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BOYS & GIRLS CLUBS
OF THE KENAI PENINSULA

Parent/Member Handbook

2026/2027

Building a Better Future One Child at a Time

Telephone: (907) 283-2682 or Email: info@bgckp.com

Boys & Girls Clubs of the Kenai Peninsula and Alaska 21st Century Community Learning Centers Goals and Programming

Boys & Girls Clubs Vision:

To provide a world-class Club experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

Our Core Beliefs

Boys & Girls Clubs, Teen Centers, and Athletic Programs provide kids and teens with:

- Safe, positive, and inclusive environments in which to learn and grow.
- Opportunities to develop positive, meaningful, healthy connections with peers and youth development professionals.
- High-quality programs and activities that build upon young people's strengths allow them to explore new experiences and help them develop skills for sound decision-making.
- Experiences that foster hope, a sense of belonging, and a purpose.
- Opportunities for youth to lead, share, and be heard and recognized.

Alaska 21st Century Community Learning Centers

The Nita M. Lowey 21st CCLC of Ak awards competitive grants to qualifying agencies to offer high-quality extended learning and enrichment activities for children and families beyond regular school hours in a safe and secure educational environment. The Every Student Succeeds ACT (ESSA) maintains the Title IV, Part B legislation, ensuring continued support for out-of-school time programs.

BGCKP has been awarded this grant which serves Mt. View Elementary Students, located at the Kenai Clubhouse (320 S. Spruce St., Kenai). The weekly programs include small group tutoring with certified teachers, art, STEM (Science-Technology-Engineering-Mathematics), social-emotional learning, and structured gym games (SPARK).

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BOYS & GIRLS CLUBS OF THE KENAI PENINSULA

Soaring Beyond Expectations

21st Century Community Learning Centers

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PLEASE KEEP THE HANDBOOK FOR FUTURE REFERENCE

Note: Understandably, not every possible scenario can be anticipated in a handbook. By reserving the right to address and resolve unlisted issues, the CEO of the Boys & Girls Clubs of the Kenai Peninsula has the flexibility to handle unique or unforeseen circumstances as they arise. This approach allows adaptability to make decisions in the organization's and its members' best interest.

Our Mission

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

Our Core Programming

- **Character and Leadership Development**
  We empower youth to support and influence their community, sustain meaningful relationships, develop a positive self-image, and respect their and others' cultural identities.
- **Education and Career Development**
  We enable young people to become proficient in basic educational disciplines, apply learning to everyday situations, and embrace technology to optimize employability.
- **Health and Life Skills**
  We develop young people's capacity to engage in positive behaviors that nurture their well-being, set personal goals, and develop the skills to live successfully as self-sufficient contributing adults.
- **The Arts**
  We enable young people to develop their creativity and cultural awareness through knowledge and appreciation of visual and tactile arts and crafts, performing arts, and creative writing.
- **Sports, Fitness, and Recreation**
  We cultivate fitness, positive use of leisure time, stress management skills, environmental appreciation, and social and personal skills.

Enrollment & Membership Procedures

- **Registration:** The Boys & Girls Clubs of the Kenai Peninsula requires the child's legal guardian to be the person responsible for registering the child. This ensures that the legal guardian is responsible for the child's membership.
- **Membership Requirement:** Every child who attends any programming at the Boys & Girls of the Kenai Peninsula must be a member. However, there is an option for a child to visit one of the clubhouses for one day before officially joining. This allows children to experience the Club firsthand before committing to membership.
- **Enrollment:** Enrollment is open to all school-age children in grades K-12. BGCKP does not discriminate based on race, creed, religion, national origin, sexual orientation, or handicap. Every effort will be made to accommodate children with disabilities. However, BGCKP maintains a 1:20 staff/child ratio and cannot provide one-on-one care. Children must be able to follow directions in a group setting in order to participate in the activities of the Club. Please discuss any specific concerns or questions you have about your child's ability to participate in Club activities with the Site's Director.

- **Age Requirement:** To attend one of the Clubhouses at the Boys & Girls Clubs of the Kenai Peninsula, a child must be five years of age or older. The child must be attending Kindergarten, or if they are not yet attending, they will be attending Kindergarten if they are participating in the Club's summer program. This clarification indicates that children must have reached the age of five and either be attending Kindergarten or have plans to attend Kindergarten if they are partaking in the Club's summer program.

  As always, it's recommended to consult the official Boys & Girls Clubs of the Kenai Peninsula Handbook or contact the administration office directly for the most accurate and up-to-date information regarding any membership requirements and other specific guidelines for your children attending a Clubhouse.

