



**BOYS & GIRLS CLUBS  
OF BARRON COUNTY**

# ***PARENT HANDBOOK***

## ***Executive Director***

**Lori Zahrbock**

**executivedirector@bgcbarroncounty.org**

## ***Chief Operating Officer***

**Travis Austad**

**operations@bgcbarroncounty.org**

## ***Board of Directors***

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**Selene Wosepka - Vice President**

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**BOYS & GIRLS CLUBS  
OF BARRON COUNTY**

Dear Parents and Guardians,

We would like to welcome you and your child to the Boys & Girls Clubs of Barron County. We are very proud of our organization and feel it is the place where [GREAT FUTURES](#) begin.

Please know you are always welcome to come to the Club and tour our facility at any time or speak to one of the staff to get more information on what goes on while your child is here. We also encourage your suggestions on the programs we offer if you see a need we don't address. We hope you find this handbook very useful. If we have overlooked something that you would like to know, please feel free to call us anytime at 715-736-7445.

Respectfully,

A handwritten signature in black ink, appearing to read 'Lori Zahrbock', with a long horizontal flourish extending to the right.

Lori Zahrbock  
*CEO/Executive Director*

**GREAT FUTURES START [HERE.](#)**

## **Mission Statement**

*To inspire and enable all youth, especially those who need us most, to be productive, responsible, and caring citizens.*

## **Locations:**

<p><b>Lincoln Clubhouse</b></p> <p>426 North Wilson Ave Rice Lake WI 54868 (715) 736-7445</p> <p>K-4th Grade</p> <p>After School: \$20 Yearly Fee Hours: Monday-Friday 3:00PM-6:00PM Summer (June - August): \$50/Weekly Fee Hours: Monday - Friday 7:15AM-6:00PM</p>	<p><b>Rice Lake Middle School</b></p> <p>204 Cameron Rd Rice Lake, WI 54868 (715) 234-8156 ext. 6608 or (715) 736-7445</p> <p>5th - 8th Grade</p> <p>After School: \$20 Yearly Fee Hours: Monday-Friday 3:00PM-6:00PM Summer (June - August): \$10/Weekly Fee Hours: Monday - Friday 7:15AM-6:00PM</p>
<p><b>Cumberland Middle School</b></p> <p>980 8th Avenue Cumberland, WI 54829 (715) 822-5122</p> <p>5th - 8th Grade</p> <p>After School: \$20 Yearly Fee Summer (June - August): \$10/Weekly Fee Hours: Monday - Friday 7:30AM-6:00PM</p>	<p><b>Barron Riverview Middle School</b></p> <p>135 West River Ave Barron, WI 54812 (715) 537-5641 ext 532</p> <p>5th - 8th Grade</p> <p>After School: FREE Hours: Monday - Friday 3:00PM-6:00PM NO summer programming</p>

# ***Membership Policy***

## **Academic Year Fees & Payments**

The Boys & Girls Clubs of Barron County membership is based on the academic year of September through August, with renewals beginning at the end of August each year. The fee is \$20 per member. Families with more than one child enrolled will pay a fee for each child not to exceed \$50 per family.

## **Summer Program Fees & Payments**

Summer payments are to be made in full at the beginning of each week on Monday, or the first day your member attends the Club for that week. Summer fees and the payment schedule are announced early April of each year.

Scholarships are available by request and require an additional form be submitted for review. Scholarships are provided on a sliding scale for those that need them to ensure all Club members have a safe place to go after-school and on non-school days.

## **Military Families**

Military families (both active and veteran) will have their yearly membership fee waived, but are still required to pay Summer Program fees if their child(ren) attends.

## **After School vs. Summer Program**

BGC provides After School programming during the school year. On designated days when school is not in session during the school year and during the summer months, full day programming is provided.

## **Priority Outcomes**

The Boys & Girls Clubs of Barron County have the following priority outcome areas:

- Academic Success
- Good Character & Citizenship
- Healthy Lifestyles

Through these outcome areas, all Clubs provide over 40 program opportunities. These opportunities include staff facilitated programs, partnership programs with the community and field trips.

## **Dress Code**

Rules pertaining to appropriate Club member attire are necessary in order to maintain good decorum and a favorable youth developmental atmosphere. Appropriate dress is the responsibility of Club members and their parents/ guardians.

