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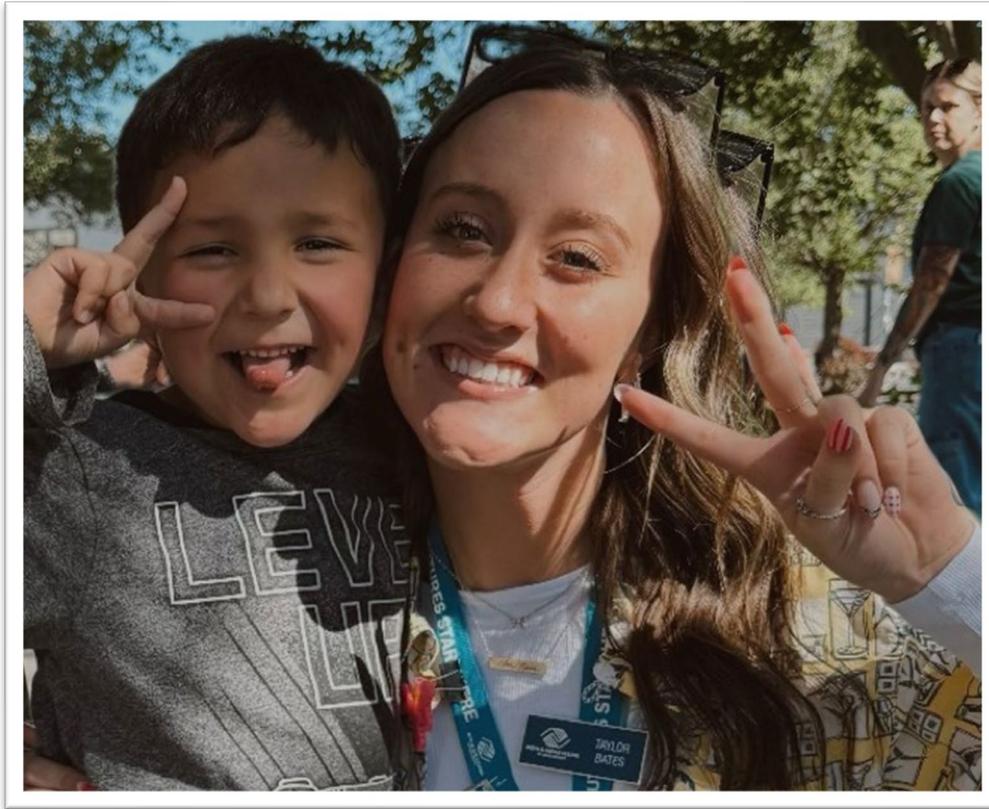


**BOYS & GIRLS CLUBS
OF ADA COUNTY**

**PARENT & MEMBER
HANDBOOK**

REVISED MARCH 2026

CONNECT WITH US



Moseley Center

610 E 42nd St
Garden City, ID 83714
(208) 639-3170

Meridian Club

911 N Meridian Rd
Meridian, ID 83642
(208) 954-5030

Kuna Club

470 W Mendi Pl
Kuna, ID 83634
(208) 954-5034

Desert Sage Club

9325 W Mossywood Dr
Boise, ID 83709
(208) 350-4026

Hawthorne Club

2401 W Targee St
Boise, ID 83705
(208) 639-3158

Horizon Club

730 N Mitchell St
Boise, ID 83704
(208) 639-3176

Koelsch Club

215 N Curtis Rd
Boise, ID 83706
(208) 243-8396

ADMINISTRATIVE OFFICE

Yanke Bettis Business Center
610 E 42nd St
Garden City, ID 83714

Peregrine Club

1860 W Waltman St
Meridian, ID 83642
(208) 350-4651

(208) 376-4960 • WWW.ADACLUBS.ORG

OUR MISSION & VISION



Our mission is to inspire and empower all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens.

Our Clubs provide a wealth of programs and activities to prepare young people for real-world success. We believe that by focusing on good character & citizenship, academic success, and healthy lifestyles, the children we serve will be better prepared to graduate from high school, go on to college, and *thrive* as adults.

