



Admin Office

3315 W. Clearwater Ave, Suite 100B

Kennewick, WA 99336

509.543.9980

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

*Rev. March 2023*



**BOYS & GIRLS CLUBS**  
OF BENTON AND FRANKLIN  
COUNTIES

***Welcome Boys & Girls Club Families,***

Thank you for entrusting us with the care of your child. We look forward to working with you and providing a wonderful experience for your family.

**Our mission is to empower all young people, especially those who needs us most, to reach their full potential as productive, caring, responsible citizens.**

As youth development professionals, we take this role very seriously and actively look for ways in which we can lift each individual child up to become the best versions of themselves. As caring mentors and program facilitators, we build ongoing, supportive relationships that foster a sense of belonging and purpose for young people every day.

While at the Boys & Girls Club, youth will participate in a variety of activities that fall under our three pillars of focus: **Academic Success**, **Healthy Lifestyles**, and **Good Character and Leadership**. Clubs offer a variety of tested, proven and nationally recognized programs designed to empower youth to exceed in school, become good citizens and lead healthy, productive lives.

Thank you for choosing us for your childcare needs.

Sincerely,

Your Boys & Girls Club Team

**GREAT FUTURES START HERE.**



<b>Location</b>	<b>Phone Number</b>	<b>Provider #</b> (Needed for DSHS)
<b>Badger Mountain</b> 1515 Elementary St	(509) 947-6758	178615
<b>Desert Sky</b> 2100 Sunshine Ave	(509) 366-4969	285626
<b>Jason Lee</b> 1750 McMurray Ave	(509) 948-8568	178628
<b>Jefferson</b> 1550 George Washington Way	(509) 366-7461	188333
<b>Lewis &amp; Clark</b> 415 Jadwin Ave	(509) 948-8409	175350
<b>Marcus Whitman</b> 1704 Gray St	(509) 948-2482	180619
<b>Orchard</b> 1600 Gala Way	(509) 947-7252	175372
<b>Sacajawea</b> 535 Fuller St	(509) 947-8679	178638
<b>Tapteal</b> 2100 Sunshine Ave	(509) 366-7685	177808
<b>White Bluffs</b> 1250 Kensington Way	(509) 366-7556	175393
<b>William Wiley</b> 2820 S. Highland Blvd.	(509) 948-8492	177821

## Table of Contents

4	Mission
4	Program Philosophy
4	Programs Available
4	Anti-Bias, Non-Discrimination Policy
5	Enrollment
5	Care Options
5	Billing Procedures
6	Discounts & Vacation Days
6	Subsidies
6	Scholarships
6	Tax information
6	Open Door Policy
6	Communication
7	Sign-in and Out Procedures
7	Afterschool Activities
7	Late Pick-up Policy
8	Run Away Policy
8	Discipline Policy
8	Physical Restraint
9	Removal from the Program
9	Grievance Procedure
9	Parent Code of Conduct
10	No Smoking Policy
10	Drugs and Alcohol Policy
10	Child Abuse and Neglect
10	Confidentiality
10	Photo, Video & Media Consent
10	Children's Records
10	Closure Days
11	Snow Delays and Closures
11	Emergency Response Plan
11	Illness
12	Medication
12	Accident Policy and Emergency Treatment
13	Pesticide Policy
13	Staff
13	Lesson Plans and Curriculum
14	Field Trips
14	Restroom Policy
14	Snacks and Food from Home
14	Items to Bring or Not to Bring
15	Celebration of Holidays
15	Sample School Year Schedule
15	Technology Policy



## **MISSION**

The mission of the Boys & Girls Clubs of Benton and Franklin Counties is to empower all young people, especially those that need us most, to reach their full potential as productive, caring, responsible citizens.

## **PROGRAM PHILOSOPHY**

It is the goal of the Boys & Girls Clubs of Benton and Franklin Counties to provide school age programs that instill a sense of belonging, confidence, usefulness, and influence in the youth we serve. We encourage youth to develop positive habits, attitudes, behaviors and choices with activities that teach self-esteem, values, self-discipline and respect for others. Parents are free to drop in to visit the child care programs at any time.

## **PROGRAMS AVAILABLE**

### **Before School Care**

Available from 6:00 AM until school begins.

