



BOYS & GIRLS CLUBS
OF THURSTON COUNTY

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PARENT HANDBOOK 2025-2026

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105 W YELM AVE
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Welcome Letter

Dear Parents,

Thank you for choosing Boys & Girls Clubs of Thurston County. We're excited to support your family and be part of your child's journey.

Our Clubs are dedicated to youth development, providing a safe, positive environment where children can learn, socialize, and thrive. This handbook outlines our policies, procedures, and what you can expect as a Club family. Should questions arise, please know our door is always open. Please direct questions to your Branch Director.

We look forward to sharing in your child's growth and celebrating every milestone together.

Warmly,

Boys & Girls Clubs of Thurston County Staff



Mission & Youth Development Strategy

Mission Statement

To inspire and enable youth to realize their greatness.

Youth Development Strategy

We focus on building:

- **Belonging:** A safe place where youth feel accepted.
 - **Competence:** A sense of accomplishment in their abilities.
 - **Usefulness:** Opportunities to contribute and lead.
 - **Influence:** A voice in decision-making and their future.
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Organization Overview

We are a youth development organization committed to promoting physical, emotional, social, and academic well-being. With over 130 years of national success, our programs are designed to help young people build self-esteem, values, and critical life skills.



BOYS & GIRLS CLUBS OF THURSTON COUNTY

What Clubs Provide

- A safe, supportive environment led by trained youth development professionals.
- Inclusive programs that promote healthy habits, academic support, and good character & leadership.
- An “open door” policy. The entity does not assume responsibility in lieu of legal guardians, unless for coordinated transportation, which allows children to leave without an adult. Professional supervision will be provided for children at the Club’s facility only.
- A welcoming atmosphere where all youth can thrive.

Note: All staff are mandated reporters and must report suspected abuse or neglect.

Club Program - Priority Outcome Areas

Programs are built around four priority outcome areas:

1. Good Character & Leadership

Programs: Youth of the Year, Torch Club, Keystone, Service Projects

2. Academic Success

Programs: Power Hour, STEM, Get Good Grades (G3)

3. Health & Well-Being

Programs: Triple Play, Passport to Manhood, Smart Girls, The Arts

4. Life & Workforce Readiness

Programs: Money Matters, Workforce Development



Membership Information

Daily Activities

Members choose from supervised activities in areas like Games Room, Art, Gym, Tech Lab, and Teen Center. Program Areas vary by location.

Fees

- **Annual Membership Fee:** Due at registration (Sept–Aug)
- **Health Plan Support:** some Apple Health plans may cover the membership fee
- **Monthly Program Fees:** Due by the 10th or incur a \$10 late fee
- **School Break Camp Fees:** Due at registration
- **Scholarships:** Available to those who qualify
- **Military Youth Outreach**

Note: Fees vary by year, please check with your Front Desk Coordinator for more information.

Check-In/Check-Out

All members are scanned in and out daily for safety and attendance tracking.

Updating Information

Parents/guardians must notify the Front Desk staff of any changes to contact information or custodial agreements



Club Operations

School Year Hours

- After school until 6:00 PM, Monday–Friday
- Closed most first Fridays for training
- Morning programs available at some branches

Summer Hours

- **Drop-In:** 2:30 PM–5:30 PM (Membership required)
- **Extended:** 7:00 AM–5:30 PM (Weekly fee)

School Break Camp

- Hours: 7:00 AM–5:30 PM (or 7:30 AM depending on branch)
- Pre-payment required

Note: Some Clubs are closed during breaks. All branches are closed the week of Christmas—check your branch calendar for additional closures

Inclement Weather

When the school district is closed due to snow, ice, or windstorms, the branch in that district will also close our after-school program.



Additionally, if the School district is on a one, two or three hour delay, our Morning Program, before school care will be canceled for that day.

If schools release early due to weather conditions, the Club will also be closed. If the weather worsens during Club hours, we may close early. We will contact parents/guardians. As always the safety of the kids, families and staff is our primary concern.

Flyers & Newsletters

Information is posted at the Front Desk and bulletin boards. Clubs do not mail updates—please check frequently.

