



BOYS & GIRLS CLUBS
OF SOUTH CENTRAL KANSAS

MEMBER & PARENT HANDBOOK



316-201-1890



www.bgcsck.org

EMPORIA CLUB LOCATIONS

LOGAN AVENUE ELEMENTARY
RIVERSIDE ELEMENTARY
TIMERMAN ELEMENTARY
VILLAGE ELEMENTARY
WALNUT ELEMENTARY
WILLIAM ALLEN WHITE ELEMENTARY

MAIZE CLUB LOCATIONS

MAIZE ELEMENTARY
MAIZE CENTRAL ELEMENTARY
MAIZE SOUTH ELEMENTARY
PRAY-WOODMAN ELEMENTARY
MAIZE INTERMEDIATE
MAIZE SOUTH INTERMEDIATE

WICHITA CLUB LOCATIONS

CHAUTAUQUA
OAKLAWN
OPPORTUNITY DRIVE





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ABOUT BOYS & GIRLS CLUBS

Welcome to the Boys & Girls Clubs of South Central Kansas! We are so glad you are joining us this year!

MISSION STATEMENT

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.

PURPOSE

The purpose of the Boys & Girls Clubs of South Central Kansas is to create opportunities for youth in their very own place. Throughout its history, the Boys & Girls Club has focused on meeting the needs of children as they grow to young adults. The Club helps them to help themselves, to realize their potential for development and improvement, and to become responsible citizens with the skills necessary for living.

To reach its mission, the Boys & Girls Clubs will attract and maintain a viable, active, and engaged Board of Directors; recruit and develop a staff dedicated to building relationships; design a comprehensive program for education, recreation, personal, social and career development, citizen and leadership, and cultural opportunities; and form alumni bonds that will continue to enhance the Club's programs. Additionally, the Boys & Girls Clubs of South Central Kansas will develop and exercise sound fiduciary policies and work to ensure access for all children, regardless of family income or economic status, to a safe and inviting facility.

PROGRAM DESCRIPTION

Boys & Girls Club:

- Is for any young person of all races, religions, and ethnic cultures between the ages of 5 (must be eligible & enrolled in kindergarten) and 18.
- Has trained, professional staff. The Clubs are led by full-time professionals and trained part-time staff and volunteers.
- Is building centered. Activities are carried on at centers intended for conducting programs for young people. After school transportation is provided from schools to the Club, if needed.
- Is non-sectarian.
- Has a varied and diversified program. The Club conducts a quality program that recognizes and responds to the collective and individual needs of all young people.
- Is guidance oriented. We emphasize values inherent in the relationship between young people and their peers, and young people and adult leaders. We help young people make satisfying choices in their physical, educational, personal, social, emotional, and vocational lives.

CORE AREAS OF PROGRAMMING

Boys & Girls Clubs programs engage young people in diverse activities with peers and caring adults that enable them to develop self-esteem and a sound moral compass. Based on physical, emotional, cultural, and social needs, interests of all members, and recognizing developmental principles, clubs offer program activities in five core areas:

1. Academic Success
2. Good Character and Leadership
3. Career Development
4. The Arts
5. Sports, Fitness, and Recreation

CORE BELIEFS OF PROGRAMMING

Our Clubs provide:

- A safe place to learn and grow
- Ongoing relationships with caring adult professionals
- Life-enhancing programs and character development experiences

MEMBER DROP OFF & PICK UP PROCEDURES

CLUB SPECIFIC DROP OFF & PICK UP LOCATIONS

- **Opportunity Drive Clubhouse:** Members are to be dropped off/picked up at the Main entrance. To ensure the safety of our members, when parking, people dropping off and picking up members are asked to avoid parking in front of the building in the NO PARKING ZONE/FIRE LANE. Please Park in the parking lots on either the east or west side of the building.
- **Chautauqua Clubhouse:** Members are to be dropped off/picked up at the Main entrance.
- **Oaklawn Clubhouse:** Members are to be dropped off/picked up at the Main entrance.
- **Maize Intermediate School Clubhouse:** Following school guidelines, access to the student drop off/pick up zone is behind the MIS school, located off 45th Street. Members are to be picked up at the Northwest doors.
- **Maize South Intermediate School Clubhouse:** Following school guidelines, access to the student drop off/pick up zone is behind the MSIS school, located off 37th Street. Members are to be picked up at the Southwest doors.