Club members are not permitted to wear clothing that is inappropriate for the Club setting, this includes, but is not limited to:

- Clothing that displays profanity, violence, is sexually aggressive, is offensive, promotes gang activity, or promotes alcohol, tobacco, or drug use. Club members wearing inappropriate clothing will be asked to change or turn their clothes inside out. Members who refuse to change or alter clothing deemed inappropriate will be sent home from the Club.
- Clothing must cover the torso from above the chest to mid thigh, no items of clothing where undergarments are exposed are allowed.
- Clothing must be appropriate for current weather conditions as Club members could possibly be outside daily, if not multiple times a day.
  - Club staff may limit participation due to attire not meeting weather requirements.
- Weather appropriate Footwear must be worn at all times while at the Club.
  - Closed toed shoes are strongly encouraged to protect feet during sports/ recreational activities.
  - Club staff may limit participation in programs due to footwear and attire.

## ***Important Parent Information***

### **Check In and Check Out - Lincoln Clubhouse**

As part of attending the Club during the school year, it is the members responsibility to check in at the front desk with the Membership Coordinator and alert them that they have arrived at the Club from school.

During the summer program, **parents must check their children in at the front desk**, as children **are not allowed to do this independently**. This is important so parents can be updated on resources, materials and current events at the Club. This also gives parents an

opportunity to stay up to date on permission slips, schedules and changes in contact information.

For ALL of our programming, an authorized contact must come to the front desk to pick up a member from the Club. The membership coordinator holds the right to ask for a form of identification to confirm authorization for member pick-up. If someone who is not authorized attempts to pick up a member, the primary contact will be called and asked to either confirm authorization or send someone else to pick up the child(ren). Children will not be released to anyone who is not authorized as confirmed by a parent/guardian.

### **Check In Procedure for Middle School Sites**

RLMS - Parents/guardians are encouraged to drop off/pick up in the cafeteria. This allows parents/guardians to be updated on any ongoing or new activities/field trips that may require a parent/guardian's signature or form.

BRMS - Parents/guardians will drop off/pick up in the cafeteria at the school.

CMS - Parents/guardians are encouraged to drop off/pick up in the classroom in the building.

### **Late Pick Up**

All Boys & Girls Clubs locations require children to be picked up no later than **6:00PM**. It is the parent/guardian's responsibility to know the hours of operation of the Club site their children attend. If a club member is present 5 minutes or more after the Club closes, parent/guardian/emergency contacts will be called and issued a late pick-up notice. If 30 minutes passes and no contact has been reached, or the club member has not been picked up, local law enforcement will be contacted.

**1st Late Pick-Up: Reminder letter of Club Hours and late fee charge.**

**2nd Late Pick-Up: (1) day membership suspension and late fee charge.**

**3rd Late Pick Up: (3) day membership suspension, meeting with the Chief Operating Officer and CEO/Executive Director.**

### **Parent/Guardians Under the Influence**

The safety of all Club members is our number one priority. This includes intervening when unsafe circumstances are presented by a parent/guardian. When Club staff suspect that a parent/guardian picking up a child from any of our locations is under the influence of drugs or alcohol, these procedures will be followed.

1. The Site Director will be alerted that a parent/ guardian appears to be under the influence and the child will not be released to the parent while the Site Director speaks with the parent/ guardian.
2. The Site Director will speak privately with the parent/guardian in a separate room with the door open. The Site Director will explain the concerns regarding sending the child with someone who appears to be under the influence. Staff will call emergency contacts as an attempt to find someone else who can pick up the child.
  - a. If no one else can pick up the child, the local police department will be called and the situation will be explained to see if they can take the child home or to a safe location.
3. If staff is unable to prevent the parent/guardian from taking the member(s), the police will be called and given a description of the vehicle and license plate number.

## **Lost and Found**

***The Club is not responsible for lost, stolen or damaged items.***

- Club members are responsible for their personal belongings and should not bring expensive equipment such as electronics, jewelry, or any other items of value (ex: AirPods, cell phones).
- Each Club site has a lost and found.
- Lost and found items are kept between 4 weeks and then donated.
- We recommend writing your child's name on backpacks, outerwear and other items of importance.

## **Inclement Weather & Emergency Closings**

If the School District **cancels school** due to inclement weather or an emergency the Boys & Girls Club of Barron County will be **closed as well**. Parents will be notified through Facebook, Remind App, and email of these events.

## **School Dismissed Early**

If the school district **closes early** due to weather conditions or an emergency, the Boys & Girls Clubs of Barron County **will open early that day to accommodate members**. Members will be bussed to their Club location from their allotted schools. We do recommend picking up your children as soon as you can on these days as inclement weather can lead to poor road conditions.

