



Boys & Girls Club of the Seminole Nation of Oklahoma

(405) 746-2821

120 West 4th Street Wewoka, OK 74884

2026-2027 Guardian & Member Handbook

Great Futures Start Here!



Welcome to the Club!

Thank you for taking the time to learn what the Boys & Girls Club of the Seminole Nation of Oklahoma is all about. We believe that all members and their parents/guardians can benefit from the information in this handbook. If you need clarification for any of the information, please let us know.

CLUB LOCATION

Physical Address: 120 West 4th Street Wewoka, OK

Mailing Address: BGCSNOK, P.O. Box 1493 Wewoka, OK 74884

CONTACT INFORMATION

Main Line Phone Number:

405-746-2821

(Call this number if you are trying to reach a front-line staff member regarding your child during club hours, such as for pick-up authorization or authorizing a child to walk home)

BGCSNOK CEO:

Vacant

405-746-2817

bgcceo@hasnok.org

BGCSNOK Program Manager:

Tony Palmer

405-746-2818

bgcprogrammanager@hasnok.org

OUR MISSION STATEMENT

The mission of the Boys & Girls Club of the Seminole Nation of Oklahoma is to provide a safe and nurturing environment that guides each young person on their path to developing good character, a respect of culture and diversity, academic excellence, and development of a healthy mind, body, and spirit.

OUR VISION STATEMENT

The vision of the Boys & Girls Club of the Seminole Nation of Oklahoma is to provide a world class club experience that assures success by offering opportunities for all young people to achieve the ambitious vision of great futures, while sustaining and respecting unique cultural values and traditions.

OUR VALUE SYSTEM

“Faith is the head of our value system. In practicing our faith in God, we should strive to grow in wisdom and love each day. When we grow in wisdom and love, we should choose to exhibit integrity and be more equipped to give and, as a result, receive respect and forgiveness.”

—Ella Coleman, *Former Assistant Chief, Seminole Nation of Oklahoma*

FAITH (vkvsymkv)- Faith means having complete trust and confidence in the God who made us. We choose to have faith that He provides everything we need and will fulfill His good works through us. We believe our work in the BGCSNOK is honoring to God, and all we do, we do unto Him.

WISDOM (hoporrenky)-Wisdom is the quality of having experience, knowledge, and good judgment. As we go through life, we should strive to develop knowledge and to use it to make wise decisions. We should also use our wisdom to advise the younger generation, such as the members of our Boys & Girls Club.

LOVE (vnokeckv)-At our Boys & Girls Club, we love by practicing mutual support, respect, and understanding for each other. All parties are invested in each other's success, happiness and well-being. Love also means putting others above yourself. We ought to love God and ourselves, as we are children of the God. We also ought to love all others, as they are the creation of God.

RESPECT (vrakkueckv)-We emphasize the importance of respecting ourselves and all others within the walls of our club. We respect each person's individuality, heritage, culture, and story. We also believe that good character leads to respect of the family name.

FORGIVENESS (em-merretv)-Forgiveness means having compassion for one another. In our club, we offer forgiveness to all because that is what the God asks us to do as His children.

INTEGRITY (fvccetv)-We believe integrity is the quality of being honest, undivided, and having strong moral principles. Integrity allows us to trust and depend on each other. In our club, we face our mistakes with honesty and we choose to grow through them.

CLUB MEMBERSHIP POLICY

Membership at our club is open to all youth between the ages of 8 and 18, regardless of race, color, gender, creed, national origin, or disability. To become a member, a fully completed club membership application must be signed by a parent or guardian and submitted annually through our website at www.bgcsnok.com. The annual membership fee is \$25 per club member. For club members who are enrolled tribal members of any federally recognized tribe, the annual membership fee is \$15. Please note that the application is considered incomplete until payment is received. Guardians will be notified when their child's membership is nearing expiration. Once our enrollment capacity is reached, a waitlist will be implemented.

