



**BOYS & GIRLS CLUBS
OF THE GREATER CHIPPEWA VALLEY**

Altoona Center • Chippewa Falls Center • Lunda Center
Lee & Mary Markquart Center • Menomonie Center

Great Futures Guide

Last Revision: January 2023

Boys & Girls Clubs of the Greater Chippewa Valley does not discriminate on the basis of age, gender, race, national origin, ancestry, religion, creed, pregnancy, marital, or parental status, sexual orientation or physical, mental, emotional, or learning disability.



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Boys & Girls Clubs of the Greater Chippewa Valley Mission

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

Locations

Altoona Center	1903 Bartlett Avenue Altoona, WI 54720 715-855-0081	<u>After-school</u> \$15/\$30 for a family Hours: Mon-Fri 3:00-6:30 pm	<u>Summer: To Be Announced</u> March 15 Hours: Mon-Fri 7:30-6:00 pm
Chippewa Falls Center	650 Bridgewater Avenue, Chippewa Falls, WI 54729 715-726-2065	<u>After-school</u> \$15/\$30 for a family Hours: Mon-Fri 3:00-6:30 pm	<u>Summer: To Be Announced</u> March 15 Hours: Mon-Fri 7:30-6:00 pm
Lee & Mary Markquart Center and Administration Office	1005 Oxford Ave, Eau Claire, WI 54701 715-855-0081 LMMC and 715-514-5115 Admin	<u>After-school</u> \$15/\$30 for a family Hours: Mon-Fri 3:00-6:30 pm	<u>Summer: To Be Announced</u> March 15 Hours: Mon-Fri 7:30-6:00 pm
Lunda Center	405 State Highway 54, Suite B, Black River Falls, WI 54615 715-284-4005	<u>After-school</u> \$15/\$30 for a family Hours: Mon-Fri 3:00-6:30 pm	<u>Summer: To Be Announced</u> March 15 Hours: Mon-Fri 7:30-6:00 pm
Menomonie Center	River Heights Elementary 615 24 th Ave W, Menomonie, WI 54751 715-233-2540	<u>After-school</u> \$15/\$30 for a family Hours: Mon-Fri 3:00-6:30 pm	<u>Summer: To Be Announced</u> March 15 Hours: Mon-Fri 1:00-6:00 pm (half day) Mon-Fri 7:30-6:00 pm (full day)



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Membership Policy

Fees & Payments

The Boys & Girls Clubs of the Greater Chippewa Valley membership is based on the fiscal year from January through December, with renewals beginning at the end of November. Those joining the Club in October or later of the year will be pro-rated for the rest of the year at \$5. There is a separate fee for the summer program.

Summer payments are to be paid in full at the beginning of each week on Monday, or the first day your member attends the Club for the week. Summer fees and payment schedule to be announced March 1 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 non-school days.

After-School versus Summer program

The Boys & Girls Club provides after-school programming while school is in session. 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 the Greater Chippewa Valley has the following priority outcomes 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 from the community and field trips!

Diversity, Equity & Inclusion

In alignment with our RIICH (Respected, Included, Inspired, Comfortable, and Happy), the Club is committed to the promotion of diversity, equity and inclusion in all activities. Kids at the Clubs learn about their own cultures, as well as the variety of cultures and beliefs throughout the world.

Activities such as dance, music, art, and food are integrated into core programming, along with field trips and special events, to expose Club kids to different cultures to help create an atmosphere of respect and understanding for all people from all backgrounds.

Dress Code

Rules pertaining to appropriate Club member attire are necessary in order to maintain good decorum and a favorable youth development atmosphere. Appropriate dress is the responsibility of Club



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members and their parent/guardians. As the Club is also a safe & respectful place for all kids physically and socio-emotionally, the Club reserves the right to make adjustments if a member's dress may be causing harm to others.

Club members are not permitted to wear clothing that is inappropriate for the Club setting. This could include clothing that displays profanity, violence, is sexually suggestive, is offensive, is disrespectful, makes others feel unsafe, promotes gang activity, or promotes alcohol, tobacco, or drug uses that are not appropriate. Club members wearing inappropriate clothing will be asked to change or turn their shirts inside out.

Clothing must cover the torso from above chest cleavage to mid-thigh

- No items of clothing where undergarments are exposed are allowed
- Footwear must be worn while at the Club
- Closed toed shoes are strongly encouraged to protect feet during sports/recreation activities
- Club staff may limit participation in activities and program due to footwear

Due to COVID, the Club has updated its policies to be in alignment with the local health department and CDC if/when masks or face coverings are required versus options.

“Face coverings” means a piece of cloth (cotton, linen, etc.) or other similar materials that is worn to cover the nose and mouth completely and is double layered. Acceptable face coverings include a cloth face mask, a disposable or paper mask, or a religious face covering. Face covering does not include face shields, neck gaiters, bandanas, mesh masks, masks with holes or openings or masks with vents. The Club will provide face coverings to Club members. However, members may bring their own face coverings to the Club, provided they satisfy the above definition. The Club reserves the right to require members to wear Club-provided face coverings if the Club determines that a member's face covering does not satisfy the above definition.

All other rules of the Club related member dress code apply equally to masks and face coverings. Members who refuse to wear masks or face coverings will be sent home.

