicking, etc. with definite intent to harm) will be asked to go to TIME OUT. Parent/Guardian will be contacted and may be requested to come to the Club immediately to pick up child and visit with supervisory staff. If staff is unable to get in contact with parent or emergency contact and member is presenting a danger to himself or others, it may be necessary to contact the Police Department for assistance. This is a last resort!

Club Procedures:

- ✓ Non-members are allowed **one** visitor pass
- ✓ Members stay in the clubhouse unless in supervised outdoor activity
- ✓ Members leaving clubhouse without permission may not be allowed to re-enter that day
- ✓ Food and drinks (snacks) eaten in the snack area at designated time
- ✓ Members may bring approved snacks from home for snack-time (no candy, soda or drinks with clear cups and whipped cream, unless there is enough for all children)
- ✓ Club staff not responsible for any personal items brought to the clubhouse
- ✓ Members are not allowed to listen to music through headsets, ear buds, etc., unless it's reward time that allows use of personal electronics
- ✓ If personal CD'S and/or DVD'S are used at clubhouse, they must be pre-approved
- ✓ Bikes parked in designated area. Members are encouraged to use bike locks
- ✓ Telephone is available for occasional member use.
- ✓ **Pick-up arrangements should be made prior to coming to the clubhouse**
- ✓ Member chooses from a variety of programs and activities offered at clubhouse. Participation is expected
- ✓ Membership fee is non-refundable. Membership fees are due monthly on the first of each month, except upon first registration, which results in first month being immediately due.
- ✓ Parents/guardians come **into** clubhouse to pick-up member, but must wait at front counter (nobody should pass the front desk - this is a safety issue)
- ✓ If member comes to clubhouse to work on homework, he/she is responsible for bringing books, worksheets, etc. needed for the assignment. It is parent's responsibility to check that homework is being completed as requested.
- ✓ **If a member misses school due to illness, the member may not come to the club on that day or days.**

Sign-in----Sign-out Procedure

- ✓ If you need someone to pick up your child who is not on the " Authorized Pick Up List, please call the Executive Director or Site Manager know prior 3:00 and advise the person that they will be required to show photo identification.
- ✓ **Members will not be sent to the parking lot unattended.**
- ✓ Please do not call the Club and ask to have your child sent to a waiting car in the parking lot.
- ✓ Only on rare occasions will staff share if a member is present via telephone
- ✓ Upon departure from the Club, each member must be signed out.
 - o Scanning in and out is a record of member attendance as well as who picked up each member.

Transportation to the Clubhouse

Parents/Guardian may bring their child(ren) to the Club after school or when the club opens OR

- ✓ Carbon County School District #1 will transport Club members who are attending CCSD #1 Elementary schools in Rawlins and Sinclair to the Clubhouse on all days that school is in operation; bus rules apply.
- ✓ **This transportation is for members that are attending the Club. This is not intended to be a bus stop.**
- ✓ All members riding the bus MUST come into the Club and check in.
- ✓ Members that have arrived and are in line to check in have priority over any member wanting to scan out.
- ✓ Transportation to the club on NON school days is NOT provided by CCSD# 1
- ✓ For the safety of the member, it is extremely important that safe transportation home be arranged by parent/guardian

- ✓ **Boys & Girls Club staff members are not allowed to personally transport any club member other than immediate family, with rare, pre-approved exceptions or approval by the CEO.**

Late-Pick-up

The Club closes at 6:00 M-F. Please make arrangements to pick up your child on time; a late fee may be assessed for violation of this requirement.

If member is not picked-up on time:

1. Child will be allowed to contact parent/guardian three separate dates
2. Date 4 & 5, the executive director or designee will contact parent/guardian or emergency contact
3. The 6th time the member is not pick-up on time, the executive director or designee will contact the Rawlins Police Department. Their procedure is to then contact duty personnel at Department of Family Services (DFS)

After contact has been made with parent/guardian, he/she is expected to arrive at the clubhouse immediately. Should the individual not arrive in a timely manner, actions will defer to #3.

Please pick up your child on time so that the member does not lose temporary or permanent club privileges. Occasionally parents/guardians may be late picking up their child. If you know that you are going to be late, please 6 contact the Club prior to closing so that any special arrangements can be made.

Parent/Member Orientation

- Boys & Girls Clubs of Carbon County requires a parent or guardian of all members to attend Parent-Guardian Member Orientation before Membership is active or to partake in an individualized call w/CEO or Unit Director.
- Orientations are offered frequently and publicized. Each session is either 5:15 or 6:00 pm (preschool year times) or 5:15 pm (after the school year has started) on specific scheduled days.
- The purpose of this orientation is to keep parents informed of Club guidelines, expectations, and any new
- It is the responsibility of the person attending the orientation to share pertinent information with all on the pick-up list.

