



BOYS & GIRLS CLUBS
NORTHERN INDIANA CORRIDOR

FAMILY HANDBOOK

2025-26 Academic Year



Welcome!

The Boys & Girls Clubs of the Northern Indiana Corridor is thrilled for our 2025-26 Academic Year.

Our Mission

“To inspire and enable all young people, especially those who need us the most, to realize their full potential as caring, productive, and responsible citizens.”

For over 50 years, we've been in the forefront of youth development in northern Indiana, providing opportunities for young people through before school care, after school care, and summer programs. We believe every child deserves a safe place to learn and grow, where they can engage in life-enhancing experiences, with hope and opportunity for the future. As a community, the time is now to rise up and meet the needs of families, eliminate financial and societal barriers, and work together to form tomorrow's leaders and good humans. Please join our movement today.

Contact Information

Main Office

OC Carmichael Jr. Youth Center
502 E. Sample Street, South Bend, IN 46601
574-232-2048 | bgcnic.org
Duane Wilson, CEO | dwilson@bgcnic.org

When & Where

Drop-Off & Pick-Up Procedures

Please note parents/guardians will not be permitted to enter the Club. They will be met by a staff member outside upon arrival.

Members cannot arrive before the start time, and must be picked up promptly at the end of the day. There is a charge of \$1.00 per minute for any member remaining after the Club closes. Members will be required to wait inside. Parents/guardians will be invoiced and expected to pay by the end of the week. If they fail to do so, the child will not be permitted back until the late fee has been paid.

For All Sites

If you need to update your authorized pickup person or change the phone number or email address we have on file, you can do so by logging into your Family Account in My Club Hub.

For Before Care (BC) Sites

If you need to update your authorized pickup person or change your contact information, please log into your Family Account in My Club Hub to make those changes.

All payments for Before Care services can also be made directly through My Club Hub.

Rates

Before-Care programs will be offered at a rate of \$40 each week, per child. A discount will be applied for students who qualify for Free/Reduced lunch. STRIVE aftercare is a grant-funded program that is free.

Staying Safe & Healthy

Snack

There will be a snack provided for all members. If your child has any allergies or food sensitivities that were not noted on the registration form, please let us know.

Illness: COVID or Other

During Club activities, if a member exhibits signs of any illness (COVID-19 or other), a staff member will take the member's temperature and administer First Aid as needed. The Club Director will call a parent/guardian or guardian and ask that the Club member be picked up as soon as possible. Please remember that the child must be fever-free for 24 hours before they may return to the Club.

Medication

Any medication taken by a member attending the Boys & Girls Clubs, must follow these procedures:

- Parents or Guardians must provide the Club a written permission and directions on how to administer medication as well as an "Authorization to Administer Medication" form signed by the child's physician.
- The medication must be in the original container with written dosage.
- All medications must be given to the office including over-the-counter medications, such as Tylenol.
- All medications must be oral or topical and must be administered without the assistance of staff.

Personal Items

All personal items brought into the Club including personal devices by a member is the responsibility of that member. The Boys & Girls Clubs is not responsible for lost, damaged, or stolen items. Please encourage your child to bring only necessary items, such as backpacks, jackets, and snacks.

Staying Safe & Healthy

Technology

Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others within our community. Families should discuss proper use of computers, software and internet usage and other technologies with their child. Families accept all legal liabilities which may result from their child's inappropriate use of school software and electronic access to the internet. Inappropriate use of technology or communication through technology can result in a suspension from the Club.

BGC Staff members are prohibited from contacting members via social media apps and through gaming consoles and platforms. Families and Club members have the duty to report any suspicious activity to the Club Director or Chief Operating Officer.

Cell Phone / Electronic Device Policy

Club members are not allowed to bring electronic devices to the Club and use them during program time. They will be allowed to bring cell phones to the Club (with limited use). For emergencies only, members may use the Club phone to call their parent/guardians.

Transportation & Field Trips

The Boys & Girls Clubs of the Northern Indiana Corridor has dedicated Club vehicles to transport Club members to various approved off-site locations, such as field trips.

Behavior Policy

At the Boys & Girls Clubs of the Northern Indiana Corridor (BGCNIC), we foster a positive environment of mutual respect and kindness. Through our trauma-informed approach to behavior management, we place an emphasis on safety. When people do not feel physically or emotionally safe, they may react to experiences from a place of survival (fear) rather than logic.

