



**BOYS & GIRLS CLUBS  
OF MAGIC VALLEY**

Boys & Girls Clubs of Magic Valley  
Parent/Member Handbook

**Mission Statement:**

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

**Administrative Offices**

650 Addison Avenue West  
Suite 210  
Twin Falls, ID 83301

**Twin Falls Club**

999 Frontier Rd  
Twin Falls, ID 83301  
208-736-7011

**Buhl Club**

523 Sawtooth Ave.  
Buhl, ID 83316  
208-329-7000

**Rupert Club**

323 1st Street  
Rupert, ID 83350  
208-647-4757

[www.bgcmv.com](http://www.bgcmv.com)

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## Welcome

Welcome to the Boys & Girls Clubs of Magic Valley! We are excited to have your child as a member of our Clubs. We are involved in our members' lives on a daily basis and more often than not, become extended family to our members. We have formed great partnerships with our local schools, organizations, and businesses to make sure that we are successful in our mission.

Our organization is run by professional, dedicated and caring staff who work to empower, support and enrich the lives of our members by giving them a sense of community here at the Club and developing their self-confidence & self-respect. Our staff is the backbone of this organization. Their contributions keep us running and make us successful. The Clubs are overseen by our Board of Directors to ensure our organization continues to be able to provide much needed services to our community.

This handbook is intended to be a helpful, general information guide for parents and members. Inside you will find information on membership, policies, procedures, and general Club programs and guidelines. It is not possible to cover every policy, procedure, program, activity, or event in the handbook; therefore, contact your local Club or visit our website ([www.bgcmv.com](http://www.bgcmv.com)) for current and specific information.

We look forward to building strong and lasting relationships with your family. We are dedicated to contributing to the well-being and success of your child by providing a safe, positive environment.

Sincerely,

Lindsey Westburg  
Executive Director  
Boys and Girls Clubs of Magic Valley

## Welcome to the Club!

This handbook is designed to inform parents and members of the policies and practices of the Boys & Girls Clubs of Magic Valley (BGCMV). It contains rules by which the Club operates and contains helpful information which will make your child's experience more enjoyable.

The BGCMV is a youth development organization dedicated to promoting health, social, educational, vocational and character development in our members and community. Our goal is to help youth improve their lives by building self-esteem and the values & skills needed to be successful members of our community, both now as children, and in the future as adults.

These principles are a proven formula that has made the  
Boys & Girls Club successful for over 130 years.  
On behalf of the Board of Directors, the Staff and members...  
WELCOME TO BGCMV!

### Hours of Operation

Twin Falls Unit: School Year Hours: Monday-Friday, 6:45am-6:30pm  
Summer Hours: M-F, 6:45am-6:00pm  
Teen Night Hours: M & TH 6:00pm-9:00pm

Buhl Unit: School Year Hours: Monday-Friday, 3:30-6:30pm, plus before school care.  
Call for detailed times.  
Summer Hours: 7:00am-6:00pm.

Rupert Unit: Monday-Friday, 6:45am-6:00pm.  
\*Hours may vary during the school year, call for detailed times.

## Closures

New Year's Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
The day before, day of, and day after Thanksgiving  
Christmas Eve  
Christmas Day  
The day after Christmas  
New Year's Eve

## Other Closures

BGCMV is closed for one week between the after school and summer program and one week between the summer and after school program. We will also be closed a couple days during Christmas Break for Staff Professional Development. Parents will be notified of all Club closures via email and text alerts. They will also be posted on our website.

In the event of inclement weather, the decision to remain open is determined by the ability of staff and members to arrive and leave safely. Please call the Club to confirm. If a school is released early due to weather, we may or may not be open. It is the parents' responsibility to contact the Club regarding our open/closed status. Information on closures will be sent out via text and email. Please sign up for our text alerts by contacting your Club.

