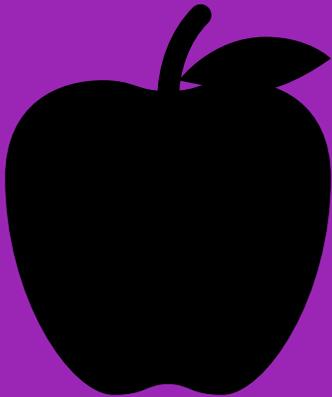




**Academic Success**



**Good Character  
& Leadership**



**Healthy Lifestyles**

# **CAREGIVER & CLUB MEMBER HANDBOOK**

**2024-2025**



**JAMES L. McKEOWN  
BOYS & GIRLS CLUB  
OF WOBURN**

# Welcome to the James L. McKeown Boys & Girls Club of Woburn!

## **OUR MISSION**

The mission of the James L. McKeown Boys & Girls Club of Woburn is to inspire youth and teens to find their greatness. We strive to provide a positive, safe, and fun environment while creating strong, healthy relationships, building youth ownership, and offering unlimited opportunities for our youth and teens to learn and Be Great!

## **MEMBERSHIP**

The Club is open to all youth ages 8-18. The membership fee is \$25.00 per year, and is valid September 1st through June 30th. This membership must be renewed annually. It is important that caregivers read and complete a membership application each year. Scholarships are available upon a verbal request from a caregiver. Additional fees may apply to certain programs and activities offered throughout the year.

## **ORIENTATION**

All members, with a caregiver, must attend either a new member orientation or returning member meeting before enrolling and attending the drop-in program. Members will receive a tour of the facility, review policy and procedure, and receive more specific information about programs and Club expectations.

## **CLUB CARDS**

All members are given a membership card that they must bring with them every time they attend the James L. McKeown Boys & Girls Club of Woburn. Electronic tracking of participation and attendance is critical to the funding and safe operations of our Club programs. Youth and teens must use their card to scan both in and out at the front desk. Replacement cards cost \$1.00.

There are consequences for forgetting your Club card, including loss of privileges and limited access to certain programs and areas of the Club. Members will be given the opportunity to avoid the consequences below through assigned tasks at the Club.

The following steps will be followed for members who forget their Club card in addition to the above mentioned loss of privileges:

First Offense: 5 minute time out

Second Offense: 15 minute time out

Third Offense: Cannot stay for the day & must call for their ride

## **OPEN DOOR POLICY**

The James L. McKeown Boys & Girls Club of Woburn maintains an open door policy, and only offers supervision INSIDE the building. Occasionally, scheduled, supervised activities take place on the playground, basketball courts, or grassy fields behind the Club.

Club members may enter and leave the facility at their own will. Those who wish to enter and exit more than once in a program day, must have their Club cards for re-entry. Caregivers should set guidelines with their children about their personal rules regarding this policy.

## **CLUB HOURS**

Mondays-Fridays, 2:00 p.m. until 7:00 p.m.

*Teen only hours Monday to Fridays from 7:00 p.m. to 9:00 p.m.*

Members who are in grades 7 to 12 are allowed to spend time in the Teen Center, participate in teen programs, and stay for teen only hours.

Hours change during school vacations and early release days in order to accommodate working families. These days are determined according to the Woburn Public Schools calendar. The Club will open at school dismissal on early release days and close at 6:00 p.m. for all members. The Club may reopen at 7:00 p.m. on those days for teens, check website for closure times and teen hours schedule during early release days.

When Woburn Public Schools are closed due to inclement weather, the James L. McKeown Boys & Girls Club of Woburn will also be closed.

A copy of our Clubhouse calendar can be found at [www.bgcwoburn.org](http://www.bgcwoburn.org).

## **VISITORS & VOLUNTEERS**

The James L. McKeown Boys & Girls Club of Woburn values the health and safety of our members. All volunteers working with our children undergo background checks. Adults (including caregivers) who are not volunteering are NOT permitted to be in program spaces. Caregivers who are picking up their children from the Club must stop at the front desk so their child can be paged.