BGCSNOK current fee schedule is as follows per Club member:

Item	Tribally Enrolled Fee (any federally recognized tribe)	Community Fee
Annual Fee	\$15	\$25
Summer Fee (Jun-Jul)	\$60 per child per month	\$80 per child per month

Limited financial assistance may be available upon request for those who qualify. All requirements must be met before assistance will be provided. A financial assistance form must be fully completed for each family member before it will be considered. Forms are available on our official website at www.bgcsnok.com under the "Join the Club" tab.

SUMMER REGISTRATION AND SUMMER FEES

Summer day camp hours are typically from 8:00 a.m. to 3:00 p.m., but are subject to change and will be posted on our website's calendar of events. Due to extended hours, field trips, and special programming costs, the club reserves the right to require additional fees during the summer. If additional fees are required for a particular event, club members and their guardians will be notified in advance on the event permission slip and on our club's Facebook page.

CLUB PROGRAMMING

Our staff are trained youth development professionals who are hired for their passion for working with youth and their valuable skills. We strive to attract our members to the Club each day through our engaging programs and dedicated staff. Programs are based on the Boys & Girls Clubs of America's Five Key Elements, which ensure that all members have a positive experience that contributes to a strong sense of self-esteem. This is accomplished by developing:

1. A Safe, Positive Environment
2. Fun
3. Supportive Relationships
4. Opportunities and Expectations
5. Recognition

Programs at BGCSNOK fall under five core areas:

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

CHECK-IN & OUT PROCEDURES

1. Club members are required to sign in upon entering the club and to sign out upon exiting the club.
2. The child's electronic devices (i.e. tablets, cell phones, etc.) will be handed in to the front desk attendant and placed in a secure place for the duration of their time at the club.
3. A parent, guardian, or other authorized individual must pick the child up each day. Parents/guardians must provide the name(s) of authorized persons to check out club members on the child's membership application. Anyone checking out a club member, other than a parent/guardian, must be authorized by the parent/guardian prior to check out. The club occasionally encounters conflicting drop-off and/or pickup requests from guardians. Our policy is to deliver the child to either parent, legal guardian, or authorized caregiver unless a court order directs us otherwise. BGCSNOK staff will make visual or verbal contact to acknowledge the pickup person is, in fact, a listed parent or guardian before allowing the club member to leave our facility.
4. Club members may walk home unescorted only if the guardian has granted permission on the application for the membership packet. The club is not responsible or liable for the club member once they leave club property.
5. The club will not disclose attendance information contained in our membership tracking system without 1) permission from a guardian or 2) an order from an appropriate court requiring us to do so.
6. For safety reasons, all individuals who come to the club to pick up club members must remain in the designated waiting area. Club members are not allowed to wait outside for their pick-up person(s) without supervision and will be asked to stay involved in activities until their rides arrive.

DROP-OFF AND PICK-UP POLICY

Parents/guardians *must* make verbal or visual contact with a BGCSNOK staff member before leaving their child at the club to ensure staff presence. Although it is rare for the club building to be without staff, there are occasions during summer programming when the club members and staff will visit nearby local attractions for outdoor activities, such as the Seminole Nation Museum grounds. When off-site, our staff are *always* reachable by phone. Our contact information is available at www.bgcsnok.com, in the *BGCSNOK Club Kid and Guardian Handbook*, and on the “How to Reach Us” flyer that you can find in your *Welcome to the Club* packet. We appreciate your cooperation in making contact with us either at the club door or via phone before leaving your child at the club.

MEMBER CONTACT INFORMATION

The information you provide us on the membership application 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 your telephone number (home, work, emergency contacts, etc.) and/or address information as soon as such changes occur.

REFUSAL OF SERVICE

Membership in the BGCSNOK is a privilege, not a right. The BGCSNOK reserves the right to refuse or terminate membership to any child at any time, with cause. A child or youth’s behavior outside of the club, particularly if it is violent or criminal in nature, may impact their eligibility for club membership. It is the responsibility of the BGCSNOK to ensure a safe environment for all club members to enjoy, and we must keep that in consideration when considering applicants with a propensity for violent or criminal behavior which poses a risk for others’ safety.