## Membership Agreement & Information

The BGCMV is a private, non-profit, membership-based organization. All access and participation begins with a current Club membership. Non-members are uninsured, and therefore not allowed in the facility to participate. There are no guest privileges. Every child using the facility and program during Club hours MUST be a current member. BGCMV membership is open to all youth ages 5-18. \*\*During the summer programs, 5&6 year old Club members may only attend if they have completed kindergarten. All members must have the physical, mental and emotional maturity to act and interact independently and responsibly in the Club setting.

Youth should come to the Club because they want to, not because they have to. The BGCMV is not to be used for babysitting, day care, summer care or 'drop & shop'. The Club is a youth activity center that offers engaging youth development programs and should be used as such.

Prior to your child becoming a part of the BGCMV, the membership application must be filled out and completed by visiting [www.bgcmv.com](http://www.bgcmv.com) and accessing the membership form for the appropriate Club by a parent/guardian and the annual \$20 membership fee paid. The Club will not accept membership applications without a paid membership fee, or accept a membership fee without a completed application. A MANDATORY Parent/Member orientation must be completed prior to your child attending the Club for the first time. Call for orientation times and dates.

Youth ages 5-18 who are CURRENT members of the Club are welcome to use the facility during the after school program once they are enrolled in a program to participate in ongoing activities, utilize computers, get homework assistance, to relax and hang out with staff and friends. The Club is supervised by staff in terms of safety, citizenship, and respect for self, others and property. The Club reserves the rights to deny, suspend, or revoke membership and/or privileges with or without notice and without refund at any time should circumstances call for it. Acceptable standards of behavior and discipline are modeled, expected and enforced.

Annual membership dues and program fees assist the Club's annual operating budget and help to cover areas such as staffing, insurance, taxes, fees, utilities, phone, internet, postage, supplies, printing and auditing.

It is the responsibility of the parent/guardian to ensure that all BGCMV member information is kept current on your Kid Trax account. You can access your account at any time from your personal computer, or contact the Club immediately regarding any changes to your membership information.

### **Annual Membership Dues & Program Fees**

Children and youth in grades K-12 and ages 5-18 can join the Club with an annual membership of \$20 (renewed annually on Jan 1st). Any memberships that are expired must be renewed immediately for attendance and participation in Club activities and programs.

### **Fee-Based Programs**

Some programs require an additional program fee such as field trips, summer camps, athletic leagues etc. Parents and members will be notified in advance of additional costs required. Club Day and Program Fees MUST be paid at least 24 hours in advance before your child may attend the program/activity.

### **Scholarship Policy**

The BGCMV provides a safe, secure and friendly environment for youth and teens in grades K-12, regardless of financial status. Current membership is REQUIRED to be in the facility, and/or participating in Club activities/programs. Reduced fees MAY be available to families

based on need and availability of scholarship funds. Scholarships are not given for fees already owed and/or paid. Scholarships are only available if scholarship funding is available and a scholarship application filled out and returned to the Unit Director. Please contact your Club's Unit Director to inquire about scholarships.

### **Kid Trax**

Kid Trax is our membership tracking software. This is the portal into all of our Parent/Member information, programs and fees/dues. This is accessible from our website, [www.bgcmv.com](http://www.bgcmv.com) under the 'Twin', 'Buhl' or 'Rupert' tabs, depending on which Club your child will be attending. This is where you will fill out the membership form, pay fees, sign up for programs and update your family's information, email, emergency contacts and more. Once you create your account, keep track of your user name and password, as this is how you will log in and access your account. <https://traxsolutions.nfocus.com>

Each Club Site may hold mandatory sign up nights for the summer and/or after school programs. This will be communicated to parents in advance and will be a requirement in order for your child to attend those programs.

### **Member Code of Conduct**

BGCMV has adopted a set of rules to guide our members when they are at the Club:

1. Sign in and out every day
2. Always listen and follow instructions
3. Respect the Club, yourself and others at all times
4. Keep your body to yourself
5. No teasing or bullying
6. Yelling and screaming is for outdoors
7. Foul language, racial slurs and other such language will not be tolerated
8. Food and drink in designated areas only
9. Sit in chairs, not on tables
10. Front desk, offices, storage areas and non-staffed areas are off limits to members
11. Most of all, enjoy yourself and have fun!