FIVE KEY ELEMENTS

1. Supportive Relationships
2. Fun & Sense of Belonging
3. Supportive Relationships
4. Opportunities and Expectations
5. Recognition

TARGETED PROGRAM AREAS

1. Education & Career Development
2. The Arts
3. Character & Leadership Development
4. Health & Life Skills
5. Sports & Recreation

CHARACTER VALUES

All Staff, Members, and Volunteers at the Boys & Girls Clubs of Ada County are expected to demonstrate our shared character values at all times. We incorporate **RISE** into everything we do at the Club:

- **RESPECT**
- **INTEGRITY**
- **SENSE OF BELONGING**
- **EMPATHY**

CLUB RULES

Respect Club Staff. Club staff will never ask your child to do something that is unsafe, unkind, or unfair. Club members are expected to respectfully follow staff requests and instructions.

Respect Club Members. Members are expected to practice respectful behavior at all times, not engage in play fighting, and limit physical contact with other members. Respecting other Club members includes showing kindness, practicing good sportsmanship, and helping others.

Respect Club Equipment. Members are expected to treat all Club equipment with respect. Inappropriate, dangerous, or malicious use of Club equipment is prohibited. Club equipment is any equipment under the care of the Boys & Girls Clubs of Ada County.

Respect Yourself. Members are expected to treat themselves well. Any behavior that is destructive to either the physical or mental well-being of themselves and others is discouraged. We teach members that it's okay to make mistakes as long as we learn from them and move forward, making better choices.

STAFF

QUALIFICATIONS

- Must be 18 years of age or older.
- Background check upon hire, and annually.
- One in four employees are certified in CPR and First Aid.
- Required to attend child abuse prevention training, twice annually.
- At least 20 hours of extensive training in behavior management, group management, guidance and accountability, and more, are provided on an annual basis.



GENERAL MEMBERSHIP POLICIES

All youth attending the Club are required to be enrolled in the current membership session. All youth in attendance shall have accurate and up to date contact information on file in the event of an emergency.

All members enrolled in school year services must be at least five years of age or older and actively enrolled in kindergarten. All members enrolled in summer services must be at least five years of age or older and have completed kindergarten.

Members must be potty trained, and capable of using the bathroom independently.

Youth are responsible for regulating their own physical and emotional safety.

Members are expected to stay within staff-supervised areas at all times, except for restroom usage.

Club staff may provide medical assistance to members in emergencies or life-threatening situations in the form of CPR, first aid, and Epi-Pen administration, as well as contacting emergency agencies for transport to medical facilities as deemed necessary with or without parental consent.

Members must be able to administer any prescribed medications including the ability to manage any allergies. All medications brought to the Club to be stored should be in the original packaging, and clearly labeled with the child's name, and dosage.

All members may be photographed, surveyed, or interviewed in instances that pertain to official business of the Boys & Girls Clubs of Ada County, unless a written exclusion is submitted by a guardian.

If a child repeatedly chooses not to follow Club rules, a guardian must be available to pick up their member immediately.

All Club members must be picked up before closing time each day. If a child is picked up late, a late fee of \$1 per minute will be charged to the membership account.

Generally, the Club follows the same dress code guidelines as our local school districts. Club directors have the discretion to deem any item of clothing as inappropriate and ask a member to change or go home for the day.

Items of clothing promoting violence, weapons, or illegal substances are prohibited. Due to safety concerns, close-toed shoes are strongly encouraged. Sandals with a strap or buckle are permitted. No flip flops will be allowed.

All off-site activities and field trips require the prior written consent of a guardian. In the event of a water day or swimming field trip, youth should arrive at the Club with their swimming attire on under their regular clothes. Members will not be allowed into the Club in just their swimsuits.

Club members are responsible for bringing their own sunscreen and applying it throughout the day during the summer. Club members should come prepared with weather-appropriate clothing as we do offer frequent outdoor activities, including coats, gloves, and hats in the winter, and if necessary, swim shirts in the summer.

HOURS OF OPERATION & CLOSURES

The Boys & Girls Clubs of Ada County is committed to being available for youth as often as possible, outside of regular school hours. Operating hours vary depending on extended school breaks, no-school days, Club events, and observed holidays. Calendars highlighting expected closures and varied hours of operation can be found by visiting our website. If a Club site is not available in the summer or on a non-school day, registered Club members have access to any other Ada County Club site that is in operation at the time as long as capacity allows.

