



BOYS & GIRLS CLUBS

OF THE NEZ PERCE TRIBE

Membership Handbook

GREAT FUTURES START HERE!



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Purpose of the Membership Handbook

The purpose of the Membership handbook is to provide Club parents/guardians and Club members with general information about our organization and Club to help guide them through our organizations mission, formula for impact, Clubhouse programming, policies, and procedures.

BGCA's Commitment to Inclusion

We believe every kid has what it takes. The mission and core beliefs of Boys & Girls Clubs fuel our commitment to promoting safe, positive, and inclusive environments for all. Boys & Girls Clubs of America supports all youth and teens – of every race, ethnicity, gender, gender expression, sexual orientation, ability, socio-economic status, and religion – in reaching their full potential.

BGCNPT Mission

The mission of the Boys & Girls Clubs of the Nez Perce Tribe is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Formula for Impact

The Formula for Impact begins with the youth who need us most (Club members) added with the outcome-driven Club experience; (Five Key Elements for Positive Development, High Yield Activities, Targeted Programs & Regular Attendance) to achieve priority outcomes (Academic Success, Good Character & Citizenship and Healthy lifestyles). The formula is the vehicle that drives greater outcomes in the lives of our Club members served.



Young People Who Need Us Most

Who We Serve

The Boys & Girls Club is a youth organization that serves as an afterschool program offering life-enhancing programs and activities. Our organization serves youth ages 5-18 who are in grades K-12.

Outcome Driven Club Experience

5 Key Elements for Positive Youth Development | What Our Clubs Provide

The Boys & Girls Clubs of the Nez Perce Tribe ensures that our Clubhouses provide the following for our Club members:

- **A Safe Positive Environment-**
The Club is a haven where members always feel physically and emotionally safe and secure.
- **Ongoing and Supportive Relationships with Youth Development Professionals-**
The Club ensures that every young person feels connected to one or more Club Program Staff.
- **Opportunities and Expectations-**
At the Club, Club staff, programs, and activities consistently communicate and set clear expectations to hold youth accountable and responsible for their actions and behaviors. While providing opportunities for Club members to grow and character building.
- **Sense of Belonging and Recognition-**
The Club takes every opportunity to recognize and validate Club members' achievements and accomplishments. Instilling self-respect, confidence, and worth, that every Club member has the potential to excel, be productive, and succeed at the Club and in life.
- **Fun**

The 5 key elements for positive development are provided to Club members through our Clubhouses' positive character-building and life-enhancing programs and activities in the following areas of the Club.

- **The Arts**
- **Education**
- **Health & Wellness**
- **Leadership & Service**
- **Sports & Recreation**

High Yield Activities

High-yield activities are a diverse range of learning activities that develop young people's cognitive skills. These activities enable members to use and practice developmentally appropriate words, sentences, ideas, and problem-solving strategies. Most importantly, high yield learning activities are fun. They are inherently motivating to members and provide incentives for them to explore, develop, create, and learn. Youth Development Professionals implementing these activities utilize the Clubs "Youth Development Strategy" which is incorporating the following in activities: Belonging, Usefulness, Influence, & Competence. These activities will be implemented the core areas of the Club; Arts & Crafts, Gamesroom, Education Center, Gym & Teen Center.

Targeted Programs

Through elements coupled with high yield learning activities Boys & Girls Clubs of America develops a curriculum for areas of the Club that help Club members through their primary and adolescent stages of youth development. Some Boys & Girls Club programs are age-specific and adapted for Boys & Girls Clubs on Native lands, but any Club program curriculum can be adapted to meet the needs of your Clubhouse and its members. Some targeted programs may be grant-related with funds awarded to your Clubhouse and may require certain requirements, such as; curriculum, age range, data collection, and reporting. See your Unit or Program Director for more detailed program information on targeted programs, implementation timeline, and how to get your child involved at your Club.