### **After School Care**

Available from school release until 6:00 PM. Care will be available on early release days as well.

### **No School Days**

Care will be available at specific sites throughout the district, 6:00 AM- 6:00PM.

### **Camps**

All Camps will open at 6:00 AM and close at 6:00 PM. Care will be available at specific sites throughout the district.

## **ANTI-BIAS, NON-DISCRIMINATION POLICY**

### **We do not exclude anyone:**

- During hiring of staff or enrollment of children
- During activities we promote
- On the grounds of race, country or religion
- On the grounds of personal creed
- Because of the color of someone's skin
- Because of gender or disability
- Because of personal religious practices
- Because of sexual orientation

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation.

Based on the program set up, location, staff to child ratios, program equipment, etc. our programs may not be the best fit for children with significant personal care needs, if one-on-one support is necessary or if they have severe difficulty managing their behavior in group environments. Our goal is to be as inclusive as possible and to provide equal access while treating each child with dignity and respect. For children with special needs, we request that staff be provided with a copy of the IEP and a meeting with parents and staff take place prior to attendance to develop a plan for success.

Under the guidelines of the USDA Food Program, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

## **ENROLLMENT**

To enroll your child, go to [www.greatclubs.org](http://www.greatclubs.org)

Additional forms that may be needed prior to your child's first day:

1. Certificate of Immunizations
2. Medication Authorization (If needed)
3. Health Plan/Food Allergy Plan (If needed)
4. Copy of Child's IEP (if the child has one)
5. Parenting Plan (if applicable)

Please Note:

\*A registration fee will be assessed for our school year programs as well as our summer program.

## **CARE OPTIONS**

Full time care includes care before and after school and also includes care on early release days, no school days, and care during winter and spring breaks. There will no additional charges for these days. Billing will be the same amount each month, regardless of no school days and camps. Families may use their 15 vacation days throughout the school year and 10 vacation days during the summer for days they do not need care and their account will be credited.

Part-time care includes care either before OR after school on regular school days. Care provided for early release days, no school days and during winter and spring break will be an additional charge. Billing will be the same amount each month, regardless of no school days and camps. Families may use their 15 vacation days throughout the school year and 10 vacation days during the summer for days they do not need care and their account will be credited.

Families signed up for drop-in care are charged for one session (before or after school) each week. Any additional care needs or care provided on no school days, winter or spring break or early release days will be an additional fee.

## **BILLING PROCEDURES**

1. All fees are due by the end of the month for that current month. We bill monthly. If the monthly fee has not been paid in total by the beginning of the following month, a \$30.00 late fee will be assessed.

2. ACH, checks and money orders are accepted. Please make checks payable to: Boys & Girls Club. Credit cards may be used for payment; however, a 3% fee will be assessed. If a cash payment must be made you can bring it to our Administrative Office in Kennewick.
3. A \$25.00 fee will be assessed for all returned NSF checks and declined ACH or credit card transactions.
4. A \$30.00 fee will be assessed for all requested refunds.
5. Any credit remaining on an account that hasn't been active for 12 months will be used towards scholarships of families in need.
6. Children may not transfer programs or sign up for a new Boys & Girls Club program with an outstanding balance at a previous program.
7. If payment is not received within 60 days and no payment plan has been arranged the account will be turned into collections.

### **DISCOUNTS & VACATION DAYS**

A 10% discount will be applied to monthly fees for parents/guardians that are employed by Pasco & Richland school districts, have multiple children enrolled in Boys & Girls Club programs, or are serving in the military (active or reserve). It is the parent's/guardian's responsibility to inform the Site Coordinator of any applicable discounts.

For families enrolled in full time care, 15 vacation days are allotted for each child for families to use throughout the school year and 10 vacation days will also be allotted for summer camp. For families enrolled in part time care, 9 vacation days are allotted for each child for families to use throughout the school year and 6 vacation days will also be allotted for summer camp. Families will not be billed for these days. Guardians must notify Site Coordinators when they are wanting to use vacation days. Site Coordinators will then create a credit in MyClubHub to reflect the daily rate.

### **STATE SUBSIDIES**

We accept state (DSHS) funds as childcare payments. To see if you qualify for state subsidies call 1-844-626-8687 or visit <https://www.washingtonconnection.org/home/>. If approved, they will ask you for the childcare provider number:

Please make sure that you get approved for a registration fee if approved for childcare coverage.