****Other Locations pick-up zones will be discussed at parent orientation.**



PROCEDURE FOR PICKING UP MEMBER(S)

Parents/guardians must come into the facility to pick up their Club member(s); unless the member is free to come and go at his/her own volition from Club programs and activities is notated in MyClubHub, which allows the member to sign themselves out (more information below).

Our pick-up procedure is to release the child to his/her parent/guardian, or a contact the parent/guardian designates on the Authorized Pickup/Emergency Contact Form. The Authorized pick-up contact will then sign out their member on the Sign Out Log.

Due to the opportunity for staff to change, we reserve the right to check ID at any time. Please inform emergency contacts or people designated to pick up your child that Club staff will ask for ID to verify that they are on the Authorized Pickup list before releasing the child. This is not meant to offend anyone, but this is simply a measure taken for the child's protection.

If you are not available to pick up your child, a family member or friend 16 years of age or older may pick up your child if you have included his/her name on the Membership Application. However, if you would like someone who is not included on your list to pick your child up, you must provide the Club Unit Director and Administration with a signed note of permission prior to the date of pickup.

MEMBER FREE TO COME & GO AT THEIR OWN VOLITION

Parents/guardians can opt to have your child(ren) walk home from the Club. To grant this permission, parents/guardians must check the "Agree to Walk Home Policy" on each members' record within the Parent Portal of MyClubHub.

Parents/guardians can also use this feature if you would like to pick-up your child(ren) but not physically walk into the building to sign-out of the program.

This option cannot be adjusted through the parent portal access of MyClubHub. If you want to make changes to this after your membership has been complete, you must send an email to your Unit Director requesting this change and they will follow BGCCK internal process to make that change. Please allow at least three (3) business days for this change to take effect. You will receive confirmation once this change has been made in MyClubHub.

FIELD TRIPS

Members who are going on field trips must arrive at the Club at least 15 minutes before departure to ensure Members are ready for their trip. Each Member must wear a Boys & Girls Club shirt, which will be provided prior to departure.



Members will not be allowed to be dropped off at the destination by parent/guardian, they must use the transportation provided by the Club.

Parents/Guardians will not be permitted to pick up their member while on the field trip, however, they can be picked up any time after returning to the Club. All rules and expectations must be followed by each member while on the field trip.

BILLING

Before and after-school membership fees will be assessed by school year (August to July). Membership fees must be paid at the time of enrolment or membership could be jeopardized.

Scholarships are available for summer fees only. Please follow the financial assistance process within MyClubHub to see if you qualify.

NOTE: Families must pay for the program that they sign up for regardless of whether your child(ren) attends or cancellation of programming due to unforeseen circumstances. At no point will fees be refunded or allowed to be moved to another day, week, or program, if your child does not attend.

All payments must be made through MyClubHub. No cash or check will be accepted for any program or membership payment.

LATE PICK UP FEES

The Boys & Girls Clubs of South Central Kansas is committed to ensuring that parents/guardians pick up their children promptly, for the benefit of the children and to control program costs for the public. A fee of \$1 per minute late is applied per child. The parent/guardian who is late picking up their child(ren) must acknowledge their time of arrival through signature on a late slip. If a child has not been picked up by 30 mins after close of program without communication from a parent or guardian, the Police Department *may* be contacted by staff.

EXPECTATIONS: RESPECT, RESPONSIBILITY, & COOPERATION

BGCCK MEMBER EXPECTATIONS

Members are expected to:

- Exhibit appropriate behavior.
- Show respect for members, parents, staff, and the Club.
- Be responsible for your own actions.