Regular Attendance

The Boys & Girls Clubs of the Nez Perce Tribe tracks its Club member's general attendance and program and activity participation at each Clubhouse. This is tracked through a member tracking software called VISION which is installed at every front counter area at the Club. Your Clubhouses Membership Service Director is responsible for the login, updating, scheduling, and reporting of Club members' information, Attendance, and program and activity

participation, Administrative and Program Staff may be tasked with assisting with regular attendance. BGCA requires annual reports for total Club member membership, attendance, and program and activity participation. Data collection and reports are also utilized for obtaining or reporting for grant-related funding and programming. Regular attendance helps increase the number of youths impacted by our organization and ensures we reach our mission and priority outcomes.

Priority Outcomes

The Boys & Girls Clubs of the Nez Perce Tribe is committed to reaching and impacting our priority outcomes for our Club members, in:

Academic Success: Motivating Club members to learn, helping them to graduate on time, with a plan to succeed in today's modern workforce.

Good Character and Citizenship: Developing our Club members with strong character with leadership qualities to take actions that make a difference in the community.

Healthy Lifestyles: Helping Club members in making healthy lifestyle decisions resulting in social, emotional, and physical well-being.

Staffing

Youth Development Professionals:

Clubhouse activities and programs are provided and implemented by Youth Development Professionals also known as Club Staff. Each program area of the Club has a designated Club Staff that is responsible for supervision of an area, including providing guidance and discipline for Club members with a 1 Club Staff per 20 Club members ratio. Club Staff are expected to be 24-hour role models that always act in a professional manner. Providing and utilizing patience, active listening, understating, effective communication, and RESPECT in building positive relationships with Club members, Club Parents/Guardians, and members of the community. Club Staff are identifiable in the Clubhouse with Boys & Girls Clubs of the Nez Perce Tribe apparel (T-Shirts, Sweatshirts, etc.)

Youth Development Professional

Restrictions:

RIDES FOR CLUB MEMBERS:

The Boys & Girls Clubs of the Nez Perce Tribe has a policy for Club employees not allowing them to provide rides for Club members in their personal vehicles. If Club members are needing transportation, they can be transported in Boys & Girls Club vehicles (*See "Transportation Consent" on "Annual Club Membership Application"). This is a preventive safety measure for both our Club employees and members to avoid potential one on one situations that may lead to unwitnessed situations, false allegations, or abusive/inappropriate behaviors or situations. Also, if a Club employee provides transportation for a Club member in their personal vehicles and in the event of an accident resulting in injury or death, the Club employee is held liable for legal procedures/lawsuits. Club members transported in Boys & Girls Clubs of the Nez Perce Tribe vehicles are insured through the organization's vehicle insurance.

NON-CLUB ACTIVITIES w/ CLUB MEMBERS:

The Boys & Girls Clubs of the Nez Perce Tribe has a policy for Club employees to not accept nor offer invitations to Club Members for activities not connected with the Boys & Girls Club outside of programming hours (Birthdays, Babysitting, etc.). Club employees shall not accept friend requests or communicate with Club members through social platforms, this includes cell phones.

Administrative Staff:

Boys & Girls Clubs of the Nez Perce Tribe have Administrative Staff at each Clubhouse, a Unit Director and Program Director. The Unit Director is responsible for the overall facility and Clubhouse itself, overseeing the Program Director in supervising Club staff and Club members. The Unit Director is also responsible for Club membership and program awareness in the community. The Program Director is responsible for the day-to-day operations of the Clubhouses programming and activities also supervising Club members and staff. **For any questions, concerns, comments, or complaints please refer them to your Clubhouses Unit or Program Director.**

Confidentiality:

All Club employees' experiences, situations, or detailed information obtained at the Club are confidential. Club employees will potentially experience and encounter certain situations or information that may be sensitive or personal to Club youth and/or members of their family and Club employees. This is a safety measure to protect our Club members and employees and this information is considered confidential and should only be discussed during working hours with direct supervisors (Program Director or Unit Director). Any release of information outside of the workplace shall be considered a breach of confidentiality and will lead to disciplinary action and/or termination of employment.

Effective Guidance & Discipline

BGCNPT Administrative & Club Staff will provide guidance and discipline for Club members.

Guidance is:

A process where advice or information is given by a person in authority (Boys & Girls Club Staff), aimed at resolving a problem or difficulty, assisting a youth (Club member) in making appropriate, positive, and healthier adjustments and decisions for their lives that help instill good character, leadership, and citizenship.