Clubs are closed for five business days at the end of the school year and the end of Summer, to allow time for staff training, deep cleaning, and programming. The Directors at each site will communicate with parents/guardians via email regarding upcoming Club closures or changes to regular operating hours. The Executive Director has full discretion to close Clubs or change hours of operation at any time.

Observed Holidays include:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the following day
- Christmas Eve
- Christmas Day

CLUB ATTENDANCE & DEPARTURE

The Club does not require a set schedule for attendance, nor do we keep track of the days in which Club members will be here. The frequency and way a Club member arrives and departs the Club is strictly the responsibility of the Club member and their parent/guardian.

- Club members are responsible for checking in and out with their assigned membership number, upon arrival and departure.
- Parents/guardians are not permitted beyond the lobbies of our main sites and are asked to stay outside at our school sites during pick up.
- During pick up, guardians will be required to provide their child's membership number. If a membership number is not provided, the person picking up will be required to show identification and be listed on the contact list, before a child will be released.
- Club members must be picked up by closing time. If a child is picked up late, a late fee of \$1 per minute will be charged to the membership account.
- If a child is not picked up within 30 minutes of closing time and we are unable to reach a guardian or any listed contacts, we are required to contact the local police department.

MEMBERSHIP FEES & SCHOLARSHIPS

With the support of our dedicated Board of Directors and Administrative staff, we are committed to maintaining affordable membership rates to ensure continued access to the Club for all youth who need us most. Additionally, scholarships are available on a first-come, first-served basis to families that can demonstrate financial need.

SCHOOL YEAR RATES

Before & After School Care (**K-5th grade only**)

\$140.00/month

After School Care (**K-5th grade only**)

\$100.00/month

SUMMER RATES

K-5th grade (Grade they're going into)

\$200/month (August Pro-rated)

***Teens receive free memberships year around**

- Membership fees are billed monthly and are due on the first business day of each month.
- Accounts with unpaid fees on the last business day of each month are subject to membership cancellation and forfeiture of current scholarship discounts.
- Accounts with unpaid balances will be ineligible to register for extended breaks, or future membership sessions.
- To cancel memberships and avoid continued billing, account owner must contact the director at their primary Club.

SCHOLARSHIP INFORMATION:

- Scholarships are approved based on financial need and will not exceed a 50% discount on membership fees.
- A complete scholarship application for each applicable youth must be submitted through your parent portal account on our website. Incomplete applications will not be considered.
- A minimum of four weeks of recent paystubs for each contributing adult in the household must be submitted with an application.
- If there is an adult in the household that is not currently working, or contributing to the household, a signed letter explaining the circumstances must be included in your submission.
- Scholarship applications are required to be re-submitted annually in February for the next Summer and school year sessions. Approved scholarship discounts are valid through the end of the next school year.
- If a scholarship is forfeited due to unpaid membership fees, a new scholarship application must be submitted for approval.
- Approved scholarship discounts are subject to available funds.



PARENT/GUARDIAN RELATIONS

A successful Club experience for youth includes positive collaboration and communication between members, staff, and parents/guardians. Parent/guardians play a crucial role in helping us to ensure the safety and success of the youth we serve, and we are grateful for your presence and partnership.

To help maintain a positive experience for everyone, parents/guardians are asked to:

- Be respectful of Club personnel, including refraining from using foul language, threats, or intimidation. Out of concern for the safety and security of Club staff and members, parents/guardians demonstrating violent or inappropriate language or behaviors while at the Club could result in cancellation of current and future memberships.
- Be patient during pick up times. During certain times of the day, it can take up to 10 minutes for your child to gather their items, sign out, and come out to your car.
- Refrain from smoking on Club premises, including in your vehicle during pick up.
- Refrain from arriving to the Club under the influence of drugs or alcohol. If Club personnel have reasonable suspicion that a parent/guardian is inebriated during pick up, we are required to contact local law enforcement.

Mandated Reporting

As a youth-serving agency, Club staff are required by law and Club policy to report suspicions of child abuse to law enforcement and their local Child Protective Services organization, including youth disclosures and signs of neglect, physical abuse, emotional abuse, verbal abuse, and sexual abuse. We take these situations very seriously and work hard to maintain the security and dignity of the youth involved. In the event that a report is filed, Club personnel are not required to inform parents/guardians.