- Participation in all programs.
- Cooperate and follow staff instructions.
- Follow dress code.
- Have no body contact.
- Members must behave appropriately in group ratios of 1 staff to 15 members.

SAFE HAVEN POLICY

Weapons or other items which may cause harm to others are not permitted at the Club. We reserve the right to check bags or ask members to empty pockets at any time if we suspect a danger to our members.

PERSONAL BELONGINGS

Anything of value should be left at home. Cash, toys, cell phones, video games, gaming devices, iPods, jewelry, weapons, or anything that looks like a weapon, trading cards, and/or any other item that would upset the member if it was lost, broken, or stolen should be left at home. We will not be held responsible for the loss, theft, or damage to any items if they are brought to the Club and/or on field trips. We will not provide reimbursements for any lost, stolen, or damaged items that are brought to the Club and/or on field trips.

ELECTRONICS POLICY

Members are not permitted to use personal video games, phones, or tablets while at the Club. Members in the Teen Center only, are permitted to use cell phones if used responsibly. No pictures or video should be taken at the Club. Again, we encourage anything of value be left at home, Boys & Girls Clubs of South Central Kansas is not responsible for lost, stolen, or damaged items.

DRESS CODE

- Members must wear closed toed shoes. No flip-flops, slide-ins, mules, sandals, or shoes with wheels
- Hats must be removed before entering Club (unless it's a Sprit Day, etc.)
- Shorts and skirts must have more than a six (6) inch inseam
- Leggings must be worn with a long shirt or top
- No tank tops, midriff tops, or sleeveless shirts
- No pajamas or house slippers
- No clothing with inappropriate language/pictures
- No sagging
- Swimming – Boys (swim trunks with lining) Girls (one-piece swimsuit)

NOT ALLOWED ON BOYS & GIRLS CLUB PROPERTY

- Weapons, or anything that looks like a weapon.
- Cell phones & other electronic devices during programs and activities, failure to follow electronics policy will result in confiscation of devices* (see electronics policies).
- Gum and sunflower seeds.
- Rags, drawings, signs, and conversation related to gang activity.
- Tobacco products, alcohol, drugs, and drug paraphernalia.

SNACK & MEALTIME PROCEDURES

BGCCK offers snacks & meals either in partnership with the school district or through the Child & Adult Care Food Program (CACFP).

The nutrition standards for meals and snacks served through these partnerships is based on dietary guidelines for Americans and science-based recommendations made by National Academy of Medicine. BGCCK can modify menu selections for allergies or religious preferences.

Members are allowed to bring their own snacks to the Club, but members are prohibited from ordering food to be delivered during Club time.

To prepare for snack/mealtime, members must wash their hands, line-up quietly and proceed, in an orderly manner, to the designated eating area. Members will clean their eating area after the snack/meal is completed.

DISCIPLINE POLICY

Membership of the Club is a privilege. Our Club staff are committed to providing the best possible experience for your child. Club staff are responsible for providing a safe, controlled environment for Club members. This includes both eliminating hazards and ensuring that all Club members are always under staff supervision. No Club member's safety shall be compromised by the actions of another Club member. Members of Boys & Girls Clubs have high standards for their behavior.

Acceptable behavior is defined by the following:

- Respect for themselves
- Respect for others
- Respect for staff
- Respect for Boys & Girls Club



Inappropriate behavior is defined, but not limited to, the following:

- Defiance, backtalk, rudeness, disrespect
- Profanity and lying
- Horsing-around, hitting, kicking, etc.
- Littering
- Defacing property

While our primary focus in working with members is to acknowledge positive behavior, at times consequences are necessary. As often as possible, Club staff will attempt to use the following methods before resorting to a more formal disciplinary procedure:

- Reminding members that certain behavior is inappropriate and using positive redirection.
- Using preventative management techniques and encouraging self-discipline.
- Emphasize positive behaviors.
- Providing an enriching environment to diminish disruptive behavior.
- Offering a selection of captivating activities and promoting youth voice.
- Changing environments (i.e., removal from program) before behaviors escalate.
- Facilitating the settlement of disputes versus intervening.
- Allowing children to experience the consequences of their actions when appropriate.