Self-Directed Guidance:

In Club Staff providing guidance for Club members our goal is for them is to eventually become self-guided, which is, having self-regulation, setting goals, planning, problem-solving, and decision-making. Having a specific image or standard for themselves that can be used to direct their ability to understand and manage their behavior and reactions to feelings and things happening around them.

Discipline:

Holding youth accountable for actions and behaviors

Self-Disciplined:

In Club Staff providing guidance for Club members our goal is for them is to eventually become self-disciplined, which is, correction or regulation of oneself for the sake of improvement. Having the ability to push yourself forward, stay motivated, and take action regardless of how you're feeling, physically and emotionally. This helps to enable an individual to succeed, carry out plans, and make wise choices.

Setting Expectations & Environment for Effective Guidance and Discipline

- Club and area-specific rules will be displayed in the Clubhouse. They will also be communicated verbally, consistently, and repeatedly to ensure Club members understand and follow them.
- Club Staff will set and communicate clear and acceptable behaviors for guidance and discipline for Club members. Establishing physical safety (Club members sitting & keeping hands and feet to self), honesty (explaining the importance of telling the truth about information about the situation), fairness (giving every Club members a chance to speak their side & all consequences will be justified), tone of voice

(Club members not yelling or shouting), attitudes (Club members not arguing or talking back to Club Staff, Club members not responding when addressed or not being genuine).

Providing Guidance

Providing guidance to Club members and helping them with the concepts of right and wrong are subjective and can vary based on cultural, religious, and personal beliefs. Determining what is right and wrong often involves considering the consequences of actions, the intentions behind them, and the ethical principles or values that guide decision-making. There is no universally accepted, clear-cut guide to determine what is right and wrong due to the complexity and diversity of human experiences and perspectives.

- Guidance provided to a Club member will relate to the following 5 Rules of the Club;

Rule #1: RESPECT Club Staff

Rule #2: RESPECT Club Members

Rule #3: RESPECT Club Equipment

Rule #4: RESPECT Yourself

Rule #5: Have Fun

Providing Discipline and Consequences

Discipline must not have a negative effect on self-esteem; building self-esteem should be a part of every attempt to discipline. Club Staff will ensure the punishment fits the crime.

Discipline and Consequence Process and Procedure

- 1st offense- Club Staff will give Club member a “Verbal Warning” and provide informal direction and correction to the Club member communicating 2nd offense consequence for repeated behavior.
- 2nd offense- will result in “Time Out” or “Wall Time” for Club member, Club Staff will provide informal direction and correction to the Club member communicating 3rd offense consequence for repeated behavior- (Length of time should range from 1-5 mins or until the Club member is calm and ready to communicate respectfully and effectively with Club Staff.)
- 3rd offense- will result in repeated “Time Out” or “Wall Time” extended, combined with potential loss of privileges, Club Staff will continue to provide informal direction, and correction to the Club member communicating 4th offense consequences for repeated behavior. (Length of time should be increased by 1-2 mins and privilege taken away will be determined based on the incident/situation and the misuse of equipment or conflict with other Club members.)
- 4th offense- will result in Club members being sent to talk with Unit or Program Directors. Directors will decide further consequences and communicate action steps to Club staff. Directors will notify Club members’ parent/guardians of Club member’s behavior and fill out BGCNPT Accident/Incident report. (Consequences may result in temporary program area privilege or Clubhouse suspension.)

*Additional Discipline & Consequences taken by Club Directors

-Continued Accident/Incident Documentation

-In-person Parent/Guardian meeting

-Increased Temporary Suspension or Weeklong Suspension,

-Permanent Suspension and revocation of Club membership (Decided by BGCNPT Executive Director)

RESTRICTED Disciplines & Consequences

- NO physical punishments- A Club Staff should never physically strike or touch a Club member as a form of discipline. Doing so will result in immediate termination of employment and law and legal procedures.
- NO physical exercise- A Club Staff should never make a Club member perform physical activities such as; wall sits, push-ups, sit-ups, running laps, etc. as a form of punishment. Physical activity should be promoted as a healthy lifestyle and not associated with discipline or negative consequences.

