



BOYS & GIRLS CLUB
OF FREEPORT & STEPHENSON COUNTY

PARENT/MEMBER HANDBOOK

Boys & Girls Club
of
Freeport & Stephenson County

511 S. Liberty Avenue
Freeport, IL 61032

March 25, 2024

GREAT FUTURES START HERE

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Who We Are

The Boys & Girls Club of Freeport & Stephenson County (Club) is a nonprofit organization affiliated with the Boys & Girls Club of America (BGCA). We are committed to excellence and meet all BGCA national standards. *We support the BGCA Mission: To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.* "Young people need safe, welcoming places where they can learn, grow and thrive. That's where Boys & Girls Clubs of America comes in. We believe every kid and teen deserves access to life-shaping experiences designed to empower youth to lead healthy, productive lives. Through caring mentors, innovative programming and an unwavering commitment to safety and inclusion, Clubs across the nation do whatever it takes to support all youth on their path to a great future (BGCA Annual Report, 2022).

Great Futures Start Here

The Club offers a variety of programs in a safe place for children in the hours they are not in school. We follow the BGCA model and its research-based programs, many of which are nationally recognized. Our programs have shown to help children learn and grow in the following ways (www.BGCA.org/programs, 2024):

Developing Globally Competitive Graduates

These programs are designed to ensure that all Club members graduate from high school on time, ready for a post-secondary education and a 21st-century career.

Giving Kids a Voice through the Arts

These programs are designed to foster creativity in young people, and give them outlets for self-expression. From photography to hip-hop, our arts programs have something that will inspire everyone.

Health and Wellness Programs

These programs develop young people's capacity to engage in positive behaviors to nurture their well-being, set personal goals and grow into self-sufficient adults.

Empowering Young People to Succeed

To help young people meet the workforce challenges of tomorrow, they need safe spaces, positive mentorship, and work experiences today. At Boys & Girls Clubs, we allow kids and teens to:

- Explore their interests and passions
- Develop their employability skills
- Apply their knowledge to real-world work experiences

Character and Leadership

These programs help youth become responsible, caring citizens and acquire skills to participate in the democratic process. Program participants also develop leadership skills and gain opportunities for planning, decision-making, contributing to Club and community and celebrating our national heritage.

Sports & Recreation Programs

These Club programs help develop physical fitness, reduce stress, and promote a positive use of leisure time, appreciation for the environment and interpersonal skills.

This Handbook

Welcome to our family! The Boys & Girls Club of Freeport and Stephenson County (Club) Board of Directors, Executive Director, and staff thank you for selecting our Club. This handbook includes important guidelines, policies and operating procedures that will help you have a rewarding experience at the Club.

Please read the handbook carefully and contact us with any questions, concerns or needs. After reviewing the handbook, each member and parent must sign and submit the last page acknowledging that they read the handbook. The use of the word “parent” refers an adult who is legally responsible for the child, such as parents, guardians or other adults or agencies with legal authority for the child.

This handbook applies to all programming offered through the Club including, but not limited to, the 21st Century Community Learning Centers programs, the After School Programs - Non-School District, Teen REACH programs, and other funded programs and applies to all Club sites and events.

The policies, procedures and fees of the Club are subject to change as approved by the Club’s Board of Directors. Hours of operation and programming may change for reasons such as weather, emergency repairs or other unforeseen circumstances.

Club Contact and Hours of Operation

Main Site	<p>Boys & Girls Club of Freeport and Stephenson County 511 S. Liberty Avenue Freeport, Illinois 61032 www.bgcfreeport.org</p> <p><u>Fall, Winter, and Spring Hours:</u> Office: Monday through Friday 10 a.m. – 7 p.m. Program: Monday through Thursday, 4 p.m. – 7 p.m. Friday 4 p.m. – 7 p.m.</p> <p><u>Saturday Hours:</u> Varies</p> <p><u>Summer Hours:</u> Office: 10 a.m. to 7 p.m. Program: noon to 7 p.m.</p>
Satellite Sites (Specific Programs)	<p>Carl Sandburg Middle School/Carl Sandburg School (CSS) 1717 Eby Street Freeport, IL 61032</p> <p>Freeport Middle School 701 West Empire Street Freeport, IL 61032</p> <p>Westview Community Building on Freeport Housing Authority 1435 Westview Road Freeport, IL 61032</p> <p>Faith Academy 203 W. Pleasant Street Freeport, IL 61032</p>
Leadership Team	<p>James Rhyne, Jr., Executive Director 815-233-1600 X 123 Damon “Yancy” Shipp 815-233-1600 Rebecca Spindler, Education Coordinator 815-233-1600 X 125 Tasha Mazique, Teen REACH/NSD Coordinator 815-233-1600 x 124</p>

Working Together for Our Children

The Club values a strong, positive relationship with the members and their families. This handbook

shares how the Club operates and why parent participation is critical. Working together, we can help our youth grow and be prepared for their great future.