HOLIDAY CLOSURES

New Year’s Day	Martin Luther King Day
Memorial Day	President’s Day
Labor Day	Good Friday
Independence Day	Juneteenth
Thanksgiving Day	Native American Day
The day following Thanksgiving	Veteran’s Day
Christmas Eve	
Christmas Day	

BGCSNOK HOURS

The Club follows the District School Calendar and is open Monday-Friday during the following hours. 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. Please see the *calendar of events* on our website, which displays the Club’s daily hours and programs.

Administrative Office Hours: 8:00am – 4:30pm (Mon-Fri)

School Year Hours (Aug – May): 2:00p.m. – 6:00pm (Mon-Fri)

Summer Program Hours: (June -July) 8:00am – 3:00 pm (Mon-Thurs)

LATE CHECK OUT POLICY

Club members must be checked out by the posted closing time.

1. If a club member is not checked out within 15 minutes of the posted closing time, a \$20 late check-out fee will be charged on the date of the occurrence and every occurrence thereafter. Payments can be made by cash, check, or card to any BGCSNOK staff member, who will provide a receipt for payment.
2. If a club member is not checked out within 30 minutes of the posted closing time, and the club is not notified by the parent or guardian, BGCSNOK reserves the right to contact law enforcement for assistance in ensuring the child or youth gets home safely.
3. Club members will not be allowed to attend or utilize any club program until all late fees are paid in full.

TRANSPORTATION

At this time, we do not provide transportation to and from the Club. Members are encouraged to check with their schools for possible transportation options. In the event of a field trip, the club will utilize a bus service through the Seminole Nation Transit Department to transport club members to and from the field trip. Students return to the club by closing time and must use their regular transportation method to return home. We do not drop off children on the way home from field trips.

MASS COMMUNICATION

The Boys & Girls Club of the Seminole Nation of Oklahoma distributes notifications on club issues, status changes, emergencies, and other pertinent information to parents via our official Facebook page, our texting service, and our official website. We also post notices on the front door and ask that you review the information when picking up your child. Below is the information for accessing these sites:

Official Facebook Page: Boys & Girls Club of the Seminole Nation of Oklahoma

Official Website: www.bgcsnok.com → Click "Calendar" at the top of the home page

COMPLAINTS & GREIVANCES

If a parent has a grievance or complaint, please contact the Chief Executive Officer via email or phone to express your concerns, questions, or thoughts. You can reach the office at 405-746-2821 or email bgcceo@hasnok.org. If you would like to speak in person, conference times can be scheduled Monday through Friday. If your complaint concerns the Chief Executive Officer, please submit a letter in a sealed envelope marked "Confidential" addressed to: The Board of the Boys & Girls Club of Seminole Nation of Oklahoma. Letters can be mailed or delivered to the Club at 120 W Fourth St, Wewoka, OK 74884.

SUPERVISION

Our staff are trained Youth Development Professionals, and trained volunteers often support our staff. All staff members have undergone National Criminal background checks. A staff member and/or trained volunteer will oversee each of our designated program areas at all times. Please remind your child of the importance of following club rules and directions at all times. Our staff and volunteers strive to create healthy environments for all children. Reasonable accommodations will be made for club members with behavioral issues and diagnoses, but the club will adhere to the discipline policy outlined in this handbook. Shadows and/or designated medical personnel who accompany children and/or youth with documented disabilities are welcome but must pass a criminal background check before they are allowed to attend the club.

DRESS CODE

Club members who do not comply with the dress code will be subject to the progressive discipline policy. They may be asked to sit out of club activities if they come to the club wearing inappropriate attire. Club staff have the authority to determine if an item of clothing is out of compliance with the dress code. Continual disregard for the dress code policy is categorized as a behavioral offense, as listed under the club member behavior section of this handbook.