Fees, Scholarship, and Payment Procedures:
All registration, afterschool fees and summer programming fees are waived for Mt. View students.

- **Annual BGCKP Membership Fee:** (Membership fees must be paid at registration)
  - Amount: $125
  - Due by **August 30** of each school year or at the time of registration if registering after August 30.
  - Membership Fees are Non-Refundable

2026–2027 Afterschool Program Registration

- Registration is now open for the 2026–2027 Afterschool Program! To secure your child's spot, families must register for the **full school year**, which runs from **August 19, 2026, through May 20, 2027**.
- This full-year enrollment model allows Boys & Girls Clubs of the Kenai Peninsula to better plan staffing, programming, meals, and supplies to meet the needs of enrolled youth throughout the school year.
- **Program Fee:** $100 per month, per child
- **Payment Schedule:** Payments are due on the **1st of each month**, beginning **September 1, 2026**, and continuing through **May 1, 2027**.

Enrollment Commitment

- By registering, families are committing to participation for the entire school year. Enrollment is reserved for students whose accounts remain active and current.

Withdrawal & Re-Enrollment

- If a family withdraws their child during the school year or stops making monthly payments, their child's enrollment spot will be forfeited. Should the family wish to return, the child must be placed on the waitlist and may re-enroll only if space is available in a future month.
- We encourage families to register early, as space is limited and enrollment is expected to fill quickly. Registering now guarantees your child's place for the entire 2026–2027 school year.
- Free meals and snacks are included.

- **Summer Program Fees:**
  - Payments are due on the first of the week
  - Breakfast, lunch, and snack is included for the participants
  - Weekly Rate: $125 per child
  - Scholarships Available

- **Add-on Fees:**
  - *Full-Day Camps Daily Rate: $40*
  - Scholarships are not available for the following programs:
    - **Winter Break Camp**
    - **Spring Break Camp**
    - **In-Service & Parent/Teacher Conference Days/School Holidays:** *Kenai & Seward Clubhouse Only*

Scholarships

- Scholarships are available only for Summer and After-School programming**.** A separate scholarship application must be submitted for Summer and/or After-School programming in which your child is enrolled.
- Scholarships expire at the conclusion of each approved activity within that calendar year and do not carry over.
- Scholarship applications are available during enrollment.
- Scholarships must be approved prior to attendance.

The Boys & Girls Clubs of the Kenai Peninsula strive to work with families to navigate fees and payment policies. The organization recognizes that financial circumstances can vary among families and aims to provide support through scholarships. However, if a family does not qualify for a scholarship, fees are expected to be paid, or a payment plan must be established and adhered to.
This approach ensures the organization's sustainability and allows us to continue providing services and programs to the community. By maintaining clear expectations regarding payment, BGCKP can effectively manage its operations and resources while fostering a sense of responsibility and accountability among families utilizing our services.
***Should an account become 60 days past due, your child (ren) is subject to possible removal from Club activities until your account is current.**

BGCKP 2026/27 Club Locations and Programs offered:

All Clubs and Teen Centers are open earlier for KPBSD Early Release Days.

Kenai Clubhouse:

- Contact: jhumble@bgckp.com or 907-513-7686
- Location: 320 S. Spruce St., Kenai, AK 99611
- Open to all youth and serves K-5th Grade

Afterschool Program 2026/27:

- Operating Hours: 2:00pm to 6:00pm; Monday through Friday
- Location: 320 S. Spruce St., Kenai, AK 99611
- Club members can be bused from Mt. View Elementary, K-Beach Elementary, Kaleidoscope Elementary, and Nikiski North Star Elementary
- Program Duration: August 19, 2026 - May 20, 2027
- Monthly Fees:
  - School year block
  - Scholarships Available
- Afterschool meals included in partnership with CACFP
- The Kenai Clubhouse operates within the KPBSD 2026/27 Calendar
- The following dates are days the Club is ***CLOSED*** in the 2026/27 School Calendar:
  - September 7, 2026 (Labor Day)
  - November 26 & 27, 2026 (Thanksgiving)
  - December 24 - 26, 2026 (Christmas)
  - January 1, 2027 (New Year's Day)
  - May 31, 2027 (Memorial Day)

Summer Program 2027:

- Operating Hours: 8:30am to 6:00pm, Monday through Friday
- Program Duration: May 24, 2027 - August 13, 2027
- **Closed for the 4th of July**
- Breakfast, lunch, and snacks are included for participants in partnership with SFSP (Summer Food Service Program)
- **Weekly Rate Fees:**
  - Weekly Rate: $125 per child
  - Scholarships Available

Morning Program:

- Offered year-round
- Operating Hours: 6:30am to 8:30am; Monday through Friday. Students will be bused to Mt. View Elementary and Kaleidoscope Elementary
- Program Monthly Fees: $200 per child
- Scholarships are not available for this program
- Program Duration: August 19, 2026 - May 20, 2027; (on regular KPBSD days)

Additional Program Days: (In-Service, Parent/Teacher Conference, & School Holidays) *Subject to change – KPBSD Calendar

- Operating Hours: 8:30am to 6pm
- Full Program Day Fees: $40
- Scholarships are not available for this program
- Breakfast, Lunch, and Snack are provided as part of the CACFP program
- October 29 &30, 2026
- February 11, 12, 15, 2027
- March 12 &26, 2027

*Members enrolled at Mt. View Elementary are funded through the Nita. M Lowey 21st CCLC (Century Community Learning Centers) Grant. This grant covers the cost associated with Annual Membership, Afterschool, and Summer Programs only, making them accessible and sponsored for the students at Mt. View Elementary. *Note: The grant does not cover the cost of Winter Break Camp, Spring Break Camp or Inservice days. Those will be billed to the household.*

Camps:

The following dates are days Kenai Clubhouse is open for an additional fee.

- Full Program Day Fees: $40
- Breakfast, lunch, and Snacks are provided as part of the CACFP program
- Scholarships are not available for the following Camps:

Winter Break Camp: Open to all Club Members on the Peninsula

- Dates: December 21, 22, 23, 28, 29, 30, 31, 2026 and January 4, 2027; 8:30am to 6pm

Spring Break Camp: Open to all Club Members on the Peninsula

- Dates: March 15 - 19, 2027; 8:30am to 6pm

Soldotna Clubhouse:

- Contact: chunt@bgckp.com or Cell 907-491-1094
- Location: 486 W. Redoubt Ave., Soldotna, AK 99669
- Open to all youth and serves K-6th Grade

Afterschool Program 2026/27:

- Operating Hours: 2:00pm to 6:00pm; Monday through Friday
- Club members can be bused from Redoubt Elementary, Sterling Elementary, Soldotna Elementary, K-Beach Elementary, Soldotna Montessori Charter School, and Tustumena Elementary
- Program Duration: August 18, 2026 - May 20, 2027 (1st day of school TBD by KPBSD)
- Monthly Fees:
  - School year block
  - Scholarships Available
- Afterschool meals included in partnership with CACFP
- The Soldotna Clubhouse operates within the KPBSD 2026/27 Calendar
- The following dates are days the Club is ***CLOSED*** in the 2026/27 School Calendar:
  - September 7, 2026 (Labor Day)

- November 26 & 27, 2026 (Thanksgiving)
- December 24 - 26, 2026 (Christmas)
- January 1, 2027 (New Year's Day)
- May 31, 2027 (Memorial Day)

Summer Program 2027:

- Operating Hours: 8:30am to 6:00pm, Monday through Friday
- Program Duration: June 1, 2027 - August 6, 2027
- **Closed for the 4th of July**
- Breakfast, lunch, and snacks are included for participants in partnership with SFSP (Summer Food Service Program)
- **Weekly Rate Fees:**
  - Weekly Rate: $125 per child
  - Scholarships Available

Winter Break, Spring Break Camps and Inservice dates:
Those interested in attending these Camps can check the schedules and offerings at the Kenai Clubhouse for options. Please contact them or call our main office for more information, registration details, and camp schedules.

Seward Clubhouse:

- Contact: ktownsend@bgckp.com
- Location: 336 3rd Ave, Seward, AK 99664
- Open to all youth and serves K-5th Grade

Afterschool Programs 2026/27:

- Operating Hours: 2:00pm to 6:00pm; Monday through Friday
- Club members can be bused from Seward Elementary
- Program Duration: August 24, 2026 - May 20, 2027
- Monthly Fees:
  - School year block
  - Scholarships Available
- Afterschool meals included
- The Seward Clubhouse operates within the KPBSD 2026/27 Calendar
- The following dates are days the Club is ***CLOSED*** in the 2026/27 School Calendar:
  - August 17 – 21, 2026 (1st week of school)
  - September 7, 2026 (Labor Day)
  - November 26 & 27, 2026 (Thanksgiving)
  - December 24 - 26, 2026 (Christmas)
  - January 1, 2027 (New Year's Day)
  - May 31, 2027 (Memorial Day)

Additional Program Days: (In-Service, Parent/Teacher Conference, & School Holidays) *Subject to change – KPBSD Calendar

- Operating Hours: 8:30am to 6pm
- Full Program Day Fees: $40
- Scholarships are not available for this program
- Breakfast, Lunch, and Snack are provided as part of the CACFP program
- October 29 &30, 2026
- February 11, 12, 15, 2027
- March 12 &26, 2027

Camps:
The following dates are days Seward Clubhouse is open for an additional fee.