Our behavior policy follows the 5 guiding principles of behavior support:

- All behavior is communication.
- All youth are in the process of learning about their own behavior. As youth learn to meet expectations, they will often act in ways that are challenging or concerning.
- People interpret behavior based on culture, upbringing and experience.
- Behavior is an opportunity to learn how youth respond to their environments, and the skills they are working on in those spaces.
- Behavior support is a team approach that should include the youth, parents, mentors, elders, or other caregivers, and supportive adults in the youth's life.

At BGCNIC, we strive to use the least restrictive consequences possible when addressing behavioral concerns. Use of suspensions is rare and only used in combination with other support efforts such as teaching coping skills, behavior support plans, and/or behavioral therapy referrals. Depending on the severity of a behavior, Club members may be asked to leave Club early or take a break from Club while the behavior management team, along with parent/caregiver develops a plan for the Club member to return to Club. Parents/caregivers will be notified of behaviors that reach a certain level of concern. In addition, inappropriate behavior from a parent/caregiver on Club grounds may result in the removal of a member from Club.

Unsafe Behavior Policy

Please note that it is against BGCNIC policies for staff to physically move or restrain a child with the following exceptions:

- The child is in imminent risk of serious harm that cannot be mediated without physical contact (example: running toward busy traffic with no intention of stopping.)
- Staff have attempted to verbally de-escalate a physically aggressive child without success. In this case, staff will follow the Aggressive Behavior Crisis Response Policy by contacting a trained member of the Behavior Crisis Response Team (BCR) team.

The BCR team are staff members who have been trained in Safe Crisis Management (SCM) or Crisis Prevention (CPI) and will support Club members and staff through the following policies:

- If a child remains unresponsive to verbal de-escalation strategies, as a last resort, seclusion and restraint procedures will be implemented.
- Only members of the BCR team, who are properly trained, can use seclusion and restraint procedures to de-escalate a violent and aggressive child/teen.
- Seclusion or restraint shall not be used as routine Club safety measures; that is, they shall not be implemented except in situations where a member's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint must be observed by one other staff member, short in duration and used only for the purposes of de-escalating the behavior.
- BCR team members may use restraint/seclusion to keep the youth safe until they are de-escalated and able to return to Club programming or until their parent/guardian arrives to take them home or until law enforcement arrives.
- Restraint will be terminated immediately if the youth show signs of de-escalation such as: a calm body-no longer kicking, hitting, or stiffening, calm voice or no longer yelling, sleeping or getting sleepy, talking rationally, willingness to use calm-down strategies.
- If the child de-escalates into the recovery phase, judgment may be used by the Club director and BCR team to determine whether the youth can stay for the remainder of the Club day or be sent home.
- The BCR team will debrief with staff and parent/guardian and determine next steps in terms of re-entry to Club, behavioral expectations, and whether an EWBI referral is indicated.
- Incident report will be documented by the Club director.
- Club staff will debrief with youth the next time they attend Club, using restorative conversation strategies.

Accommodations

Note that the term ‘reasonable accommodations’ in the Americans with Disabilities Act (ADA) indicates an organization must take reasonable steps to provide services. Those steps should include an individualized assessment of the youth’s needs and an assessment of the BGCNIC’s ability to provide the necessary accommodations effectively. Factors to be considered include:

- The needs of the person with the disability
- Accommodation requested
- Supervision requirements
- Resources available to the service or program
- Impact on policies

While we recognize the importance of creating an inclusive environment, it may not always be possible for our Clubs to accommodate the disability or special needs of a child. This could occur in the following examples:

- The individual’s disability or special needs present a significant direct threat to the health or safety of others and such risk cannot be eliminated or reduced to an acceptable level; or
- The required accommodation would require a fundamental alteration to programs or otherwise would present an undue burden for the Club; or
- The accommodation is in violation of a BGCA safety policy.

How To:

How to Request an Accommodation:

Caregivers should indicate the need for accommodations on the enrollment form. If a need arises after the child is enrolled or needs change, the caregiver should contact the Club Director where their child is receiving services to request accommodations. After this, the Club staff, in consultation with the inclusion team (EWBI), will initiate an assessment of needs to determine reasonable accommodations. Club directors should initiate the inclusion team consultation by completing an EWBI referral form and indicating the need for an 'accommodation consultation' on the form. Similarly, if Club staff notice that a child may benefit from additional support, they will follow the EWBI referral process by first contacting the caregivers to inform them of the concerns and obtain verbal consent to place the EWBI referral.

How to File an ADA Complaint:

Caregivers may file an Americans with Disabilities Act (ADA) complaint by contacting **Rebecca Allen**, *Assistant Director of Inclusion*, via email at rallen@bgcnic.org or telephone **574-232-2048**.