The following attire is not permitted at the Club:

- Sagging pants
- Bare feet
- Halter tops, spaghetti straps, clothing that leaves the midriff exposed
- Tight-fitting or otherwise revealing clothes
- Shorts and skirts that are more than 3” above the knee
- Gang-affiliated clothing
- Clothing with inappropriate advertising (tobacco, alcohol, Playboy, wrestling, etc.)
- Clothing with excessive holes, revealing, or distracting

PERSONAL BELONGINGS

All personal belongings brought into the club are the responsibility of the club members to whom they belong. The Club is not responsible for lost, damaged, or stolen items. Please discourage your child from bringing personal items or money to the Club. For safety reasons, personal items are not allowed in club programming areas. All personal items must be left in the front room in an area designated by staff. Items that are lost or left at the club and not collected in a timely fashion will be donated to a local charity.

FIELD TRIPS

The BGCSNOK provides a variety of opportunities for our members to participate in activities off club property that support our core beliefs and programs. Field trips that take place outside of summer camp dates (August – May) require a signed permission slip and any required fees prior to departing. Most sign-ups are taken on a first-come, first-served basis (meaning eligible members who return the required permission slip will be placed on the attendee list).

Summer camp field trips (June and July) are outlined in a letter which serves as a passive permission slip to guardians. The summer field trip letter is sent home with summer campers on their first day of camp. Members and parents are reminded that all of our club rules extend to field trips. Members who fail to follow our rules and general club expectations for appropriate behavior

will prompt an immediate call to a parent or guardian to remove that member from the field trip at their own cost. A parent or guardian **MUST** be available by telephone at all times during any club sponsored field trip in the event the staff needs to contact you. Bad behavior on a field trip can result in not being able to attend future field trips at the discretion of the Club's administration.

PHONE CALLS

The club provides phone access for members for extenuating circumstances and emergencies only. Our lines need to remain open in the event of an emergency. We do not allow the club member to access their device during club programming. Phones are collected as club members walk in. They may request to use their phone under the supervision of a staff member at the front desk if they need to contact a parent or guardian.

ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices (Examples: cellular phones, MP3/iPods, tablets, video games, headphones, earbuds, smartwatches, etc.) are not allowed to be used during club programming without special permission and must be handed in at the front desk upon entrance in the club. The inappropriate use of these devices is prohibited at all times on club grounds. Disciplinary consequences will occur at the discretion of club staff and administration with any device infraction. If a club member is suspected of using their electronic device inappropriately in the club, BGCSNOK staff have the right to view the device's content on club grounds *at any time*. If a club member is suspected of engaging in illegal activity (such as cyber-bullying or distribution of sexual content) on their electronic device during club hours, club staff will notify local law enforcement to come and retrieve the device for forensic investigation. The BGCSNOK is not liable for any device brought onto club property, or which was confiscated by law enforcement from the club as a result of suspected illegal behavior. Club members are also subject to disciplinary consequences for threatening behavior, harassment, intimidation, cyber-bullying, viewing explicit content, and other inappropriate uses of electronic communication, whether or not the communication originated at the Club. The Boys & Girls Club of the Seminole Nation of Oklahoma is not responsible for the loss, theft, or damage of any item confiscated or any items brought by the student, and/or kept in the student's backpack or other areas. The BGCSNOK understands the concern for guardians to be able to reach their club member at all times while their child is at the club. A guardian may call to speak with their child at any time by dialing the main club phone line listed on the cover page of this handbook. Club members are also able to come to a club staff member and request that their guardian be called on their behalf.

TECHNOLOGY USE

Before using Club devices or personal devices at the Club, both members and parents/guardians must sign the Technology Acceptable Use Policy.

To support safe and responsible technology use, the Club requires:

- Annual Digital Citizenship & Technology Safety Training for all members
- Responsible and respectful use of all devices
- No access to inappropriate content
- No cyberbullying, harassment, or unsafe online behavior
- Use of Club technology only for approved activities
- Staff supervision in all technology areas

Members who do not follow technology expectations may lose device privileges temporarily or permanently.