The Club may determine due to weather conditions to close early or to not open that day, parents will be notified by Facebook, Remind App, and email.

**GREAT FUTURES START HERE.**



# ***Behavior Policies***

## **Kind, Caring and Respectful Behavior**

While attending Boys & Girls Clubs of Barron County, all members are expected to show kind, caring, and respectful behavior to themselves, other members, Club equipment, and Club staff. These expectations are threaded through all aspects of programming and will be provided as a constant reminder when participating at the Club.

## **Youth Development Strategy**

Club programs and services promote and enhance the development of Club members by instilling:

- ***A Sense of Competence*** - The feeling there is something they can do, and do well.
- ***A Sense of Usefulness*** - The opportunity to do something of value for others.
- ***A Sense of Belonging*** - A setting where young people know they fit and are accepted fully for who they are.
- ***A Sense of Power or Influence*** - A chance for Club members to be heard and to influence decisions.

## **Positive Reinforcement**

The Boys and Girls Club focuses on engaging Club members through positive reinforcement. The Club strives to provide the tools members need to show positive decision making, to show positive behavior towards themselves and others, and to try new things.

Members may also be selected as Member of the Month for going above and beyond expectations while attending.

## **Consequences/ Send-Home**

The Boys & Girls Club offers a multitude of opportunities for members to appropriately meet their safety, belonging, freedom, fun and power needs. The Club attempts to create the conditions for members to try out new skills. Members are given opportunities to consider their actions, fix mistakes when they occur and return to the group strengthened. To ensure that the Club remains a safe and positive learning environment for all members, each

member receives three opportunities each day upon arriving at the club to show kind, caring, respectful behavior.

***Please talk directly with the Site Director of your child(rens) Club to be informed of the specifics on behavior expectations and disciplinary action.***

In the event that your member needs to be picked up due to behavior, you or another authorized contact must be **available within 30 minutes**. Failure to meet this requirement could result in suspension or removal from Club programming.

## **Bullying Policy**

The Boys & Girls Club has adopted a zero-tolerance policy towards any form of bullying. This includes but is not limited to verbal, physical, cyber, and social bullying.

BGC strives to provide a safe, secure, and respectful environment during all activities, programs, and services offered. Bullying disrupts the Club's ability to empower all young people to reach their full potential as productive, caring, responsible citizens. It is the Club's expectation that its staff, volunteers, members, and parents/guardians observe this policy, and demonstrate appropriate behavior, treating others with civility and respect.

***Bullying is defined as any willful, persistent, deliberate, or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress, suffering of property damage, or which negatively impact the Club's ability to provide a safe and secure place for all members.***

Bullying behavior can be (but is not limited to):

- Physical (e.g assault, hitting, punching, kicking, theft)
- Verbal (e.g threatening or intimidating language, teasing or name calling, racist remarks) between students and students, students and adults, adults and students, adults and adults.
- Indirect (e.g spreading rumors, intimidation through gestures, social exclusion)
- Cyber Bullying; this includes but is not limited to the following misuses of technology: Harassment, teasing, intimidating, hurtful messages through email, social media pages, instant messages, and text messages, digital pictures or images.
  - Cyber Bullying is prohibited in the following settings and circumstances:
    - When accessed, created, or communicated using any Club own computer, digital technology, or system network.
    - When sent or passed through any type of non-Club owned technology, personal electronic devices pertain to Club, Club Staff, or Club members.

## **Addressing and Repairing Situations**

Club members and their parents/ guardians are encouraged to report bullying as well. Reports of bullying may be made verbally or in writing and can also be made confidentially. There will be no retaliation against individuals making such reports. Individuals found to be engaging in retaliating behavior will be subject to disciplinary action.

Individuals who engage in bullying behavior will be in violation of this policy and will be subject to disciplinary measures as outlined in our Behavior Policy.