CREATING SAFE PLACES WHERE YOUTH THRIVE

COMMITMENT
TO SAFETY



BOYS & GIRLS CLUBS ARE COMMITTED TO KEEPING CHILDREN SAFE.

- Comprehensive background checks for staff, board and volunteers
- Ongoing education and training
- Annual safety assessments
- Rigorous safety policies and standards
- Active, engaged board-led safety committees
- Annual safety improvement planning and other accountability systems

CONFIDENTIAL HELP

National Child Abuse Hotline Call or Text: 800- 422-4453

Provides free 24/7 access for adults and youth to professional child abuse crisis counselors who offer crisis intervention and confidential referrals.

Child Safety Helpline 866- 607-SAFE (7233)

Praesidium provides employees, volunteers, parent/guardians, and youth with confidential or anonymous guidance and support for addressing suspicious or inappropriate behaviors regarding children.

Ethics Point Hotline 866-295-3701 | ethicspoint.com

Provides employees, volunteers and parent/guardians anonymous reporting of any unethical or illegal workplace activities.

Crisis Text Line Text Club to 741741

Provides free 24/7 access for adults and youth to confidential support with trained crisis counselors.

Report to Child Protective Services # 800-800-5556

Provides 24/7 access for adults and youth local anonymous reporting of child abuse and/or neglect.



BOYS & GIRLS CLUBS
OF AMERICA

LEARN MORE AT
bgca.org



CREAMOS LUGARES SEGUROS DONDE LOS JÓVENES PUEDAN PROSPERAR

COMPROMISO
CON LA
SEGURIDAD



LOS BOYS & GIRLS Clubs TIENEN EL COMPROMISO DE MANTENER A LOS NIÑOS SEGUROS.

- Revisiones de antecedentes exhaustivas para el personal, la junta directiva y los voluntarios
- Educación y capacitación continuas
- Evaluaciones de seguridad anuales
- Políticas y normas de seguridad rigurosos
- Comités de seguridad activos y comprometidos dirigidos por la junta
- Planificación anual de mejora de la seguridad y otros sistemas de responsabilidad

AYUDA CONFIDENCIAL

Línea directa nacional de abuso infantil
Llame o envíe un mensaje de texto
al 800 - 422- 4453

Los adultos y jóvenes pueden obtener acceso gratuito las 24 horas del día, los 7 días de la semana, a consejeros profesionales sobre crisis de abuso infantil, quienes ofrecen intervención en crisis y referencias confidenciales.

Línea de ayuda de seguridad
infantil 866-607-SAFE (7233)

Praesidium ofrece a los empleados, voluntarios, padres y jóvenes orientación y apoyo confidenciales o anónimos para abordar conductas sospechosas o inapropiadas con respecto a los niños.

Línea directa de Ethics Point

866-295-3701 | ethicspoint.com

Permite que los empleados, voluntarios y padres presenten informes anónimos sobre cualquier actividad ilegal o poco ética en el lugar de trabajo.

Línea de texto para crisis

Envíe el mensaje Club al 741741

Los adultos y jóvenes pueden obtener acceso gratuito las 24 horas del día, los 7 días de la semana, a apoyo confidencial con consejeros de crisis capacitados.

Informe a los servicios
de protección infantil

800-800-5556

Los adultos y jóvenes pueden obtener acceso las 24 horas del día, los 7 días de la semana, a un servicio para presentar reportes locales anónimos sobre abuso o negligencia infantil.



BOYS & GIRLS CLUBS
OF AMERICA

OBTENGA MÁS INFORMACIÓN EN
bgca.org



How to stay updated & engaged

Communications

Make sure we have your correct email address so that we can contact you about important news, updates, or closures at your site. parent/guardians will automatically receive family communications with updates about our organization, programs, and sites.



If you would also like to receive our quarterly newsletter in the mail, please email marketing@bgcnic.org.

Follow us on Social!

facebook.com/bgcnic
instagram.com/bgcnic
twitter.com/bgcnic



Please note that your child may appear in photos on social or in our various communications. If you do not wish for your child to be photographed, please contact your Club Director.

Volunteer

There will be many different opportunities to get more involved and volunteer with the Club! Please check out our website bgcnic.org/volunteer.



The Boys & Girls Clubs of the Northern Indiana Corridor does not discriminate on the basis of race, color, religion, age, national origin, sex, genetics, disability status, or familial status. BGC is an equal opportunity provider.



BOYS & GIRLS CLUBS
NORTHERN INDIANA CORRIDOR

574.232.2048
bgcnic.org