During the year, the Club hosts various events. Consider this our personal invitation for you and your family to become involved and enjoy these activities. Become an active part of the Club community!

Family Communication and Notification

Good communication between parents and the Club leads to the best, enjoyable experience for your child. At the time of enrollment, parents are provided with a brief overview of the Club and its programs. Staff are available for parent enquiries, feed-back or information requests when children arrive or picked-up. You also have opportunities to communicate with Club leadership via phone, e-mail, parent meetings and through social media. The Club website (www.bgcfreeport.org) and newsletters are other sources of information.

What happens at home influences the way a child relates to others. Please inform us of changes in your child's life that may affect behavior so staff members can better provide for your child's needs with understanding. Changes at home include events such as moving, health issues of a close relative, death in the family, or alterations in family relationships.

If your emergency contact, phone number, address, or other means of contact change, please let us know as soon as possible. Unless you provide the update, the information you provide on the intake packet is the only information we will have in case of an accident or other emergency.

Parent Involvement and Visitors

The Club values your involvement and considers it important for the success of your child. To ensure a safe environment for the children, all parents and visitors must report to the reception desk on arrival and follow the Club's policies and procedures.

Volunteers

Volunteers are individuals whose talents and time are given to the program but do not receive an hourly rate or salary. We encourage parents and community members to volunteer as mentors, tutors and program assistants. Volunteers will be directly supervised by a staff member at all times unless they have completed a criminal background check and an orientation to the Club's program. To be a volunteer, begin by filling out the Volunteer Application form.

Data Collection and Confidentiality

The BGCA periodically surveys its members on their club experience using the BGCA's National Youth Outcomes Survey or other survey instruments. In addition, specific programs funded through state or federal funds require specific data. All data and information collected are used to improve the program and meet the unique needs of each child.

During the enrollment process, parents learn what is collected and how it is used. It is the policy of the Club that all information related to the club participants and families are kept in the strictest confidence. All records are stored securely with access to only staff with a "need to know."

Club Membership

The mission of the Boys & Girls Club of Freeport & Stephenson County is to help youth of all backgrounds, with special concern for those from disadvantaged circumstances, develop the qualities needed to become responsible citizens and leaders, irrespective of race, color, creed or national origin.

The Club operates on a non-discriminatory basis, affording equal treatment and access to services without regard to sex, race, ethnicity, national origin, religious belief, medical condition, disability, marital status/family structure, sexual orientation or other affiliations. Children with disabilities or other special needs, as defined by the Americans with Disabilities Act (ADA), are welcomed into the program and reasonable accommodations in the best interest of the child are made as necessary.

Parents may register children ages 6 through 18 residing in Stephenson County, IL for a Club membership. At the time of enrollment, a written and signed Program Consent Form is obtained and kept on file. The form includes parental authorization, permissions and/or releases concerning medical treatment, collection of school information, surveys/questionnaires and interviews, technology usage, transportation, field trips, photography release, and lost personal items.

Membership is extended from one year from the date of enrollment. Enrollment in some specific programs at the Club depend upon availability, age, need and membership status. All youth participating in a Club program will be oriented as soon as possible after joining. In order to maximize the benefits of the Club, parents are encouraged to help their child attend regularly.

A participant may be terminated from the Club due to serious violation of rules or if their behavior becomes physically, mentally or emotionally threatening to self, staff, other children, parents or others affiliated with the Club. Upon termination from the Club for cause, staff will communicate with the parents regarding the cause of termination and the procedure to be readmitted, if the child chooses to participate in the future.

A participant may be dismissed/terminated from a Club program due to lack of participation or an extended unexplained absence.

Membership Fees

The current membership fee structure is as follows:

- Annual membership fee \$10.00 for first child in household
- Annual membership fee \$5.00 for each additional child

We do not refuse a membership for any child unable to pay.

Club Holidays

The Club is closed on the following holidays: New Year's Day, Martin Luther King Jr. Holiday, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, Thanksgiving Friday, and Christmas Day.

