

# “GREAT FUTURES START **HERE**”

## **Mike Horn Unit**

3415 Buckland Square  
Owensboro, KY 42301  
(270) 685-4903

### **Hours of Operation** **School Session Hours**

Monday-Friday ....2:30pm-6:30pm

### **Summer & Intersession Hours**

Monday-Friday...7:30am-6:00pm

Follows Daviess County  
Schools Schedule

**If County Schools are out due to  
inclement weather Horn Unit is closed.**

## **Wightman Unit**

2130 A East 19th Street  
Owensboro, KY 42303  
(270) 686-8327

### **Hours of Operation** **School Session**

Monday-Friday... 2:30pm-6:30pm

### **Summer & Intersession Hours**

Monday-Friday...7:30am-5:00pm

Follows Owensboro City Schools Schedule

**If City Schools are out for inclement  
weather Wightman Unit is Closed.**

Email: [chbgc@yahoo.com](mailto:chbgc@yahoo.com)

[www.kidspositiveplace.org](http://www.kidspositiveplace.org)



# CLIFF HAGAN BOYS & GIRLS CLUB



# Parent Handbook

“GREAT FUTURES START **HERE**”

[www.kidspositiveplace.org](http://www.kidspositiveplace.org)



Dear Parent (s),

We would like to welcome you and your child as a member of the Cliff Hagan Boys & Girls Club. We are very proud of our organization and feel this is reflected in the behavior of our members and staff.

Please know that you are always welcome to come in and visit our units and chat with the staff about any concerns you may have. Our goal is to provide a positive place for your child, where he/she is very welcomed and is in a secure and happy place.

We hope that you find this handbook very useful but should not be considered all inclusive. If we have overlooked something that you would like to know, please feel free to phone us.

We hope that your child is happy at the Cliff Hagan Boys & Girls Club. We can assure you that we will do our best to ensure that this happens.

Sincerely,

Cliff Hagan Boys & Girls Club Staff



## Afterschool snack program

1. Child and Adult Care Food Program (CACFP) is a Kentucky department of Education food program that provides the club with afterschool snacks. One of the requirements is that the snack be eaten on site.
2. The Non-discrimination statement is as follows: “The U.S Department of Agriculture (USDA) prohibits discrimination against its employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities).

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S. W., Washington, D.C. 20250-9410. by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer.”



## Youth of the Year

Since 1947, Youth of the Year has been Boys & Girls Clubs of America's premier recognition program, celebrating the extraordinary achievements of Club members. Each year, one exceptional Club member is selected to be the National Youth of the Year serves as both an exemplary ambassador for Boys & Girls Club youth and as strong voice for all of our nation's young people. The journey to being named National Youth of the Year begins locally and progresses to the state, regional and national levels. To achieve the title of Youth of the Year on any level, Club members must embody the values of leadership and service; academic excellence; and healthy lifestyles. They should exemplify the critical impact that Boys & Girls Club have on the lives of young people.

## Volunteers

Volunteers are always welcome and needed at the Boys & Girls Club. We ask that you have enthusiasm for working with youth. You must be at least 18 years old and complete a volunteer application and background check in order to volunteer. You will be placed according to your interest and skills. Our volunteers help with youth programming, building maintenance and fundraising and no previous experience is required.



## Our Mission

The mission of the Cliff Hagan Boys & Girls Club is to inspire and empower young people by offering meaningful opportunities that will enhance the quality of life for youth, especially those from disadvantaged circumstances, to realize their full potential as productive, responsible, and caring citizens.



## Impact Goals

- Increase Club attendance and participation for successful outcomes
- Strong club leadership with great responsibility, enthusiasm, and optimism to have a world class club experience.
- Driving Impact through dynamic programs
- Keeping our kids safe and protected
- Tackling issues of young people such as poverty, education, and career specs





## Club Rules

1. Scan in and Scan out everyday
2. Keep your hands and feet to yourself at all times
3. Tell a staff if you have a problem
4. Don't take anything that doesn't belong to you
5. Don't go home with anyone your not comfortable with
6. Respect the Building, staff and everything in the building at all times

## Scholarships

### E.K (Jack) Barnard Scholarship

The purpose of this scholarship fund shall be to encourage and enable members of the Cliff Hagan Boys & Girls Club to pursue their education beyond high school graduation. Recipients of scholarship aid will be referred to as "Jack's Kids"

### Summer Programming Assistance

We do provide financial assistance for summer programming upon request.

In order to qualify for Assistance, all parents must attend one Parent Orientation a year. The Orientations will be held on the third Thursday of each month from 5:00-6:30 pm.