- Full Program Day Fees: $40
- Breakfast, lunch, and Snacks are provided as part of the CACFP program
- Scholarships are not available for the following Camps:

Winter Break Camp: Open to all Club Members on the Peninsula

- Dates: December 21, 22, 23, 28, 29, 30, 31, 2026 and January 4, 2027; 8:30am to 6pm

Spring Break Camp: Open to all Club Members on the Peninsula

- Dates: March 15 - 19, 2027; 8:30am to 6pm

Kenai Teen Center:

- Contact: jmoore@bgckp.com or 907-513-7213
- Location: 227 Caviar St., Kenai, AK 99611
- Open to all Tweens & Teens in 6^{th}-12^{th} Grade

Afterschool/Summer Programs 2026/27

- Operating Hours: 2:00pm to 7:00pm; Monday through Friday
- Program Duration: Year Round
- Transportation from the Kenai Middle & Kenai High School (during School Year)
- Monthly Fees: There are no Annual Membership, Afterschool, Summer or Break fees charged
- Afterschool meal is included in partnership with CACFP (Child and Adult Care Food Program)
- The following dates are days the KTC is ***CLOSED*** in the 2026/27 School Calendar:
  - September 7, 2026 (Labor Day)
  - November 26 & 27, 2026 (Thanksgiving)
  - December 24 - 26, 2026 (Christmas)
  - January 1, 2027 (New Year's Day)
  - May 31, 2027 (Memorial Day)

Medication Policy at the Clubhouse
The Boys & Girls Club of the Kenai Peninsula prioritizes the health and safety of all children under our care. To ensure proper care and attention to each child's medical needs, the following medication policy is in place:

Medical Conditions and Allergies
Parents or legal guardians must inform the Clubhouse staff about any medical conditions or allergies their child may have. This information is crucial for the team to be aware of any specific health needs or potential allergic reactions that could impact the child's well-being at the Clubhouse.

Medication Administration
Clubhouse employees are prohibited from administering any over-the-counter (OTC) or doctor-prescribed (Rx) medications to any child. This policy is in place to maintain the children's safety and well-being and avoid any potential risks or liabilities.

Exceptions
The only medications that Clubhouse employees are allowed to administer are Emergency Rescue Medications. These may include EpiPen's for severe allergic reactions, rescue inhalers for asthma, or insulin for diabetic emergencies. Proper training and protocols are in place for administering these emergency medications when necessary.

Self-Administration of Medication
Children cannot bring any medication, whether over-the-counter or prescribed, to the Clubhouse for self-administration. This policy is in place to prevent any potential misuse or accidents if children handle their medicines without proper supervision.

Parents or legal guardians must proactively communicate their child's medical needs to the Clubhouse staff to ensure a safe and positive experience for all participants. The Boys & Girls Club of the Kenai Peninsula is committed to providing a caring and secure environment for every child.

Abandoned Child Policy
The safety and well-being of all children at the Clubhouse are paramount. To address situations of child abandonment, the Boys & Girls Club of the Kenai Peninsula has implemented the following policy:

<u>Definition of Abandoned Child:</u>
A member is considered an abandoned child if left at the Clubhouse 15 minutes after the facility's designated closing time without any parent, legal guardian, or authorized adult to pick them up.

<u>Procedure for Handling Child Abandonment:</u>
1. Attempt to Notify Parents or Guardians: Clubhouse staff will immediately contact the parents or legal guardians if a child is identified as abandoned. Staff members will use the contact information provided on the child's registration form to attempt communication.
2. Contact Emergency Contacts: If the parents or legal guardians cannot be reached within a reasonable time frame, the Clubhouse staff will try to get in contact with the individuals listed as emergency contacts on the child's registration form.

3. Contacting Authorities: If no response is received from the family or emergency contacts after 30 minutes of the child being identified as abandoned, the Clubhouse staff will take further action to ensure the child's safety. This may involve contacting the local police department and notifying the Office of Children's Services to report the situation.
4. Documentation: The entire process of handling child abandonment will be thoroughly documented by the Clubhouse staff, including the time the child was identified as abandoned, the attempts to contact parents and emergency contacts, and any interactions with authorities.

This policy is designed to protect the safety and welfare of all children attending the Boys & Girls Clubs of the Kenai Peninsula. The Clubhouse staff is committed to following these procedures diligently to ensure that abandoned children are appropriately cared for and that the appropriate authorities are involved when necessary.