Zero Tolerance Behaviors

The following negative behaviors will automatically result in a suspension from the Boys & Girls Club for Club members, for one day to one week, upon the judgment and decision of Clubhouse Administrative Staff using the approved guidelines.

- Fighting or threatening the safety of a Boys & Girls Club members or staff.
- Racist comments or racial slurs
- Inappropriate behaviors or sexual harassment towards a Boys & Girls Club members or staff.
- Stealing
- Intentional damage to Boys & Girls Club facility or equipment.
- Illegal Substances; the use of an illegal substance, including alcohol and tobacco, by any Club member or guest. If a Club member or guest is caught using an illegal substance or has on their persons and/or arrives at the Club facility while under the influence of alcohol or other illegal substances, Administrative staff shall contact Club members parent/guardian and/or law enforcement officials.

RESTRICTED Disciplines & Consequences

- NO physical punishments- A Club Staff should never physically strike or touch a Club member as a form of discipline. Doing so will result in immediate termination of employment and law and legal procedures.
- NO physical exercise- Do not make Club members perform physical activities such as; wall sits, push-ups, sit-ups, running laps, etc. as a form of punishment. Physical activity should be promoted as a healthy lifestyle and not associated with discipline or negative consequences.

Accident/Incident Reports

An "Accident/Incident Report" will be filled out and submitted to the Clubhouse Administrative Staff.

The following accident/incidents involving Club members will be reported:

- Physical injury
- Racist comments or racial slurs
- Inappropriate behaviors or sexual harassment towards a Boys & Girls Club member or staff.
- Stealing
- Intentional damage to Boys & Girls Club facility or equipment.
- Noticeable or visual signs of youth negligence or abuse on a Club member or shared information by a Club member that has experienced negligence or abuse.
- Any mandatory reporter situations.
- Reoccurring repetitive negative behaviors exhibited by a Club member.
- Bullying
- Any situations or behaviors that led to consequences of a Club member being suspended of privileges of equipment, program areas or Club facility.

***"Parent/Guardian Take Home Accident/Incident Reports" will be available for parents/guardians.**

Clubhouse Policies and Procedures

Club Membership Policy

The Boys & Girls Clubs of the Nez Perce Tribes programs, activities and facilities are available to youth **ages 5-18** and in **grades K-12th**. All participants must be a registered Club member, Club membership serves as a secondary medical insurance, with restrictions on the child. Non-members are uninsured and therefore not allowed access to the Clubhouse facility to participate in Boys & Girls Clubs programs and activities. All members must have the physical, mental, and emotional maturity to act and interact independently and responsibly in the Club setting, acceptable behavior is a requirement in the Club setting. Any action that places the safety of self, others or property at risk will not be tolerated and depending on the severity and number of each situation could result in suspension from Clubhouse or potential membership revoked. The Boys & Girls Clubs of the Nez Perce Tribe reserves the right to deny, suspend or revoke membership applications or privileges with or without notice at any time should circumstances warrant.

Club Member Attendance Procedures

Boys & Girls Club members are required to sign in & out on the front counter sign in computer, entering their assigned Club membership number. Club members are highly encouraged to learn and know their assigned Club membership number. A designated front counter Club staff will be available to provide any assistance to Club members or parents/guardians with the sign in and out process.

The Club member attendance procedure is a Boys & Girls Clubs of the Nez Perce Tribe resource, utilized to assist parents/guardians on their child(ren)'s attendance and times if needed, as well as serving as a tracking tool to track and record Club member attendance & duration for Clubhouse data collection of program measurement and youth impacted/served.

Club Member Personal Belongings & Electronic Devices Policy

The Boys & Girls Clubs of the Nez Perce Tribe highly encourages Club members & parents to refrain from bringing or allowing their child to bring valued personal belongings to the Clubhouse. Examples such as toys, athletic equipment (basketballs, footballs, etc.), trading cards, cell phones, gaming devices or any other electronic devices, etc. This policy is set to be a preventive Clubhouse action to avoid any potential conflicts for Club members such as lost, stolen, or damaged items and any interruptions or distractions with the implementation of Boy & Girls Club programs and activities.

