



MEMBER & PARENT HANDBOOK

www.bgcsck.org



Revised: 7.3.25





Contents

ABOUT BOYS & GIRLS CLUBS	3
Mission Statement.....	3
Purpose	3
Program Description	3
Core Areas of Programming	4
Core Beliefs of Programming	4
MEMBER DROP OFF & PICK UP PROCEDURES.....	4
Club Specific Contact Information	4
Club Specific Drop Off & Pick Up Locations	4
Procedure For Picking Up Member(s)	5
Member Free to Come & Go at Their Own Volition	5
Case Management or Tutoring.....	5
Field Trips.....	6
MEMBERSHIP & PROGRAM REGISTRATION	6
Enrollment	7
Waitlist.....	7
Financial Assistance /State Insurance Vouchers	7
BILLING.....	8
Monthly Billing.....	8
Transfers	9
Withdrawals.....	9
Refunds	10
Late Pick Up Fees	10
EXPECTATIONS: RESPECT, RESPONSIBILITY, & COOPERATION	10
BGCSCCK Member Expectations.....	10
Safe Haven Policy.....	11
Personal Belongings.....	11
Dress Code	11
Not Allowed on Boys & Girls Club Property	11
Snack & Mealtime Procedures	12
Discipline Policy	12



Members With External Expulsion/Disciplinary action	14
Members with Exceptionalities	15
Dual Relationship Waiver	15
SAFETY POLICIES & PROCEDURES.....	15
Emergency Operations Policy	15
One On One Contact Policy	16
Transporting Club Members Policy	17
Child Abuse & Mandated Reporting	19
Incident Management Policy	21
Supervision & Facilities Policy.....	23
Screening & Onboarding.....	25
Drug- and Alcohol-Free Workplace Policy	26
Technology Acceptable Use Policy	28
Health & Emergency Procedures.....	30
Medication.....	31
Emergency Alert System	32
Inclement Weather.....	33
WHAT WE NEED FROM YOU AS A PARENT/GUARDIAN	33
Parent/Guardian Club Support	33



ABOUT BOYS & GIRLS CLUBS

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

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 into 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. For summer programs, Club members will remain in their completed grade (ex: members must have completed kindergarten in the prior school year to attend summer programs).
- Has trained, professional staff. The Clubs are led by full-time or part-time trained professionals.
- Is building centered. Activities are carried out at school sites or at our standalone location and are structured for conducting programs for young people. After-school transportation is provided from schools to the Opportunity Drive Club, based on need.
- 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 CONTACT INFORMATION

For any questions or concerns about your Club member, please call the site phone number provided on our website: <https://bgcsck.org/about/leadership>

For all other inquiries, please contact our General Contact/Administration line: 316-201-1890.

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 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 side of the building.
- **Maize Intermediate School Club:** 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 Club:** 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 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 the 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(ren) that Club staff will ask for ID to verify that they are on the Authorized Pickup list before releasing the child(ren). This is not meant to offend anyone, but this is simply a measure taken for the child(ren)'s protection.

If you are not available to pick up your child(ren), a family member or friend 16 years of age or older may pick up your child(ren) if you have included his/her name on the Membership Application.

To update your child(ren)'s authorized pickup list, login to your Parent Portal and select the “Update Your Profile” tab. From there you can select your child(ren)'s name and select “Child Emergency Contacts” from the dropdown and click “Next”. On the next screen, you will be able to update or add an authorized pickup contact. BGCSCK staff are prohibited from updating this information on behalf of a parent/guardian.

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 member record within the Parent Portal of MyClubHub.

Parents/guardians can also use this feature if you would like to pick up your Member(s) but not physically walk into the building to sign-out of the program. **Please Note: If this option is selected, your child(ren) can leave the building at any time, regardless of whether you are there to pick them up or not.** Members who check themselves out of the program will not be allowed to return without a parent/guardian present to check them back in.

If you would like to change this policy permission after your membership has been complete, log into your Parent Portal and select “Update Your Profile”.

CASE MANAGEMENT OR TUTORING

Case Management: Outside Case Managers who have been assigned to a Member(s) are



allowed to meet on-site or off-site during Club hours if the following requirements are met:

- All visits are authorized in writing by the primary contact listed within MCH at least three days before the scheduled visit.
- Outside Case Manager is listed on the Member contact record as an Authorized Pick-up.
- Member(s) has the "Agree to Walk Home Policy" selected and can sign themselves out of the program and sign back into the program once the visit is complete.

