



Location

Inside of the SunUte Community Center on the Southern Ute Indian Reservation in beautiful Ignacio, Colorado!

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**BOYS & GIRLS CLUB
OF THE SOUTHERN UTE INDIAN TRIBE**

Parent & Club Member Handbook



Environmental Protocols

BGCSU is dedicated to keeping the youth we work with safe year round. Because we live in an area where hot and cold weather exist, we have implemented environmental protocols to keep your club members safe.

Heat: If the heat index (includes temperature and humidity level) reaches 100, we will bring all club members indoors.

Cold weather: if the wind-chill index (air temperature and wind speed) reflects a number lower than 30, we will bring all club members indoors.

Air quality: If the Air Quality Index (AQI) is 101 or higher, we will make sure that our Kindergarten-3rd grade club members and anyone with respiratory problems, such as asthma, stay indoors. If the AQI is above 150, we will bring ALL of our club members indoors. Club members will not be allowed back outside until the AQI reflects healthy air quality.

Financial Assistance

Financial assistance is available upon request to those that qualify. Limited funds are available for financial assistance so all requirements must be met to receive assistance. A financial assistance form must be filled out in FULL for each family. A copy of the most recent pay stubs from each income earner in the household must be turned in with the application and/or proof of any income in the household. BGCSU also accepts the previous tax year return. Employers will be contacted to verify earnings. Club Members CAN NOT be registered for the After School or Summer Club until your financial assistance status is determined.



OPEN
THE
DOOR
TODAY

Dress Code

Youth should dress comfortably and wear clothes that allow them to participate in typical BGCSU activities & programs. We will expect the following:

Footwear: Closed-toed shoes must be worn at all times. Flip-flops, sandals, cleats, and Healy's are not to be worn except when allowed for special events. Club Members may not be allowed to participate in certain activities if open-toed shoes are worn. The best advice is to wear tennis/walking shoes every day.

Clothing: Inappropriate clothing of any kind is NOT allowed in Club. Club Members wearing clothes that are too short, too tight, or too revealing in any way or clothes with questionable or distasteful images or messages will be asked to change immediately. If needed, a Club staff will contact the Parent/Guardian to bring different clothes. This judgment will be left solely to the discretion of the Club staff.

Swimwear: Club members must have a swimsuit AND a towel when they go swimming. If club members do not have both things, they be not be allowed to swim that day. Per the SunUte Lifeguards, ALL club members are expected to take a swim test upon entry into the swimming pool. Based on their swimming ability, club member will receive a red, yellow, or green necklace that identifies the areas of the swimming pool in which they are allowed.

Food & Snacks

BGCSU understands and appreciates the need for a healthy diet among all our members. It is our goal to encourage healthy eating habits that promote the well being of our youth. Club Members are required to bring their own lunches during school closures that occur during the academic year and during Summer. Water fountains are available at all times to your child. Snacks are also available at Club free of charge thanks to Care and Share Food Bank for Southern Colorado. During All Day Club there will be two snacks provided and one snack during After School Club. BGC Members will not be allowed to purchase snacks/drinks from the SunUTE front desk while they are checked into club.



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GREAT FUTURES START **HERE.**

Introduction

Mique'! Parent/Guardians & Club Members! We are excited to have your child as a member of our Club. Thank you for giving us this opportunity to have a positive influence on your Club Member's life.

This handbook is designed to inform members and parents of the policies and procedures of the Boys & Girls Club of the Southern Ute Indian Tribe (BGCSU). It contains rules by which the Club operates and helpful hints that will make your Members' experience more enjoyable. Each Member and parent should review this handbook, (we recommend together), as a condition of membership.

BGCSU is a non-profit youth serving organization that seeks to help children from all backgrounds develop the qualities needed to become responsible citizens and leaders.

The purpose of the Club is to promote character development in young people by instilling a sense of competence, usefulness, belonging, and influence for each member. We look forward to working with you and your Club Member!

Mission Statement

"The Boys & Girls Club of the Southern Ute Indian Tribe will provide a safe and nurturing environment that guides each young person on their path to developing good character, a respect of culture, diversity, academic excellence, and development of a healthy mind, body, and spirit."

Formula For Impact

All programs and activities are designed to maximize opportunities for young people; and to help them build self-esteem and grow into responsible and caring citizens. Boys & Girls Clubs of America have put together a framework for clubhouses across the nation to build off of. This framework is called the Formula For Impact. Please review the brief description of the Formula for Impact on the next page. It includes the Outcome Driven Club Experience, 5 Key Elements for Youth Development, and Core Program Areas; all of which are implemented at our club.

Phone Calls

BGCSU does not permit the use of the Club phone or staff cell phones for personal use. Our lines need to remain open in the event of an emergency. Please make any necessary arrangements before your child comes to the Club so that your child does not have to call you.