Cell phones:

- Club members ages 5-12 that are in grades K-6th will not be allowed to use a cell phone during Clubhouse programming and activities. Cell phones may only be used as a communication device to communicate with parents/guardians and can only be used to do so in a designated space at the front counter.
- Club members ages 12-18 that are in grades 7th-12th are allowed to use a cell phone during Clubhouse programming and activities in the Teen Center.

Boys & Girls Club personnel will not be tasked and held responsible for holding or watching over the fore-mentioned personal items for Club members. Boys & Girls Club personnel will provide guidance and discipline for any known or reported incidents, conflicts and/or disputes pertaining to a Club members personal item(s).

If needed, Boys & Girls Club personnel will confiscate any items to be held at the front counter until Club member leaves for the end of the program day or is picked up by their parent/guardian. Stealing/theft is a Clubhouse Zero Tolerance Behavior, depending on incident details and/or severity will result in an automatic, one day, week or more suspension from the Clubhouse.

The Clubhouse has a bicycle rack located in front of the Club. Club members should bring a sturdy chain and lock to always secure their bicycles. Skateboards or scooters can be stored in the Club member coat rack area located in the Gamesroom or at the front counter with the front counter staff's permission.

(The Boys & Girls Clubs of the Nez Perce Tribe accepts NO responsibility for lost, stolen, or damaged items and/or devices). *Lost and Found items will be stored at Clubhouse front counter and will be emptied by the end of the month

Clubhouse “Open Door” Policy

The Boys & Girls Clubs of the Nez Perce Tribe has an “Open Door” policy. Where Club members are allowed to arrive, stay, or leave during Clubhouse program hours and days, when and with whom are matters between Club parents/guardians and their Child/Club Member. Club members that are 5 & 6 years old will need to obtain parent/guardian permission before signing themselves out and leaving the Clubhouse. All Club members must have the physical, mental, and emotional maturity to act and interact independently and responsibly.

“Open Door” does not mean revolving door, it is understood that once a Club member arrives, they stay until they leave for the day. Club members will be allowed to sign out and return to the Clubhouse once per scheduled Clubhouse program day during program hours.

(*Teen Nights Club members will not be allowed to return to the Club facility after signing out.)

Club Member Assembly Procedure

“Assemblies” will be scheduled daily at each Clubhouse, assemblies are designed for Club members and staff to gather and communicate and obtain Clubhouse expectations, program, and activity information, every Club member and staff are required to attend assemblies. When attending assemblies:

- Club staff will promptly close their designated scheduled area when the assembly is announced and help assist their Club members in exiting the area and safely proceeding to the assembly by ensuring Club members are walking, not running, screaming, or touching each other.
- Once all Club members and staff have promptly entered the assembly, Club staff will help communicate the designated area for Club members to be seated.
- Once all Club members are seated Club staff will ensure Club members are staying seated, not touching each other or being disruptive, instead being tentative and following instructions.
- Assemblies will range from 5-15mins, depending on the information provided and the temperament of the Club members.
- Once assembly is completed, Club staff will then promptly proceed to their designated scheduled program area ensuring Club members are exiting and safely proceeding to desired program areas by walking, not running, screaming, or touching each other.

Club Member Snack/Mealtime Procedure

As part of the opportunities and resources provided by the Clubhouse for our Club members, a snack/meal is provided daily and consistently at a designated time.

Snack/Mealtime Procedure

- Any Administrative and Program Staff handling or preparing food will obtain a food handlers certification through the organization. Administrative staff will work with the Membership Service Director (Front Counter staff) to post up a list of Club members with any food allergies.
- Club members receiving snacks/meals will be required to sign in at the front counter to track members served.

- Club members will eat snacks/meals in designated eating areas of the Club. Club staff will ensure Club members are eating snacks/meals in designated eating areas.
- Club staff will ensure Club members are throwing away any garbage or cleaning any messes associated with snacks/meals, to hold Club members accountable and teach responsibility establishing Club members to follow rule #3 of the Club: RESPECT CLUB EQUIPMENT.