If meeting on site, a space must be provided that is separate from Club members.

Tutoring or Other Extracurricular Activity: At site-based programs, teachers may arrange tutoring with a Member after school. It is recommended that tutoring take place directly after school, and a Member check themselves into the Club once the tutoring is complete. If a Member is requested to leave the Club after checking in, the following requirements must be met:

- All tutoring sessions or extracurricular activities are authorized in writing by the primary contact listed within MCH at least three days before the scheduled visit.
- Member(s) has the "Agree to Walk Home Policy" selected and can sign themselves out of the program and sign back into the program once the session or activity is complete.

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 child(ren) 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.

Permission forms are required for school-year field trips when vehicle transportation is required. In the event, Club members and staff are walking to an offsite event; prior communication will be given to the parents/guardians via email.

MEMBERSHIP & PROGRAM REGISTRATION



ENROLLMENT

To complete enrollment, **both an annual Membership and Program Registration** must be completed and purchased. Membership fees cover a 12-month period (August to July), beginning in August for the new school year. **Additional Memberships DO NOT have to be purchased if you choose to enroll in both our school year AND summer programs.**

Membership and any Registration fees must be paid prior to a Member attending Club. If all required fees have not been paid and/or a payment arrangement in place, Members will not be permitted to attend. Prior to purchasing a membership, parents can check program availability by clicking on the “Registrations” tab and selecting your desired Club program.

WAITLIST

If your program is full, we encourage you to join the waitlist. Balances can be posted to your household and will not be due until a spot becomes available to you. **If you make a payment and spots are not available, refunds will not be permitted.** When spots become available, we will enroll those on the waitlist. (Note: A spot is not guaranteed if you are on a waitlist).

To join the waitlist, complete the Membership form and join the Program waitlist during registration. When space is available, the parent/guardian listed as the primary contact on the account will receive a call and an email to verify that they wish to register their Member(s). The Parent/Guardian will have 24 hours to reply before BGCSCK will contact the next person on the waitlist. If we do not hear from the parent/guardian after one week of being contacted, we will remove the Member(s) from the waitlist entirely. **Please note: Purchasing a Membership or Registration at a different Club site does NOT allow your Member(s) to attend a different Club program. If you enroll at the wrong location, you will have to re-enroll at the correct location based on availability at the time of re-enrollment & are not guaranteed a spot.**

FINANCIAL ASSISTANCE /STATE INSURANCE VOUCHERS

State Insurance Voucher: While completing your Membership forms, you can indicate if your child(ren) has KanCare State Insurance (Healthy Blue, Sunflower, or United Healthcare).

- **Healthy Blue:** If you carry Healthy Blue:
 - Complete the Membership process and after checkout, select “Financial Assistance” so your fee can be posted to your account.
 - Visit your Healthy Blue Benefits Rewards Portal to request your annual gift card to be used towards membership fees for youth Clubs. If needed, a link to the Healthy Blue Benefits website is available in the Financial Assistance tab of the



Parent Portal.

- **Sunflower and United Healthcare:** If you carry Sunflower or United Healthcare:
 - Complete the Membership process and after checkout, select “Financial Assistance” so your fee can be posted to your account.
 - BGCSCCK will submit the insurance voucher on your behalf so a credit to your Parent Portal account can be applied. The credit will be applied once payment has been received from your insurance provider, based on the reimbursement amount.
 - Once BGCSCCK has received the payment from your insurance provider, you will receive an email notifying you that it has been received or denied.

Please note: Insurance Vouchers can only be used once per child, per calendar year. If your voucher is denied, you will still be responsible for paying the Membership Fee.

Scholarships: Those who qualify based on HHS poverty guidelines may qualify for a scholarship for monthly before and/or afterschool and summer program registration fees. If you were approved for Financial Aid for this most recent Summer Program, you do not need to re-apply.

- To submit for a scholarship:
 - Complete Program Registration process and after checkout, select “Financial Assistance”.
 - Complete the form in detail and upload the necessary documentation. Be sure to include all required items and paperwork as missing documentation will not be reviewed and will result in your scholarship being denied or delayed.
 - Once your scholarship has been processed, you will receive an email notification from BGCSCCK and will have **five business days to provide payment**.