## Behavior Policy

Members of the BGCMV must demonstrate high standards of behavior. Acceptable behavior is defined by:

- Respecting Club Members
- Respecting Club Staff
- Respecting Club equipment and supplies
- Respecting yourself
- Having Fun

The BGCMV is free of threats, taunts, slurs, weapons, violence, tobacco, alcohol and drugs. Acceptable and appropriate dress and language are required. Clothing or artistic impression, including music, that is judged to be inappropriate IS NOT allowed in the facility.

Should any discipline issues arise, BGCMV staff will follow the discipline policy below in order:

1. Informal direction and correction (using steps of conflict resolution)
2. One-on-one guidance and direction
3. Time-out
4. Parent contact – 1 day suspension
5. Parent contact – 3 day suspension
6. Parent/member/Program Director meeting to create a safety plan with action steps for all parties
7. Extended suspension at the discretion of the Program Director or Unit Director of appropriate Club.
8. Permanent suspension

## Steps of Conflict Resolution

1. **Approach calmly, stopping any hurtful actions or language**—A calm manner reassures children that things are under control and can be worked out to everyone's satisfaction.
2. **Acknowledge feelings**—Children need to express their feelings before they can let go of them and think about possible solutions to the problem.
3. **Gather information**—Adults are careful not to make assumptions or take sides. We ask open-ended questions to help children describe what happened in their own words.
4. **Restate the problem**—Using the information provided by the children, the adult restates the problem, using clear and simple terms and, if necessary, rephrasing hurtful words.
5. **Ask for ideas for solutions and choose one together**—Adults encourage children to suggest solutions, helping to put them in practical and concrete terms. We accept their ideas, rather than impose our own, thus giving children the satisfaction of having solved the problem.
6. **Give follow-up support as needed**—Adults help children begin to carry out their solution, making sure that no one remains up-set. If necessary, we repeat one or more steps until all the children return to their play.

Upon justification, members will be sent home with parent notification. If necessary, the Club will not hesitate to contact the Police or Child Protective Services. The primary concern of the Staff is always the SAFETY AND WELFARE OF EACH CHILD. Under certain circumstances, state law requires notification of suspected abuse or neglect to Police, Child Protective Services or other authorities.

### Zero Tolerance

Acceptable behavior is a REQUIREMENT at the BGCMV. Any action that places our members, staff or property in danger, WILL NOT BE TOLERATED.

The Club has a zero-tolerance policy for:

- Physical Violence
- Sexual Conduct
- Destruction of Property
- Bullying
- Running out of the building and/or Leaving Campus without permission

### Restraint or Seclusion of a Club Member

It is the priority of the BGCMV to promote a safe and fun environment for all Club members, staff, and volunteers. If a Club member's behavior poses an imminent risk of serious physical harm to self or others, it may become necessary for a staff member to physically restrain or place the Club member in seclusion. Staff members will utilize the least restrictive technique necessary to end the threat of imminent danger or serious physical harm, and they will immediately terminate the use of physical restraint or seclusion as soon as it is determined that the Club member is no longer in imminent danger of serious physical harm to self or others.

### Video Camera Footage Viewing

All of our Club sites are equipped with video cameras to ensure the safety of our members. In the event there is a situation in which video camera footage must be viewed, the following individuals will be the ONLY ones authorized to view the footage:

- Law Enforcement
- Executive Director
- Unit Director
- Director of Programs
- Director of Operations

Staff, parents, and Club members are **not** authorized to view camera footage.

### **Personal Possessions, Bicycles, etc**

Valuable items should be left at home. The Club IS NOT responsible for personal possessions brought to the Club: money, bikes, backpacks, cell phones, toys etc. If members ride their bike to the Club, they should bring a lock/chain to secure their bicycle at all times. Bikes/scooters are NOT to be brought into the Club. Skates are prohibited. Toys, games and electronic equipment are not allowed at the Club. The Club DOES NOT assume responsibility for any lost or stolen items. \*Elev8 members (Ages 13-18) may bring their phones with them and use them only in designated areas when deemed appropriate by the Teen Director.