We ask parents/guardians to please let us know if anything exceptional or unusual is happening at home or in other aspects of the child's life. Having this information will help us when working with your child(ren).

In the case of severe or repetitive misbehavior, a progressive discipline policy will be implemented. When this occurs, the Club Staff will select an appropriate level of discipline. Those levels include the following:

1. *Individual Guidance* - Club staff will discuss with the member what behavior is inappropriate and why. Members are encouraged to talk about why they are behaving in that manner. After some guidance discussion, Club staff will let members know what consequences will follow if they do not modify the behavior (i.e., apology, sitting out for a designated period, leaving the area, etc.).
2. *Program Break* - Required time away (ranges from 5-10 minutes depending on severity of behavior and age of Club member) from the group to reflect on how positive choices could have changed outcomes, also time to refocus and regain self-control. Club staff will discuss inappropriate behavior and ensure the member understands BGCSCK guidelines before allowing the member to return to programs.
3. *Parent/Guardian Meeting* – Where individual guidance, program break, and/or program suspension has not corrected inappropriate behavior, the member's parent/guardian will be contacted to schedule a parent/guardian meeting in order to discuss the behavior. Club staff, the member, and the parent/guardian will discuss how to change or improve the behavior and what consequences will follow if the member's behavior

does not change.

- *Club Suspension* - Continued inappropriate behavior may result in Club or activity suspension. Every effort will be made to keep the parent/guardian informed promptly of inappropriate behavior before a suspension is given. However, certain behavior that poses a risk to other Club members, including fighting, detrimental language, destruction of property, and leaving the Club without permission, may result in a next day suspension and therefore notice of the suspension may not occur until the close of business the day before the suspension. The duration of the suspension will depend on the incident. Prior to suspension, Club staff will discuss inappropriate behavior with the Club member and receive confirmation from the member that they understand the guidelines for participation at BGCSCK. In order to ensure proper support, a re-entry plan may be discussed with the member and parent/guardian.
- 4. *Membership Termination* – It may become necessary to terminate a member's membership due to severe behavioral problems that have not improved based on the methods listed above. Parents/guardians will be notified by phone call and/or conference when the child is picked up.

We endeavor to make the Club as enjoyable as possible for all members and staff. We know that the Boys & Girls Clubs are not designed to meet the needs of every child. If the program does not meet the needs of your child, due to resources or staff competencies, we will decide on whether your child will be allowed to stay in the program.

Actions that may result in suspension and/or termination are listed below but are not limited to:

- Violent behavior that may endanger other Club members or staff
- Striking a staff member in any way
- Excessive or abusive language / excessive arguing
- Failure to follow the Club rules
- Bringing a weapon or anything that looks like a weapon into the Club or onto Club property
- Fighting / Theft
- Vandalism or abuse to building property or equipment
- Bullying or harassing of another member
- Any sexual misconduct
- Bringing illegal drugs/alcohol into the Club
- Attending the Club while under the influence of an illegal drugs and/or alcohol
- Excessive or continual suspensions could lead to termination of membership

Any level of disciplinary action may occur on the first offense or any subsequent offense depending upon the nature of the situation and the age/maturity of the member involved. Each member shall be informed of the offense and shall be afforded an opportunity to explain his/her behavior before disciplinary action is taken.

MEMBERS WITH EXTERNAL EXPULSION/DISCIPLINARY ACTION

Members who have been formally disciplined by a school, camp program or governmental or law enforcement agency are requested to disclose this information to the Unit Director. Please describe the nature of the matter resulting in discipline. Please also state if your child has been placed on probation/parole and, if so, please describe.