### **POSITIVE CLIMATE PHILOSOPHY & PROCEDURES**

If your child is involved in a conflict or unsafe situation with another member or staff, or has violated Boys & Girls Club rules, they will be approached in the following progressive manner:

- **Expectations, Rules and Consequences**
  - Staff will review expectations, rules and consequences for behavior and post these in their program areas.
- **Verbal redirection / coaching:**
  - Staff will use verbal redirection with youth when needed.
  - Staff will use proactive language when dealing with youth exhibiting unacceptable behavior.
- **Take a Break Space**
  - Youth may be asked to take a break from an area or activity. Examples of language used may include “let’s take a break” or “how about we take some time to cool off.”
  - In the “take a break” space, youth will have intentional time to reflect on what they did and how they may do things differently next time.
  - In the “take a break” space, youth will have other calming tools that they can use to help regulate their emotions before returning back to the group.
- **Meeting with a Site Director and documentation of the incident.**
  - If the behavior continues or requires more serious intervention, your child will meet with the Site Director.
  - They will be asked, “Tell me what happened” / “What part are you responsible for?”
  - Members will be given the opportunity to discuss other possible choices and what they would likely choose to do in the future.
  - The staff will work with the member to create a plan to return to the activity.
  - The staff will document the intervention and have information available to share with parents/guardians.
- **Meeting with parent and member:**
  - If the issue cannot be resolved in a meeting with the member, or if it continues to occur, a call home may be made to discuss the conflict with the parent/guardian

- o An in person meeting will be required to work on a plan together regarding behavior expectations.
- **Suspension or revocation of membership:**
  - o If misbehavior continues and all avenues have been exhausted the Site Director along with the Chief Operating Officer may suspend the member for a period of 1-5 days.
  - o If continued intervention does not resolve the issue, or the behavior is so severe that it puts your child, other members, or staff in danger, the Site Director, Chief Operating Officer, and CEO/Executive Director may decide to suspend your child's membership long-term or revoke their membership until the behavior can be resolved to a degree that it no longer endangers your child, other members or staff.
  - o After each suspension, your child and you must meet with Club leadership to discuss a re-entry plan to allow the member to attend programming. Developing a behavior plan allows you and your child to be an active participant in the success of your child's experience.

## **ZERO TOLERANCE FOR THE FOLLOWING NEGATIVE BEHAVIORS**

The following negative behaviors will automatically result in suspension and potential termination of membership using the approved guidelines:

- Fighting
- Stealing
- Threaten the safety of a Boys & Girls Club member or staff member
- Sexual harassment of other members, staff or volunteers.
- Bringing a weapon or an item that could be construed as a weapon, or threatening to bring a weapon to the program, or onto Club or school property.
- Bringing illegal substances or alcohol into the program.
- Attending the program while under the influence of an illegal drug or alcohol.
- Damage to the Boys & Girls Club facility or equipment --- Members are expected to reimburse the Boys & Girls Club for any damage and will be billed to parent(s) or guardians.
- Bullying that includes any racial or derogatory comments towards another member or staff

Members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and fully expected by policy, to maintain full control of any situation that occurs in their program area and will not tolerate anything that threatens that control in appearance and or manner.

If your child continues to exhibit the behaviors listed above, despite guidance and coaching from staff, termination of their membership may be sought in order to keep the program a safe and affirming place for all of its members.

If Club leadership feels that termination of membership is the best option for your child, they will schedule a meeting with the parent/guardian and child to discuss the concern. Club leadership has the final decision making authority regarding termination of memberships.

## **Restroom Usage Policy**

The Boys & Girls Club is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

### **Best practices used include:**

- Prohibiting mixed age groups (children, teens, and adults) from sharing a restroom space.
- Limiting the number of people using the restroom at a time.
- Positing staff near restroom entries.
- Implementing a restroom inspection and monitoring schedules.

The Boys & Girls Club is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults. Restrooms shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walkthroughs and inspections set by Club leadership.

### **Staff Shall:**

- Use separate bathrooms when possible, should separate restrooms be unavailable, designated stalls shall be set aside for staff only use. Staff will also attempt to use restrooms at times that they are not in member use.
- Abide by all staff codes of conduct.
- Enforce the BGC restroom Code of Conduct.
- Intervene and notify Club leadership should inappropriate conduct be observed.
- Ensure restrooms are regularly cleaned and sanitized.

### **Staff observing unacceptable restroom conditions shall:**

- Immediately notify Club Leadership
- Document, in writing, restrooms conduct incidents and report them to Club Leadership as soon as possible.

## **Sexual Abuse Prevention Policy**

The Boys & Girls Club is committed to providing a safe and respectful environment for our members and will not tolerate any sexual abuse misconduct towards 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 include, but are not limited to, inappropriate physical contact, viewing of pornography, exposing oneself to another person, enticing others to expose themselves,

inappropriate language, or any other behavior that is in violation of the BGC Behavior Policy or Employee Handbook.