### **Lost and Found**

Found items may be kept in the Lost and Found. Items not claimed are given to a local charity on a monthly basis; sometimes more depending on the amount of items. BGCMV IS NOT responsible for lost or stolen items.

### **Health and Safety**

Smoking, vaping, alcohol use or illegal drugs are prohibited at the Club or on any outing or trip. All weapons are prohibited.

### **Medications**

If your child has a condition in which medication is self-administered, special arrangements need to be made with the Program Director/Unit Director and the front desk staff and an authorization must be filled-out and signed by their physician and parent/guardian. All medications must be in their original bottle and stored at the front desk.

### **Illness/Injury**

If your child does not attend school due to illness, they are NOT to attend the Club. If a child displays symptoms while at the Club, a parent will be notified and asked to pick up the child. Our staff is trained in CPR and first aid and able to handle everyday bumps and bruises. Should an emergency arise and medical attention is required, a parent will be notified immediately. If the parent cannot be reached, we will notify the next available emergency contact on your account. It is the parent's responsibility to keep all contact information on your account up-to-date: emergency names, phone numbers etc. In the event we are unable to contact anyone, we will proceed with whatever action is needed, including taking the member to the hospital, doctor, dentist, etc. In the event of a head injury, all necessary precautions will be taken to ensure the member's health. Staff may apply emergency first aid; engage

physicians of any kind, ambulance service, paramedics or any other service deemed necessary or reasonable. The BGCMV WILL NOT be held liable or be responsible for any fees that are incurred including but not limited to the ambulance, hospital, doctor fee, etc.

### Infectious Rashes & Infections

Members with infectious rashes such as scabies, ringworm, and impetigo must be under effective care and treatment/medication for 48 hours before returning to the Club.

Members contagious with streptococcus or other bacterial infections must be under effective treatment/medication for 48 hours before returning to the Club.

### Head Lice Policy

Parents will be asked to pick up any child found to have head lice (nits or live lice) immediately. The member may return 48 hours after being treated. Upon return, the member must be nit-free and the parent will be asked to show proof of treatment.

### Youth Development Strategy

Our Youth Development Strategy is the way in which our staff interact with young people and build within them a sense of:

- **Belonging:** A positive place where members come and are welcome as a part of the BGCMV family.
- **Usefulness:** Belonging to an extended family of BGCMV whereby the youth we serve have the opportunity to assume responsibility for each other as part of a team, can perform community service within our community and assist others while feeling proud of their contributions.
- **Influence:** Members have the opportunity to become leaders and to play an active role in the decision-making process while preparing for their future.
- **Competence:** Through their accomplishments whether in the Club, at school, at home or in the community, members will gain the self-confidence and self-esteem to believe in themselves.

## Our 5 Key Elements for Positive Youth Development

Fun	Young people need to have fun just for the sake of having fun. But, fun is also a means of breaking down boundaries and building trust. Fun and play are vehicles for learning.
Safe, Positive Environment	We strive to be a place where young people feel physically and emotionally safe; are able to form positive, healthy relationships with staff and peers; and can engage fully in programs and activities
Supportive Relationships	Members should observe warmth, caring, appreciation and acceptance when staff interact. With proper guidance in their interactions, they will learn how to build healthy relationships with adults and their peers, based on trust and mutual respect.
Opportunities & Expectations	Youth need to develop physical, cognitive, social and emotional skills to be productive contributing members of their communities.
Recognition	Caring adults acknowledge young people's innate strengths and talents. They use authentic gestures and encouragement to positively reinforce their efforts and persistence, and they celebrate their progress and successes. They commend good decisions and choices.

## Our 5 Core Program Areas

1. Health & Life Skills
2. The Arts
3. Education, Technology and Career Development
4. Character & Leadership
5. Sports, Fitness and Recreation

## Programs

Large group activities are offered at the Club during Open Club House times, as well as the opportunity to get help with homework. We specialize in structured programming in the areas of our 5 Core Programs. We also offer mentoring and leadership programs for our teenagers such as: Jr. Leaders, Activ8 and Elev8. Check with the Club to find out what is currently being offered.