Personal Belongings & Electronics

BGCSU is NOT responsible for lost, damaged, or stolen items. Any personal belongings that are brought to the Club by a Club Member are the responsibility of that Club Member. Kindergarten-3rd grade Club Members are NOT ALLOWED to bring personal belongings and/or electronics to the Club. Fourth Grade and older are allowed to have their electronics as long as it is not a distraction in programming. Please discourage your Club Member from bringing anything to the Club that is not completely necessary. Items that your Club Member brings to the Club should be clearly marked with their name and must be stored in their backpack and in cubbies.

Items that are not collected from our lost-and-found by the end of the month will be combined with items from the Sun Ute's lost-and-found, and will be donated to a local charity or thrift store.

Weapons, drugs, and dangerous materials are prohibited. Any electronics that your Club Member brings to Club will be confiscated and returned upon check-out.

Electronic Policy while in Club

All Club Members will be allowed to use their personal electronics on Fridays during checkout, or when staff allow them to use electronics during programming. All other times, electronics need to be kept put away or staff will ask them to put it away. If the club member refuses, the electronic device will be confiscated and returned upon check out. Club members in 6th grade and older will be allowed to use their electronics in club as long as the content is appropriate and follows the BGC rating guidelines.

BE GREAT.

Staff Ratio & Lines of Authority

The staff at BGCSU are trained, qualified youth development professionals that run our programs and supervise Club Members. We follow Boys & Girls Club of America guidelines for ratios with one Program Aide for every ten Club Members, ages 6-18 years. In addition, there is a Site Director, Program Coordinator, and Behavioral Coordinator available on site. Program Aides, Behavioral Coordinator, and Program Coordinator report to the Site Director, who then reports to the Chief Professional Officer.

Mandatory Reporting Policy

As a child care provider, we are required by law to immediately report suspicion of child abuse or neglect to the Child Protective Services, appropriate law enforcement agencies, and appropriate Social Services.

Emergency & Disaster Plan

In the event of an actual fire, natural disaster, or man-made disaster, staff will evacuate all Club Members using the posted exit routes. The appropriate authorities as well as Parents/Guardians will be contacted. Should Parents/Guardians be unavailable, those listed under “emergency contacts” or “authorized pick-ups” on the application will be called. A written copy of the Emergency Preparedness Plan is posted at Club.

Van/Bus Conduct

BGCSU adheres to the CDOT Child Restraint laws. Club Members should remain seated at all times. Club Members must keep all body parts and personal objects inside the bus/vans at all times. While on the bus/van, seats will be separated by gender. Club Members should not climb on or under seats. There is a liability release that includes transportation permission that must be signed in the membership application.

Field Trip Policy

Each field trip requires a signed permission slip and any necessary fees prior to departing. Most sign-ups are taken on a first-come, first-served basis. Each Club Member must also wear the required BGCSU t-shirt that will be provided on the day of the field trip. Club Members and parents are reminded that all our Club rules extend to field trips. Members who fail to follow our rules and general expectations for appropriate behavior will prompt an immediate call to a Parent/Guardian to remove that member from the field trip at their own cost. A Parent/Guardian MUST be available by telephone at all times during any BGCSU sponsored field trip in the event that the staff needs to contact you.

FORMULA FOR IMPACT



Five Key Elements for Positive Youth Development

Safe, Positive Environment: Club staff, facilities, program, and age-appropriate settings create stability, consistency, and a sense of physical and emotional safety for kids.

Fun: Club generates fun for members. Staff members make the club feel like home, fostering a family atmosphere.

Supportive Relationships: Club youth develop meaningful relationships with peers and adults. Members develop a strong sense of belonging through connections they establish with staff and peers.

Opportunities & Expectations: Club youth acquire physical, social, technological, artistic, and life skills.

Recognition: Clubs recognize & support young people’s self-worth and accomplishments. Staff members encourage youth and provide positive reinforcement as they make improvements and experience successes.

BGCA Core Program Areas

Education

The Arts & Culture

Leadership & Service

Sports & Recreation

Health & Wellness

Membership & Fees

Membership is open to all youth between the ages of 6 and 18. A membership application must be FULLY COMPLETE and signed by a Parent/Guardian annually. Applications can be turned into the BGCSU Office or the Sun Ute Front Desk. Our membership fee is \$15 per Club Member, per year. If your Club Member is a Southern Ute Tribal Member or a First Descendant, the annual membership fee is \$5. These fees are expected to be paid annually before January 1st. Club renewals will begin in December. Payments can be made by cash or check at the Sun Ute Community Center Front Desk. There will only be 100 spots available for Club Members.