To report a concern or file a complaint:

We welcome all feedback and are always looking for opportunities to strengthen our processes and systems, in order to continue to provide the best Club experience possible. If you have questions, concerns, or complaints about your or your child's Club experience:

- Contact the Director at your primary Club as soon as possible, via email or phone, to discuss your concerns.
- Please allow time for Directors to investigate and gather information before following up with you. Often, there are several parties involved and we need time to speak to everyone to determine the best way to move forward.
- After Directors have had the chance to investigate, they will follow up with you to discuss their findings.
- If you are not satisfied with the outcome, further concerns can be directed to the Director of Operations.

***To maintain privacy, confidentiality, and dignity of all parties involved, the Club will not divulge personal information or details of specific consequences implemented for youth to anyone other than parents/guardians.**

GUIDANCE & ACCOUNTABILITY

The Club is a privilege for young people meant to help them to learn, grow, and fail in a safe environment. Our goal is to guide Club members to make positive choices and understand that our actions have consequences. We hold all youth accountable for their conduct while at the Club and will work with youth as much as possible to help correct behavior and find alternative solutions when applicable. Aside from behaviors that cause harm or intentionally impede the safety of Club members or staff, youth are typically given several chances to correct their behavior before they lose the privilege to be at the Club. Behaviors that intentionally cause harm, damage, or impede the safety of others could result in immediate suspension from the Club with or without prior notice.

Non-negotiable behaviors that will not be tolerated:

- Intentional physical harm directed at members, staff, or self.
- Running away from the Club
- Intentional destruction of property
- Theft
- Playing in the bathroom
- Sexual behavior including touching, coercion, or showing body parts.
- Possessing or being under the influence of illegal substances or weapons while at the Club.
- Bullying

In the event that repeated behaviors are demonstrated, Club personnel may use the following consequences:

- **Loss of privilege:** Club members struggling to follow expectations and uphold Club rules may lose the privilege to participate in specific activities or program spaces. Club personnel reserve the right to determine the length of which the privilege is taken away.
- **Take a break:** Youth may be asked to sit out and take a break in order to de-escalate a situation, or as a result of their behavior. During this time, youth are expected to sit quietly and calmly and can rejoin their activity after an accountability conversation has been had.
- **Accountability forms:** These forms are meant to be used to document repeated behaviors and conversations staff are having with youth. After three or more accountability conversations, parents may be notified to help address and reinforce expectations.
- **Write-ups:** After three documented accountability conversations, a child will receive a formal write-up, and parents will be notified. Three or more write-ups may result in suspension from the Club.
- **Suspension:** Club directors reserve the right to suspend a Club member due to their extreme or repeated behavior. In most cases, if a child loses the privilege of being at the Club, parents/guardians will have been contacted by Club staff ahead of time. However, if a child demonstrates malicious behavior that results in harm or damage to themselves, another person, or Club equipment they will be suspended immediately, without advance notice. Suspensions start with one day but if continued negative behavior continues, they will increase in length. If a child is suspended from the club, parents will be contacted immediately and expected to pick their child up in a timely manner.

If all of our accountability tools have been exhausted and a youth is still struggling to follow Club rules and expectations, Club personnel reserve the right to evaluate whether the Club is the best environment for the child in question. If a child is dismissed from the club due to their ongoing and extreme behavior, we will make every effort possible to help identify alternative resources for the family.

EXPECTATION OF SERVICES

The Boys & Girls Club is deeply committed to serving and positively impacting as many youth in our community as possible. Our highest priority is providing a safe, structured, and supportive environment where every child can thrive.

As our programs continue to grow, we also recognize the importance of clearly defining what we are equipped to support within our facility and staffing model, as well as reasonable expectations placed upon our Staff. While our team is highly dedicated and trained in youth development, our staff are not licensed counselors, therapists, or behavioral specialists.

Our goal is to create a positive experience for every member. However, due to the structure of our daily schedules and group programming size, there are certain behaviors that may exceed the level of support we are able to provide in a Club setting. When behaviors result in ongoing safety concerns or unmanageable disruptions for the child involved, other members, or staff, we may need to reassess participation which may include suspending/canceling membership.