Late Pick-Up Policy

The Boys & Girls Club of the Kenai Peninsula values punctuality and accountability from all parents or legal guardians when picking up their children from the Clubhouse. To maintain the smooth operations of the facility and ensure the well-being of the children, the following Late Pick-Up Policy has been established:

1. Late Pick-Up Fee: Parents or legal guardians who repeatedly pick up their child late from Clubhouse after the designated closing time will be subject to a late pick-up fee. The specific amount of the fee will be determined by the Club and communicated to parents or legal guardians in advance.
2. Frequency of Late Pick-Up: The Club will record late pick-ups for each child. Parents or legal guardians will be informed of any instances of late pick-up and reminded of the importance of timely arrival for future pick-ups.
3. Notification of Late Pick-Up Fee: Parents or legal guardians will receive a notice regarding the late pick-up fee and will receive an invoice from the administration office.
4. Communication and Understanding: The Club will make every effort to clearly communicate the Late Pick-Up Policy to all parents or legal guardians during the registration process and through periodic reminders. The Boys & Girls Clubs of the Kenai Peninsula appreciates the cooperation of all parents and guardians in upholding this policy.

Mandated Reporters

As mandated reporters, the Boys & Girls Clubs of the Kenai Peninsula staff plays a crucial role in ensuring the safety and well-being of the children under our care. As per state law and the Club policies, we are obligated to report any suspicions of child abuse or neglect to the appropriate authorities. Mandated reporters are individuals who, due to their professional roles or positions, are legally required to report any suspicions of child abuse or neglect to the authorities.

Volunteers/Mentors

Volunteers and mentors play a vital role in enriching the Club experience for our members. We welcome individuals willing to share their time, talents, and expertise to impact the lives of our community's children positively. If you or someone you know is interested in volunteering or becoming a mentor at the Club, here are some essential details:

1. To begin the journey as a volunteer or mentor, interested individuals can stop by a Club, the administration office, or visit our new website, www.bgckp.org, to pick up or access our Volunteer

Application form. This application allows us to get to know potential volunteers better and understand their interests, skills, and availability.
2. As the safety and well-being of our members are our top priority, all volunteers and mentors must undergo background checks. This process helps ensure a secure environment for the children attending our Clubs.
3. Before volunteers can start working with our members, they are required to participate in volunteer training. This training is designed to familiarize volunteers with our organization's policies, procedures, and expectations. It also provides valuable insights into working with children and effective mentoring techniques.

Volunteering or mentoring at the Boys & Girls Club can be a profoundly rewarding experience. The positive influence and support you provide can make a lasting impact on a child's life.

Sign In/Sign Out Policy

The Boys & Girls Clubs of the Kenai Peninsula places a high priority on the safety and well-being of all of our members. To ensure proper supervision and accountability, we have established a Sign In/Sign Out Policy for all youth attending our Clubs.

1. Every Member is required to sign in at the designated check-in area when they first arrive at the Club. This process helps us keep track of attendance and ensures that all members are accounted for during Club hours.
2. When members are ready to leave the Club, an adult must sign them out at the designated check-out area. (Teens are not required to have an adult sign them out). This ensures that a responsible adult is aware of their departure and helps ensure the child's safety as they leave the premises.
3. By implementing this Sign In/Sign Out Policy, we aim to create a secure and organized environment where members can enjoy their time at the Boys & Girls Clubs of the Kenai Peninsula.

Phone Calls

To ensure efficient operations and prioritize emergency communication, we have established a Phone Call Policy. We kindly request all members and parents adhere to the following guidelines:

1. Our Clubs phone lines are reserved for Club-related matters and essential communication. We ask that personal phone calls or non-urgent concerns be addressed outside of Club hours.
2. Members are allowed to use the Club's phone in emergencies only. If a member needs to make an urgent call, they can seek assistance from any staff at the Club.
3. Our lines need to remain open for emergencies. We need to ensure that communication channels are available for any critical incidents or urgent matters.
4. Parents and guardians must make necessary arrangements before their child comes to the Club. This includes setting up transportation, arranging pickups, and providing important contact information in advance.
5. We kindly request that parents and guardians refrain from calling the Club to request that their child be sent out to their car when picking them up. Instead, parents are expected to come inside the Club to sign out their child, ensuring a safe and organized dismissal process.

By adhering to the Phone Calls Policy, we can maintain a focused and efficient environment at the Boys & Girls Club of the Kenai Peninsula. We appreciate the understanding and cooperation of all members and parents in supporting the Club's commitment to providing a safe and productive experience for everyone.