Our current fee schedule is as follows per Club Member:

Item	SU Tribal Member/ First Descendant Fee	Community Fee
Annual Fee	\$5	\$15
After School Fee	Free	Free
Weekly Summer Fee	TBD	TBD
Field Trip	\$10 or 2 Bobcat Coins	\$10 or 2 Bobcat Coins

Summer Registration

All parents must attend a summer registration meeting prior to registering your child for our Summer program. Club Members can be signed up for the entire summer once registration opens up. Please reserve and pay for ONLY the weeks your child will be in attendance, this allows space for others.

Summer field trips can be purchased at Sun Ute front desk the Friday before the field trip. Field trips can only be purchased a week at a time.

Club Members can also redeem their earned Bobcat Bucks for field trips! One Bobcat Buck has a value of \$5. Bobcat Bucks are earned through our community-wide Character Counts initiative in which youth in our community must demonstrate at least one of six Pillars of Character. More information can be found about Character Counts on page six (6).

Sick Policy

BGCSU Admin staff will notify a parent or guardian if a Club Member is sick while they are Club. The Club Member will be asked if they are “sick enough to go home”. If the Club Member states that they are sick enough, the parent or guardian will be called. Arrangements MUST be made to have the Club Member picked up as soon as possible after notification. Any Club Member exposed to contagious disease will be allowed back into Club only after official authorization from a physician. DO NOT send a sick child to the Club, PLEASE make other arrangements.

Medication Policy

BGCSU staff have been QMAP qualified to administer prescribed medication to our Club Members who are required to take these medications while they are at Club. We REQUIRE all medications to be in their ORIGINAL form, with the prescription information still on the package. It is the Parent/Guardian’s responsibility to bring more medication as needed. We will NOT accept any medication for which we do not have a prescription AND a Physician’s order on file. Club Members are allowed to take over-the-counter medications ONLY if there is a Physician’s order for each medication.

Staff Training

BGCSU Staff go through training at least two times a year. Once before Summer Club and the second before or during Afterschool Club. Some examples of the trainings all staff must complete are:

- BGCSU Employee Policies & Procedures, Emergency Action Plans
- SU Permanent Fund Health & Safety Policies & Procedures
- Youth Mental Health First Aid
- First Aid & CPR
- Mandatory Reporting
- Transportation Safety & Expectations
- Heat Prevention
- Food Handlers
- Swimming Pool Safety & Expectations
- Crisis Prevention Institute’s Non-Violent Crisis Prevention
- Behavior Management Techniques
- BGCA Formula For Impact & Programming

Club Member Discipline

However, when Club Members do not participate in solving problems or problems become repetitive, we will ask for the help and support of parents. We have identified three levels of disciplinary action:

Level 1: The Club Member is reminded about positive behavior and counseled by staff. The Club Member may be asked to go to the BGCSU Office to calm down. If a Club Member refuses to participate at all or appropriately in a program, and refuses to listen to staff, the Club Member will have the chance to calm down and get back into their group.

Level 2: If behavior continues, or is repeated, the child or BGCSU staff will write a note or call the parents/guardians. A behavior report will be filled out and shared with a parent/guardian to sign. (Physical aggression, bullying, and inappropriate physical interactions.)

Level 3: A parent meeting is set up with a BGCSU administrative staff. If there are three or more documented incidents, Behavioral Coordinator will determine if a written Behavior Plan is needed.

We reserve the right to automatically suspend a Club Member at our administration teams discretion. We understand each altercation is different and some incidents are more severe than others.

BGCSU Forms

Behavioral Report: This form is used for documentation of any inappropriate behavior while at BGCSU.

Behavioral Plan: The form is used to come up with an agreement with the Club Member and Behavioral Coordinator when the Club Member has exhibited several incidents of negative behavior at BGCSU.

Accident Report: This form is used for any accidents (slipping, tripping, or any injury) that may occur during Club. It should be shown to the parent or guardian at the time of check-out.

Accidents

BGCSU staff work hard to create a safe and secure environment. The completed membership application authorizes the Club staff to obtain medical treatment for a member, if necessary. When a serious injury occurs, the staff calls the appropriate law enforcement or medical staff. Parents/Guardians will then be called immediately. If they cannot be reached, care may be provided, but only if deemed necessary by an EMT or physician. Minor injuries, such as cuts and scrapes, will be treated on site.

Refund Policy

BGCSU reserves the right to change their refund policy as needed. There will be a NO REFUND policy applied to donations or fees paid to BGCSU.

Refunds may be given for Weekly Summer Club fees in the event that BGCSU closes for the entire week. Refunds will be given for Field Trips fees if BGCSU cancels the trip, OR if the Club Member cannot attend due to behavior.

