



BOYS & GIRLS CLUBS
OF CENTRAL TEXAS



PARENT HANDBOOK

2026

GREAT FUTURES START HERE.

Dear Club Member and Family Members,

We are excited to welcome you to the Boys and Girls Clubs of Central Texas. Whatever It Takes. This is our motto. It represents everything we do at Boys & Girls Clubs of Central Texas to set youth and teens on the path to a great future. These words have always been true of our mission and our work, but they have taken on new meaning in today's environment.

Over the past few years, we have strived to work through a pandemic with many trials and triumphs. With each trial and triumph, we have evaluated the way we serve our club members to meet their emotional, educational, and physical needs while attending the one of our clubs.

We have spent most of 2022 building programming that will be implemented and are designed to keep our staff and kids safe. Safety, Fun, and Growth are key components that we want to see in every club. Throughout this handbook you will find guidelines for member and guests.

We are committed to providing a safe environment for your club member and ask that you partner with us to ensure your club member upholds the standards stated in this handbook. If you have any questions or concerns, I ask that you reach out to your Unit Director to be proactive in making our clubs safe for every member. Together, we will continue to do Whatever it Takes for our youth!

Sincerely, Tiana Quick

CEO, BGCTX

Welcome To Boys & Girls Clubs Of Central Texas

Boys & Girls Clubs of Central Texas, Inc. (BGCTX) proudly serve 21,000 youth annually and 3,200 youth per day in 28 Club sites throughout the region. The BGCTX Family of Clubs Include: Boys & Girls Club of Lampasas, Boys & Girls Club of Gatesville, Boys & Girls Clubs of Copperas Cove, Boys & Girls Club of Georgetown, Boys & Girls Club of East Williamson County, Boys & Girls Club of Falls County, and Clements Boys & Girls Clubs.

Mission

Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. We are committed to providing a safe place for youth to learn and grow, offer on-going relationships with caring, adult professionals and engage in life-enhancing programs and character development experiences.

Vision

Our vision is 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.

Motto

C - Caring

L -Listen

U -Understand

B -Boundaries

Child Safety is our #1 Priority!

At Boys & Girls Clubs of Central Texas, child safety and wellbeing is our number one priority. Ensuring child safety is fundamental to the mission of Boys & Girls Clubs of Central Texas.

The Safety and Wellbeing of Young People is Our Number One Priority:

We work every day to create a safe, fun environment so kids can have every opportunity to be successful in life.

Zero Tolerance:

We have ZERO tolerance for inappropriate behavior of any kind, including child sexual abuse or misconduct, and we put resources behind that stance.

Culture of Safety:

Boys & Girls Clubs of Central Texas continually updates robust safety policies, programs and training for our staff and volunteers that are designed to promote child safety and protect young people from threats that are present in our society. We implement layers of safety policies and guidelines to keep our kids safe.

Safety Policies:

Boys & Girls Clubs of Central Texas has comprehensive safety policies in place that protect youth - including, but not limited to, supervision, transportation, communication and prohibiting private one-on-one contact.

24-Hour Toll-free Child Safety Hotline:

We encourage all staff, members and families to report any incident or situation they feel is unsafe. Through our national partnership with Praesidium, one of the nation's leading safety experts, Boys & Girls Clubs of Central Texas members and staff have access to a confidential 24-hour toll-free Child Safety Hotline, 866-607-SAFE(7322) or email SafeClub@Praesidiuminc.com.

Mandatory Background Checks:

Mandatory criminal background checks are required every year for every staff and board member at Boys & Girls Clubs of Central Texas. In addition, criminal background checks are required for any volunteer who has direct contact with children.

Required Immediate Reporting:

Boys & Girls Clubs of Central Texas staff and volunteers are all mandated reporters. We are required to report any critical incident/safety concern to local authorities immediately. We are also required to report any critical incident to Boys & Girls Clubs of America within 24 hours.

Mandatory Annual Safety Assessments:

We complete a safety assessment each year to ensure we continually make improvements to safety at our Clubs.

Safety Trainings:

Ongoing training and supervision of staff is critical. We participate in a wide variety of child safety trainings such as CPR and First Aid, Active Shooter, Recognizing Child Abuse as mandated reporters, and Bullying training, to name a few. We also engage leading third-party safety experts to provide guidance for our policies and approaches, including Praesidium, the National Center for Missing & Exploited Children, and the National Children's Advocacy Center.