BULLYING PREVENTION POLICY

BGCSNOK is committed to providing all club members with a safe environment and will not tolerate any form of bullying at any club activity, on or off club property. BGCSNOK staff and volunteers who observe an act of bullying are expected to take immediate and appropriate steps to intervene. If the BGCSNOK staff or volunteer believes his/her intervention has not resolved the matter, they shall report it to the BGCSNOK supervisor and document the incident in writing. The CEO, Program Manager, or appropriate BGCSNOK staff will inform the parent/guardian or guardian of any club member who was observed as a victim or perpetrator of bullying. Depending on the frequency and severity of the conduct; intervention, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior.

MANDATORY REPORTING POLICY

The Boys & Girls Club of the Seminole Nation of Oklahoma (BGCSNOK) mandates that all staff members and volunteers adhere to Oklahoma's mandatory reporting laws and the Duty to Warn law. Any employee or volunteer who suspects child abuse or neglect will report their suspicion immediately to the Oklahoma Department of Human Services (DHS) Child Abuse Hotline at 1-800-522-3511 or local law enforcement authorities. Reasonable suspicion is sufficient for reporting; proof is not required. It is the duty of staff and volunteers to report, not investigate. We Reporters are not under obligation to inform the child's guardian when a report is made. Furthermore, BGCSNOK staff and volunteers must comply with the Duty to Warn law, taking reasonable steps to protect potential victims when a child discloses threats or dangers. Any threat of serious harm or violence disclosed by a child must be reported to local law enforcement and appropriate mental health professionals immediately. Confidentiality will be maintained to the extent possible, prioritizing the child's safety.

PARENT/GUARDIAN CODE OF CONDUCT

BGCSNOK staff are happy to help Parents/Guardians with any questions, concerns, or suggestions. BGCSNOK realizes that a parent/guardian needs to feel their club member is receiving the best possible programming in a safe environment. As such, the parent/guardian has the right to inquire about and request to see their child's confidential club file. Any questions or complaints should be addressed with the Program Manager or the CEO. The Program Manager or CEO will be happy to address the concerns, if time permits, or to set up a meeting for further review of the situation. However, any persons who engage in disorderly conduct of any kind, such as harassing phone calls, attempting to contact club staff after hours to discuss incidents which happened inside of the club, use of speech/language that is offensive/ inappropriate, physical/verbal abuse or threat of harm to any staff, volunteers, or club member, will be subject to removal and possible exclusion from the facility. It is also the responsibility of the parent/guardian to notify the Club of any changes in address, contact information, and/or club member's health/behavior information.

BGCSNOK DOCUMENTATION FORMS

- *Incident/Accident Report Form*: This form is used for documentation of any inappropriate behavior while at BGCSNOK. This form is also used for any

accidents (slipping, tripping, or any injury) that may occur during Club. This form is used for reference during conferences with club members, parents and/or guardians. This form is accessible to parents and guardians in the club member's confidential file.

- *Behavioral Plan Form:* The form is used to develop an agreement with the club member and their guardians and club staff when the club member has exhibited a *pattern* of negative behavior at BGCSNOK. Behavioral plans are very instrumental in allowing the child to play a role in their own plan for behavioral success. They encourage buy-in from all parties and are a proactive way to prevent further behavioral problems at the Club.

CLUB MEMBER BEHAVIORAL GUIDANCE AND DISCIPLINE POLICY

Club members are expected to conduct themselves appropriately and engage in activities at all times while checked into the Club. When necessary, consequences will be issued based on club member guidance policy. Certain types of behavior warrant serious disciplinary intervention. A major behavioral offense is defined as when a club member's behavior hampers the smooth flow of the Club. A list of major behavioral offenses and corresponding consequences is provided on page 10.