Snacks

- ✓ A light, daily snack is provided
- ✓ We try to serve healthy snacks
- ✓ Members may bring pre-approved snacks e.g. peanuts, granola bars, cheese sticks, fruit, etc. but not **candy**.
- ✓ If member brings candy, pop, cookies, cakes, chips etc. to club for snack, they must bring enough for all member that day (we frequently have over 50 children in attendance)
- ✓ All snacks will be consumed in the snack area at designated times. **✓ If your child has a food allergy, please share with staff. You may be requested to provide a healthy snack for your child. No candy, cookies, chips, etc. unless there is enough for all.**

Telephone Usage

- ✓ Boys & Girls Clubs maintain telephone lines for club use.
- ✓ Members requesting to make calls must check with staff member. **✓ If a club member receives a telephone call, a message will be taken and we will do our best to deliver it to the club member, rather than calling the member to the phone.**
- ✓ For the safety of all the club members, cell phones cannot be used at the club.**
- ✓ Make Pick-Up arrangements prior to club time.
- ✓ There are times during the afternoon that staff is especially busy—
- ✓ 3:00-3:30pm (Mon-Thu) and 1:00-1:30 pm (Fri). If you need to call, please call before or after the busy time. If you happen to call during the busy time, we will take a message and do our best to deliver it to your child. Usually, we will not be able to check if a child has arrived or locate a child to talk on the phone during those times.

E-mail & Facebook

Facebook "Like" us on Facebook-Boys & Girls Club of Rawlins and join our parent group: [facebook.com/groups/boysandgirlsclubofrawlins](https://www.facebook.com/groups/boysandgirlsclubofrawlins)

Facebook is used to advise parents of special programs, post pictures of your children (please advise us if you do not want your child's picture posted), the Open/Close Calendar, etc. To ensure accurate records any requests of this nature must be in writing.

Please do not post messages for us on Facebook as that is not the purpose of the site nor is checked on a regular basis. Please feel free to call the Executive Director between the hours of 10:00 and 2:30 Monday-Thursday and 10:00 and 12:30 on Friday's. Please feel free to call during Club Hours if you have an urgent issue.

"No-School or School Holidays"

Boys & Girls Clubs of Carbon County makes every effort to be available and offer a variety of programming during times when school is not in session. A calendar is published at the beginning of year school year; this calendar is subject to change should the need arise. The Open/Close Schedule will be provided at Orientation, available at the Front Desk and posted on Facebook.

Teen Membership

Boys & Girls Clubs offers Teen Membership to teens, aged 13-18. Teen membership fees are \$10/month. Normal Club rules apply to Teen Members and any special teen events. Parent volunteers are welcome, with pre-approval. There is typically a minimal charge for members and non-members for special events.

Dress Code

Boys & Girls Clubs of Carbon County expects each member to dress in an appropriate manner at the Club.

- Sagging/bagging jeans are not allowed.
- Tops must not show midsection and must have straps thicker than spaghetti straps.
- No visible underwear or see-thru clothing without something underneath.
- Clothing with insensitive words/ inappropriate language will be asked to be turned inside out or removed.
- Closed toe, closed heel shoes are required for outside activities.
- Shoes with laces need to be tied. (If your child is learning to tie shoes, please practice with him/her so that he/she can tie his/her own shoes.) Loose shoes are a safety hazard for your child as well as others.

Donations

- ✓ The Club accepts donated items on a limited basis. Please check with Executive Director.
- ✓ Any food items must be in original wrapping, except dessert items/snacks made for the kids to consume while at the Club.
- ✓ So that a sustainable fund for the club can be established, we are requesting all parents/guardians to make a financial donation to the Club.
- ✓ City Market and Amazon will donate a portion of your sales to the Club.
- ✓ Boys & Girls Clubs will be engaging in several fundraising events each year; please assist by volunteering to sell tickets, set up for Events, etc.

If you have any questions regarding any of these guidelines, please contact the CEO or Site Manager.

We will no longer be able to walk kids to swim lessons. We are sorry for any inconvenience this may cause.

Boys & Girls Clubs is working with RHS to offer recreational swimming and gym activities as often as possible. The pool and gym may be in use on the early release Friday. If your child enjoys these activities, have him/her bring swimming suit, towel and bag or appropriate gym shoes each Friday so that he/she may be able to swim or gym if available. It is better to be prepared and find out we will be unable to go than it is to be unprepared and not be able to go if facilities are available. Club Kids MUST HAVE ALL CLOTHING / EQUIPMENT NEEDED with them to participate in these activities: Phones calls to parents to bring any items to the Club for these activities are not allowed.

Boys & Girls Clubs of Carbon County adheres to an “Open Door” Policy. The Club is not responsible for the manner in which a club member arrives or leaves; it is the Parent/Guardian’s responsibility to provide transportation to and from the Club.