Sub-Safety Committee:

Boys & Girls Clubs of Central Texas has a dedicated sub-safety committee to provide input and guidance on local policies and safety strategies. Priorities and initiative include:

- Meet monthly to implement safety moments at all staff meetings
- Conducts monthly drills and holds safety roundtables to ensure all Clubs are meeting safety standards set forth by BGCA's safety requirements, as well as local and state laws

Mandatory Employee Reference:

Any employee interested in moving to another Boys & Girls Club is required to have a reference from the previous Club, even if the Clubs are within the same community.

State and Local Laws:

We comply with federal, state and local safety laws, including those impacting facilities and vehicles.

Safety Partnerships:

Nationally, Boys & Girls Clubs of America works with leading experts in the areas of safety, security and technology to develop state-of-the-art solutions for Clubs. Partners include:

- National Child Safety Advisory Task Force, made up of leading experts and organizations
- Blue Ribbon Taskforce, comprised of local Club leaders charged with providing input on the safety direction and key safety initiatives
- Mental Health First Aid, a national program that teaches skills to recognize and respond to signs of mental illness and substance abuse
- Crisis Text Line, a confidential text message service for youth in times of crisis

Nationally, Boys & Girls Clubs of America has advocated the passage of the U.S. PROTECT Act, which improved background screening systems and access. The national organization has also partnered with the FBI, the National Center for Missing & Exploited Children and the Centers for Disease Control to contribute to the development of safety practices that benefit ALL youth-serving organizations.

CODE OF CONDUCT

One of the Club's core beliefs is to provide a safe place to learn and grow. Positive attitudes keep the Club Experience fun and safe. Below are some simple guidelines members are expected to follow...

C - Caring

- Respect Yourself.
- Be respectful of other members and their property.
- Take care of YOUR Boys & Girls Club facility, grounds, and equipment.

L -Listen

- Listen to the staff and volunteers
- Listen to understand others
- Others are listening-Say only good things about others.

U -Understand

- That there are club rules that must be followed
- Sign in and out each day Club.
- Understand others perspectives- Resolve disagreements in a positive way.

B -Boundaries

- Avoid Inappropriate language
- Be your best (act, engage, and dress appropriately at all times.)
- Tobacco, drugs, alcohol and weapons are prohibited.

SUPERVISION

Our staff are trained Youth Development Professionals. Trained volunteers often support our staff. A staff member and/or trained volunteer will oversee each of our designated program areas. Please take the time to remind your child to obey the Club rules and directions AT ALL TIMES whether said directions are given by a staff member or volunteer.

MEMBERSHIP

Membership is open to youth between the ages of 6 and 18. Check with your local Club for age requirements. An initial membership form must be completed and signed by a parent or guardian and renewed each year. Our membership fees are \$10-\$25 per year, check with your local Club for membership costs. Annual costs will not be prorated for partial year memberships. Our membership year runs from January to December. Additional fees may be charged for after school transportation, sports, and/or field trips for members wishing to participate. However, our goal is to always keep costs associated with Boys & Girls membership as low as possible so as not to exclude anyone based on economic circumstances.

Club Membership must be renewed EACH YEAR on January 15. Memberships DO NOT carry over into the next fiscal year.

Each member will receive a membership card. Members should bring their card to the Club every day. Members should also memorize their membership number (located on the card). Club members are required to sign in/out or enter their member number upon entering/leaving the Club daily.

The information you provide us with on the membership form is critical. We ask that every effort be made to present contact information that is both current as well as accurate. It is the parent's/guardian's responsibility to notify us of any changes to this vital contact information in case of an emergency.

Club orientations are available upon request to all new members and their parents. Please take advantage of the opportunity to see and hear what your Boys & Girls Club is all about and how you can give back to the Club to help make it a better place for all our kids.

Membership in the Boys & Girls Clubs of Central Texas is a privilege, not a right. The Boys & Girls Clubs of Central Texas reserves the right to refuse membership to any child at any time, with or without cause.

CLUB HOURS

Our locations are normally open for after-school programming from 3PM to 6:30PM Monday thru Friday. Check with your local Club for specific hours of operation. Any closings or temporary change of operating hours are posted on the front door at least 24 hours prior to the modification. The Club will be open from 7:30am to 5:30pm most days that school is not in session (i.e. school holidays, spring break, summer vacation, etc.) On school "early out" days, Club hours will be open 1PM to 6:30 PM. Please contact your local Club for more information. The exceptions to this are Club-recognized holidays on which the Boys and Girls Club will be CLOSED including:

- New Years Eve
- New Years Day
- Good Friday
- Memorial Day
- Labor Day
- Independence Day
- the before Thanksgiving
- Thanksgiving Day
- the day following Thanksgiving
- Christmas Eve
- Christmas Day
- and any other day as posted

The Club reserves the right to change its hours and days of operation based on need *and/or* economic circumstances. If such changes occur, parents/guardians will be notified in advance.