You will need to update and resubmit the Financial Assistance Application each calendar year after completing your most recent taxes.

BILLING

MONTHLY BILLING

Program registration fees will be billed on the first business day of the month falling between the 1st and the 5th of each month. The first month of billing will be August unless enrolled after August 1st. If you enroll after the initial August 1st billing has occurred, you will be responsible for paying the initial monthly fee prior to your Member(s) attending Club. Parents/Guardians are required to save a form of payment on their account (credit/debit card). **No cash or check will be accepted for any membership or program registration fee.**



If for any reason your monthly program registration payment does not go through, you will be notified and beginning the following day your Member(s) will not be permitted to attend the Club unless payment is received or you have submitted and received approval for a payment plan. To submit a payment plan, log into your Parent Portal and select "Update Your Profile". If, once approved, you do not follow your payment plan (i.e., your payment method is declined) the plan becomes void, and your Member(s) cannot attend Club until a payment is received.

TRANSFERS

If you require your Membership or Program Registration to be transferred to another BGCSCK Club program, there will be a **\$15 Transfer Fee**. If the program you wish to transfer to is full, the Member(s) will be required to join the waitlist for that program. To request a Transfer, complete a Withdrawal / Transfer Request by logging into your Parent Portal and selecting "Update Your Profile".

WITHDRAWALS

Boys & Girls Clubs of South Central Kansas reserves the right to dismiss any Member(s) from the program. Examples that may result in dismissal include but are not limited to parent/guardian and/or Member(s) does not comply with BGCSCK policies; BGCSCK Leadership has determined that a Member(s) has a behavioral, physical, and/or learning complication that BGCSCK staff are not equipped to support (please see Expectations: Respect, Responsibility, & Cooperation); frequent late payments or a delinquent account.

Temporary suspension of membership due to behavior: If a Member(s) is suspended due to behavior or not following BGCSCK expectations, program registration fees will continue to be charged, regardless of the time the Member(s) is not in attendance.

Parent/Guardian Request to Withdrawal from before and /or after-school programs: If a parent/guardian would like to withdraw their Member(s) from the before and/or after-school program, a Withdrawal / Transfer Request must be submitted.

- To submit a Withdrawal / Transfer Request:
 - Log into your Parent Portal and select "Update Your Profile".
 - To avoid being billed for the upcoming month's fees, Request forms must be submitted by the 25th day of the month prior to the month you want to withdrawal (i.e., to withdrawal by Feb. 1, you must submit by Jan. 25).
 - Once the withdrawal has been processed on the last business day of the month, an email confirming their withdrawal will be sent to the primary account holder



listed in the Parent Portal.

If the parent/guardian wants to re-enroll their Member(s) in the before and/or after-school program after they have withdrawn, the Member(s) must be in good standing (i.e., not terminated from the Club) and the account must have a zero balance. The Program Registration process must be completed again, and the Member(s) may be added to the Waitlist if the program is full. There is no guarantee that program capacity will allow the Member(s) to return once they have withdrawn.

Please Note: We will not allow withdrawals to occur for any other programs including but not limited to School Day Outs, School Breaks, or Summer Programs.

REFUNDS

There will not be any refunds for completed payment transactions if your site's program is full, if you purchased the wrong Membership or Program registration, or you need to withdraw from the program. Families must pay for the program that they sign up for regardless of how many days 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(ren) does not attend.

LATE PICK UP FEES

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

Late fees will be applied to the parent/guardian account within 24 hours of occurrence and can be paid through the Parent Portal. **MEMBER(S) CAN NOT RETURN TO THE CLUB UNTIL THE LATE FEE HAS BEEN PAID IN FULL.**

EXPECTATIONS: RESPECT, RESPONSIBILITY, & COOPERATION

BGCSCK 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 the dress code.
- Have no body contact.
- Members must behave appropriately in group ratios of 1 staff to 20 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 were 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 brought to the Club and/or on field trips.

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 the Club (unless it is 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 Technology Acceptable Use Policy).
- 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 does not provide meal modifications without a written request from a doctor.

Members can bring their own snacks to the Club, but they are prohibited from ordering food to be delivered during Club time. In addition, members are not allowed to use any of the microwaves within the facilities to heat up their snacks/food.