Unless authorized in advance by a supervisor, adult staff and volunteers **shall not**:

- Initiate conversation 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 safety concerns for the child. The staff or volunteer shall then provide a written incident report to the supervisor within 24 hours.
- Engage in off-site activities with members. Such interactions may include, but are not limited to field trips, meetings, and communication through 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 Operating Officer and Executive Director shall provide written directives to maintain the confidentiality of incident reports.

## ***Illegal Activity***

The Boys & Girls Club is committed to providing a safe place for youth of all ages. Aggressive and hostile behavior that is intentional (bullying) is not tolerated. No one shall threaten (verbally, nonverbally, or physically) the safety of another person.

Violence, as defined as aggressive behavior which subjects a person to unwanted physical contact, is not tolerated. No one shall possess, use, threaten the use of, or store a weapon on Club property or at any Club event. Weapons include, but are not limited to, guns, knives, swords with blades, explosives, or any chemical whose purpose is to cause harm to people.

Gang activity is not allowed on Club grounds. This includes but is not limited to: display of gang symbols, soliciting others for membership, intimidating or threatening others, or other criminal activity.

In the interest of a tobacco-free environment and in compliance with State Law, smoking and/or use of other tobacco products is prohibited on Club property or at Club sponsored events. Substance abuse which includes possession, use or sale of illegal drugs, or the unlawful use of lawful substances including alcohol and prescription drugs will not be tolerated on Club premises or at any Club-sponsored or Club-related functions.

# ***Disability Inclusion Policy***

## **Process to Provide Accommodations**

The Boys & Girls Club welcomes all children and is committed to act in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities and other complex needs.

- **Inclusive Environment**: The BGC staff will work with families to understand special needs of children seeking accommodation, and to identify modifications necessary to support the disability. Staff will work to integrate individual accommodations as safely and feasible as possible.
- **Staff training and Development**: Training and support is provided to ensure that staff are competent and can meet the developmental needs of Club members for which accommodation is being provided. Club staff will work with parents/ guardians to understand specific or individual needs, and to identify additional support and resources as necessary and/or appropriate.
- **Confidentiality**: Confidentiality applies to all verbal and written information about potential enrolling and previously enrolled children and their families. All staff and volunteers are trained on the need for confidentiality. Written records are stored in a secure location with limited access. No information subjected to confidentiality is released without first receiving the written permission of the parent/ guardian. This excludes the responsibility of mandated reports of suspected child abuse and neglect as outlined by state law.

### **Factors to be considered include:**

- Needs of person with disability
- Accommodation requested
- Supervision requirements
- Resources available to Club/Program
- Impact of Club policies (i.e prohibition of 1:1 contact)

### **Private Agency**

As a private organization, the Boys & Girls Club reserves the right to deem a child to have needs outside of what we are capable of providing service for and to deny or remove a child from programs.



# Healthy Policy

## Drugs & Alcohol

The Boys & Girls Club is a tobacco, drug, and alcohol free environment. Alcohol, non-prescription drugs, and any other substances that alter an individual's ability to function in the Club environment are strictly prohibited. Everyone is expected to report any smoking or drug use to Club staff immediately. In the event of a drug or alcohol related issue occurring on Club grounds or at a BGC sponsored event, police and guardians will be notified and appropriate actions will be taken to correct the situation.

## Minor First Aid & Illness

Select BGC staff are CPR and First Aid certified and are permitted to administer: bandaids, ice packs, bandages, and other first aid supplies.

- The club is not responsible for reactions or improper usage of sunscreen, insect repellent, or any items that are borrowed from or used by Club members.
- Parents/Guardians must advise the staff of any Club member's medical condition by **completing the medical information portion of the Membership Form** and it is the parent/guardian's responsibility to update staff on medical conditions as needed.
- In case of emergencies parents/guardians and or emergency contacts will be notified as soon as possible.
- Club members who **stay home from school due to illness are not eligible to come** to the Club that day.
- Parents/Guardians must notify the Club and keep children home when youth:
  - Has had a fever of 100.4 degrees or more, and should remain at home for the next 24 hours after the temperature returns to normal without medication to keep the temperature down.
  - Has vomited or has had diarrhea, and should remain home for 24 hours after it has stopped.
  - Has a persistent cough, any rash or fever, open or draining skin sores, inflamed or draining eyes or ears, a contagious illness
- Club members who develop symptoms of a contagious illness at Club **must be picked up within 30 minutes of notification and are not eligible to return to club without a doctor's note clearing illness.**



## Medication

- Medications should be administered at home whenever possible. Parents/ Guardians are urged to consult with the prescribing physician to determine if medication can be scheduled outside of Club hours. **The Boys & Girls Clubs of Barron County will store and distribute certain medications, but refuse any administering that requires training (ex. syringes).**

## Emergency Treatment

In the event of emergency injury or illness requiring immediate advanced medical treatment, the Boys & Girls Club staff will call 911 first. Parents/ Guardians will be contacted as soon as possible. Boys & Girls Club staff **are not allowed** to transport injured or severely ill Club members.