MEMBERS WITH EXCEPTIONALITIES

Boys & Girls Clubs of South Central Kansas are excited to have your child(ren) at the Club. For us to best serve your child with any emotional, physical, psychological, or behavioral needs, please indicate on your membership application and fully describe any unique requirements of your member. Club facilities are accessible for most youth and additional accommodation may be made as needed.

Please call the Club if you have any questions regarding children with special needs. We will make every attempt to serve members who have emotional, physical, psychological, or behavioral needs. Though we are not a special needs facility, we will do our best to help all members.

SAFETY POLICIES & PROCEDURES

ONE ON ONE CONTACT POLICY

To further ensure member safety, the Organization prohibits all one-on-one interactions between youth and staff and volunteers, including board members.

Staff will not:

- Initiate one-on-one contact with a member.
- Have a private meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one member at a time. This includes personal and private vehicles.

Staff will:

- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff if an emergency arises.

*Note: Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional, or in an emergency. All exceptions shall be documented and provided by Club leadership.

TRANSPORTING CLUB MEMBERS POLICY

The Club only transports youth in Club vehicles or other vehicles approved by Club leadership. BGCSCCK has 15- passenger vans and minibuses to be used for transportation.

Vehicles registered to BGCSCCK or under its control will be operated only for the authorized business of BGCSCCK. The authorized business of BGCSCCK will be limited to the following:

- Transportation of Club members from school to the Club.
- Transportation of Club members to and from special events or Club programs.
- Transportation of employees and Club members to out-of-town training, conferences, or meetings.
- Transportation of distribution goods, materials, and services from the admin offices to Club locations.

Members in vehicles expectations:

- Wear seatbelts
- Remain seated
- No yelling or screaming, including profanity, at the driver or other members in the vehicle
- Never touch or distract the driver
- Never eat or drink within the vehicle

RESTROOM POLICY PROCEDURES: INDIVIDUAL/GROUP

The Boys & Girls Club of South Central Kansas is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults. Restrooms will be regularly monitored by designated staff near restroom entries.

- Member must obtain permission from staff or wait for group restroom break.

Staff will:

- Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.

SEXUAL ABUSE PREVENTION POLICY

The Boys & Girls Clubs of South Central is committed to providing a safe and respectful environment for our members and will not tolerate any sexual abuse or sexual misconduct toward or by any member. Sexual abuse and sexual misconduct shall be interpreted to mean any sexual interaction between a child and another person (including another child) in a position of power over the child. Specific acts may include, but are not limited to inappropriate physical contact, viewing pornography, exposing oneself to another person, enticing others to expose themselves, inappropriate language, or any other related behavior.



Adult staff and volunteers shall not:

- Initiate conversations with members about sexual matters.
 - If a member initiates a conversation about sexual matters with a staff or volunteer, the adult shall limit the conversation to the child's immediate concerns and shall provide a written incident report to the supervisor within 24 hours.
- Engage in off-site activities with members without approval from a Club director. Such interactions may include, but are not limited to field trips, meetings, and communications via phone, text, and/or social media.

All persons are prohibited from the access, display, production, possession, or distribution of pornography on Club premises or equipment.

Any suspected sexual abuse or misconduct will be treated as a serious matter and documented by written incident report within 24 hours. When applicable, the incident will be reported to the appropriate authorities. The chief executive officer shall provide written directives to maintain the confidentiality of incident reports.

CHILD ABUSE & MANDATED REPORTING

Boys & Girls Clubs of South Central Kansas is licensed by KDHE, all staff receive training on the prevention and identification of child abuse. As per state law, all staff are required to report any suspected cases of child abuse and/or neglect to the Department of Children and Families.

As an organization entrusted with the care and well-being of children, BGCSCK condemns child abuse. BGCSCK will report all allegations of child abuse to the appropriate authorities and will cooperate fully in the prosecution of anyone abusing children.