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(ren). 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 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(ren)'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 the inappropriate behavior. Members are encouraged to talk about why they behave in that way. 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. Depending on the severity of the behavior and/or if reoccurring, staff will discuss their observations with the parent/guardian and seek any guidance or support that can be provided.
 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 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. This conversation is documented using a Safety Plan or Support Plan to ensure all parties are on the same page.
- *Club Suspension:* Continued inappropriate behavior must be documented and communicated with the Chief Operations Officer but may result in Club or activity suspension. Every effort will be made to keep the parent/guardian informed promptly of inappropriate behavior before 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. To ensure proper support, a re-entry plan may be discussed with the Member and parent/guardian before they are able to return.

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. Termination of a Member must be presented to the Chief Executive Officer, and if determined necessary, written notice of discharge will be provided to the parent/guardian.

We aim 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(ren). If the program does not meet the needs of your child(ren), due to resources or staff competencies, we will decide on whether your child(ren) 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 on 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. **If a Club Member is presenting harm to themselves or others, parents/guardians will be asked to pick up their child(ren) within an hour of being contacted.**

MEMBERS WITH EXTERNAL EXPULSION/DISCIPLINARY ACTION

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

MEMBERS WITH EXCEPTIONALITIES

Boys & Girls Clubs of South Central Kansas is excited to have your child(ren) at the Club. For us to best serve your child(ren) 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.

DUAL RELATIONSHIP WAIVER

Boys & Girls Clubs of South Central Kansas (BGCCK) works every day to create a safe, fun environment so kids can have every opportunity to be successful in life. BGCCK has a ZERO tolerance for inappropriate behavior of any kind, including child sexual abuse or misconduct, and policies and procedures have been created for both employee and members/families behind that stance. However, BGCCK understands that employees sometimes have personal relationships with enrolled members/families outside of the Club, which may result in unsupervised interactions during the employee's personal time when the employee is not working for the Club.

If a Member(s) is likely to engage one-on-one with a BGCCK Staff Member outside of Club hours (i.e., babysitting, attending an event, etc.), a Dual Relationship Acknowledgement Form must be signed by both the parent/guardian and BGCCK Staff Member. To complete this form, please contact your Director.

SAFETY POLICIES & PROCEDURES

EMERGENCY OPERATIONS POLICY

Through the appropriate use of Club and community resources, Boys & Girls Clubs of South Central Kansas strives to mitigate the immediate effects of an emergency and its long-term effects on Club operations and mission by being prepared to effectively respond to and recovery from an emergency.

Emergency Operations Plan (EOP)

Boys & Girls Clubs of South Central Kansas shall create and maintain an Emergency Operations Plan (EOP). At minimum, the plan shall encompass the following elements:

- Mitigation, preparedness, response, and recovery for the following types of emergencies:

- Fire
- Weather (tornado, flooding, hurricane, etc.)
- Lockdown (for interior or exterior threat)
- Bomb threat
- Suspicious package
- Training/drill schedule and reporting procedures for staff, volunteers, and members.
- Developed and shared with local first responders, such as fire department and law enforcement agencies.

EOP Annual Review

Boys & Girls Club of South Central Kansas leadership will maintain a board-led safety committee that regularly focuses on safety and will have oversight and responsibility for the emergency operations plan. The board-led safety committee will be responsible for reviewing and updating the emergency operations plan annually.

First Aid and CPR Training

Boys & Girls Clubs of South Central Kansas strives to have multiple CPR- or first-aid-trained staff on site during operating hours but at minimum, always maintains at least one trained staff.

Key Definitions

Emergency: An emergency is any event, natural or man-made, whether expected or unexpected, that places life or significant Club assets in danger or threatens the ability to conduct normal business operations and usually involves abnormal time constraints and resource responses.

Mitigation: The effort to reduce loss of life and property by lessening the impact of disasters or emergencies. For mitigation to be effective, we need to act now — before the next emergency occurs — to reduce human and financial consequences later.

Preparedness: Preparedness helps everyone act quickly and decisively in the face of a disaster or emergency and can minimize loss of property and prevent death and injury. An effective emergency plan should include steps to ensure that those with disabilities or special needs are provided with a proper evacuation strategy.