## Lice, Ticks, Fleas

If a Club member is suspected of having head lice, they will be checked by the Site Director. If an active infestation of head lice is confirmed, contact will be made with a parent/ guardian and informed that their child has been confirmed to have lice (crawling head lice, lice eggs, nits). This member then must be picked up within the 30 minute time limit and treatment information will be provided. Families experiencing repeated outbreaks of head lice will be offered additional assistance through referrals to community partners. The club member may return back to the club once no additional live lice are found. The Club recommends utilizing one of the following options for treatments: head lice shampoo, coconut oil, mayonnaise, or tea tree oil.

If a Club member is suspected of having fleas, parents/guardians will be contacted and pick up will be required within the **30 minute time limit**. The member can return when they no longer have fleas present.

If a Club member is found to have a tick(s), parents/ guardians will be notified. Staff will not attempt to remove ticks found, this is to ensure safe removal.

## Reporting Procedures

The Boys & Girls Club strives to maintain a safe and secure environment for all Club members. We ask parents/ guardians and Club members to immediately report any potentially dangerous situations to their Site Directors. All reported situations will be

investigated as soon as possible. If the complaint is in regards to the Site Director, the next level of authority, the Chief Operating Officer, should be contacted. Reports of incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. If it is determined that a violation of this policy has occurred, the Boys and Girls Club will take appropriate action to help ensure the safety of all Club members. This includes, but is not limited to, seeking the assistance of law enforcement officials. When a report is received there will be a prompt and careful investigation. Club members and their families are expected to cooperate in the investigation. The Boys & Girls Club will maintain confidentiality of all involved whenever possible and will expect all involved to do the same.

## ***Meal Program***

### **Snacks and Meals**

The Club provides nutritious food options each day. Breakfast, AM snack and Lunch and PM snack are provided on full days when we are open from 7:15AM-6:00PM. During After-School programming members partake in a dinner and PM snack.

Any dietary restrictions or food needs for an individual member will need to be submitted through a doctor's note. Club staff follow DPI and Health Department health and safety rules in the kitchen. Members are not allowed to bring their own food without prior permission from the Site Director.

### **Open Meal Site**

All Boys & Girls Club locations operate as an open meal site throughout the summer program to provide meals to those in need during breakfast and lunch. Any community members and their families are welcome to receive a meal at the Club or secondary locations.

### ***Activities/ Field Trips Away From Club***

### **Permission Slips**

The Boys & Girls Club provides opportunities for Club members to leave the club and attend various field trips related to its priority outcome areas: academic success, good character & citizenship and healthy lifestyles. As part of leaving the Club, it is the Club member and parent/ guardian's responsibility to check the front desk or parent board and complete the necessary permission slips for attendance. Parents/guardians will be notified of trips with

permission slips including the event, date of trip, departure time and estimated arrival back at the Club.

Permission slips requiring payment must be submitted the same day with the form. Extensions on permission slips deadlines will not be provided, unless the week of the field trip is the first time the member has attended for the after school or summer program.

## **Ratios**

Adult to youth ratios are monitored and maintained to ensure Club members safety and supervision during large and small group settings. 1:1 ratio for staff and youth is only allowed in a room with windows and an open door, and only as explicitly permitted by the Site Director.

## **Room Supervision**

The Boys & Girls Club is focused on safe supervision in all locations. This is done by providing the following:

- Multiple staff in each location/room for more visibility and safety
- Staff rotate around the room to ensure kind, caring, respectful behavior is being shown by all members.
- Utilizing a 'Show 5' or other attention getting requests to raise hands and gain member attention when making announcements to ensure that all can hear.

## **Visitor Conduct Policy**

The Boys & Girls Club encourages parents/guardians and other interested community members to visit the Club. The following policy addresses avoiding disruption to the youth development process, protecting the safety and welfare of the members and staff, and to protect the Club's facilities and equipment from misuse or vandalism.