School Year Lunch Procedure

- Club members will follow the snack/meal sign-in procedure.
***Club members are allowed to sign out and go get lunch if they choose not to eat the lunch the Club serves.**
- Club staff will hand out lunches and designate an eating area for the Club members to eat lunch.
- All program areas of the Club will be closed until lunch time is over.
- Club staff will set up a movie for Club members to watch during lunch time.
- Club staff will make sure club members are disposing of any garbage and cleaning any spills made during lunch time.
- Once lunch time is over an “Assembly” will be called and Club staff & members will follow “Assembly” procedures.

Summer Lunch Procedure

- Club members will follow the snack/meal sign-in procedure. Then proceed to “Assembly”.
***Club members are allowed to sign out during lunch but cannot return and have access to the Clubhouse until lunch time is over.**
- Membership Service Director will print off a list of Club members going to lunch with the Club for staff.
- Club staff will grab mobile first aid kits from front counter.
- In “Assembly” Club staff will go over expectations and consequences for lunch. Club staff will keep members in a line with one staff at the front and one at the back of the line, ensuring Club members are walking, staying on sidewalks & crosswalks, and not cutting one another or touching each other.
- After arriving at the cafeteria. Front of the line Club staff will make sure Club members are staying in line, grabbing lunch, and sitting in designated eating tables.
- Club Staff will supervise Club members while eating, making sure they are cleaning their eating area and putting away trays and throwing away garbage.
- Once Club members have finished lunch Club staff will have them line up on designated wall. Once 50%/or half of Club members have lined up, one designated Club staff will escort Club members to the playground, while the other Club staff waits with the remaining Club members finishing lunch. Club staff waiting for remaining Club members will ensure the designated eating area tables are cleaned up.
- Club staff will be responsible for supervision on playground. Staying spread out and separated, with one Club staff positioned with view of the front entrance of the school and the other by the playground.
***Summer Lunch Time Weather Policy- If weather is 100 degrees or more, Club staff will lead Club members back to the Clubhouse and open the Gamesroom and Gym areas of the Club until the rest of Club personnel return from lunch break.**
- Club staff will line up Club members and double check Club members “Lunch List” and allow for 15 minutes for the entire group to return to the Clubhouse. Weather conditions policy
- After returning to the Clubhouse from lunch, Club staff will lead Club members to “Assembly”.

Outside Clubhouse Activities

“Outside Clubhouse Activities” are offered to enhance the Club Experience. They are designed to be a privilege and added benefit for registered Club members who attend the Club and participate in its daily Clubhouse programming. Outside Clubhouse Activity Policies and Procedures

- Club members must be attending the Club the day an outside Clubhouse activity is scheduled, Club members must be signed into the Clubhouse’s general attendance, to be eligible to sign up for the scheduled outside Clubhouse activity. Sign-up for outside Clubhouse activities is on a first come first serve basis. Club parents/guardians are responsible for the drop-off or arrival of Club members to the Clubhouse. Club members

cannot be signed up over the phone or in advance of the outside Clubhouse activity. Club parents/guardians are also responsible for making sure their child comes to the Clubhouse equipped with all the accessories needed for participation in outside Clubhouse activities.

- Outside Clubhouse activity costs and any additional fees are the sole responsibility of a Club member's parent/guardian. The Clubhouse and its personnel are not held responsible for any cost or additional fees for Club members to participate in or while on outside Clubhouse activity. (Vending Machines/Concessions, Video games, etc.)
- To ensure Club members have an opportunity to sign up and participate in an outside Clubhouse activity, Club members will not be able to sign up for back-to-back or consecutive outside Clubhouse activities. If a Club member has already participated in an outside Clubhouse activity during the program week, they will be placed on a waiting list. Then will be moved up accordingly to participate based on any Club member cancellations, loss of privileges, and/or lack of sign-ups.
- Club parents/guardians are available to pick up Club members after outside Clubhouse activity from the Clubhouse. Any special accommodations for pick-from-outside Clubhouse activity need to be arranged with the Clubhouse Administrative Staff (Unit or Program Director).
- Participation in outside Clubhouse activity is not a guarantee for Club members, Club members can lose the privilege to participate based on any behavioral issues, loss of privileges will be determined by Administrative Staff.
- Clubhouse Administrative staff will be responsible for determining and scheduling of outside Clubhouse activities. As well as Clubhouse advertisements consisting of activity information (description of activity, eligible participants, costs/fees, departure & return times)