## Program Descriptions

BGCMV provides quality programs which focus on the following:

**The Arts:** Core programs enable young people to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts, music, digital arts and creative writing.

**Career/Education/Technology:** Core programs assist and offer young people the opportunity for academic success, availability for computer-aided learning and career exploration.

**Character & Leadership:** We empower young people to support and influence their Club and community, to sustain meaningful relationships with others, participate in the democratic process and respect their own and others' cultural identity.

**Health & Life Skills:** Core programs in this area develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

**Sports, Fitness & Recreation:** Core programs develop fitness, positive use of leisure time, skills for stress management, social skills and appreciation for the environment. We focus on a minimum of one hour of physical activity per day.

### **Drop-Off & Pick-Up**

Members will NOT be dropped-off prior to the Club opening or closing. The Club will not be held responsible for the supervision of members prior to opening or after closing times. All Club members must be signed in upon arrival each day and must be signed out by a parent/guardian, or other authorized pick up upon exit. Please be prepared to present your photo ID to the front desk when picking up your child each day. If an emergency arises and a member cannot be picked-up by closing time, the parent/guardian MUST contact the Club to inform the Staff. It is the responsibility of the parent/guardian to have emergency contacts available to pick up their child in their absence. Members who are not picked-up on time will be charged a late fee to cover staff time. (See Late Pick-Up Policy) If a parent/guardian is continually late to pick up a member, their Club membership may be suspended or revoked. At no time will a Staff member transport a child in their personal vehicle.

### **Late Pick-Up Policy**

We understand that circumstances may arise that may cause you to be late picking up your child. If you are going to be late, please call the Club and let the staff know that you will be late. If you are unavailable, your emergency contact will be notified to pick up your child.

Late charges are as follows:  
10-15 minutes after closing--\$25  
15-30 minutes after closing--\$50  
30 minutes or more--\$100 fee

If you are more than 30 minutes late picking up your child and we are unable to reach you or any emergency contacts on your child's pick up list, we will notify the police.

### **Returned Check Policy**

A \$25 charge will be assessed on all returned checks as well as any service fees charged to the BGCMV due to check return. Once a check has been returned, check-writing privileges will be suspended until further notice.

### **Refund/Credit Policy**

Refunds and/or credits will only be permissible if you call at least 1 week prior to the camp or Club Day you have paid for to let us now your child will not be attending. Your payment and sign-up holds a spot for your child in our activity, so by letting us know at least a week in advance, you are allowing another child the opportunity to fill that spot. If we are notified at a least a week in advance, we will credit your account for the correct amount. Refunds will only be issued on a case by case basis with approval from the Unit Director. We must pay for staffing, food and supplies for all children on the sign-up list, whether they end up attending or not. For

this reason, we also do not pro rate any of our summer or after school programs. Annual membership fees are non-refundable.

### **Newsletters, Activity Flyers and Website**

Information is prepared regularly to inform parents and members of sign-up dates, programs, field trips and special events. We regularly email and text our database to keep parents informed. It is the responsibility of the parent/guardian to keep their email address current on their Kid Trax account, and with the Unit Director, sign up for text alerts, as well as to regularly read their emails, in order to stay informed of Club business. Information is also available at the front desk and in the front lobby of the BGCMV, as well as on our website at [www.bgcmv.com](http://www.bgcmv.com).

### **Permission Slips**

We offer special field trips and activities periodically. Some of these activities may require a permission slip or waiver form which gives parents the date, time and location of the activity. A permission slip MUST be signed by a parent/guardian, and the field trip activity fee paid BEFORE your child will be added to the field trip sign-up sheet.

### **Meal Programs**

All meals served at the Club are offered through programs with the USDA and must be consumed on the site they were served.