- The Site Director shall have the authority to determine which visits are permitted as well as the discretion to set any appropriate conditions on the nature and extent of the visit. In exercising their discretion, the Site Director shall consider the purpose of the visit, the impact of the visitors' presence, and the relationship the visitor may have with members.
- Club personnel shall seek to assure that parents/ guardians and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, the Club, and the community.

## **Check In/ Check Out**

A visitor is defined as a person seeking to enter a Club building who is not an employee of the Club or a registered participant in a Club program.

1. All visitors shall report to the front desk or Site Director when arriving or leaving the Club and providing their information on a visitor clipboard.
2. Parents/Guardians and visitors may not go past the front desk without authorization from the Site Director.

Exceptions to Visitor Requirements: Parents or community members who have been invited to visit the Club as part of a scheduled open house, special event, or scheduled performance by team or group. Other adult participants in organized and Club approved activities are exempt from requirements stated above.

## **Visitors to Activity Areas**

Access to particular areas of the club may be restricted upon the recommendation of the staff person-in-charge or as otherwise deemed necessary by the Site Director, most commonly during the provisions of confidential services.

In some program areas, specific conditions may be imposed upon visitors, including but not limited to:

- Remaining in designated place or seat
- Refraining from speaking to members while the programs or activities are in session
- Refraining from entering or leaving the area while activities are underway.
- Requiring that the dress and grooming of the visitor be consistent with dress code for the members and employees within the building.
- Requiring visitors to be chaperoned.
- Limiting the duration of the visit to particular times or length of time.
- Limiting the activities of the visitor to a particular purpose.
- Designating particular routes of travel in the building of the Club Grounds.

Visitors wishing to conference with program staff or administrators during the course of the Club day are encouraged to make arrangements in advance.

## **Special Situations**

- Both custodial and non-custodial parents of a member have rights to visit the child's Club unless a court order exists restricting such contact. If contact is restricted, a copy of the court order must be provided.
- Non-custodial parents with visitation permission must be included in the membership application.
- The Site Director has the authority to exclude from the Club premises any person who disrupts or who appears likely to become a disruption to the program. Any such individual shall be directed to leave the Club premises immediately and law enforcement and authorities will be called if necessary.

## **Background Checks**

The Boys & Girls Club is committed to selecting and retaining the best staff and volunteers to serve its youth. As part of the initial selection process and on an on going basis, the BGC will conduct background checks in accordance with the following policy:

BGC will conduct a criminal background check of all employees including minors, board members, and volunteers who serve on a standing or enumerated committee, advisor or otherwise. Checks will also be conducted on all volunteers, including minors who have direct, repetitive contact with children. Name-based record searches may be used in any combination but shall at a minimum, (a) verify the person's identity and legal aliases, (b) provide a national Sex Offender Registry search, and (c) provide a national and state criminal record search. Such checks shall be conducted prior to employment and at regular intervals not to exceed twelve (12) months.

All background check findings shall be considered when making employment or volunteer decisions.

## **Electronics Policy**

The Boys & Girls Club has adopted the following technology policy in order to maintain a safe and secure environment for Club members, staff, volunteers and others. This policy will allow members at the Club to use technology including, but not limited to, computers, laptops, tablets, and or/ smartphones, for educational use at our club.

## **Club Devices**

The BGC provides access to both wired and wireless networks with Club-owned equipment. Any Club member who has this policy signed by a parent/guardian annually is permitted to utilize Club equipment for the purpose of program activities, career development, communication with experts and/or Club members, homework and other Club activities. Additionally, Club members can use the Club's network for valid recreational purposes. Club members are expected to act responsibly and thoughtfully when using Club-owned and member-owned technology on and off Club property pertaining to Club, Club members, and Club staff.

## **Non-Club Devices**

A personally owned device shall include all Club member-owned existing and emerging technologies and devices that can take photographs, play record audio or video, input next, upload and download content and/or media, and transmit or receive messages or images. Personally owned devices are permitted for use during approved Club sanctioned programs/events.

If you would like your child(ren) to participate in this program, please request a copy of the 'Acceptable Technology Use Policy'.

## **Photography/Video Policy**

For the safety and privacy of our children and their families, photography and video by parents/guardians is not permitted on Club grounds unless the child in the photo/video is your own. Photos/videos of members are strictly prohibited unless consent is on file from the parent/guardian and for use in the positive promotion of the Club and its members. Before any photos can be taken, all employees should review the list of members that could not be photographed.