BEHAVIORAL MANAGEMENT TECHNIQUES UTILIZED BY CLUB STAFF

Club staff follow a trauma-informed, progressive discipline approach that is tailored to the developmental stages and needs of our children and youth. In the context of working with children or teenagers, progressive discipline techniques focus first on teaching and guiding with the ultimate goal of helping young people learn from their mistakes and develop positive behaviors. Club members are encouraged to participate in resolving issues at the Club. When behavior problems/issues arise, club members will be reminded about positive behavior using behavior management techniques described herein. Club members may be asked to go to a designated calming area with a supervising staff member to process and calm down before returning to the group. If the behavior problems/issue is unable to be resolved or if it warrants a Behavioral Incident Report, parents/guardians will be notified. Parents/guardians will be notified via telephone immediately if the behavior problem/issue creates a safety concern for the Club member or anyone else involved (i.e. physical aggression, inappropriate interactions, and running from the group). If needed, a parent/guardian meeting with BGCSNOK administrative staff will be arranged. BGCSNOK follows a progressive discipline policy, but also reserves the right to automatically suspend a club member at our administrative team's discretion. BGCSNOK understands that each situation is unique and takes into consideration all factors. If a pattern of behaviors constitutes, the Program Manager and CEO will work together to determine if a written behavior plan is needed to help the club member learn appropriate interactions.

Club staff employ the following behavioral management techniques:

- Positive Reinforcement: Emphasis is placed on positive reinforcement and recognition of good behavior. Praise, rewards, and encouragement are used to reinforce desired behaviors, promoting a supportive and nurturing environment.

- Clear Expectations: Establishing clear rules and expectations is crucial for guiding youth behavior. Clear guidelines help young people understand what is expected of them and what behaviors are acceptable.
- Verbal Correction: When a young person exhibits inappropriate behavior, a verbal correction is often the first step. This involves calmly explaining why the behavior is unacceptable and discussing alternative, more appropriate actions.
- Time-Outs or Cool-Down Periods: In situations where a young person needs to regain control of their emotions or behavior, a time-out or cool-down period may be used. This involves temporarily removing the individual from the situation to allow them to calm down and reflect on their actions.
- Loss of Privileges: If problematic behavior continues, progressive discipline may involve temporarily removing privileges or activities that are important to the young person. This could include restrictions on screen time, participation in extracurricular activities, or access to certain privileges at home or in school.
- Restorative Practices: Restorative practices focus on repairing harm and rebuilding relationships when conflicts or misconduct occur. This approach involves bringing together those affected by the behavior to discuss the impact, take responsibility, and work towards resolution and reconciliation.
- Parental Involvement: Communication with parents or guardians is essential throughout the progressive discipline process. Collaborating with families ensures consistency and support in addressing behavior issues and reinforces positive behavior at home and in other settings.
- Referrals for External Resources: In some cases, additional support from counselors, social workers, or other professionals may be necessary to address underlying issues contributing to challenging behavior and provide targeted interventions and support. The Club can provide a list of community resources to assist the Club member and their parents and/or guardians in finding additional assistance.

The BGCSNOK refrains from the use of the following discipline methods:

- Any form of corporal punishment
- Humiliating discipline measures or physical form of punishment is prohibited (Restraint exceptions will be used in extreme situations to prevent safety risks to your child or other club members, such as physical altercations).
- The withholding of privileges be used in connection with rest, food, or bathroom privileges.

MAJOR BEHAVIORAL OFFENSES

Defined as negative patterns and/or behaviors that continue to occur despite behavioral management techniques being offered by BGCSNOK club staff, as outlined on pg. 9.

- Fighting or Bullying
- Any form of sexual behavior and/or misconduct
- Established pattern of disrespect for BGCSNOK staff & fellow club members
- Blatant, consistent disregard for club rules

- Illegal activities, including but not limited to: tobacco use, use of alcohol, vaping products, or other drugs, stealing, destruction of property, or other illegal activities.
- Loitering outside, at the front desk, in the restroom, or in other unauthorized areas.
- Repeated failure to keep hands to oneself
- Foul language and/or crude gestures
- Being outside of club areas without staff permission
- Poor sportsmanship
- Misuse of equipment or facility
- Running or otherwise creating an unsafe environment for other club members or staff
- Excessive yelling
- Failure to comply with reasonable requests of club staff