There are special circumstance where adults are allowed in the facility. During those times, adults must make sure to follow these rules:

- Remain in the designated area at all time
- Stop and sign in and out at the front desk when entering and leaving the building
- Use only the adult bathrooms in the Clubhouse

## **HEALTH & EMERGENCIES**

If your child does not attend school, they cannot attend the Boys & Girls Club that day. If a child displays any symptoms of illness while at the Club, the caregiver will be notified. Staff members are trained in first aid & CPR and are able to handle everyday bumps and bruises.

## **TELEPHONE & CELL PHONE USE**

Club members may politely ask to use the telephone at the gamesroom counter in order to contact a caregiver. Phone calls should be limited to a needs-only basis. Each call costs \$0.25.

Club members may also be paged to accept phone calls from caregivers. In order to allow Club members to enjoy the activities they are participating in and respect the efficiency of the front desk area, please limit these phone calls.

The James L. McKeown Boys & Girls Club of Woburn is a cell phone free facility. We understand that many of our older members utilize personal cell phones on a regular basis. All cell phones are members' responsibility and should be kept safely stored in their cubbies, tucked out of sight in a pocket or stored in the cell phone holders located in each program space. Members who need to check in or receive a call from a caregiver should do so at the gamesroom counter then return to the program area.

Cell phones should be used appropriately and properly stored away at all times. If someone is found to be using their personal cell phone in a manner that does not coincide with the Club's rules, that member will lose their right to carry their cell phone within the Club.

## **COMPUTERS AND INTERNET**

There are computers available at the Boys & Girls Club for our members use. During afterschool hours, computers are limited to homework only. Technology programs are a part of our schedule, and there is also scheduled time for members to enjoy personal time to use computers.

Staff members monitor computer usage in order to keep Club members safe as they use technology at the Club. In addition, firewalls are used to prohibit sites that are deemed unsuitable for our Boys & Girls Club environment. Regardless of close supervision and monitoring, there remains the possibility of coming into contact with inappropriate material.

If a member mistakenly accesses inappropriate content, they should take the following steps:

1. Turn off the computer's monitor
2. Immediately tell a staff member

## **PERSONAL BELONGINGS**

Members are responsible for their own personal belongings while at the Clubhouse. The Club is NOT responsible for members' belongings or for lost or stolen items. We encourage members to leave all valuable at home.

**Belongings:** Club members will have access to cubbies to store their belongings each afternoon. A youth staff member is available to help members utilize the cubbies appropriately. The Club requires all members to store their belongings in the cubbies during programming. Members should leave all items of importance, toys, personal devices, etc. at home. Valuables that must come to the Club are the members' responsibility and should be kept with them at all time. Cell phone holders will be available in program spaces for members to store their phones if they do not wish to keep them in the cubbies.

**Lost & Found:** The Club maintains a lost and found. All clothing, backpacks, and other belongings that are found in the building will be placed in the lost and found. Every month, the lost and found is emptied out and its contents are donated to charity. Please be sure not to wait to look for your missing items.

**Bicycles & Skateboards:** A bicycle rack is available at the front of our building where Club members can lock their bicycles while participating in Club programs. Bikes, skateboards, scooters, etc. cannot be stored inside the Club.

## **FOOD & DRINKS**

Club members are expected to keep all food and drinks in the café, where snacks and drinks are available. Only water is allowed outside of the cafeteria and in program spaces.

A variety of snacks is sold each day. The café is open daily from 4:00 p.m. until 5:00 p.m.. Proceeds from the Cadillac Café support the Intrepid Keystone Club, our teen leadership and service learning program.

## **PHOTOGRAPHS**

The James L. McKeown Boys & Girls Club of Woburn occasionally makes use of photos and/or videos of members and activities for advertising and publicity purposes. Photos could be used and not limited to the following: newspaper, social media, internet flyers, brochures, etc. If you do not wish for your child to be photographed for the purposes listed above, please be sure to indicate this desire on your child's membership application.

## **SUPERVISION**

Each program space within the Club is staffed by professional staff members, supported by AmeriCorps members, youth staff members, and volunteers. They ensure the safety of our members and work hard to prepare and offer quality programs and activities. Background checks are performed on all who work with our members.