Club Hours

The Boys & Girls Club of the Southern Ute Indian Tribe is open for After School programming for youth ages 6-18 from 3:30PM-7:00PM Monday, Tuesday, Thursday, and Friday. On Wednesdays, we will be open from 2:00PM-5:30PM. All Day Club AND Summer Club we will be open from 7:30AM-5:30PM. Please check with BGCSU and on our website for Club hours when school is not in session. Please see BGCSU Calendar for All Day Club and closures.

BGCSU is responsible for the safety of Club Members and Staff. BGCSU reserves the right to changes its hours and days of operation based on the need and/or economic circumstances. If such changes occur, Parents/Guardians will be notified immediately. Additionally, there may be days when it is necessary to close the Club due to unforeseen circumstances such as emergency repairs, inclement weather, etc. In the event of severe weather (act of god) the administrative staff of BGCSU will consider current weather conditions and weather forecast, road conditions, and based on this information make a decision to close Club early and/or cancel Club for the day. Sun Ute, Public School and Academy closure could be considered when BGCSU is considering the closure of Club.

Timeline: BGCSU will make the decision to close Club early, or for the day, a minimum of 2 hours BEFORE Club normally opens. This will allow BGCSU enough time to notify parents.

We will notify parents, staff, and school, TIS (All Staff Email), Remind 101 (texting service), Tribal Social Media and website, phone calls, and KSUT Tribal radio. CEO will notify Executive Officer of change in hours.

Please be sure to check out your Club Member by the posted closing times. After a ten minute grace period, a late check out fee of \$20 will be charged per family. These fees, when imposed, must be paid before the Club Member is allowed to return. BGCSU reserves the right to contact the appropriate authorities for assistance when members are not checked-out by a reasonable time AND after all emergency contact alternatives have been exhausted.

Check In & Out Procedures

Parents/Guardians are REQUIRED to walk their Club Member to the BGCSU Office during the posted check-in times. However, Club members older than 8 years old, will be allowed to check themselves into club. Parents/Guardians are also REQUIRED to come DOWN the stairs to the BGCSU office to request that their Club Member be checked out. BGCSU takes this very seriously. We want to ensure the safety upon arrival and departure for ALL Club Members. The staff at the front desk is REQUIRED to see the Parents/Guardians who will be checking the Club Member out.

Anyone checking out a Club Member must be of appropriate age. If other arrangements must be made, please call the BGCSU Office and let staff know of the change.

If your Club Member's Un-Authorized Pick Up list changes, please be sure to IMMEDIATELY let the BGCSU Admin staff know. Parents/guardians must provide legal documentation for any Un-Authorized person.

Club Expectations

BGCSU has adopted CHARACTER COUNTS! As the club's Code of Conduct, and is supported by other entities throughout the community.

"When properly implemented, CHARACTER COUNTS! is an immersive program connecting staff and students through a shared language and framework of values called **The Six Pillars of Character**. It fosters a positive environment that has been shown to improve overall attendance and test scores while reducing negative incidents such as bullying and discipline referrals," as taken from the CHARACTER COUNTS! website. More information can be found at charactercounts.org.

TRUSTWORTHINESS—Be honest, have the courage to do the right thing

RESPECTFUL—Treat others with respect, use good manners, be considerate

RESPONSIBILITY—Always do your best, think before you act, persevere

FAIRNESS—Play by the rules, take turns and share

CARING—Be kind, forgive others, help people in need

CITIZENSHIP—Cooperate, respect authority, protect the environment

The Six Pillars of CharacterSM



Parent/Guardian Code of Conduct

BGCSU staff are happy to help Parents/Guardians with any questions, concerns, or suggestions. We realize that a Parent needs to feel their Club Member is receiving the best possible programs in a safe environment and has the right to inquire about and observe the facility. Any questions or complaints should be addressed with the Site Director or the CEO. They will be happy to address the concerns if time permits, or set up a meeting for further review of the situation. However, any persons who engage in disorderly conduct of any kind, such as use of speech/language that is offensive/inappropriate, physical/verbal abuse or threat of harm to any staff/volunteer/Member will be subject to removal and possible exclusion from the facility. It is also the responsibility of the Parent to notify the Club of any changes in address, contact information or Club Member's health/behavior information.

Club Members' Behavior

Behavioral Management Techniques

Structuring the Environment – lights, noise level, activity level

Planned Ignoring - ignoring negative, attention seeking behavior

Prompting - Polite reminders of expectation

Hypodermic Affection - pat on back, etc.... Shows you care

Hurdle Help - just enough help to do it on their own

Non-Verbal interventions:

Proximity control - how close we stand next to club member

Height variable – do we stand, kneel or sit

Touch control - hand on shoulder

Redirecting - focus member's attention on something else

Directive Statements - clear and concise directions

Time Out – from current interactions/activity

Positive Programming, “catch ‘em being good”, will be used to reinforce positive behavior rather than reacting to negative behavior.