## Club History

The Cliff Hagan Boys & Girls Club, Inc., is a non-profit, United Way Agency that has been in existence for over forty (40) years. It is an affiliate of Boys & Girls Clubs of America, one of over 3,000 clubs serving over 4 million youth ages 6-18 annually across America. The Club is open to all races, creeds, and economic categories. The club provides social, recreation, education and character building programs for youth in the Owensboro, Daviess County, KY area and Spencer County, Indiana

## Healthy Lifestyles

The club promotes Healthy lifestyles by offering a healthy snack everyday after school, along with Healthy Lifestyles programming. Some of the programs we offer are:

**Positive Sprouts**

**Triple Play**

**Smart Girls**

**Smart Moves**

**Circle of Fitness**





# Formula For Impact

The Formula for Impact is the road map the Boys & Girls Club Movement will follow together to ensure that youth achieve our priority outcomes of Academic Success, Good Character and Citizenship, and Healthy Lifestyles. This is the key to making our ambitious vision of great futures for all young people a reality.



YOUNG PEOPLE WHO NEED US MOST

+

OUTCOME-DRIVEN CLUB EXPERIENCE

=

PRIORITY OUTCOMES



FIVE KEY ELEMENTS FOR POSITIVE YOUTH DEVELOPMENT

HIGH-YIELD ACTIVITIES

TARGETED PROGRAMS

REGULAR ATTENDANCE



ACADEMIC SUCCESS  
Graduate from high school ready for college, trade school, military or employment



GOOD CHARACTER & CITIZENSHIP  
Be an engaged citizen involved in the community, register to vote and model strong character



HEALTHY LIFESTYLES  
Adopt a healthy diet, practice healthy lifestyle choices and make a lifelong commitment to fitness

## Membership

Boys & Girls Club prides itself on offering a low cost membership fee for all youth between the ages of 6-18 years old.

Our fee is \$12.00 a year per child. We also charge a weekly Summer fee, which will be posted before Summer programming begins each year.

\*Military families may come at no cost. Military I.D. must be shown\*



## Dress Code

All members are expected to be neat, clean, and modest.

No....

Short Shorts or Skirts

Strapless/Spaghetti Tops or Low Cut shirts

Sagging of shorts/pants

Doo Rags/Bandanas

Hats of any kind

Flip Flops or Open Toe Shoes

Skates

Shoes must be worn at all times

(No Exceptions)

Dress Code will be strictly enforced and may result in club member suspension

## Discipline Policy

Courtesy and respect should characterize members of the Cliff Hagan Boys & Girls Club. Everyone is required to observe the rules of respect. If things go wrong we will deal with the situation (s) in a fair way.

Our aim is to provide clear and straightforward guidance on acceptable behavior and to emphasize the positive rather than the negative and to give recognition or praise whenever possible. However, not following the rules requires definite action. Therefore, some or all the following steps may be taken:

**Verbal Warning**

**Time-Out**

**Suspension**





## Cell Phone Policy

The Club is a positive place for kids! Cell phones can cause several issues if not used properly, so the Cliff Hagan Boys & Girls Club as a **No Cell Phone Policy!** If your child must bring a cell phone to the club they must turn it in to the front desk when arriving at the club. Your child's name will be put on the phone and they may pick it up when they are leaving for the day. The Cliff Hagan Boys & Girls Club wants to always provide a safe place for youth to build relationships and continue to blossom in Academics, Healthy Lifestyles, and Good Character and Citizenship.

## Internet Policy

In order to promote a safe environment here at the Club we would like for you to talk with your about Internet Safety. We take all precautions to keep your child safe here at the club and that includes the time they may spend on the internet. We have placed filters on our internet service, therefore, the youth will only be able to get to preapproved websites. We also ask that your child not bring any personal electronic devices or laptops, Ipads, etc. In your child's membership packet there will be a internet user agreement policy for you and your child to sign.



## Pick-Up and Drop-off

In order to provide a safer environment, PLEASE do not call the club and ask for the child to be sent outside. We ask parents to physically escort their child in and out of the facility upon arrival and departure. Members and guests are welcomed and supervised inside the Club. The staff does not grant permission for kids to leave the Club, nor do we insist that they stay. The decision as to when a child arrives and leaves the Club, and with whom, is a matter handled between the parent and child. Children not mature enough to handle this responsibility should have the close supervision of other, more appropriate child care services. We are concerned about safety of all of our members. If your child walks, rides the bus or a bicycle, we ask that you consider the risk of each one of the transportation alternatives considered for the safety of your child to and from the Club. If someone else will be picking up your child, this should be arranged in advance and will require a signed note from the parent or guardian ( no phone calls please). Again, your child is very important to us and we appreciate all of our Club members!

## Van/Bus Pick-up

Tamarack and Burns Elementary provide a bus to our facility when county schools are in session. If your child attends either of these schools and you are interested in getting them on the bus, please contact the school and let them know you would like for them to be transported to the Boys & Girls Club. We also have club vans that pick-up from Foust, Cravens, Estes, OMS 5/6 Center, and Newton Parrish. Parents will need to fill out a van permission slip here at the club at the beginning of EVERY SCHOOL YEAR in order for your child to be added to the van.