CONSEQUENCES FOR MAJOR BEHAVIORAL OFFENSES

- **1st Offense** – Dismissal for remainder of day and the following 5 days.
- **2nd Offense** – Dismissal for remainder of day and the following 10 days.
- **3rd Offense**– Dismissal for the remainder of the day and the following 365 days.
**After a 3rd offense, the individual may renew their application, however, eligibility for re-enrollment will be determined by a committee comprised of the BGCSNOK Board Chair, CEO and Program Manager.*

CRITICAL INCIDENT/ACCIDENT POLICY

BGCSNOK staff work hard to create a safe and secure environment. The completed club membership application authorizes BGCSNOK staff to obtain medical treatment for a club member, if necessary. When a critical injury occurs, BGCSNOK staff will call the appropriate medical staff and law enforcement, if necessary. Parents/Guardians will then be called immediately. If Parents/Guardians 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 by BGCSNOK staff.

If a club member has an accident or an incident occurs while at the Boys & Girls Club, the BGCSNOK staff in that club area will document the accident or incident on an Incident/Accident Form. Depending on the severity of the situation and the type of accident/incident, a *critical incident report* may be filed with BGCA by the CEO or the Board Chair. All incident documentation will be placed in the club member's permanent file and in the online management information system and are accessible to parents and/or guardians upon request.

EMERGENCY PREPAREDNESS PLAN

The Boys & Girls Club of the Seminole Nation of Oklahoma implements an emergency preparedness plan to ensure the safety of its club members in case of any unforeseen events or emergencies. This plan includes protocols for various scenarios such as severe weather, natural disasters, medical emergencies, or security threats. We train staff members on how to respond appropriately by conducting drills to practice evacuation procedures, maintaining emergency supplies, and coordinating with local authorities for assistance when needed. By having a comprehensive emergency preparedness plan in place, the club can effectively mitigate risks and

protect the well-being of its members. In the event of an emergency, we will make every attempt to contact parents and guardians individually. If the situation does not allow, parents and guardians will be notified of the situation and given instructions via our club's automated call system. If deemed necessary, club members may be relocated to our *designated safe pickup location*, which is the fellowship hall of the Wewoka Church of Christ located at 401 South Mekusukey Avenue in Wewoka.

MEMBER ILLNESS POLICY

If a club member exhibits symptoms of a contagious illness (e.g., head lice, pink eye, COVID-19), they will be sent home and must remain at home until all symptoms have subsided. If a club member is absent from school due to illness, they are not permitted to attend the club. Should a club member become ill while at the club, BGCSNOK staff will isolate them from other members and promptly contact a parent/guardian. Parents/guardians will be notified via phone and asked to pick up the club member immediately. If parents/guardians cannot be reached, BGCSNOK will contact one of their emergency contacts for immediate pick-up.

MEDICATION POLICY

BGCSNOK encourages parents/guardians to schedule necessary medication administration outside of club hours. If medication must be administered during club hours, it must comply with the following policy:

- Medication will be stored in a locked box in the office of the program manager.
- Club members must request medication at the appropriate time, or parents/guardians may call to remind them. BGCSNOK staff are not responsible for administering medication or reminding club members to take medication.
- Medication must be self-administered by the club member or by a parent/guardian.

All medications must be in their original packaging with prescription information intact. Parents/guardians are responsible for supplying additional medication as needed. BGCSNOK will not accept medications without a prescription and physician's order on file. Club members may only take over-the-counter medications if accompanied by a physician's order.

FOOD

The Club values healthy eating habits to promote the well-being of our youth. Hot meals and snacks are provided daily. During the school year, hot meals are served on Monday, Wednesday, and Friday, with snacks on Tuesday and Thursday. Extended hours will always include food and drink provision. For safety reasons, club members may not bring personal food or drinks unless accompanied by a physician's note. Club members are expected to clean up after themselves, including trash disposal, wiping eating areas, and vacuuming if necessary. Food preparation follows all local health codes. Any distribution, preparation or consumption of food shall comply