Emergency Weather Closures
During unpredictable weather conditions, we may find it necessary to close the Afterschool Clubhouse. The staff at the Boys & Girls Clubs of the Kenai Peninsula has developed the following procedures:

1. If local schools are canceled due to extreme weather conditions or other acts of nature, the Boys & Girls Club Before & Afterschool Programs will also be closed.
2. Suppose we find it necessary to close for safety reasons during the school day. In that case, we will notify local radio stations, post on social media, and email/call Club member families.

Accidents
Maintaining a secure and positive environment is paramount at the Boys & Girls Clubs of the Kenai Peninsula. While our core programs, including sports, involve an inherent level of risk, please rest assured that our highly trained staff members are dedicated to providing the utmost safety.

Completing the registration form grants the Club staff the authority to seek medical treatment for a member if necessary. Any costs associated with such care will be the parent or guardian's responsibility. In the unfortunate event of severe injury, our staff will immediately contact 911 and reach out to the designated parent/guardian or alternative emergency contact.

We believe in fostering a safe and supportive environment for all participants, and these measures are in place to ensure that our members can engage in our programs with confidence. Please request or review our

Operating Policies for the Protection of Youth for additional information, and if you have any questions or concerns regarding our safety protocols.

Infestation or Contagious Conditions
In alignment with health regulations and to ensure the well-being of all our members, we kindly request parents and guardians to assist us in maintaining a healthy environment by keeping their child at home if any of the following conditions are observed:

- The child has a fever or rash
- The child has a sore throat, colored runny nose, and runny eyes
- The child has a contagious illness or is experiencing vomiting
- The child has head lice
- Any other evidence of disease is present

For the comfort and safety of all our members, those with pronounced symptoms of a contagious illness must be promptly picked up by their parent/guardian or a designated adult. Additionally, members should refrain from returning to the Club until they have remained symptom-free for at least 24 hours.

These measures are essential in preventing the spread of illnesses and maintaining a supportive environment for all participants. We greatly appreciate your cooperation in this matter.

Personal Belongings

We want to emphasize that any personal belongings brought to the Club by youth are solely the responsibility of the individual child. The Boys & Girls Clubs of the Kenai Peninsula cannot assume responsibility for lost, damaged, or stolen items. We kindly request parents and guardians to encourage their child(ren) only to bring necessary items to the Club, considering the potential risks associated with valuable belongings.
In line with our commitment to maintaining a clutter-free and organized space, all Lost & Found items will be donated to charity at least twice a year.

Dress Code
For Clubs operating inside a KPBSD building, members are expected to follow the KPBSD dress code. For Clubs serving in private spaces, we have the following dress code:

- No clothing depicting drugs, alcohol, or offensive images/language.
- Shorts must be below the fingertips.
- Tank top straps must be at least an inch thick.
- No shirts showing midriff or full back.

By following these dress code guidelines, our members contribute to an atmosphere of respect and inclusivity. If you have any questions or require further clarification on our dress code policy, please reach out.

Cell Phones
To maintain a focused and engaging atmosphere at the Boys & Girls Clubs of the Kenai Peninsula, we have established guidelines for cell phone usage (K-6th Grade sites):

1. Purpose of use: Cell phones can be used solely as communication devices for contacting family members.
2. Ownership and responsibility: A cell phone is the personal responsibility of its owner, and only the owner is permitted to use it.
3. Storage: If a member brings a cell phone to the Club, it should be kept on their person, such as in a pocket, or securely stored in a backpack.
4. Club's Liability: Please be aware that the Boys & Girls Clubs of the Kenai Peninsula holds no responsibility for lost, stolen, or damaged cell phones.

Adhering to these cell phone guidelines aims to create an environment that encourages meaningful interactions and participation in our programs.

Acceptable Internet Use Policy
We prioritize providing a safe and productive online environment for all members at the Boys & Girls Clubs of the Kenai Peninsula. To ensure responsible and respectful use of the Internet, we have established the following guidelines:

1. Compliance with regulations: Transmission of any material contravening national or state regulations is strictly prohibited. This encompasses, but is not limited to, materials protected by copyright, threatening or obscene materials, and content safeguarded under Trade Secret Laws.
2. Access as Privilege: Internet access is considered a privilege, not an inherent right. Misuse or inappropriate internet usage will lead to the revocation of these privileges.
3. Limited Guarantees: While we strive to provide a secure online experience, we cannot guarantee that objectionable material will not be accessed accidentally. If a member inadvertently stumbles upon an inappropriate site, they are required to notify a staff member immediately.