## **PROGRAMS & ACTIVITIES**

There is a wide variety of programs and activities in which members are able to participate. While signed in at the Club, youth and teens make their own decisions about their activities. Many activities operate on a drop-in basis, meaning all Club members are welcome. Often these activities are divided by age group.

The James L. McKeown Boys & Girls Club Woburn's Main Clubhouse is a facility designed solely to meet the needs of our communities' youth. The following spaces are used to offer and run educational programs and activities each day:

- Gamesroom: board games, foosball, ping pong, billiards
- Gymnasium: two full sized courts, used for group games & more
- Cafeteria: space for our members to eat and drink; snacks and drinks available for purchase
- Swimming Pool: indoor heated pool used for swim team, free swim, and more
- Outdoors: playground, two basketball courts, grassy fields, and an outdoor learning space
- Teen Center: a separate space for teen only programming and down time, including ping pong, video games, and study area
- Arts & Education Center: two libraries, computer lab, art room, and S.T.E.M. room

Because space and supplies are sometimes limited, Club members **MUST** arrive on time in order to participate in programs and activities. Club members will be asked to choose a program space and complete the activity during that program block. Members cannot switch activities once program blocks have begun.

A daily schedule is posted in each program area. Schedules are subject to change due to attendance, staffing, and other factors. Seasonal schedules are available on the Club's website.

Each day after school members are required to participate in our Club-wide PowerHour initiative. Members are expected to bring homework assignments. Other educational activities are available to those who do not bring homework. Staff members and volunteers from local colleges and universities provide academic assistance every day.

All programs are outcome driven and designed to align with the following three focus areas:

**Lifelong Learning:** We expect members will be academically successful and develop an appreciation for their education. Programs that support this outcome include PowerHour, S.T.E.M. activities, arts & literacy activities, college preparation, and others.

**Invested, Active Citizenship:** The Club aspires for all our youth to grow up and become productive members of the community. Programs that support this outcome area include Torch Club, Keystone, Gemstones, and others.

**Positive, Healthy Decision Making:** Members of the James L. McKeown Boys & Girls Club of Woburn are coached in healthy living skills. Programs that support this outcome include sports leagues, SMART Girls, Brotherhood, running clubs, and others.

## **RULES**

Respect others at all times. This includes using positive language, showing good sportsmanship, and keeping hands and feet to yourself. Fighting, name-calling, socially excluding others, and bullying are NOT tolerated.

Respect yourself at all times. Make healthy decisions, dress appropriately, and try new activities. Talk to a staff member as soon as something makes you uncomfortable.

Respect the staff at all times. Staff members work hard to create fun, educational activities for our youth and teens. Following their directions will help you have a more enjoyable time at the Club.

Respect the Club at all times. Take good care of the equipment, books, games, and other supplies that the Club provides for its members. Only eat and drink in the designated areas, do not run outside of the gym, and do not wear hats inside the building.

*Please familiarize yourself with these rules and discuss them with your child. Also, be aware that additional rules apply in specific program spaces or at individual events.*

## **DISCIPLINE**

The Club is committed to providing the best possible experience for our members. We value the safety of our youth and teens and strive to maintain a positive environment. In order to do this, staff must provide consequences to those who exhibit inappropriate behavior. The following steps will be used:

Step 1: Verbal Warning

Step 2: Age-appropriate time out (sitting out of an activity quietly for a period of time)

Step 3: Individual Member Report and caregiver notification

Step 4: Suspension for a period of time or loss of Club privileges

In the case of certain behaviors, such as fighting, stealing, vandalism, or possession of drugs or alcohol, the Club reserves the right to skip steps one through three and enforce an immediate suspension.

## **STAY UP TO DATE**

Updates including schedules, special events, and information on closings are updated on the Club's website and social media. Please find us at the following:

**[www.bgcwoburn.org](http://www.bgcwoburn.org)**

**[www.facebook.com/bgcwoburn.org](http://www.facebook.com/bgcwoburn.org)**

**[www.twitter.com/bgcwoburn](http://www.twitter.com/bgcwoburn)**

**[www.instagram.com/bgcwoburn](http://www.instagram.com/bgcwoburn)**