### **SCHOLARSHIPS**

Scholarships may be awarded to families based on income and/or circumstance. To apply for a scholarship, you can request financial assistance in the Parent Portal when registering or you may pick up an application at our admin office located at 3315 W. Clearwater Suite 100B in Kennewick or request one from the Site Coordinator. Scholarships are approved for one school year or for winter, spring or summer camp. Families must reapply each school year and summer to continue a scholarship.

### **TAX INFORMATION**

Our tax ID number is 91-1673327. End of year tax statements can be accessed in the MyClubHub Parent Portal.

### **OPEN DOOR POLICY**

You're welcome to visit us anytime and participate in activities. If you plan to visit the program on a

regular basis a background check will need to be processed.

Staff are available to discuss activities or talk about your child’s day. We ask, though, that you make an appointment ahead of time to discuss issues that take staff away from children. If your child is new to our program feel free to bring them by to visit before their first day to meet the staff and new friends.

**COMMUNICATION**

Daily communication with parents will be made in regards to how the child’s day was, any concerns or items needed. A monthly newsletter will be available with program updates and highlights.

Please check the parent board, and the sign-in table for postings daily. If your child receives an injury or has an incident regarding behavior, there will be a form for you to sign with a description and steps that were taken. We utilize the Remind101 App for mass communication. Please speak to your Site Coordinator to ensure you are receiving messages. To contact the Site Coordinator, you can call the site cell phone or by email. You may also contact our admin office at 509.543.9980 for questions or concerns.

**SIGN-IN AND SIGN-OUT PROCEDURES**

State law requires children to be signed in and out of licensed childcare programs.

Do not drop your child off at the entrance of the school for morning care; we are not responsible for them until you have documented their arrival in our program. Children may not sign themselves in.

- 1. In some circumstances, children in the 5<sup>th</sup> grade may be released to walk home on their own in the afternoons with written parent permission. This is at the discretion of the Site Coordinator and only on a case by case basis.
- 2. Because safety is a priority, documentation regarding a change in who is allowed to pick up the child is required. If someone other than a guardian, emergency contact or another person authorized on the registration form will be picking up your child, please provide the following:
  - a. The date the change will take effect
  - b. The child’s name
  - c. The name and phone number of the person you are authorizing to pick up your child
  - d. Your printed name and signature

\*For anyone picking up a child, they will need to have photo identification ready to show the staff before taking the child from the program until staff become familiar with and are able to recognize and know that they are authorized to pick up that child.

**AFTERSCHOOL ACTIVITIES**

Please notify the staff when your child will be participating in an afterschool enrichment activity outside of the Boys & Girls Club such as sports or music program on school grounds. A permission slip must be filled out with details regarding the days and times of the activity so staff can plan accordingly. When participating in non-Boys & Girls Club activities your child will be responsible to check-in with staff when the activity is over and they arrive to our program.



## **LATE PICK-UP POLICY**

Our programs close promptly at 6:00 PM. A \$1.00 per minute per child late fee will be assessed after 6:00 PM for the 1<sup>st</sup> occurrence. A \$2.00 per minute per child late fee will be assessed after 6:00 PM for the 2<sup>nd</sup> occurrence. A \$3.00 per minute per child late fee will be assessed after 6:00 PM for the 3<sup>rd</sup> occurrence. Staff will begin calling guardians and emergency contacts at 6:00 PM. If we are unable to reach someone to pick the child up by 7:00 PM we will have to notify police. The late fee must be paid prior to the child attending program the next day unless other arrangements have been made with the Site Coordinator. If a child is picked up late more than 3 times in a 12 month period (September-August), this may be grounds for suspension from the program until a solution is identified for pick up by 6:00. Late fees are evaluated on a year to year basis. Each family starts the year over with a \$1.00 late fee for their first occurrence.

## **RUN AWAY POLICY**

If a child runs away from the center or from their group on a field trip:

- An attempt will be made to call the child back.
- Staff are **NOT** instructed to leave their group to follow a child who has run away.
- Guardians and/or emergency contacts will be notified of the child's last location. Staff will remain in the same location unless it is unsafe to do so.
- Staff will notify police of a runaway child and give their description and whereabouts.
- By running away, a child has placed themselves, the staff and other children at risk. This is grounds for immediate suspension and possible expulsion from the program.