Personal Possessions

- Clubs are not responsible for personal belongings
- Toys, electronics, games or valuables are not allowed
- Items left behind are donated monthly

Late Pick-Up Policy

- \$1 per minute after closing
 - If a child is not picked up within an hour and no contact has been made, authorities may be contacted
 - Members may not return until fees are paid
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BOYS & GIRLS CLUBS OF THURSTON COUNTY

Refund & Check Policies

Refunds

- Must be requested before the first day of service
- Membership fees are non-refundable

Returned Checks

- Subject to a \$10 fee
- Two returned checks result in revoked check-writing privileges

Tax Info

Federal Tax ID: **91-2124629**

- Tax statements must be requested

DCYF Payment

Provider #: **756847**

- Foster youth only- due to our license exempt status
- Accepted with pre-approval

Medication, Illness & Health

Illness

- Members with illness or school absences cannot attend
- If symptoms start at Club, parents must pick up within 1 hour
- Fever/vomiting require a 24-hour symptom free



BOYS & GIRLS CLUBS OF THURSTON COUNTY

Medication

- Required to be in original container with dosage labeled
 - Delivered to Front Desk staff only
 - Authorization Form signed by the child's physician
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Club Security

- All visitors must check in at the Front Desk.
- ID is required for new pick-ups.
- No pickups via phone requests.
- Parents must notify us of custody arrangements with documentation.

Safety Reminders:

- Young children should not walk home alone after dark.
 - Our open-door policy allows youth to leave unless parents instruct otherwise.
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Security Policies

- No drugs, alcohol, tobacco, or weapons on Club property.
 - Inappropriate attire not allowed.
 - Members must respect all Club rules and staff directions.
 - All staff are mandated reporters.
 - Immediate suspension applies to serious offenses (fighting, theft, threats).
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Club Rules and Effective Guidance & Discipline

Core Rules:

- Sign in/out daily
- Follow directions
- Keep hands/objects to self
- Use kind language
- Eat only in designated areas
- Respect all people and property

Effective Guidance & Discipline Steps:

1. Warning and redirection
2. Parent communication
3. Suspension with parent conference required

Note: Severe behavior may result in escalation of steps. All members start each day with a clean slate.



Technology Use Policy

- K-5: No cell phone use unless approved by staff
- Teens: Permitted during designated times
- No photos/videos may be taken by members or guardians
- Devices must be connected to Club WiFi
- Sharing devices is not allowed
- Internet Safety Course required for tech use
- Devices are prohibited in restrooms

Note: Misuse of technology may lead to suspension

Youth Safety

Safety is our top priority. We uphold:

- Comprehensive background checks for staff
- Mandatory abuse prevention training
- Drug testing protocols
- Never one-on-one staff/youth alone
- Strict boundaries on adult/member interaction outside of Club space
- Controlled restrooms use and monitoring
- Mandatory reporting to CPS



Summer Camp FAQs

- **Cost:** Weekly Fee structure (scholarships available)
- **Camp Duration:** 8–9 weeks, varies by branch
- **Extended Hours:** 7:00 AM–5:30 PM
- **Drop-In:** 2:30 PM–5:30 PM (only membership fee required)
- **Field Trips:** Additional fee; sign-up required; non-refundable; first come first serve
- **Lunch:** Some Clubs offer free lunch (call your branch to confirm)
- **What to Send:** Water bottle, change of clothes/closed toe shoes, nut-free lunch, sunscreen
- **What NOT to Send:** Valuables, toys, electronics
- **Sunscreen:** Applied by child only; bring labeled bottle
- **Calling Out for Care:** Not required; we are a drop-in program
- **Program Areas:** Tech, Art, Education, Gym, Games, Teen Center
- **Assembly:** Group gathering for games, snack, announcements
- **Field Trips:** Ask Front Desk schedules
- **Staying Behind on trips:** Not allowed; teens center will be closed on field trip days



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Parent Statement of Understanding

I, _____, confirm that I have:

- ☐ Received and read the 2025–2026 Parent Handbook
- ☐ Understood the contents, policies and procedures outlined
- ☐ Acknowledged that BGCTC may update this Handbook at any time

Signature: _____

Printed Name: _____

Date: _____