Inclement Weather

During inclement weather, the executive director, program director, or designee will decide based on participant safety about cancellation of the Club and/or transportation provided in specific programs. All reasonable efforts will be made to notify participants and families.

Arrival and Departure Procedures and Hours

The Club has an open door policy. This means it is your responsibility as the parent or guardian to make sure your child remains at the facility, and does not leave the premises when you expect him or her to be there.

Upon arrival each Club member is required to sign the log at the Reception Desk. The receptionist will ensure the time of entry is written on the log. Club members sign out when leaving the building with the time of exit recorded. Only authorized persons will be allowed to pick-up a participant from the Club. Parents indicate on the enrollment forms the names of the persons who may pick-up a child. Any changes to these authorized persons should be given to the Club immediately in writing. The program staff will refuse to release a child to any person, whether related or unrelated to the child, who has not been authorized, in writing, by the parent to receive the child.

School Year Program Hours by Grade for King Community Campus

Monday through Friday during the School Year (except in a special scheduled programs):

Members in grades 1 – 6 may attend from 4:00 p.m. - 6:00 p.m.

Members in grades 7 - 12 may attend from 4:00 p.m. – 7:00 p.m.

Dismissal Procedure:

Members in grades 1 – 6 leave at 6:00 p.m. except if they are in a special schedule program

Members in grades 7 – 12 will leave when the Club closes

Members in the 21st Century program leave at 6:30 p.m.

School Holidays and Half Days:

Members of all ages attend from 4 p.m. - 7 p.m.

KCC may open earlier based on funding.

Summer hours are noon to 7 p.m.

Hours at the other sites is determined by the program in which your child is enrolled.

Late Pick-Up

Club members must be picked-up in a timely manner. Failure to do so impacts the Club financially and creates an unnecessary hardship for staff. Parents of members who are not picked-up at the appropriate time may be required to meet with the Executive Director and/or be assessed a fee.

Emergency Contact

The Club must have a means of contacting the parent, guardian, or other designated person in case of illness, injury or another emergency. Emergency contact numbers are provided when a youth enrolls in the Club. Alternative means of contacting the parent are to be provided if there is not a phone. Parents will inform the Club what should be done if the neither the phone number nor alternative means of contact successfully reach the emergency contact person. All Club participants are required to have a signed medical release by the parent in their file that gives permission for transportation and any emergency medical care that will be performed by a medical professional if necessary.

Field Trips

Parental permission slips for field trips must be signed and returned by the date on the permission slip. Verbal or phone permission is not acceptable.

Illness

The Club aims to maintain a healthy environment for all. Children too sick to go to school may not attend the Club. If a child has a fever of 100.5 or higher they should not attend the BGC program.

If the following examples of symptoms are present the child should not attend the program, with or without fever.

1. Blisters, blotchy or fine rash on head, face, body etc.as this could indicate Chicken Pox, Measles, Scarlet Fever or other communicable disease.
2. Sore, reddened throat or swollen glands in neck under ear area.
3. Swelling around eyes, eye drainage, reddish pink sclera (white area) of eye
4. Vomiting or diarrhea more than once or twice.
5. Head or body Lice.
6. Lethargy, listlessness, not eating and drinking.

Respiratory illnesses such as RSV, Covid, Influenza with a positive test or respiratory illness with symptoms such as fever, cough, congestion, nausea, diarrhea or joint aches present the child should not attend BGC program.

The child may later return if fever is absent for at least 24 hours without the use of fever reducing medicine such as Tylenol or Advil AND symptoms have improved. (Regarding Covid the child should wear a mask for 5 days after fever absent and distance self from others).

Any circumstance of a child already in attendance and illness becomes apparent the parent will be notified to pick up the child. The child will be isolated in a supervised location away from other members until picked up.

Medication

Club staff members are not permitted to administer medication. If the child is prescribed medications by a physician, the parent will be responsible to send the medication with their child to the program. The parent is to inform the Club staff that their child is taking the prescription medication or over-the-counter drugs. The parent is to instruct the child on the dosage and the proper time to take the medication.

The Club wants to ensure that all youth affected by asthma feel secure and are encouraged to participate in all activities, notwithstanding any restrictions imposed by their condition. At the time of enrollment, the parent will be required to provide the Club with information about any medications taken by the child, including asthma medications. The parent will be asked to provide the extent to which their child suffers from asthma, treatments required and what causes/triggers the asthma. The parent will relate the ability of the child to self-administer sprays and provide written permission for the child to do so. Children will have access to their asthma sprays at all times in the program. A health care plan will be created for children with chronic conditions.