INCIDENT & ACCIDENT MANAGEMENT POLICY

Despite our best efforts at preventing incidents, safety incidents with Club member(s) can occur occasionally. Any employee or volunteer of BGCSCK who becomes aware of a safety incident shall immediately report it to Club leadership. When necessary, BGCSCK Senior Leadership will immediately report critical safety incidents to local law enforcement and to BGCA within 24 hours of becoming aware of an incident.

Safety incidents include, but are not limited to:

- Missing children
- Bullying behavior
- Policy violations
- Inappropriate activity between adults and youth
- Inappropriate activity between multiple youth

- Minor and major medical emergencies
- Accidents, including slips and falls
- Hate speech and threats made by or against staff, volunteers, and/or members
- Physical assaults and injuries, including fights
- Property damage
- Allegations of abuse
- Drug-related incidents including possession/substance abuse
- Criminal activity, including theft and robbery

SUPERVISION & FACILITIES POLICY

Boys & Girls Clubs of South Central Kansas is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult (18+) employee.

To ensure appropriate supervision, employees will:

- Abide by the prohibition of private one-on-one interaction policy.
- Abide by all the organization's disciplinary policies and procedures.
- Ensure that at least one adult (18+) employee is present when supervising members.
- Always maintain proper supervision ratios.
- Always position self to view all members within program space.
- Be trained in appropriate supervision tactics and behavior patterns.
- Immediately notify VP of Operations and Area Director detailing supervision issues, accidents or critical incidents via email or phone call (if a phone call, an email to follow up of the conversation will be sent for documentation purposes).
- Never use electronic devices such as cell phones or other communication devices while supervising members unless for Club purposes, as defined in the Member Technology Acceptable Use Policy.

Restroom Usage

BGCSCCK is committed to providing a safe, clean environment and enforces the following restroom policy for members, employees, volunteers, and other adults.

- There will be either a designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time.
- The Club will either have single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside.
- When using restrooms at public facilities during field trips, a minimum of three youth will be escorted by one employee, who will wait outside the main entrance of the restroom.

Restroom Monitoring

Restrooms shall be regularly monitored by designated staff according to a schedule set by Club leadership. Monitoring includes walk-throughs, inspections and/or any (but not necessarily all) of the best practices outlined below:

- Implementing procedures to limit the number of children using restrooms at the same time.
- Prohibiting younger children and teens from sharing a restroom.
- Positioning staff near restroom entries to maintain auditory supervision of space.
- Designing or renovating multi-user restrooms to eliminate outer doors, while maintaining privacy with individual stalls.

Entrance & Exit Control

All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of operation, along with a system to monitor and track everyone who is in the facility. All exit doors shall have an audible alarm to discourage unauthorized users from exiting or entering the facility. Only designated adult staff (18 or over) shall be authorized to possess keys and/or badges to open any facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

Facility Condition

All program spaces shall have clear lines of visibility and be monitored by employees when in use. Areas that are not in use shall remain locked and only accessible by employees. Exterior doors shall never be propped open for any reason. All interior and exterior spaces, hallways, stairs, and stairways shall be monitored, maintained, well-lit, clean, and free of hazards and obstructions.

Damages to facilities shall be repaired in a reasonable manner. Damages that pose imminent risk to the health and safety of members, employees, or volunteers shall be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, Club leadership shall determine whether temporary or permanent closure of the facility may be required. Any damage to a facility that results in an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

Food & Drink

Any distribution, preparation, or consumption of food and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on site, required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.

TECHNOLOGY ACCEPTABLE POLICY

Any inappropriate or unauthorized use of a Club, personal or school-owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

During Club hours, Club, personal, or school-owned devices should be used solely for program activities, career development, and homework. Members are expected to act responsibly and thoughtfully when using technology resources.