### **Bring Your Own Device Policy**

The Boys & Girls Clubs of Magic Valley adopts this policy to maintain a safe and secure environment for members, staff, volunteers and others.

A PERSONALLY OWNED DEVICE includes all member-owned existing and emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media, and transmit or receive messages or images. Emerging technologies and devices include but are not limited to cell phones, computers, tablets, and storage media (e.g., flash drives), as well as communication tools including social media sites, text messages, chat and websites. Not all devices are covered within this policy. Unacceptable devices in this policy include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers and televisions.

CLUB PURPOSES include program activities, career development, communication with experts and/ or Club peer members, homework and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to ask staff when they aren't sure of the permissibility of a particular use of technology prior to engaging in the use.

Personally owned devices are permitted for use during Club time for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in restrooms and other areas where there is an expectation of privacy.

Any inappropriate use of a personally owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership, or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

INAPPROPRIATE COMMUNICATION includes, but is not limited to, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted or spoken by members; information that could cause damage to an individual or the Club community, or create the danger of disruption of the Club environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a member is told to stop sending communications, that member must cease the activity immediately.

Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is bullying that takes place using emerging technologies and devices. Examples of cyberbullying include mean text messages or emails; rumors sent by email or posted on social networking sites; and embarrassing pictures, videos, and websites or fake profiles. Any cyberbullying that is determined to disrupt the safety and/ or well-being of the Club, Club member, Club staff or community is subject to disciplinary action. Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages and material posted online by members.

MONITORING AND INSPECTION. Boys and Girls Clubs of Magic Valley reserves the right to monitor, inspect, copy and review a personally owned device that is brought to the Club. Parents/Guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/ Guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

INTERNET ACCESS. Personally owned devices used at the Club are not permitted to directly connect to the internet through a phone network or other content service provider. Personally owned devices must access the internet via the Club's content-filtered wireless network when needed for programming. Boys and Girls Clubs of Magic Valley reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online

websites, portals, networks or other services. Members must follow Club procedures to access the Club's internet service.

LOSS AND DAMAGE. Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club

PARENT/ GUARDIAN NOTIFICATION AND RESPONSIBILITY. BGCA's Internet Acceptable Use Policy restricts the access of inappropriate material. However, supervision of usage may not always be possible while members use the internet. Due to the wide range of material available on the internet, some material may not fit the particular values of members and their families. Because of this, it is not practical for The Boys and Girls Clubs of Magic Valley to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Internet Acceptable Use Policy, parents should instruct members not to access such materials.

Computer Policy

Our internet does have a child safe filter. Club computers are available for use during Club programs only, and only under staff supervision. Any child caught using a computer without permission and supervision will be subject to suspension from the Club.

### **BGCMV Bullying Policy**

The Boys & Girls Clubs of Magic Valley is committed to providing all members with a safe and civil environment, and will not tolerate any form of bullying at any Club activity on or off Club property. Bullying shall mean any written, electronic, verbal, physical or social act that willfully harms another. Aggravated bullying shall mean willful harm motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental disability, physical disability, appearance or socioeconomic status. Staff and volunteers who observe an act of bullying are expected to take immediate, appropriate steps to intervene. If the staff member or volunteer believes his/her intervention has not resolved the matter, they shall report it to his/her supervisor and document the incident in writing. The Club Director or appropriate staff member will inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying if the issue has not been appropriately resolved. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior.

## Restroom Policy

The Boys & Girls Clubs of Magic Valley is committed to providing a safe environment and enforces the following restroom policy for members, staff, board members, volunteers, and other adults.

Restrooms located at the Twin Falls Club are designated for Boys & Girls Club members and have designated Male and Female restrooms. There are separate male & female restrooms designated for Teen Members in the Teen Center (ages 13-18). There are also designated adult restrooms. Adults, including staff, board members, volunteers, and any other adult in the Club, shall not utilize the member restrooms. The member restroom facilities are for youth only. Member restrooms shall be regularly monitored by a designated staff and includes walk throughs, inspections, and monitoring outside of the restrooms to ensure there is no inappropriate behavior taking place.