ONE ON ONE CONTACT POLICY

Boys & Girls Clubs South Central Kansas is committed to providing a safe environment for members, staff, and volunteers. The organization prohibits all one-on-one interactions between Club members and staff and volunteers (including board members). All staff and volunteers must abide by the following:

- Ensure all meetings and communications between members and staff, or volunteers are never private.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate with another staff member whenever an emergency arises that necessitates an exception to this policy.



- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media between only a staff member or volunteer and a single member.
- Never transport one Club Member at a time. This includes transportation in Club or leased vehicles.

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

If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to Club leadership as soon as practicable, and ideally before engaging in one-on-one interaction.

TRANSPORTING CLUB MEMBERS POLICY

Boys & Girls Clubs of Southcentral Kansas is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. Boys & Girls Clubs of South Central Kansas only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.

Drivers

- Must allow for DMV background checks and be cleared to transport youth per the barrier crime policy of the organization.
- Must keep an updated list of all Members who are transported to and from the Clubhouse and Club related activities.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be signed daily to ensure compliance.
- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- Must submit written reports detailing issues or incidents involving transportation of members to and from the Clubhouse or to and from Club-related activities.
- Must only transport members in official Club vehicles.
- Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in the vehicle.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities.

Vehicle

- Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.

- Each vehicle should be inspected as outlined by the DMV by a staff member before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly.
- Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance should be maintained.
- Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.
- Each vehicle must have a complete first-aid kit that satisfies state licensing requirements.
- Each vehicle must have a working and current fire extinguisher that satisfies state licensing requirements.
- Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.
- The vehicle must be clean and well maintained, and exterior physical damage must be repaired promptly.

Shared-Use Restrooms

- On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-stall restroom that is empty.
- Youth shall follow the “rule of three” in using public restrooms, with at least two youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance.
- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members to ensure that the facility is free of adults – and clear of youth not involved in the Club program – before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising members’ use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.
- In a shared-use facility, Boys & Girls Clubs will utilize the best practice of shutting the exterior door to the restroom and using an “Occupied” sign outside of the door to alert others that they must wait until Club members have exited the restroom before they can enter.

Accident or Emergency Protocol

- The driver should immediately notify the Club leadership if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members to and from the Clubhouse or Club-related activities.
- Staff shall immediately inform the Club leadership if a staff member, volunteer, or board member violates this policy. In such a case, the organization will take appropriate disciplinary action, up to and including termination.



While members are riding in Club-owned vehicles, they are expected to follow these guidelines:

- 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
- No members allowed in front seat

CHILD ABUSE & MANDATED REPORTING

The priority of Boys & Girls Clubs of South Central Kansas is the physical and emotional safety of its members, staff, and volunteers. Boys & Girls Clubs of South Central Kansas maintains a zero-tolerance policy for child abuse. Boys & Girls Clubs of South Central Kansas implements policies and procedures for members, employees, volunteers, visitors or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse.

DEFINITIONS

One-on-Contact Prohibition: Boys & Girls Clubs of South Central Kansas prohibits isolated one-on-one interaction between Club participants and staff or volunteers, including board members. This includes prohibiting one-on-one contact at any time at the Club, in vehicles or by phone, text, social media, or any other means.

Exceptions may only be made when delivering approved medical or counseling services by a licensed, trained therapist or similar professional according to professional guidelines. All staff and volunteers, including minor staff (under age 18), are prohibited from meeting Club participants outside of any Club-sponsored activities. The only exception to this rule is if the Club participant is a child or sibling of a staff member or volunteer.

Child abuse is when an adult or another child, whether through action or by failing to act, causes serious emotional or physical harm to a child. Sexual abuse or misconduct may include but is not limited to:

- Any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.
- Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Inappropriate activities, advances, comments, bullying, gestures, electronic communications, or messages (e.g., by email, text, or social media).

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking. Grooming behaviors may include but are not limited to:

- Targeting specific youth for special attention, activities, or gifts.
 - Isolating youth from family members and friends physically or emotionally. This can include one-on-one interactions such as sleepovers, camping trips, and day activities.
 - Gradually crossing physical boundaries, full-frontal hugs that last too long, lap sitting or other “accidental” touches.