Field Trips

At the Boys & Girls Clubs of the Kenai Peninsula, we believe in providing our members with diverse experiences that align with our core values and programs. To facilitate these opportunities, we have established the following guidelines for field trips:

1. Permission and Fees: Participation in any field trip requires a completed and signed permission slip and any applicable fees before departure. Please ensure that these requirements are met to ensure smooth coordination.
2. Enrollment Procedures: Most field trip sign-ups are conducted on a first-come, first-served basis. Timely enrollment is recommended to secure a spot for your child.
3. Adherence to Club Rules: All Club rules and expectations for appropriate behavior extend to field trips. Members are expected to conduct themselves to reflect our values and promote a positive experience for all participants.
4. Consequences for Misbehavior: If a member fails to adhere to our rules and general expectations for behavior during a field trip, an immediate call will be made to their parent or guardian. The members may be required to leave the field trip at their own expense.
5. Parent/Guardian Availability: A parent or guardian's availability by phone is essential during Club-sponsored field trips. This ensures that a Club staff member can reach out if necessary, ensuring the safety and well-being of all participants.

Member Behavior Guidance/Expectations

1. Respect Club members
2. Respect Club Staff
3. Respect Club equipment
4. Respect yourself
5. Remember that membership in the Club is a privilege

Discipline Policy

At the Boys & Girls Clubs of the Kenai Peninsula, our commitment to maintaining a safe and positive environment is unwavering. We uphold a disciplined approach to promptly, effectively, and transparently address unacceptable behavior. Our primary concern is the well-being of all of our members. Here is an overview of our discipline policy:

1. Safety as a Priority: the safety of every Member is our paramount concern. We ensure that consequences for unacceptable behavior are clear, appropriate, and immediate.
2. Behavior Disruption and Dangerous Situation: Any member who disrupts programs or creates a situation that could compromise safety will be subject to appropriate disciplinary measures.
3. Consequences for Rule Violation: Members who do not adhere to the established rules should expect to face consequences and loss of privileges. These measures are aimed at fostering accountability and reinforcing appropriate behavior.
4. Clear Guidelines and Behavior Management: We post Club rules prominently to ensure clarity. Our staff employs behavior management procedures when addressing inappropriate behavior. This approach aims to guide members toward positive conduct.

5. Parent Involvement and Extreme Behavior: If a member's disruptive behavior persists or escalates to the point of creating a dangerous situation for themselves, fellow members, or staff, parents/guardians will be contacted. In such cases, we may request the removal of the member to ensure the safety and well-being of all.

Parental Support

We highly value the partnership between parents/guardians and our staff. We believe in working together to address challenges and foster positive behavior in our members. Here's how we approach parental support:

1. Partnership: We consider parents/guardians as essential partners in cultivating solutions that eliminate negative behaviors. Your input and cooperation are invaluable in creating a supportive environment for all members.
2. Suspension Procedures: If a member faces suspension due to behavior, a staff member will try to call the parent or guardian immediately. They will inform you of the incident and request you to pick up your child promptly. The emergency contacts listed will be contacted if we cannot reach you.

Zero Tolerance Policy

The Boys & Girls Clubs of the Kenai Peninsula have adopted a ZERO TOLERANCE policy for disturbing or intimidating behavior at all Club functions, activities, athletic events, and special events. This includes but is not limited to, vulgar language, physical or verbal bullying, harassment, intimidation, racial, religious, or gender-related comments or gestures, and the use of weapons, drugs, alcohol, and tobacco. Such behavior may result in the police being called, immediate suspension from the current Club activities, and depending on the severity of the offense, could result in long-term suspension. If needed, a meeting will be set up with the Executive Director to discuss further action, including permanent suspension of privileges. Decisions made by the Boys & Girls Clubs of the Kenai Peninsula will be fair and based on the best interests of the children that the Club serves. This policy will be strictly enforced, and all decisions will be final.

Staff will follow the appropriate protocol below unless behavior dictates otherwise:

- 1st Incident:
    - Staff will give a verbal warning about behavior. Parent/guardian may be notified. If the offense is intolerable and urgent, a staff member will write an incident report and thoroughly explain the situation. Other actions may be taken, including a meeting with the Site Director and/or Operations Director to determine possible suspension or termination.
- 2nd Incident:
    - Staff will write an incident report and thoroughly explain the situation. If the pattern continues, the parent/guardian will be notified of next steps. One or more days of suspension will occur depending on the behavior and as seen as appropriate by the Site Director, Operations Director, and/or CEO.
- 3rd Incident:
    - Staff will write an incident report and thoroughly explain the situation. The parent/guardian will be notified. Other actions may be taken, including a meeting with the Site Director, Operations Director, and/or CEO to determine possible suspension or expulsion.