## **DISCIPLINE POLICY**

Every Boys & Girls Club Member is expected to respect their peers, staff and equipment. Our primary method of discipline is to reinforce positive behavior, teaching children strategies for successful relationships with peers and rewarding displays of good character. At no time will any physical means of discipline be used at our programs. If a child is experiencing behavioral concerns the Site Coordinator will share those with the guardian and suggest ways to increase positive behavior.

Our Programs will not tolerate fighting, cursing, weapons or bullying. Any of these behaviors may result in an immediate suspension and possible expulsion from the program.

A serious discipline problem can lead to suspension or expulsion if a child is engaging in behavior which includes (but is not limited to) the following:

- Causing purposeful, physical or emotional harm to themselves or others
- Destroying, damaging or defacing property.
- Disrupting the program so normal operation is not possible.
- Failure to respond to regular problem solving techniques.
- Repeatedly disregarding requests to comply with health or safety rules.

Boys & Girls Club is committed to living out our mission in serving all children. However, sometimes we must choose to better serve the many by restricting service to a few. We cannot allow the behavioral

challenges of one child to negatively impact the rest of the group. In cases where we feel that we can no longer safely care for a child, community resources will be provided to families based on need. Community Resources for outside professionals may include, but are not limited to; Child Care Aware, School District, family counselor, Children's Developmental Center.

### **PHYSICAL RESTRAINT POLICY**

Physical restraint will be used as the very last option, when all other attempts to make a situation safe have failed. A child will only be physically restrained if staff feel that the child is putting themselves or others in physical harm. If a child has to be restrained, staff will hold the child as gently as possible and will hold them for the minimum amount of time necessary until the situation is under control. When physical restraint is necessary, parents will be contacted immediately. A parent meeting and/or a behavior plan may be necessary prior to returning to care.

### **REMOVAL FROM THE PROGRAM**

We reserve the right to suspend a child for disciplinary reasons. Other causes for suspension or removal from the program may include; failure by parents or children to comply with site policies, chronic late pick-up, non-payment of tuition, failure to complete requirements for enrollment or other standards of policy indicated in this handbook. In such cases, tuition and any registration fees paid will not be refunded.

### **GRIEVANCE PROCEDURE**

Parents and guardians are encouraged to bring their concerns to the attention of the Site Coordinator by asking to set up a time to meet with them when children are not present. You may call the Site Coordinator or Jaime Bright, Director of Richland School-age Licensed Programs 509.543.9980 during non-program times. The following more formal procedures can also be used:

- Address a letter or email to the Site Coordinator or Jaime Bright, Director of Richland School-age Licensed Programs describing the situation you would like to discuss. PO Box 1322 Pasco, WA 99301 [Jaime.bright@greatclubs.org](mailto:Jaime.bright@greatclubs.org)
- The Site Coordinator or Director of Richland School-age Licensed Programs will either reply with a written message or schedule a time to meet with you.
- All decisions regarding the resolution of a grievance remain in our discretion.

Because our goal is to provide a quality, safe place for youth, this procedure does not include the option of airing grievances while children are present. Any situation deemed a threat to the safety and wellbeing of the children in our care will not be tolerated.

### **PARENT CODE OF CONDUCT**

We work to provide a positive environment where a child can grow, learn and develop. For this reason, we ask parents and other family members to behave in a manner which shows courtesy, decency, and respect. Individuals who violate this Code of Conduct will not be permitted in the facility thereafter.

1. No person is permitted to curse or use other inappropriate language on the grounds at any time, whether in the presence of a child or not. At no time shall inappropriate language be directed towards, or during a conversation with staff.
2. All threats to persons or property will be taken seriously and reported to the appropriate

authorities. Adults are asked to take control of, and responsibility for their behavior at all times. Threats of any kind will not be tolerated.

3. Parents and other family members are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. If an adult should witness a child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, concerns should be directed to the staff or Site Coordinator.
4. It is inappropriate for one parent or family member to seek out, telephone or email another parent to discuss a child's alleged behavior. All behavior concerns should be brought to the attention of the Site Coordinator. Keep in mind; because families are protected by our confidentiality policy, staff are strictly prohibited from discussing anything about a child with an individual who is not their parent or guardian.
5. We will not release a child to a parent or guardian who appears to be intoxicated.