Injury

All Club participants are required to have a signed medical release by the parent in their file that gives permission for transportation and any emergency medical care that will need to be performed by a medical professional if necessary. The emergency contact will be notified immediately of the injury. Any accident or injury requiring professional medical care will be documented in the participant's file and orally reported immediately to the participant's parent and be reported to the Illinois Department of Human Services.

The Club policy on concussions includes steps taken to prevent concussions and procedures to follow if a potential concussion injury has occurred. The youth will be observed by program staff, volunteers or members, and any signs of a concussion and possible symptoms will be documented. The parent is notified and informed of the injury. If a concussion is suspected, the youth is immediately removed from the activity. If there is a deterioration of symptoms, loss of consciousness, or direct neck pain associated with the injury, 911 will be called.

Expectations of Staff Members

- Be respectful and courteous of others at all times.
- Treat everyone fairly and consistently and in a professional manner.
- Be good role models for the Club members.
- Maintain confidentiality of program participants and families.
- Provide positive and supportive relationships.
- Follow Club policies, procedures and program rules.
- Provide a safe environment on Club property and during Club activities
- Provide educational enrichment.
- Provide members opportunities to increase skills in leadership, athletics and in making healthy choices.

Discipline Policy

Discipline is the on-going process of helping children to develop self-control to manage their own behavior in socially approved and acceptable ways. The Club utilizes positive discipline and conflict resolution to assist the Club members in resolving their own conflicts and manage their own behavior.

Code of Conduct for Members

A goal of the Club is to provide an atmosphere in which children can develop a variety of skills and satisfying relationships, while enjoying time at the Club. All participants must abide by the Code of Conduct. At the time of enrollment, the parent and child sign that they read and discussed the following code.

Personal Conduct

- Be polite (well-mannered, courteous and respectful).
- Arrive on time and remain for the entire session.
- Involve yourself in all activities.
- Use appropriate language (no curse words or put downs).
- Use appropriate behavior (no horseplay of any kind, hitting, kicking, pushing or any aggressive behavior).
- Walk throughout the Club.
- Keep shoes and shirts on at all times.

Conduct toward Each Other

- Treat others with respect.
- Act as a team.
- Appreciate and value the efforts of others.
- Share.
- Use manners (say “thank you,” “please,” or “you’re welcome”)

Conduct toward Teachers/Instructors and Other Adults

- Listen.
- Obey.
- Express yourself in a calm and respectful way.

What Happens When Code of Conduct Is Broken

If an incident occurs where a child’s conduct is in a manner that jeopardizes their safety, the safety of others or is not in accordance with the mission of the program, the following steps will be taken.

NOTE: A child can be dismissed from the program at any given time if deemed necessary. Any child causing severe harm to another child or leader will be dismissed from the program immediately.

1. First Violation. A leader will address and document the issue directly with the child. The child may be removed from an activity for the day. The parent will be contacted at the end of the day.
2. Second Violation. A leader will address and document the issue directly with the child. The parent will receive a phone call. The leader will determine the child's participation for the remainder of the day's activities.
3. Third Violation. A leader will address and document the issue directly with the child. The parent will be contacted immediately and a conference scheduled. The child will be suspended until a scheduled conference has been completed. Parent must sign the Code of Conduct Counseling Report.
4. Fourth Violation. Child will be dismissed for the remainder of the program year.

Dress Code for Members

All Members are encouraged to dress in a manner that allows full participation in our programs.

The dress code includes:

1. Shoes must be worn. Sneakers or closed toed shoes are preferred. No flip-flops. Gym shoes must be worn in the gymnasium for organized sports and free play.
2. Clothing must cover the chest to mid-thigh. Do not wear half-shirts, skirts/shorts above mid-thigh. No exposure of the midriff/belly. The upper thigh must be covered. Tankinis are acceptable at the pool but not bikinis.
3. Do not wear backless, strapless, or sheer clothing. No cami or halter tops without support and proper coverage.
4. Do not wear clothing that demeans women, men, or any other group or that depicts drugs, alcohol, vulgarity, violence ,or hate language. Gang symbolism and gang attire are not allowed including associated color restrictions. This applies to all parts of the clothing.
5. Shirts must be worn unless instructed otherwise by a coach during male sports.
6. No Doo Rags. No bonnets. Hoodies are not to be worn over the head.
7. No pajamas.
8. No sagging.
9. Underwear must not be noticeably distinguishable by shape or color.