Before a member will be allowed to use Club technology equipment, personal or school-owned device while at the Club, both the member and their parent/guardian need to read and sign the Member Technology Acceptable Use policy and return it to the Club. Under the Member Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices

Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personal or school-owned devices

All members or school-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Loss and damage

The Club is not liable for the loss, damage, misuse, or theft of any personal or school-owned device brought to the Club. Members must be aware of the appropriateness of communications when using Club, personal, or school-owned devices.

Authorized Use

Club devices and personal or school-owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club, personal, or school-owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Unauthorized Use

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use



the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Monitoring and inspection

BGCSCCK reserves the right to monitor, inspect, copy, and review any Club, personal or school-owned device (including internet usage) that is brought to the Club.

Parents/guardians will be notified before such an inspection of a personal or school-owned device takes place and may be present, at their choice, during the inspection.

Parents/guardians may refuse to allow such inspections. If so, the member may be barred from bringing any personal or school-owned devices to the Club in the future.

Parental notification and responsibility

BGCSCCK restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the values of members and/or their families. Because of this, it is not considered practical for BGCSCCK to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Member Technology Acceptable Use Policy, they should instruct members not to access such materials.

Cyberbullying

Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

Digital citizenship

Club members shall conduct themselves online in a manner that is aligned with the BGCSCCK's Member Expectations. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates these expectations, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Digital citizenship and technology safety training

All members who wish to use BGCSCCK devices or equipment will be required to



successfully complete a Boys & Girls Clubs of America-provided digital citizenship and technology safety training. This training is required for all BGCCK members annually.

HEALTH & EMERGENCY PROCEDURES

It is important that parents/guardians cooperate with Club Health and Emergency Procedures. Our regulations are designed to protect the well-being of all members. Please do not bring your child to the Club if they have missed that day of school, or if they have signs of illness. If a member becomes ill while at the Club, parents will be notified to come and pick up their child.

Examples of specific illnesses where a member may be denied access to the Club include:

- Fever- *Member must be symptom free for 48 hours before returning to Clubs.*
- Head Lice- *Members diagnosed with live head lice will be sent home once it is found and must be treated and can return to the program after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.*
- Ring Worm- *Member diagnosed with ring worm may return to Clubs once prescribed therapy is started.*
- Pink eye- *Member diagnosed with pink eye may return to Clubs once prescribed therapy is started.*
- Skin Rashes
- Any Contagious Illness
- Vomiting

MEDICATION

The Boys & Girls Clubs of South Central Kansas urges parents to schedule any necessary medication that needs to be taken outside of Boys & Girls Clubs of South Central Kansas attendance. If medication must be administered during Club hours, it must be done in accordance with the following policy.

The Boys & Girls Clubs of South Central Kansas does not administer any medication. Should your child require medication during program hours, it will be incumbent for the parent or guardian to administer the medication or train the member to self-administer medication in the presence of staff.

Authorization Requirements:

1. Parents or guardians of the member must meet with Site Leadership prior to the authorization of medication usage to outline dosage, frequency and items relating to the use of the medication.
2. New forms must be submitted at the beginning of each school year, summer program, and spring break program.
3. The medication and signed forms must be turned into Site Leadership directly. The



Parent or Guardian must personally deliver the medication to Site Leadership.

4. The first dose of medication(s) should always be administered at home to ensure there are no allergic reactions to the medication(s).

Prescription Identification:

Prescribed medication shall be received in the container in which it was dispensed by the licensed prescriber/ licensed pharmacist and labeled with:

1. Member's name
2. Name of medication and strength
3. Dose of medication
4. Time or interval of administration
5. Expiration of medication
6. Route of administration

Medication Exclusions:

The below listed medications will not be administered at the Club location:

- Over the counter medications
- Herbal supplements
- Homeopathic remedies
- Controlled substances

Self-Administered Medications:

- A member may self-administer medication at the Club if ordered by his/her medical provider and a Self-Administered Medication Acknowledgement form* is submitted by the parent/guardian.
- For "as needed" medications such as those taken by members with asthma or allergies, the physician may also order that the member carry the medication on his or her person for his/her own discretionary use according to the medical instructions.
- Self-administration privileges may be revoked if a member demonstrates a lack of responsibility towards him/herself or others.
- Parent/guardian's signature on the Self-Administered Medication Authorization form acknowledges that Boys & Girls Clubs South Central Kansas is not to incur any liability, except for willful misconduct, because of any injury arising from the self-administration of medication by the member and that the parent/guardians hold harmless and indemnify the Boys & Girls Clubs of South Central and its employees and agents.