REQUIRED TRAINING

Boys & Girls Clubs of South Central Kansas conducts and reports through a BGCA-approved process the following training for all staff members and volunteers with direct repetitive contact with young people (at the intervals noted for each). Completion of required training will be documented within the personnel file on Paycom.

Before providing services to young people, and annually thereafter:

1. BGCA-approved child abuse prevention
2. BGCA-approved mandated reporting
3. BGCA-approved grooming prevention

Annually:

1. All the policies, including all safety policies, for Boys & Girls Clubs of South Central Kansas.

PHYSICAL INTERACTIONS

Every staff member and volunteer of Boys & Girls Clubs of South Central Kansas is required to maintain appropriate physical contact with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
<ul style="list-style-type: none"> • Side hugs • Handshakes • High-fives and hand slapping • Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> • Full-frontal hugs or kisses • Showing affection in isolated areas • Lap sitting • Wrestling or piggyback/shoulder rides • Tickling • Allowing youth to cling to an adult’s leg

VERBAL INTERACTIONS

Every staff member and volunteer of Boys & Girls Clubs of South Central Kansas is required to



maintain appropriate verbal interactions with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
<ul style="list-style-type: none">• Positive reinforcement• Child-appropriate jokes (no adult content)• Encouragement• Praise	<ul style="list-style-type: none">• Name calling• Inappropriate jokes (adult-only content)• Discussing sexual encounters or personal issues• Secrets• Profanity or derogatory remarks• Harsh language that may frighten, threaten, or humiliate youth

ABUSE AND SAFETY RESOURCES

Boys & Girls Clubs of South Central Kansas prominently displays BGCA-approved collateral that shares ethics hotline, crisis text line and safety helpline information with members, staff, volunteers, and families. We also share all safety policies with parents and guardians upon receiving a youth membership application and Member/Parent Handbook.

MANDATED REPORTING

Child abuse is an injury or pattern of injuries to a child that is not accidental. Child abuse includes non-accidental physical injury, physical neglect, sexual abuse, and emotional abuse. Sexual abuse is the exploitation of a child for the sexual gratification of a child, adult, or older child.

As an organization entrusted with the care and well-being of children, BGCSCCK condemns child abuse. BGCSCCK will report all allegations of child abuse to the appropriate authorities and will cooperate fully in the prosecution of anyone abusing children. All employees are required by law to report any allegations of abuse and/or neglect.

INCIDENT MANAGEMENT POLICY

Clear reporting policies & procedures are an important element in responding to incidents that might occur while at the Club. Staff & volunteers must at a minimum immediately report & document all safety incidents that might affect staff, volunteers, members & others at Club sites.

General Incident Description

Safety incidents can include but are not limited to:

- Inappropriate activity between adults (18 and over) and youth.
- Inappropriate activity between multiple youth.
- Allegations of abuse.
- Bullying behavior.
- Inappropriate electronic communications between adults (18 or over) and youth.
- Minor and major medical emergencies.
- Accidents, including slips and falls.



- Threats made by or against staff, volunteers, and/or members.
- Physical assaults and injuries, including fights.
- Missing children.
- Criminal activity, including theft and robbery; and
- Other incidents as deemed appropriate by Club leadership.

Safety incidents include those that occur during Club programs, on Club premises and/or during a Club affiliated program or trip.

Internal Incident Reporting

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete the Boys and Girls Club of South Central Kansas incident report within MyClubHub and submit the incident to Club leadership.

The following information shall be included on an Incident Report:

1. Date and location
2. Incident details (if applicable)
3. Witnesses and contact information
4. Names of all involved (youth and staff if applicable)
5. All notifications made (first responders, parents, leadership, etc.)

External Incident Reporting

Boys & Girls Clubs of South Central Kansas follows all applicable mandated reporting statutes and regulations and all applicable federal, state and local laws (including those around licensing, for licensed organizations) for the protection and safety of youth. Types of incidents reported include but are not limited to:

- Inappropriate activity between adults (18 or over) and youth.
- Inappropriate activity between multiple youth.
- Allegations of child abuse.
- Any form of child pornography.
- Criminal activity, including assault, theft and robbery; or
- Children missing from the premises.

Incident Investigation

Boys & Girls Clubs of South Central Kansas takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident.

Federal, state, and local criminal and or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation.