Expectation of Parents of Club Members

- Encourage your child to attend the Club programs and follow Club rules.
- Attend Club events for families and special events for parents.
- Provide the most up-to-date contact and health information in a timely manner.
- Be a good model for your child by being respectful and courteous of others at all times.
- Address questions and concerns to a member of the Club leadership team.
- Return signed permission slips and field trip slips in a timely manner.
- Drop-off and pick-up your child at the appropriate time.
- If you have an issue with a staff member, please schedule a time to discuss the issue with a member of the Club leadership team.
- If you have a concern with a Club member, tell an adult staff member for them to handle the situation.
- Maintain open communication with the Club, informing us of any accomplishments or issues so we may better serve members.

Weapons

Weapons of any kind are not permitted at the Club sites or during Club events. Failure to abide by this policy may result in suspension or expulsion from the program.

Anti-bullying Policy

The Club views bullying as an extremely serious form of anti-social behavior and operates a continuous anti-bullying campaign through all Club staff and volunteers, life skill classes and workshops. All Club enrollees are made clearly aware that such social behavior must not be instigated or tolerated. Every complaint of bullying will be taken seriously. Bullying may take a variety of forms such as: physical, verbal, psychological and emotional abuse. It may also include comments of a racial or sexual nature. It is the policy of the Club that bullying will not be tolerated in the program and that all incidents of bullying will be dealt with immediately.

All Club staff/volunteers will listen to the complaint, reassure the youth that action will be taken to stop the bullying, refer the matter to the program supervisor or other designee if appropriate, tell the youth what action will be taken, direct the youth to “tell every time” so further action may be taken if the initial action fails, and set clear limits with the offender.

Parents will be involved in the anti-bullying process. The program supervisor or other designated staff will verbally notify the child’s parent if a pattern of bullying is noted. As needed, the staff will discuss with the parent the child’s behavior. If an unacceptable behavior occurs during the program or a behavior is uncharacteristic of the child, a behavior report will be completed, signed by the parent and a copy retained in the child’s file. The program supervisor may request a formal conference with the parent. If deemed necessary, the parent may be asked to pick-up the child from the program and/or remove the child for the next program days. Any parent whose child is subjected to bullying should report the incident to a member of the program staff.

Youth will be involved in the process. All youth will be aware of the program guidelines and the clear expectation about behavior. The atmosphere of the program will encourage support and respect for others. All school-age children will have reasonable opportunity to resolve their own conflicts.

Any child who, after attempts have been made to reduce or change the bullying behavior, demonstrates the inability to benefit from the type of program offered by the Club site or whose presence is detrimental to the group shall be discharged from the Club program. This decision will be made final by the Program Supervisor and the Executive Director.

Protection of Youth

Your child’s safety is our #1 concern. The Club implemented all safety policies in the BGCA Protection of Youth Packet and trained staff on the policies. The packet includes Child Abuse Prevention, Prohibition of Private One-on-One Interaction, Supervision and Facilities, Screening and Onboarding, Drug- and Alcohol-Free Workplace, Incident Management, Technology Acceptable Use, Transportation, and Emergency Operation Plans. These policies in entirety will be shared during your orientation. Parent resources are available at <https://www.bgca.org/about-us/child-safety/parent-safety-resources>.

Child Abuse Prevention and Mandated Reporting

The Club is committed to providing a safe and respectful environment for our members and will not tolerate any sexual abuse or sexual misconduct toward or by any member.

Sexual abuse and sexual misconduct shall be interpreted to mean any sexual interaction between a child and another person (including another child) in a position of power over the child. Specific acts may include, but are not limited to inappropriate physical contact, viewing pornography, exposing oneself to another person, enticing others to expose themselves, inappropriate language, or any other behavior that is a violation of the Club’s Code of Conduct or Employee Handbook.

Unless authorized in advance by the Executive Director, adult staff and volunteers shall not:

- initiate conversations with members about sexual matters. If a member initiates a conversation about sexual matters with a staff or volunteer, the adult shall limit the conversation to the child’s

immediate concerns and shall provide a written incident report to the supervisor within 24 hours;
or

- engage in off-site activities with members. Such interactions may include, but are not limited to field trips, meetings, and communications via phone, text, and/or social media.

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

Any suspected sexual abuse or misconduct will be treated as a serious matter and documented by written incident report within 24 hours. When applicable, the incident will be reported to the appropriate authorities.