THE CLUB WILL NOT BE OPEN ON DAYS THAT THE LOCAL SCHOOL DISTRICT IS CLOSED DUE TO BAD WEATHER

Additionally, there may be days when it is necessary to close the Club due to unforeseen circumstances such as training, emergency repairs, inclement weather, etc. Again, when such instances arise, we will do our best to post

this information so as to mitigate any inconvenience this may cause.

Please be sure to pick your child up by the posted closing time. Late fees of \$1.00 per minute will be charged beginning 11 minutes after closing. 30 minutes after closing authorities may be called. Late fees must be paid before the member(s) will be allowed to return to the Club. The Boys & Girls Clubs of Central Texas reserves the right to contact the appropriate authorities for assistance when members are not picked up by a reasonable time AND after all emergency contact alternatives have been exhausted.

VOLUNTEERS

Volunteers are an integral part of the Boys & Girls Club experience. We welcome volunteers who wish to share their time and/or talents. If you or someone you know would like to become a volunteer at one of our clubs, please stop by a Club site to pick-up a volunteer application. Background checks are required of all volunteers prior to being able to work with our youth members.

PHONE CALLS

Our phones are for Club business only. Members will only be allowed phone usage on a limited basis. 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 you do not have to call the Club and your child does not have to call you.

PERSONAL BELONGINGS

All personal belongings brought into the Club by a youth are the responsibility of that youth. The Boys & Girls Club of Central Texas Inc. is NOT responsible for lost, damaged or stolen items. Please discourage your child from bringing in anything to the Club that is not completely necessary, especially money. If money must be brought for field trips or vending machines, please make sure only small amounts of money are sent with your youth. Necessary items, such as backpacks and jackets should be clearly marked with the member's name. Items that are not collected or our lost-and-found in a timely fashion will be donated to a local charity.

Members are discouraged from bringing I-Pods, Handheld Games, and similar items. The Club is NOT RESPONSIBLE for personal items brought into the Club. Each club strives to engage all club members in various activities we ask that club members put their cell phones away and engage in those activities.

MEDICATION

The Boys & Girls Clubs of Central Texas urges parents to schedule any necessary medication that needs to be taken, outside of Boys and Girls Clubs of Central Texas attendance. If medication must be taken by Club members during club hours, it must be done so in accordance with our "Prescription Medication Policy." See designated Club staff member for information.

ACCIDENTS

The Boys & Girls Club of Central Texas, Inc. strives to maintain a safe and secure environment. There is an assumed risk in many of our core programs including but not limited to sports. Our trained staff is attentive to

providing the safest environment possible. The completed membership card authorizes the Club staff to seek medical treatment for a member, if necessary, and that any associated costs for such care is the responsibility of the parent or guardian.

The Boys and Girls Club does NOT provide medical insurance for members.

In the event a member requires medical attention, the staff will call 911 immediately and THEN call the parents/guardians or alternative emergency contacts. This is one more reason why updated contact information is your responsibility and is crucial to your child's wellbeing.

INFESTATION OR CONTAGIOUS CONDITIONS

Any and all suspected transferable infestations or transmittable contagious conditions will be addressed fully in the following manner and without exception...

- Parents will be contacted for immediate removal of the member from Club facilities.
- Proof of treatment from a health care facility AND written approval from the Unit Director is required before the child will be allowed back into the Club.

DISCIPLINE POLICY

The BGCTX strives to provide a positive club experience for every member. All club members are to act SAFE.