Health, Accidents, Injury & Emergency Procedures

In fairness to your child, other Club members and Club personnel please do not send your child to the Club when he/she is ill. Boys & Girls Club personnel will notify a Club members parent/guardian if they are feeling ill or become ill while at the Club. If an injury occurs to a Club member, Club personnel will provide first aid if needed and will notify Club members' parents/guardians. In the event of an emergency, Boys & Girls Club personnel will call 911 and then will notify Club members parents/guardians or alternate emergency contacts provided on their Club membership information. If parents or emergency contacts cannot be reached, treatment may be provided at the direction of a health care professional.

Head Lice Policy

If a Club member appears to have symptoms of having head lice, a private screening may be performed by a trained staff member. If live head lice or nits are found, the member will be moved away from others to avoid direct head-to-head contact and the parent/guardian will be called to pick them up.

- The member's parent or guardian will be notified that prompt, effective treatment is necessary. *See attached CDC treatment & recommendations
- The member will be allowed to return to the Club 24 hours after being treated and there is no live lice found on inspection.
- It is unlikely that notice would be sent home to all the members in the Club where an active case of lice is found. (*In circumstances of large amount of Clubhouse population affected by infestation and mass notification or statement of infestation is needed to be released, will require BGCNPT CEO approval)
- Club staff will never disclose the name(s) of the affected member(s)

Club Parent/Guardian Drop Off and Pick Up Procedure

The Boys & Girls Clubs of the Nez Perce Tribes programming hours are:

School Year Programming

(End of Aug.-End of May.)

Kamiah Clubhouse

3 pm-6 pm Mon-Thurs

8 am-5 pm Fri

Lapwai Clubhouse

3 pm-6 pm Mon-Thurs

1 pm-6 pm Fri

6 pm-8 pm Weds-Fri (*Extended hours for Teen Members Only)

(*8 am-5 pm on scheduled Full Days)

Summer Programming

(Jun.-Aug.)

Both Clubhouses

8 am-5 pm Mon-Fri

Kamiah Clubhouse

401 Idaho Street | Kamiah, Id. | 83536

Lapwai Clubhouse

104 Agency Rd | Lapwai, Id. | 83540

End of the day phone calls for Club members will be announced and administered in the Clubhouse every day at the last 30 minutes of the program day. This procedure is to ensure Club members have notified their parent/guardian of the need for pick up from the Clubhouse and to have given their parent/guardian adequate time to pick them up from the Clubhouse. Club members needing end of the program day pick up from the Clubhouse are required to be picked up no later than the scheduled Clubhouse closing time.

(*Failure to pick up your child(ren) on a consistent basis will be considered as “neglect” and will result in our organization contacting child protection services and/or local law enforcement.)

Clubhouse Emergency Procedures & Policies

EMERGENCY PROCEDURES POLICY

In the event of an emergency, the Boys & Girls Clubs of the Nez Perce Tribes main priority shall be the safety of our Club members and employees. Emergencies may include fire, lockdown (interior or exterior threat, bomb threat, or weather.

PREVENTATIVE EMERGENCY ACTION

Emergency procedure drills (fire, lockdown, bomb threats, missing Club member, etc.) will be conducted on a quarterly basis during the implemented Clubhouse program year.

The emergency evacuation plan, including the location of emergency exits and evacuation routes, shall be posted in all areas of the Clubhouse.

EVACUATIONS

Reason for an “Evacuation” include fire, bomb threat, release of chemicals, or any other reason the Clubhouse may be deemed too dangerous for Club members and staff.

LOCKDOWNS

Reason for “Lock Downs” include disruptive person on site, a major crime or law enforcement chase near the Club, or a civil disturbance that poses a threat to Club members and staff.

MISSING CLUB MEMBER

A “Missing Club Member” shall be considered missing if he/she leaves the Club without parent or staff permission; gets lost or separated from the group on “Outside Clubhouse Activity” or outing; is knowingly kidnapped: or does not reach his/her destination after leaving the Club.