### **NO SMOKING POLICY**

Smoking is prohibited by anyone in or within 25 feet of the program entrance, exit, window or ventilation intake of the facility. Program staff must keep tobacco products, cigarettes and containers holding cigarette butts, cigar butts, or ashes inaccessible to the children.

### **DRUGS AND ALCOHOL POLICY**

At no time can illegal drugs or cannabis be on or used on the premises, nor alcohol consumed. Staff, volunteers and parents cannot be under the influence of alcohol during operating hours. We strictly follow the school districts drug free zone policy.

### **CHILD ABUSE AND NEGLECT**

Washington state law requires a childcare provider having reason to suspect the occurrence of physical, sexual, emotional child abuse, child neglect or child exploitation to report their suspicions to Child Protective Services.

### **CONFIDENTIALITY**

Families enrolled in our programs have a right to privacy and protection of their information. Only staff have access to information provided by the parent/guardian and we do not share information regarding a child's placement, education records, medical records, attendance, home life, contact information or development.

We will not discuss behavior issues related to a student with others without the permission of their parent/guardian. School and childcare staff are, however, on a "need to know" basis regarding children in our care. Exceptions to this are the release of information to appropriate child regulatory authorities or local health agencies as requested or needed.

### **PHOTO, VIDEO AND MEDIA CONSENT**

By signing this handbook, I give permission for the BGCBFC to use photographs and other types of media of my child for promotional purposes. If I wish to revoke this permission, I will specifically request a Public Relations Denial form.

### **CHILDREN'S RECORDS**

Children's records are kept on site and will be reviewed upon registration and every 3 months after to

ensure immunizations, contact information, health information, etc. are current and up to date per the Washington State Administrative Codes.

### **CLOSURE DAYS**

Our programs are closed on the following days during the year:

- Labor Day
- Christmas Eve and Christmas Day
- Memorial Day
- Veteran's Day- for staff training
- Thanksgiving and the day following
- New Year's Day
- Fourth of July
- President's Day- for staff training

Programs will be closed up to 2 additional days per year to prepare for summer programs and fall programs.

On other no school days, care is available 6:00am-6:00pm at a reduced number of locations.

### **SNOW DELAYS AND CLOSURES**

In the event of a 2-hour delay due to snow, our programs will also be on a 2-hour delay opening at 8:00 AM instead of 6:00 AM. If school is cancelled, care will be provided at specific sites beginning at 8:00am. Tune into the local radio station KONA if weather looks questionable. Information will also be posted on our Facebook page.

If school is dismissed early, due to severe weather conditions or other emergencies, our programs will not be open. Parents are responsible for making alternative arrangements.

### **EMERGENCY RESPONSE PLAN**

We are committed to providing your child with the best care possible at all times. While the staff is skilled at caring for the children under normal situations; we hold quarterly drills on how to care for children during an emergency situation.

1. In the event of a natural disaster, such as an earthquake, we have emergency preparedness plan for the children and staff while they are on site. If the school becomes uninhabitable, and we are instructed to move to a safer place, we will post our location and means of transportation.
2. After a disaster, we will continue to care for your child until you or an emergency contact listed by you on the enrollment form is able to pick them up.
3. Check in with staff before removing your child from our care. It will be very important we keep accurate, written records when releasing children. Taking your child without notifying staff will put your child on the missing list. This will cause needless delays for searchers who need to be looking for children truly in crisis.

### **ILLNESS**

The Department of Health requires us to exclude children with symptoms of communicable diseases. If it is evident your child shows any of these symptoms while in our care you will be contacted to pick them up immediately.

- Diarrhea (three or more times in a 24-hour period)
- Vomiting (twice or more in a 24-hour period)
- Body rash (not from diapering, heat or allergies)
- Pink eye or eyes with pus or mucus draining from them
- Sore throat, especially with fever or swollen glands
- The presence of lice, nits or scabies (may return to program as soon as all presence is eliminated)
- Pertussis (whooping cough)
- Unusually tired, pale, lack of appetite, difficult to wake, confused or unusually irritable
- Fever above 101 degrees

If your child shows these symptoms prior to entering our program, please keep them comfortable at home.