Safeguard your personal belongings

Assess Risk to self and others

Free of drugs and weapons

Enter and Exit by signing in and out

Club members who present a safety violation will be subject to one or more of the consequences

Disciplinary actions may include, but are not limited to, the following:

- Verbal Warning
- Loss of privilege from a specific area within the club.
- Loss of Club privileges.
- Loss of Club Membership
- Contacting the proper authorities. BGCTX Will not tolerate, drug infractions, weapon violations, or gang

The Boys and Girls Clubs of Central Texas strive to keep the consequences for unacceptable behavior clear, appropriate and timely. The safety of ALL members is of utmost importance to us. Our standards, along with

the expectation that all members use appropriate judgement, exist to ensure that YOUR child and EVERY other child at the Club can safely enjoy the Club's activities. Any member who disrupts programs or creates a dangerous situation will be disciplined appropriately. Members who do not follow rules can expect to lose privileges and face consequences. First-time offenses are never excused as such and will be handled based on their severity. Parents will be called to remove any member who has failed to curb his or her disruptive behavior and/or is behaving in an aggressive or violent manner that creates a dangerous situation for themselves, fellow members, staff or visitors.

When a member is suspended, it is his/her responsibility to let you, (the parent/guardian) know. A phone call may be made to you if time allows. Please understand that it is *very* difficult for the staff to interrupt programming to call you and speak at great length about behavior that has already occurred and led your child to suspension.

Disciplinary actions may include, but are not limited to, the following:

- Verbal Counseling.
- Time-out > Suspension from a specific area within the club.
- Loss of Club privileges.
- Suspension, Indefinite suspension, Expulsion (i.e. permanent suspension)
- Contacting the proper authorities.

*Please note that any time a law is broken in or around the Boys & Girls Club or it is suspected that a Club Member or guest of a Club Member has broken the law and fled to the Club to avoid the authorities, the Police will be notified immediately. The Boys & Girls Club is NOT a haven or refuge of those committing illegal acts or fleeing from the authorities.

Members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and are fully expected by policy to maintain full control of any situation that occurs in their program area and will NOT tolerate ANYTHING that threatens that control, in appearance or manner. Also, please understand that sometimes the story that gets home is not always complete or accurate. Children sometimes tend to explain an incident in a manner that will not implicate them or cast blame their way. In addition, staff members, though well trained and experienced, are human, so please call the Club if you have any questions at all concerning disciplinary measures or any other Club activity.

Your support and involvement as the parent/guardian is vital to our success as youth development professionals. Please note that the Area and Site Directors work with club members and may make decisions are relevant to an incident and circumstances.

DRESS CODE

Youth should dress comfortably and wear clothes that allow them to participate in typical Boys & Girls Club activities and programs. As with all policies of the Club, the BGCTX/or Club Director has the discretion to add to these policies if needed for the safety and care of our members.

Jewelry: Due to risk of injury, members should not wear excessive jewelry, oversized earrings, or oversized necklaces.

Footwear: Shoes and socks must be worn at all times. Flip-flops, sandals and cleats are discouraged, as are any

other open-toed shoes for safety reasons. 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 the Club. Members wearing clothes that are too short, too tight, or too revealing in any way or clothes with questionable or distasteful advertising will be asked to change or leave immediately. This judgment will be left solely to the discretion of the Club Director

Swimwear: Girls must be in 1-piece suits or tank top style suits. Any girl wearing a bikini style suit will not be permitted to participate in club swimming activities, and any fees paid will not be refunded. Boys will not be permitted to wear blue jean shorts or cut off shorts, boys wearing such swimwear will not be permitted to participate in swimming activities and any fees paid will not be refunded. Additional restrictions may apply, please see Club site Director.

TRANSPORTATION

After school transportation is available at select sites, for an additional fee, on a first come first serve basis. Please check with your local Club for more information.

A transportation permission form must be completed and on file in order for any member to participate in after school transportation, field trips, or special events that require transportation away from the Club facility.

FOOD

The Boys & Girls club understands and appreciates the need for a healthy diet among all of our members. It is our goal to encourage healthy eating habits that promote the wellbeing of our youth. Each Club has a different policy regarding the provision of snacks (see Director for more information). Additionally, each Club has designated areas and times for eating. Please keep food and drinks out of the area where such items are prohibited (library, computer lab, gym, etc.). Water bottles are strongly recommended during the summer months when temperature can exceed 100 degrees.

SUMMER BREAKFAST AND LUNCH PROGRAM

It is the goal of the Boys & Girls Club to provide our members with breakfast and lunch during our Summer Program at no cost to the parent/guardian. Please check with your local club for details.