If an incident involves an allegation against a staff member, volunteer or Club member, the Club



shall suspend that individual immediately (employees with pay) and maintain the suspension throughout the course of the investigation.

BGCA Critical Incident Reporting

Each Member Organization shall immediately report any allegation of abuse or potential criminal matter to law enforcement. Each Member Organization shall also report the following critical incidents to BGCA within 24 hours:

- Any instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any child by a current employee or volunteer; or any Club-related instance by a former employee or volunteer.
- Any instance or allegation of child abuse (physical, emotional or sexual); or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
- Any child who might have been abducted or reported missing from a Club site or sponsored activity.
- Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury or death; or a mental health crisis with a child requiring outside care.

- Any instance or allegation of abuse, including physical, emotional or sexual abuse, sexual misconduct, harassment or exploitation (Club-related or not) involving any staff member; or any Club-related instance or allegation of abuse, including physical, emotional or sexual abuse, sexual misconduct harassment or exploitation against a volunteer or visitor.
- Any failure to comply with requirements set forth by childcare licensing agencies or organizations.
- Any known or suspected criminal act committed at a Club site or during a Club-sponsored activity.
- Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds. Any criminal or civil legal action involving the organization, its employees or volunteers, as well as any changes in the status of an open organization-related legal action.
- Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Clubs of America brand.
- Any other incident deemed critical by the Member Organization.

Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or the organization being placed on provisional status.

SUPERVISION & FACILITIES POLICY

Boys and 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 staff (18 or over). To ensure appropriate supervision, staff, and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one adult member of staff (18 and over) is present when supervising members.
- Must always maintain proper supervision ratios.
- Must always position self to view all members within program space.
- Must be trained in appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.
- Must never use electronic devices such as cell phones, PDAs or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

Restroom Usage

Boys & Girls Clubs of South Central Kansas is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, 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 youths will be escorted by one staff member, 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 restrooms to maintain auditory supervision of space.
- Designing or renovating multi-user restrooms to eliminate outer doors, while maintaining privacy with individual stalls.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify the Club leadership of the incident.
- Document, in writing, restroom conduct incidents and report them to Club



leadership as soon as possible in compliance with the Club's Incident Reporting Policy.

Entrance and Exit Control

All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of operation. All exterior doors shall have a locking system to discourage unauthorized individuals from 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 adult staff when in use. Areas that are not in use shall remain locked and only accessible by adult staff. 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. All storage closets and other unused spaces are to be locked during operational hours.

Damages to facilities shall be repaired in a reasonable manner. Damage that pose imminent risk to the health and safety of members, staff 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 and 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.

SCREENING & ONBOARDING

Interviewing

Boys & Girls Clubs of South Central Kansas will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service.

Reference Checks

Boys & Girls Clubs of South Central Kansas conducts reference checks on any candidate for employment or volunteer with direct repetitive contact with young people. Should candidates for employment have previous experience with a Boys & Girls Club, information on the candidate's eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs for which the candidate worked prior to extending an offer for employment or volunteer service. Additionally, Boys & Girls Clubs of South Central Kansas provides reference materials



when asked by other Member Organizations.

Staff and Volunteer Onboarding

Upon offer of a position, each new Club employee shall receive and confirm in writing receipt of an up-to date employee policies and procedures manual or handbook that, at a minimum, articulates current:

- Conditions of employment.
- Benefits.
- Rights and responsibilities of employees.
- Club safety policies; and
- Any other important employment-related information.

Before working with any Club members, all staff and volunteers at a minimum shall be given an orientation that includes an overview of the following:

- The organization's mission, goals, policies and procedures and schedule.
- Job descriptions and performance standards for their position.
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics.
- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks and planning time.
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.; and
- Completion of the required Child Abuse Prevention Trainings approved by BGCA.

DRUG- AND ALCOHOL-FREE WORKPLACE POLICY

Drug and Alcohol Policy

Boys & Girls Clubs of South Central Kansas is committed to providing a safe environment for members, staff and volunteers. To further ensure their safety, the organization maintains a drug- and alcohol-free workplace. The unlawful or improper use of drugs – including marijuana, controlled substances or alcohol in the workplace – presents a danger to everyone. The organization also has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988.

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.
- Employees are prohibited from reporting to work or working when the employee is using any legal drugs; exceptions can be made in accordance with state law when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees taking any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or a reasonable accommodation can be made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made.



- Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace, including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities. • Employees must notify their supervisor and/or Club leadership immediately of any criminal drug or alcohol violation.
- Employment with the organization is conditional upon full compliance with the foregoing drug- and alcohol-free workplace policy. Any violation of this policy might result in disciplinary action, up to and including discharge.
- Boys & Girls Clubs of South Central Kansas further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this policy.

Smoking Policy

Boys & Girls Clubs of South Central Kansas will comply with all applicable federal, state and local regulations regarding non-smoking in the workplace in order to provide a work environment that promotes productivity and the well-being of its employees. Smoking in the workplace can adversely affect members, employees and volunteers. Accordingly, smoking is restricted to all its facilities. Smoking is defined to include the use of any tobacco-containing products, including cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers. Smoking is prohibited at all Boys & Girls Clubs properties except for external areas where it is specifically authorized. The smoking policy applies to employees, volunteers, and members while on Club premises or during off-site Club activities.

Reasonable Suspicion

Staff and or volunteers shall immediately notify Club leadership of any action by an employee or volunteer who demonstrates an unusual pattern of behavior suggesting that they are under the influence of drugs or alcohol. Club leadership will determine whether the employee should be examined by a physician or clinic and/or tested for drugs or alcohol in accordance with the Club's drug-testing policies. Employees and volunteers believed to be under the influence of drugs or alcohol will be required to leave the premises. Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Examples of behavior suggesting that employees or volunteers are under the influence of drugs or alcohol include but are not limited to:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).



- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching); or
- Inactions (sleeping, unconscious, no reaction to questions).

Unusual patterns of behavior that may suggest drug or alcohol misuse include but are not limited to:

- Repeatedly calling in sick.
- Being absent directly before or after holidays and weekends.
- Repeatedly damaging inventory or failing to meet reasonable work schedules; and
- Involvement in frequent accidents that can be related to the use of drugs or other substances.

Inspection And Testing

Boys & Girls Clubs of South Central Kansas reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this drug- and alcohol-free workplace policy (see "Reasonable Suspicion" above). Screening, testing and security measures may be used as methods of enforcement, as permitted by applicable state law. It is a violation of this policy to refuse to submit to testing. Tests that are paid for by the organization are the property of the organization, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies and/or the employee's doctor.

Prescription Medication and Legal Drugs

Employees and volunteers are prohibited from reporting to work or working when using any legal drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee or volunteer that the substance does not adversely affect the employee's or volunteer's ability to safely perform his or her duties.

Employees and volunteers taking a legal drug, such as prescription medication or medical marijuana, that potentially affects job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or reasonable accommodation can be made. An employee/volunteer may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.

TECHNOLOGY ACCEPTABLE USE 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 BGCSCCK 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(ren) 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/guardians will be notified and asked to pick up their child(ren) within an hour of being contacted to ensure we are putting all members' safety first.

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 do not administer any medication. Should your child(ren) 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 enrollment dates, Club openings, and event reminders by e-mail. In the event of an emergency, notification may be sent via text message to the phone number associated with the primary contact. Please note: our system only allows text messages and emails to be sent to the primary account holder, so this individual will need to share communication with other parties that may need to be informed.



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(ren) 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

We also have expectations for our Club parents/guardians so that we can focus on providing the best possible experience for our Club members.

- BGCSCK is not responsible for Club member(s) until they are properly checked into the Club.
- Appropriate use of language and a respectful tone toward all BGCSCK employees and Club members is always expected.
- All required forms must be completed in the MyClubHub parent portal prior to Club members attending.
- Stay current with Club fees and/or scholarship agreements, as well as enrollment deadlines.



- Ensure that all contact information (email addresses and phone numbers) is accurate and up to date.
- Ensure that Pick Up and Drop off are punctual.
- Must pick up Club member(s) within an hour of being notified of sickness, escalated behavior, or injury.
- You may not have authorized access to any BGCSCCK Club location.

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(ren). Staff will interact with parents/guardians in the same regard. As a parent/guardian, it is expected that conflicts/challenges/concerns will be 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 by both sides (BGCSCCK 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(ren), parents may demand that the Club prohibit one or the other from taking the child(ren). However, it is our policy to deliver the child(ren) 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 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