These behaviors may include:

- Physical aggression toward peers or staff (hitting, kicking, throwing items, or using objects to harm others).
- Developmentally related toileting challenges that require individualized supervision beyond staff capacity (such as frequent accidents or bathroom play such as crawling under stalls). All members must be potty trained. We understand that accidents happen, however more than 3 accidents will result in canceling membership. (No exceptions)
- Continued difficulty meeting Club behavior expectations despite meetings, support strategies, reviewing incident reports, and behavioral agreement contracts.
- Extreme or repeated verbal outbursts (screaming, cursing, threatening language).
- Inappropriate touching or displaying sexual knowledge that is not age-appropriate (including a single incident).
- Shutting down to the point of being unable to be redirected, de-escalated, or supported by staff.
- Unable to regulate their own personal safety. Such as running from the Club and/or hiding.
- Showing repeated inability to follow Club expectations — including participating in activities, following rotations, and demonstrating safe social behaviors.
- Unsafe behavior towards self (using objects to self-harm, head banging, hair pulling, etc.)

If a child exhibits any of these behaviors, please know that our first approach will always be communication and collaboration with families. However, the Boys & Girls Club reserves the right to suspend or discontinue membership at any time.

This policy is not intended to be punitive, but to help ensure that all members can learn and grow in a safe, positive, and supportive environment together. When a child may need additional support beyond what we can provide, we will partner with families to help connect them with appropriate resources when we can.

If concerns arise, Club Directors are available to partner with families by offering referrals and sharing information about external resources that may better support your child's needs.

HEALTH & WELLNESS GUIDELINES

The health and wellbeing of youth and staff are among our top priorities. To help ensure a healthy environment, Club spaces are regularly cleaned and sanitized and Club members are encouraged to wash their hands frequently and avoid sharing personal belongings.

If a child feels ill while they are at the Club, staff will evaluate the situation and determine the best course of action based on symptoms being reported or exhibited and overall behavior and demeanor of the child. Club directors have complete discretion to send a child home due to known or suspected illness, in which case, parents are expected to pick up in a timely manner.

In order to maintain a safe, healthy environment, Club members should not attend the Club if:

- They stayed home from school due to illness.
- They are sick or exhibiting symptoms of illness including fever, cough, runny nose, nausea, or vomiting. Youth can return to the Club after 24 hours of being symptom free.
- They are experiencing an untreated, contagious illness such as Ear, Nose, Throat Disease, Ringworm, or Pink Eye. Youth must have been medically treated for at least 24-48 hours before they can return to the Club.
- If they are found to have head lice. All live bugs and eggs need to be removed before a child can return to the Club. We reserve the right to do club-wide lice checks in the event where two or more cases of head lice have been reported at the same site.

ENVIRONMENTAL ADVISORIES



Inclement Weather Advisory: If local school districts cancel school due to snowfall or other weather conditions, we will make every effort possible to open for services unless conditions are deemed too unsafe for travel. Our typical hours of operation for a snow day are 8:30am-5:30pm. However, the Executive Director has complete discretion to close Club locations early due to unsafe travel conditions for Club staff. Announcements regarding snow day operations will be posted on our social media channels and sent out to all registered families, via email.

Heat Advisory: Club members should expect to spend time outside throughout the year, including during the summer months. Out of caution, if the temperature outside reaches 100 degrees or higher, outdoor activities and programs, including outdoor field trips, will be cancelled.

Air Quality Advisory: During the summer months, we closely monitor the local air quality index. If the air quality index reaches 150 or higher, all outdoor activities and programs, including outdoor field trips, will be cancelled.

NUTRITION INFORMATION



We are proud to offer 100% free daily meals at the Clubs. Throughout the year, we serve breakfast, lunch, afternoon snacks, and suppers that are nutritious and delicious. All our meals follow the USDA guidelines for nutritional content and balance.

FOOD ALLERGIES:

The Club is committed to ensuring equitable access to child nutrition programs for all qualifying participants. If your child has a life threatening or life debilitating food allergy to any food product offered at the Club, please let Club staff know so you can receive the necessary paperwork for making meal accommodations.

NUTRITION PROGRAM RULES:

1. Members may not leave the Club with any food—they must finish their meals before leaving. This is due to federal program requirements.
2. All items offered must be taken by members. Anything members do not want to eat can be put into a share box.
3. All meals are available to anyone ages 1-18 years of age, whether or not they are a member of the Club.

This institution is an equal opportunity employer.