## **Video Surveillance Policy**

The Boys & Girls Clubs of Barron County recognizes that maintaining the safety and security of Club members, staff, volunteers, and Club property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by Club personnel, it can provide an additional layer of protection. Video surveillance, without or without audio recording capabilities, may be utilized in and around the Club facility, on Club property, and on Club transportation vehicles. Video surveillance shall be in accordance with all applicable laws pertaining to such use.

## **PLACEMENT AND NOTIFICATION**

Video surveillance equipment may be installed in and around Club facilities, property, and vehicles. The system provides constant monitoring 24/7 (is activated and records when motion is detected).

Video surveillance equipment **will not be** used or installed in areas where Club Members, staff, and parents/guardians have a reasonable expectation of privacy, such as restrooms.

Video surveillance equipment may always be in operation, whether the Club is operational and whether the facilities or buildings are in use at all. The Club will determine the operation schedule of any video surveillance equipment at its discretion.

Video monitors shall not be in an area that enables public viewing.

The Club shall notify Club members, parents/guardians, staff, and the public that video surveillance systems are present by signs prominently displayed in appropriate locations throughout the facilities and grounds and provide any other notification or consent as required by applicable law.

## **ACCESS TO VIDEO IMAGES**

The use of video surveillance equipment on Club grounds shall be supervised and controlled by the Executive Director and/or Chief Operating Officer.. The actual recording equipment will be maintained in an area or room that is locked and secure to only be accessed by authorized personnel. Live video monitoring may randomly occur as needed.

Video data is recorded and stored digitally and data is considered confidential and secure. Access to live and video recorded data is **strictly limited** to the following authorized full-time Boys & Girls Club personnel: Executive Director and Chief Operating Officer. These authorized personnel are trained on the video surveillance policy and how video data should be used during any official investigation.

Video recording data may be used as evidence that a Club member, parent/guardian, staff member, volunteer, or other person has engaged in behavior that violates state or local law, policies, and/or Club rules. Video footage is subject to production by a valid subpoena or other court order.

## **UNAUTHORIZED ACCESS AND/OR DISCLOSURE**

Confidentiality and privacy concerns limit the general public, including parents and relatives of Club members, from viewing video recording footage and/or data involving Club members, staff, and volunteers. Only the authorized personnel provided above can view and/or export video recording data. No unauthorized recordings are permitted of video recording data through cell phones, portable devices, or any other means. Any Club personnel who becomes aware of unauthorized disclosure of video recording data from the Club and/or a potential privacy breach must immediately inform the Executive Director and/or . Chief Operating Officer.

Club personnel and volunteers are prohibited from unauthorized use of, tampering with or otherwise interfering with video surveillance equipment. Violations will be subject to disciplinary action that may include, but are not limited to, written reprimand, suspension, demotion, or termination of employment.

Video recording data will remain the property of the Boys & Girls Clubs of Barron County and may be reproduced only in accordance with applicable law and board policy.

## **RETENTION OF DIGITAL IMAGES**



Video recording data shall be kept for approximately 30 days except for appropriate still shots or selected portions of the recorded data relating to any incidents under investigation by authorities. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recordings have been resolved. The stored media shall be kept on a secured computer. In situations involving banned parents/guardians, former employers or volunteers, or visitors, stored still images may be shared with Club personnel and appropriate officials.

### **CLUB MEMBER PRIVACY**

Video recording data will not be used directly or indirectly to identify the activities of individual Club members except as viewed in relation to a specific event or suspected criminal activity; suspected violation of Club policy or rules; incidents where there is reasonable basis to believe a claim may be made against the Club for civil liability; or if otherwise compelled by law.

Authorized Club personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on Club property.

### **DISCLAIMER OF LIABILITY**

A copy of this policy will be shared with any Club member, parent/guardian, or staff member upon request and a copy of this policy will be outlined in the Parent Handbook.

### **Donations**

Donations are the main source of funding for the Boys & Girls Club. Monetary and In-Kind donations help us provide nutritious meals and snacks daily, remain open during after school and non school days, and provide numerous programs that inspire and enable the youth that we serve. Please visit our website to learn more about how to support the Club's programs, for a complete wish list of items we need, or to attend one of our fundraising events.

Donations of all sizes are appreciated and encouraged.

I have read and understand the **Parent Handbook**, including the ***positive climate philosophy & procedures, acceptable technology use policy, and photography/video policy.***

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Member Name(s): \_\_\_\_\_

BGC Site Location: \_\_\_\_\_



*This handbook is posted on our website and can also be requested in hard copy or electronic format.*

**GREAT FUTURES START [HERE.](#)**