Refusal of Medication:

If the member cannot self-administer the medication, the parent or guardian will be called to come to the club to administer the medication and remove it from the Club premises. The parent or guardian will be required to administer the medication, should the member need it during Club hours, moving forward.

*If you need the Self-Administered Medication Acknowledgement form, please email admin@bgcsck.org.

EMERGENCY ALERT SYSTEM

Parents will automatically receive notifications regarding emergency alerts, Club openings, and event reminders by e-mail. Communication will be Club site specific with an option to opt out any time.

In case of an accident or emergency involving a member, which requires medical attention, proper medical aid will be sought. The parent/guardian will be notified as soon as possible of any emergency and any medical attention administered to the member. If expenses for medical services are incurred, it is the member's parent/guardian's responsibility to pay for all medical costs. Parents/guardians must promptly notify the Club of any phone number or address change so that they can be contacted in case of an emergency.

INCLEMENT WEATHER

Clubs will be closed if the school district in which the Club is located has decided not to hold classes or to release classes early. Clubs will follow the decisions of the school district that their sites primarily serve. The Club will be open on its regular schedule unless otherwise announced.

If school is in session and we determine the roads are too hazardous to transport youth, Clubs may still be open, but it becomes the parents' responsibility to transport your child/children to the Club. In this event, we will take the following steps to notify parents:

- We will call all schools for them to announce our decision and the status of our programs.
- It will be parents' responsibility to call their Club to determine whether programs will be operating.

If inclement weather conditions occur during normal Club hours, then the Club will close. All parents will be contacted and expected to pick up their children within an hour of being called.

WHAT WE NEED FROM YOU AS A PARENT/GUARDIAN

PARENT/GUARDIAN CLUB SUPPORT

Club staff will use training, and support to act in a manner that helps to deescalate members' behavior. This will be done in a manner that is mindful of the individual, responsive to the specific situation, and done with respect, care, and concern for the child. Staff will interact with parents/guardians in the same regard. As a parent/guardian, it is expected that conflicts/challenges/concerns are addressed with Club staff in a manner that is mutually respectful. Staff will not be yelled at, threatened, or demeaned by parents/guardians. Every effort to reach an agreement should be made with reasonable attempts made from both sides



(BGCSCK staff and family). If this does not happen, parents/guardians will be addressed via the senior management team regarding resolution to the problem.

The Club is frequently confronted with conflicting requests from the parents of our members and parents who may be separated or divorced, parents may argue about who is to deliver or pick up the child, parents may demand that the Club prohibit one or the other from taking the child. However, it is our policy to deliver the child to either parent, guardian, or authorized caregiver, according to the MyClubHub account information, unless a court order regarding the subject is presented to the Club directing us to act in a specific manner. In addition, the Club will not disclose attendance information contained in our membership tracking system without an order from an appropriate court requiring us to do so.



PARENT/GUARDIAN ACKNOWLEDGEMENT

We, the undersigned, agree to the policies and procedures listed in the parent handbook for the Boys & Girls Clubs of South Central Kansas.

As the Parent/Guardian, I acknowledge that I have read the parent handbook and fully understand the expectations of my child(ren) as a Boys & Girls Club member. I agree to abide by the expectations. I also understand that if my child(ren) does not meet the expectations, his/her membership can be suspended at any time by the staff of the Boys & Girls Club.

Parent/Guardian (please print)

Parent/Guardian Signature