If it is a communicable disease, it is important and expected that you would inform us by telephone or email when your child has an illness or head lice. While your names will remain confidential, we may be required by the Department of Health to share with others the nature of the illness.

With the case of head lice, children may return once there are no longer lice or nits found. All other symptoms must be clear for 24 hours before your child returns to our care.

### **MEDICATIONS**

1. A "Medication Authorization" form must be completed by a parent for any prescription or over the counter medication before we can administer a medication. We are required by law to only accept medications in their original prescription containers with the prescription label, along with accompanying pamphlet/informational inserts. The prescription must include:
  - a. Child's full name; first and last
  - b. Name and strength of medication
  - c. Storage instructions (i.e. "to be refrigerated")
  - d. Time, dosage and method of administration
  - e. Length of time to be given ("from" date and "to" date")
  - f. Physician's name on the container is required for all prescription medications.
2. A parent or guardian may sign an authorization for the following non-prescription medications: antihistamines, non-aspirin fever reducers/pain relievers, decongestants, anti-itching ointments, chapstick, sunscreen or hand sanitizers. Non-prescription medications must be in their original container and will be given only when the dosage and frequency are on the label and listed as age-appropriate for your child.
3. For life threatening medication such as inhalers, epi pens, etc. a health plan from the doctor must be on file. We must have this on file before the child may attend program.

### **ACCIDENT POLICY AND EMERGENCY TREATMENT**

1. First Aid Treatment Only
  - a. Examples of some first aid only injuries or illnesses:
    - i. Minor cuts, scrapes, bruises or bumps
    - ii. Low grade fever, headache

- iii. The need to lie down and rest
- b. Steps we follow:
  - i. Provide first aid treatment
  - ii. Document incident and treatment provided on an accident form for parents to sign
- 2. Non-Emergency Treatment
  - a. Examples of some non-emergency accidents or illnesses:
    - i. Vomiting
    - ii. Sever Pain
    - iii. Fever of 101 or above
    - iv. Cuts that may require stitches
  - b. Steps we follow:
    - i. Provide first aid treatment
    - ii. Involve the director or lead staff to assist and contact parents/guardian to pick up the child
- 3. Emergency Treatment
  - a. Examples of emergency treatment incidents:
    - i. Uncontrolled bleeding
    - ii. Seizures or shock
    - iii. 2<sup>nd</sup> and 3<sup>rd</sup> degree burns
    - iv. Allergic reaction to known allergen
    - v. Fractured or broken bones
  - b. Steps we follow:
    - i. Provide first aid treatment
    - ii. Call 911
    - iii. Staff will contact parents
    - iv. Document incident on an accident form for parents to sign

### **PESTICIDE POLICY**

We are located on district property and follow the district's pesticide policy. District staff will post a written notification in a prominent location 48 hours prior to the pesticide application on school district property and grounds. Children will not be allowed to access areas where the pesticide has been applied for the recommended amount of time based on the specific pesticide applied.

### **STAFF**

Our program employs Youth Development Professionals who take seriously the work they do with children. Prior to being hired, each staff member must undergo a criminal background check, reference check and a staff orientation. They must meet the Washington Administrative Code with regard to experience and education. Lead staff are required to attend at least 10 hours of training related to child development, program administration, safety or disaster preparedness, and cultural awareness each year. Training certificates are kept on site and may be reviewed upon request.

In accordance with the Washington State Administrative Codes our programs are staffed at a 1:15 ratio for school aged children. We have a Site Coordinator, a Lead Teacher and assistant teachers who work during hours of operation.

## **LESSON PLANS & CURRICULUM**

Lesson plans are developed on a weekly basis and are posted on the parent board. If you would like a copy of the lesson plan or have questions about an activity, please see the Site Coordinator. We do not use a predesigned curriculum, as we design our activities based on the interests and needs of the individual children in our programs.

The bulk of the activities we plan our priority outcomes of Academic Success, Healthy Lifestyles and Good Character and Leadership. We strive to make our programs fun and exciting all the while incorporating new experiences, education and letting the children express themselves.