The Executive Director shall provide written directives to maintain the confidentiality of incident reports.

Club leadership is responsible for reporting any suspicion of child abuse or neglect immediately to the appropriate authorities according to statewide mandated reporting laws, as well as to the BGCA within 24 hours via the critical incident system.

Supervision

The Club is committed to providing a safe environment for the members. Criminal background checks are conducted for all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors.

Club activities are under continuous supervision by an appropriate adult and maintain recommended ratios when supervising youth. The ratio should be based on an organization's experience, common practices in the community, and/or standards set by Club leadership.

All Club activities shall be under continuous supervision by an appropriate adult at all times.

Table of Recommended Ratios

Type	Adults	Youth
Drop In	1	20
Instructional	1	20
Group Clubs	1	15
Teams	1	15
Day Camp	1	10
Day Trips	1	8
Overnight	1 (with minimum of adults present)	6
Swimming	1 Lifeguard	20
Swimming	1 Spotter	10

Staff shall not:

- Use electronic devices such as cell phones, PDAs, or other communication devices while supervising members unless it is part of approved programming.
- Contact your child using any form of cell phones, PDAs, computer, or any communication device at any time

Staff shall:

- Abide by the Organization's one-on-one contact policy.
- Abide by the Organization's disciplinary policies and procedures.
- Ensure at least three individuals are present when supervising members.
- Maintain proper adult-to-child ratios at all times.
- Be trained on appropriate supervision tactics and behavior patterns.
- Ensure all youth volunteers are supervised by an adult staff member.
- Immediately notify Club leadership and/or submit written reports detailing supervision issues or incidents.

Building Safety

The Club recognizes that maintaining the safety and security of Club members, staff, volunteers, and Club property is best implemented with a multifaceted approach. The Club takes all reasonable efforts to restrict access to the building to prevent unauthorized access to children and ensure the personal safety of staff. The main building has a front door entrance via reception desk. Certain areas are restricted for staff use only. The club operates a sign-in system for all visitors, staff, volunteers and members.

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, with 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.

The Club is a drug- and alcohol-free workplace and complies with the Drug-Free Workplace Act of 1988. Smoking, vaping and e-cigarettes are prohibited at the Club sites and the King Community Campus and in external areas where it is specifically authorized at the satellite site. The Club reserves the right to take any and all appropriate and lawful actions necessary to enforce this policy.

Meals/Snacks

The Club provides nutritious snacks and water at regularly scheduled times each day to all participants. Parents must keep the Club aware of any food sensitivities or allergies. This information is collected during the enrollment process; however, any changes need to be relayed to the Club staff immediately.

All snacks are served in accordance with relevant local health standards and follow the Illinois standards for healthy eating. The amount and type of snacks offered is appropriate for the age and size of the participant.

Incident Reporting

The Club has clear reporting procedures in place if incidents occur at the Club. All incidents are documented and investigated. Staff and volunteers must at minimum immediately report and document all safety incidents that might affect staff, volunteers, members and others who visit the Club.

Incidents include inappropriate activity; allegations of abuse; bullying; inappropriate use of electronic communications; minor and major medical emergencies; accidents including slips and fall; 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 deemed appropriate by Club leadership.

Acceptable Technology Use

Before a member will be allowed to use Club technology equipment or their personal device, both the member and parent will read and sign the Technology Acceptable Use policy and return it to the Club. (BGCA)

Club devices and personally 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 devices or personally owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

Club members shall conduct themselves online in a manner that is aligned with the Club's Code of Conduct. 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 the Club's Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Staff may never use personal devices to communicate directly with a single Club member. Proper protocol dictates that all communication between staff and Club members must include an additional staff member and at least two Club members.

Any inappropriate use of a Club or personally 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.

Members are responsible for keeping the personal device with them at all times. Staff are not responsible for the security and/or condition of the member's personal device. Furthermore, the Club shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. If a member is told to stop sending communications, that member must cease the activity immediately.

Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of
- others;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

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.

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: The Club reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. The Club reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. Parents/guardians will be notified before such an inspection 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 personally owned devices to the Club in the future.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. The Club reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club's internet service.

Parental notification and responsibility: While the Club 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 particular values of members and/or their families. Because of this, it is not considered practical for the Club 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 Technology Acceptable Use Policy, they should instruct members not to access such materials.