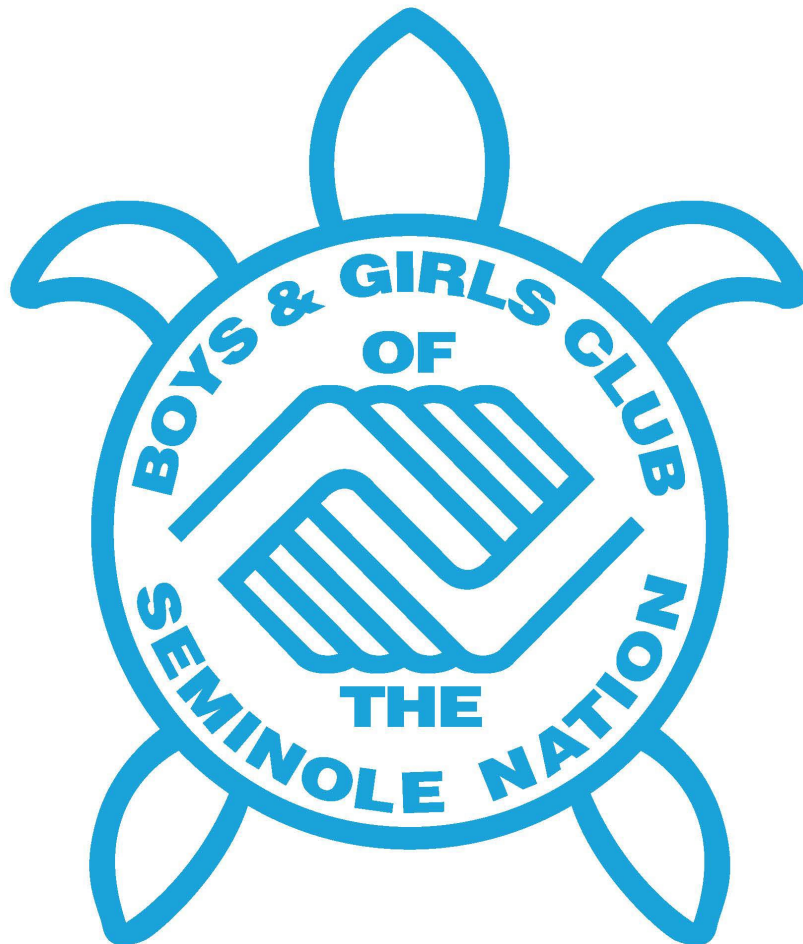
with all applicable food services sanitation and public health codes. Dangerous utensils will be securely stored in the kitchen.

QUESTIONS

Please feel free to approach any staff member with questions or concerns. We encourage you to first contact the staff or Program Manager regarding any issues. If necessary, and if you feel that an issue or complaint has not been satisfactorily resolved at the unit level, parents/guardians may contact the Chief Executive Officer of the Club. All contact information can be found on page 2 of this handbook.

Thank you for joining the Boys & Girls Club of the Seminole Nation of Oklahoma

– Great Futures Start Here.



GENERAL CONTACT INFORMATION:


HOW TO REACH US

CLUB HOURS AUG-MAY: MON-FRI 2:00P.M.- 6:00P.M.

CLUB HOURS JUN-JUL: MON-THUR 8:00A.M.- 4:00P.M.

LOCATION: 120 WEST 4TH STREET, WEWOKA, OK 74884



405-746-2817 - CLUB ADMIN OFFICE



405-746-2821 - CLUB STAFF ON SITE



BGCCEO@HASNOK.ORG - CEO EMAIL



BGCSNOK.COM - CLICK CONTACT US



FOLLOW US ON FACEBOOK

BOYS & GIRLS CLUB OF THE SEMINOLE NATION OF OKLAHOMA



BGCA National Safety Hotlines

These resources are available to youth, families, staff, and volunteers:

- National Child Abuse Hotline: 800-422-4453
- Child Safety Helpline: 1-866-607-SAFE (7233)
- Ethics Point Hotline: 866-295-3701 | ethicspoint.com
- Crisis Text Line: Text "CLUB" to 741741

Emergency Services

- Emergency (Police/Fire/Medical): 911
- Local Police Department (Non-Emergency): (405) 257-3366
- Local Fire Department (Non-Emergency): (405) 257-5421