## **FIELD TRIPS**

1. Occasionally we like to plan field trips that support our programming or to offer a fun experience and get a break from the daily routine. A field trip permission slip will be provided to parents with detailed information about the location, times, form of transportation, etc.
2. The fees for a field trip may be in addition to your regular tuition.
3. Children may walk, take the transit or use a Club vehicle for field trips. When traveling in a Club vehicle, children will wear seatbelts and ride with a booster when needed. We do not use personal vehicles to transport children.

## **RESTROOM POLICY**

Practices and procedures used by Clubs include:

- Mixed age groups (children, teens and adults) are prohibited from sharing a restroom.
- Separate restrooms for youth, teens and adults will be provided when possible.
- Adults (including staff) and Club Members shall not use the restroom at the same time. Adults will only utilize the restroom when no youth are in the restroom, and youth will only use the restroom when no adults are in the restroom.
- Only one youth will be permitted into a single-use restroom at a time.
- For multi-stall restrooms, only the number of children will be allowed in the restroom that there are stalls for at any given time.
- Staff will position themselves near restroom entrances for supervision.
- When possible, staff will monitor and clear public restrooms when out on field trips to ensure the facility is free of adults, and clear of youth not with the program, before allowing Club youth to use the restroom. Alternatively, staff members will stand in the doorway and/or hold the door at least partially open, when supervising Club Member use of public restrooms.

## **SNACKS AND FOOD FROM HOME**

1. We provide a snack after school each day. We also provide a morning snack and an afternoon snack on no school days. Following licensing requirements, each snack will include two of the four food groups. Weekly menus and serving times are posted on the parent board each month.
2. If your child has dietary restrictions, be sure to let the staff know. Please let us know if you would like to provide your own dietary restricted snacks.
3. Lunch may be provided by the district when they are running their food program. When the district is not operating a food service, a sack lunch will need to be provided from home. When packing a lunch for your child, please ensure a form of grain, protein, fruit and vegetable are

included. Use an ice pack to keep food cold. Do not pack glass containers or food that needs to be heated.

4. Birthday party treats may only be shared if they are store bought and arrive with the food label intact so we may check ingredients for allergens.

### **ITEMS TO BRING OR NOT TO BRING**

1. Because we are not responsible for the child's belongings, your child should not bring valuable items to the Club. This includes but is not limited to cell phones, iPods, electronic gaming devices, mp3 players, cameras, jewelry, etc.
2. Children are not allowed to bring toys unless special permission is granted from the staff.
3. No weapons of any sort should ever be brought onto the property.
4. Chewing gum is not allowed.
5. Cough drops, hand sanitizer and sunscreen all require parent permission. Please do not pack these in your child's backpack. If your child needs these please discuss it with a staff member so they can have you fill out the proper form granting permission.
6. We discourage children from wearing flip flops as they break easily, can be hard to play in and do not offer good protection.

### **CELEBRATION OF HOLIDAYS**

The Boys & Girls Club is a non-sectarian, multi-cultural organization. Holidays are recognized for their celebration value rather than their religious significance. One way that our staff honors diversity is by teaching children how different cultures celebrate their holidays. Information, rituals, and customs vary from culture to culture and beliefs and practices are shared and celebrated.

### **SAMPLE SCHOOL YEAR SCHEDULE**

#### **Before School**

6:00 Quiet activities & projects

7:00 Power Hour (homework help)

7:30 Curriculum/Activity time 5:00 Power Hour (homework help)

8:00 Group game

8:45 School Begins

#### **After School**

3:15 Sign-in & snack time

4:15 Gym or outside game

5:30 Free Choice

6:00 Program closes



## **TECHNOLOGY POLICY**

- Club members in grades K-5 are NOT permitted to use cell phones, except when given permission by Club Staff.
- Members ARE permitted to use their school issued devices while at the Club. The device must be connected to the School Wi-Fi network or BGC's Wi-Fi network to ensure filtering of inappropriate content.
- Members are NOT permitted to share cell phones or other devices with other Club Members.
- Use of BGC's computers, tablets and/or Chromebooks is permitted for program participation purposes.
- Attempts to access inappropriate content could be grounds for suspension from the Club.
- Failure to adhere to the Technology Policy may result in suspension from the Club.
- If suspended due to a violation of the Technology Policy, members will only be allowed to bring a cell phone and/or electronic device to the Club with Club Director or Administrative Staff permission.