Personal Property and Storage

The Club is not responsible for lost, damaged or stolen items. Please discourage your child from bringing unnecessary items to the Club. The items they bring should be clearly marked with their name. All belongings, including cell phones, should be kept in their backpack. The lost and found is located in the reception area.

Transportation

The Club is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers and other adults. The Club only provides transportation to and from the Club and various off-site locations for special programs. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership. Parents and Club members are responsible for their own transportation to and from the Club unless a member enrolls in a specific program that provides this service.

In those sites that include transportation to and from the program, a signed transportation consent form from the parent must be present in the participant's file.

- All participants will be picked-up and returned to their school. No participant will be allowed to leave the program without a signed consent form from the parent.
- All persons designated as drivers are required to have a valid driver's license on file and a background check on file.
- During inclement weather, the executive director, program director or designee will decide based on participant safety about cancellation of programs and/or transportation. All reasonable efforts will be made to notify participants and families.

In those sites that do not provide transportation, all arrangements for transportation to and from the program are the responsibility of the parent.

Transportation will be provided for field trips only with a written consent from the parent, which includes permission for emergency medical care.

Disaster Preparedness and Emergency Response

The Club must be prepared for the unexpected. The Safety Committee has oversight and responsibility for the annual review of the Emergency Operations Plan that includes mitigation, preparedness, response and recovery for fire, weather, lockdown, bomb threat and suspicious package situations. The plan is shared with first responders such as the fire department and law enforcement agencies.

The Club has the following plans and has staff training on the implementation of the plans:

- Crisis Media Plan: An internal crisis communication team (CT) includes the executive director, education coordinator and executive members of the Board. The audiences to communicate with during a crisis are identified with timeframes and responsibilities of the CT.
- Emergency Operations Plan with specific protocols to follow for weather related emergencies, fires, and other situations that may require a soft lockdown, hard lockdown, or evacuations.

The Emergency Operations Plan will be reviewed during your orientation.

Safety Plan - Fire

The fire safety plan for the Club site at 511 S. Liberty Avenue, Freeport, IL, includes staff training. Professional fire department personnel will take charge upon their arrival. The building is divided into the following areas.

Area A: Game room, front office area, kitchen area, front Lobby, restrooms in front lobby

Area B: East end of gym, Jazzercise Room, Teen Center

Area C: West end of gym, classroom and board room on northwest end of building

Area D: Restroom on south end of building, main offices, art room, computer lab, and tornado room

Area A: Anyone in the game room, kitchen, front office area and kitchen area, main front lobby and restrooms will exit out the front door and go to the end of the parking lot away from the building.

Area B: Anyone on the east end of gym will exit through the door located on the northside of the gym and exit out of the front doors and go to the end of the parking lot away from the building.

Area C: Anyone on the west end of gym, in the board room or classrooms will exit through Exit B and up the stairs and out of the building, go all the way to the fence on the west end.

Area D: Anyone in the restroom, main offices, art room, computer lab, or tornado room will exit through Exit C and up the stairs and out of the building, go all the way to the fence.

Front Office staff will take the attendance sheet out with them. The Executive Director, or next in charge, will conduct a search and issue a clear that all BGC members are out of the building.

Disaster Safety Plan at KCC

Area A: Anyone in the game room, front office area, kitchen area, front lobby, and restrooms will go into the front office area and kitchen area, all windows will need to be pulled shut if possible or everyone would need to go into the hall on the south end of the building and line up against the walls avoiding all windows. We could possibly go into the restrooms if need be.

Area B & C: Anyone in the gym, jazzercise room, teen room, classroom and board room on northwest end of building would line up on the west end of the building away from doors and windows.

Area D: Anyone in the restrooms, main office area, computer lab, and art room will go into the tornado room.

Tornado Emergency Plan for KCC

Tornado Watch

1. Upon learning of a tornado watch in the area, a staff member will immediately turn on the radio to a local weather station. The weather conditions will be monitored until such time as the facility is closed and all children have left with their parents or a weather watch is canceled.

Tornado Warning

1. Should weather conditions deteriorate and a tornado warning is issued, staff will immediately initiate the following procedures, which must be followed without delay.
2. Using the P.A. System, a staff member will announce that a tornado has been spotted in the area and staff should take the children to designated areas.
3. Upon hearing the tornado alarm, staff members will immediately react as follows.
4. Staff will instruct all children to keep quiet and form a single file line and lead the children to the rooms and away from windows. Hallways that can become wind tunnels are to be avoided.
5. Once in the room, the children will be instructed to sit down. They will be instructed to keep calm and quiet while staff members take a visual roll call using their attendance logs.
6. The children will remain in the rooms until such time as the tornado warning is cancelled.
7. Do not separate children. Keep them all together and stay with them at all times. Do not release the children to anyone other than their parents or other designated guardian as outlined in the enrollment forms.