PARENT COMPLAINTS

Parents/Guardians are encouraged to contact the Unit/Branch Director of the facility their youth attends in order to discuss any concern or complaint relating to club operations. In most cases, these types of issues can be handled between the parent and Director. Club Directors are responsible for the reporting of any concerns or complaints of consequence to the Area Director, Deputy Chief Professional Officer and/or the Chief

Professional Officer immediately either by email or phone. If the parent wishes to submit a written complaint or the Director does not resolve the concern or complaint, they should go to the front desk of any Unit/Branch and ask for a "Concern/Complaint Written Report" form and follow the instructions on the form for the submission of their concern or complaint to appropriate club authorities,

NEIGHBORHOOD RECREATION FACILITY

The Boys & Girls Clubs of Central Texas is a Neighborhood Recreation Facility. This policy allows members to sign in and out during the Club's operating hours. Staff members, under normal circumstances, are not allowed to prohibit a member from leaving the facility. Thus, it is the responsibility of the child AND the parent/guardian to determine, understand and enforce whatever arrival and departure methods they see fit. Please note that youth are not allowed on the Club's grounds during operating hours unless they are signed in and participating in Club activities. Members should NOT be dropped off prior to the opening of any facility, as the Club cannot be held responsible for the supervision of such youth.

It is important to remember that the Boys & Girls Clubs of Central Texas is NOT A DAYCARE and is not governed by licensure as a childcare facility.

BOYS & GIRLS OF CENTRAL TEXAS LOCATIONS

Mailing Address for all Killeen Clubs:

703 North 8th Street, Killeen, Texas 76541

254-699-5808

Location	Address	Contact Number
Woody Hall Unit	5100 Trimmier Rd	254-634-0308 Ext.159 /151
Mclaurin-Boyd Family Clubhouse	703 N. 8th St	254-699-5808 Ext. 100
Subhani Family Clubhouse – Harker Heights	200 Nola Ruth Blvd. Harker Heights	254-325-5747
Killeen Middle School Sites Contact Administrative Office For More Information During Summer Break @ 254-699-5808 Ext. 115		
Charles Patterson	8383 W. Trimmier Rd.	254-699-5808 Ext. 105
Eastern Hills	300 Indian Trail, Harker Heights	254-699-5808 Ext. 105
JDA	5360 Chaparral Rd,	254-699-5808 Ext. 105
Liberty Hill	4500 Kit Carson Trl.	254-699-5808 Ext. 105
Live Oak Ridge	2600 Robinett Rd.	254-699-5808 Ext. 105
Manor	1700 South Ws Young Dr.	254-699-5808 Ext. 105
Nolan	1600 Warriors Path, Harker Heights	254-699-5808 Ext. 105
Palo Alto	2301 W. Elms Rd.	254-699-5808 Ext. 105
Rancier	3301 Hilliard Ave	254-699-5808 Ext. 105
Smith	6000 Brushy Creek Dr	254-535-0533
Union Grove	101 E. Iowa Dr, Harker Heights	254-699-5808 Ext. 105
Cove		
Copperas Cove	206 Laura St. Copperas Cove	254-547-5578
Lampasas		
Lampasas Branch	107 N. Main St.	512-564-1669
Gatesville		
Gatesville Branch	206 S. 7th Street	254-865-8347
Georgetown		
Georgetown Branch	1100 Thousand Oaks Blvd	512-868-3700
Marlin		
Marlin Branch	602 Donohoo St	254-523-8735
Nolanville		
Nolanville Unit	400 Gold Star Ave	254-275-8166
Taylor		
East Williamson County	2500 North Drive Taylor, TX, USA 76574	(512) 309-3030

Dear Parent/Guardian and Club Member,

The Boys and Girls Club is a community recreation club that strives for Academic Success, Good Character & Citizenship and Healthy Lifestyles for each of our members. Although each member may achieve these successes at a different rate, we encourage all club members to do “Whatever It Takes” to be their personal best! We also want to remind parents/guardians that this is a large group recreation program and although we work hard to help every child be successful, we also know that every child is unique in their own way and the Boys and Girls Club setting may be over stimulating, overwhelming, and overexciting for some children to be their personal best. If this becomes the situation for your family, we ask that you work with the Unit Director to make the best decision for your child. If Boys and Girls Club is determined not to be the best fit for your child/family, we encourage you to ask for resources from the Club Experience Specialist.

Below we have also included BGCTX Waivers you filled out online for you to reference in the future if needed.

In closing, we ask that you refer to this handbook and communicate with your Unit or Site Directors to make your child(ren) club experience a positive and successful one!

Sincerely,

Calvin Darthard
Deputy Chief Executive Officer

Anjin Owens
Chief Operating Officer