Restrooms located at the Buhl & Rupert Clubs are designated as male and female restrooms. Adults and members shall not utilize restroom facilities at the same time. Adults will only utilize the restroom when no youth are in the restroom, and youth will only use the restroom when no adults are in the restroom. The BGCMV-Buhl & Rupert Units will utilize the best practice for blocking off the entrance to the restroom to alert others that they must wait to enter. This will be done by placing a cone in front of the restroom entrance.

Staff shall:

- Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members
- Ensure that younger Club members and Teen members are never using the restrooms at the same time
- Abide by all staff codes of conduct
- Enforce the BGCMV's restroom code of conduct
- Intervene and notify Club leadership should inappropriate conduct be observed ·Ensure restrooms are regularly clean and sanitized
- Staff observing unacceptable restroom conditions shall:
  - Immediately notify Club leadership
  - Report to the Unit Director if any repairs are needed
  - Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible.

## **Staff & Volunteers**

There is a core group of youth development professionals who work with our members and who are assisted by volunteers. If you are interested in volunteering, please speak to our Director of Programs. Volunteers make it possible for us to offer a variety of programs. The Club does not sanction Club volunteers participating with members outside of the Club or away from Club Staff. All volunteers must fill out an application and are required to undergo a background check before being approved for volunteer hours.

## **CPR and First Aid Training**

The Boys & Girls Clubs of Magic Valley will have at least one staff member on site at all operating times when youth are being served- or during club sponsored offsite program activities/trips- who is certified through a qualifying adult and child/infant CPR and First-aid training.

## **Visitors**

Parents, business professionals, service members, officials or other interested persons may visit the Club anytime during office hours. However, they **MUST** check in with staff upon arrival and make arrangements for a tour.

We do not honor other Boys & Girls Clubs' memberships here. For participation in our Club activities and programs, fill out a membership form online, pay the membership fee, and become a member of the BGCMV.

## **Tax ID & Non-Profit Status**

The BGCMV is a non-profit, 501(c3) organization as classified by the IRS.  
Our tax ID number is: 94-3176622

## Why We Are Important, Special and Unique!

In every community, youth are left to find their own recreation and companionship. An increasing number of children are at home with no adult care or supervision. Young people need to know that someone cares about them.

We offer that and more. Club programs and services promote and enhance the development of youth by instilling a sense of competence, usefulness, belonging and influence. Boys & Girls Clubs are a safe, positive and fun place to learn and grow!

Our goal is for our members to achieve:

- A Positive Self-Identity
- Educational, Emotional, Social and Cultural Competencies
- Community Involvement
- Health and Well-Being
- A Moral Compass
- Many of the Club's policies and programs make us special and unique: · Dedicated Youth Facility-The BGCMV is an actual place, a neighborhood-based building
- Open Daily-The BGCMV is open after school and during the summer when kids have free time and need positive and productive outlets.
- Professional Staff-Every Club has trained, professional Staff, serving as role models and mentors. Volunteers provide key support.
- Available & Affordable to All Youth-Clubs reach out to kids who cannot afford or may lack access to other community programs. Membership and program fees are affordable, and a child will never be turned away due to the inability to pay.

### BGCMV Funding

The majority of our budget comes from individuals and business donors, special events and grants. We can also receive what we call 'pass through' funding from The Boys & Girls Clubs of America (BGCA), which is done through a grant process. Most of these are relatively small if received.

## Fundraisers/Events

To supplement donations, we hold various fundraising events throughout the year. We encourage our parents and members to take part to ensure that the BGCMV is able to continue to provide 'A Positive Place' for our youth to go-not only today, but for future generations. For more information on these events, or if you would like to make a contribution to the BGCMV, please contact us at 208-736-7011 or visit our website to give online at [www.bgcmv.com](http://www.bgcmv.com)

If you have questions, please don't hesitate to call and set up an appointment to discuss your questions or concerns. We'd be happy to help you!

208-736-7011

Thank you for the honor and privilege of serving your family.