Lockdown Procedures for KCC

Soft Lockdown

Appropriate for a crisis event in which it is necessary for BGC members/students and staff to remain accounted for while continuing with near normal activity (i.e. an unstable situation in town but not in the immediate area of BGC).

Once the Executive Director or designee receives a call from the emergency personnel, that person will notify the rest of the staff indicating we are going on a soft lockdown. The Executive Director or designee will lock the front doors and make sure there are no members that need to enter BGC, and to ensure that the members do not leave BGC.

- BGC members/students in the game room will be sent to the gym.
- All doors to the gym will be locked
- BGC members/students that are in various classrooms, lab, or art room will remain in that area.

- Doors will be locked to all classrooms.
- BGC members/students will remain in locked areas until the all clear is given from the Executive Director or designee or emergency personnel.

Hard Lockdown

Appropriate for a crises event in which it is necessary for BGC members/students and staff to remain as secure and out-of-sight as possible (i.e. an armed intruder).

Once the Director or designee receives a call from the emergency personnel, that person will notify the rest of the staff indicating we are going on a hard lockdown. The Executive Director or designee will lock the front doors and make sure there is no one outside of BGC and to ensure that no leaves BGC.

- BGC members/students will be removed from the game room and gym and will be escorted quickly to one of the following rooms: arts & crafts room, computer lab, tornado room or room 132.
- All doors will be locked.
- Students will sit quietly and away from any doors or windows.
- Staff members will take attendance at this time to ensure that all members are accounted for and are safe within their areas. If a child is missing, the executive director is to be informed immediately and request assistance from the professional emergency personnel.

Grievance Policy for Program Participants

Boys & Girls Club of Freeport and Stephenson County operates on a nondiscriminatory basis, affording equal treatment and access to services without regard to sex, race, ethnicity, national origin, religious beliefs, medical condition, disability, marital status/ family structure, sexual orientation, or other affiliations. Children with disabilities or other special needs, as defined by the Americans with Disabilities Act (ADA), are welcomed into the program and reasonable accommodations in the best interest of the child are made as necessary.

We encourage all participants and employees to take steps to minimize harassment by making your objections clear, by not playing along, immediately reporting harassment, telling the harasser to stop, and not engaging in the conditional reporting.

The Club cannot resolve matters that are not brought to its attention. Any participant who has a complaint or witness's discrimination or harassment by anyone, including employees and non-employees, has a responsibility to immediately bring the matter to the Club's attention. To bring instances of discrimination or harassment, a participant must notify any staff member as we are responsible for enforcing this policy.

The Club will thoroughly and promptly investigate all claims of discrimination and harassment in as confidential a manner as possible, consistent with its need to gather facts and make determinations. The Club will meet the complainant to discuss the results of the investigation and, where appropriate, review the proposed resolution of the matter. If an investigation shows that harassment or discrimination has occurred, The Club will take corrective action, including such discipline up to and including termination of membership or employment, as appropriate. The Club reserves the right to impose disciplinary action even if there is no technical violation of the policy, if it is determined that the behavior was nonetheless inappropriate for the workplace.

Complaints of discrimination and harassment will be kept as confidential as possible. Additionally, the Club will not subject any participants to retaliation because he or she has reported what he or she reasonably believes to be an incident of discrimination or harassment. If a participant believes he or she is being harassed or retaliated against for having a good faith complaint of discrimination or harassment, the participant must report such retaliation to the Executive Director so the complaint of retaliation can be investigated and dealt with in an appropriate manner.

Discrimination complaints may be filed when an applicant or current Club member believes that she or he has been discriminated against on the basis of race, sex, religion, color, national origin, age, disability, or any other factor protected by law.

The Club will make every reasonable effort to resolve any legitimate deficiencies identified by the complainant within fifteen (15) working days of the initial complaint.



BOYS & GIRLS CLUB
OF FREEPORT & STEPHENSON COUNTY

Parent/Member Handbook Acknowledgment

I acknowledge that I read the Parent/Member Handbook.

Club Member Name (Print): _____

Club Member Signature: _____

Parent Name (Print): _____

Parent Signature: _____

Date: _____