Behavioral and Emotional Conditions
The Boys & Girls Clubs of the Kenai Peninsula understands that Club members may have been diagnosed or are undergoing evaluation for a behavioral or emotional condition. Please help the Club staff identify such a condition on your child's membership registration form and make an appointment with the Clubhouse Site Director to develop a behavioral plan for your child. To help create a positive Club experience for your child, please inform staff of any such conditions, changes in medication, or behavioral modifications necessary in supporting your child.

It is also essential for parents to understand that the Club will allow every child to be a Club member and work with them to adjust to the Club environment. However, some children may require supervision beyond the Club's capacity and may be asked to terminate their membership for the well-being of the child, other members, and staff.

Child Nutrition Program
Many of the Boys & Girls Clubhouses on the Kenai Peninsula participate in Child Nutrition Programs. Participating Clubhouses provided ALL youth with a FREE breakfast and lunch in the summer months and a FREE afternoon meal for members during the school year. Don't hesitate to contact the Clubhouse in your community for a meal service schedule.

Non-Discrimination
In accordance with Federal law and U.S. Department of Agriculture policy, the Boys & Girls Clubs of the Kenai Peninsula is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write:
USDA, Director Office of Civil Rights
Room 326-W. Whitten Building, 1400 Independence Avenue, SW
Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD) USDA is an equal opportunity provider and employer.

PLEASE RETURN SIGNED COPY TO YOUR CLUB

Club Member Agreement

I understand that participating in Boys & Girls Club programs is a privilege, not a right. Disciplinary action resulting from my poor choices is reserved for the Site Director's discretion and is exercised accordingly for the well-being and safety of all Club members. Therefore, to retain the privilege as a Club member, I must contribute good behavior and make positive choices by following the Club Member Agreement as detailed below:

I AGREE TO BE SAFE

- I will go only to areas with adult supervision.
- I will walk inside the building.
- I will keep my hands and feet to myself.
- I will use the restroom appropriately.

I AGREE TO BE RESPONSIBLE FOR MYSELF

- I will follow the sign-in rules.
- I will clean up after myself.
- I will be responsible for my items.
- I will be responsible for my actions.

I AGREE TO BE HONEST

- I will tell the truth.
- I will tell an adult staff person if something needs attention.

I AGREE TO COOPERATE

- I will follow the staff's directions at all times.
- I will be with my group and participate in group activities.
- I will work as a team member and be supportive of other Club members.
- I will follow field trip rules.

I AGREE TO BE RESPECTFUL

- I will be respectful to all Staff and Club members at all times.
- I will not call names, use profanity or vulgar language, OR actions.
- I will not destroy or vandalize property or equipment.
- I will show good sportsmanship during activities.

I, _____ agree to follow the Club Member Agreement and will accept the consequences for my behavior.

Club Member Signature_____Date_____

Parent/Guardian Signature_____Date_____

CONSEQUENCE CONTRACT

I UNDERSTAND BGCKP is not a daycare. It is a youth development agency that uses a program curriculum, educational games, and free time to help my child realize their potential. My child's participation is a privilege, not a right. As a parent, I understand that "time outs" will be used as consequences for minor misbehavior. If my child develops a pattern suggesting that they cannot correct their behavior, it could result in suspension. Major offenses such as vulgar actions, physical violence, destruction of property, and bullying will result in immediate suspension. Disciplinary action is at the Site Director's discretion and is exercised for the well-being and safety of all Club members. N*ote: This handbook is a guide and does not list every scenario. Boys & Girls Clubs of the Kenai Peninsula CEO reserves the right to resolve issues listed and unlisted in a manner they deem fit.*

Refusing to Follow Staff Instruction
Minor: Time Out Major or Repeated: Suspension from Club

Profanity, Name Calling or Verbal Harassment
Minor: Time Out Major or Repeated: Suspension from Club

Purposeful Physical Contact / Harm
Zero Tolerance: Purposeful physical harm will result in immediate removal from Club. In extreme cases, Law Enforcement may be called and/or Club member permanent suspension.

Vandalism
Any intentional destruction of property will result in immediate and indefinite suspension until proper restitution by compensation, repair, or replacement of the item has been satisfied.

Persistent Misbehavior

- Two time-outs of any kind in one day OR three time-outs in one week may result in suspension from the Club for a period of time to be determined by the Site Director.
- A pattern of repeated misbehavior may result in permanent expulsion from the Club.

Note: The Club staff are not qualified to assist those children who may need additional physical and/or emotional support. For the safety and well-being of all children, the Club reserves the right to request a qualified adult "shadow" for children who require constant one-on-one supervision.

I, _____ understand the consequences for misbehavior at the Club may be suspension or permanent expulsion from the Club.

Club Member's Signature_____Date_____

Parent/Guardian Signature_____Date_____