Guests

Club members may bring friends and family members to the Club up to one full week in total, at no charge. The guest must meet the age requirements of the Club to attend. The name, age, and contact information for the visiting youth must be recorded. If the guest(s) want to attend after their first week, a membership application and fees must be paid, and new family orientation must be attended before they are able to attend again.

Membership cards

As part of Club membership, all members receive a membership card with their name and a barcode for scanning in and out of the building. It is the responsibility of Club members and their parents/guardians



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to ensure that their membership card is brought with them each day they attend for safety purposes as well as checking items out while attending the Club.

If a member loses their card, they have two options to get a replacement: purchase a new card for \$2 or help/giveback to the Club through cleaning, organizing, helping staff, etc.

LiveSafe Application & Process

As part of holding membership with the Club, all member information is included in our safety application LiveSafe. LiveSafe is a crisis preparedness application that the Club encourages all families to download on their phone for emergency purposes, should it ever be needed. This application allows for kids and families to anonymously report safety concerns or challenges for review by the organization to ensure all members are safe while attending and effectively/timely follow-up.

In addition, this application allows for the local site and organization to communicate to the entire membership population if an emergency were to occur. This system allows for all families to know what is happening in real time, such as, if the pick-up location of your child may have changed and how-to communication in a time of crisis. This application will ensure quick and effective response and communication to all that may be affected to reduce crisis response time.

If you are unable to download the Live Safe application to your phone, the Club encourages all families to sign-up for the Club's texting system as that messaging will also be used in times of emergency.

Family Communication

Front Desk

The Boys & Girls Club front desk is a source of resources, materials and updates. As part of attending the Club, it is the family's responsibility to check-in at the front desk when picking up their member(s) and stay up to date on permission slips, schedules and changes in contact information.

Identification

When arriving for pick-up or drop-off all authorized family members are expected to enter the building. We appreciate the ability to meet people face to face to help build rapport and share new updates, discuss needs for support or fun things to come.

During pick-up, specifically, all families are required to be prepared to show their ID. Club staff may ask for your ID and your connection with the kid(s) you will pick-up. This is to ensure that Clubs are providing a safe exit for Club kids to go home with the correct and authorized contact.

We understand this can be cumbersome for you to show your ID; we want to apply safety practices while also being practical. Therefore, as Club staff gets to know family members, you may not be required to show your ID. Please be patient with us as staff develops a comfort level with getting to know all family members.



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There might be circumstances where showing ID might be required. This could include when a Club staff member is filling in for the Membership Coordinator. Or it could be during a situation where we have been alerted to a potential safety risk for a Club member. Again, we ask for your patience when these requests are made; we hope you'll understand we're doing it with the good of Club kids in mind. For example, we may require ID's in an emergency where a Club youth requires medical assistance, a fire alarm has been activated or kids/staff needed to exit the building. These are examples where even well-known family members may again be requested to show their ID.

If a primary family member notifies Club that a new adult is being authorized for pick-up whether consistently or inconsistently that new adult is required to show their ID each time they come for pick-up. Examples of this could be a friend is pick-up your Club kid, your Club kid is going home with a friend for a sleepover or another related family member is coming to support pick-up due to changing work obligations. In each situation, Club asks for families to notify of these changes through a phone call or email ahead of time. If Club is not notified ahead of time, it will result in a delay in pick-up as staff will be calling for verbal approval from a primary contact before allowing them to exit the building to maintain safety.

Late pick-up

All Boys & Girls Club locations close at 6:30pm. It is the parent/guardian's responsibility to know the hours of operations of the Club site their child is attending. If a Club member is present 5 minutes after Club closes parents/guardians and/or emergency contacts will be called and a late pick-up notice will be issued. If 30 minutes have passed and no one has been reached, or the Club member has not been picked up, local law enforcement will be contacted.

- First late pick-up notice = reminder letter of Club hours
- Second late pick-up notice = 1-day membership suspension from Club
- Third late pick-up notice = 3-day membership suspension from Club and meeting with the Director

Parent/Guardians under the influence

The safety of all Club members is priority one! 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 Club locations is under the influence of drugs or alcohol, these procedures will be followed:

- The Director will be alerted that a parent/guardian is under the influence and the child will not be released to parent while the Director speaks to the parent/guardian
- The Director will privately speak to the parent/guardian in an office with the door open. Explaining concerns regarding sending the child home with someone who appears under the influence. Call emergency numbers listed on membership applications in attempt to have someone else pick up the child



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- If no one is available to 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
- If the Director is unable to detain the parent/guardian and prevent them from taking the child, the police will be called, and a description of the vehicle and license number will be given.

Lost & 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 including electronics, jewelry, or anything else of value
- The Club has a lost and found located near the front entrance
- School sites lost and found is located within the school's lost and found (where applicable)
- Lost and found items are kept for 4-6 weeks and then donated

Inclement Weather & Emergency Closings

If the School District **cancels school** due to inclement weather or an emergency, the Boys & Girls Clubs of the Greater Chippewa Valley will also be **closed**. Notification to families of the decision to close will be on a timely basis and in the following ways:

- Facebook
- Text Message (if signed up)
- Local News Stations: WEAU and WQOW

School Dismissed Early

If the School District **closes school early** due to inclement weather or an emergency, all Boys & Girls Club locations will be **CLOSED**. Notifications to families of the School District's decision to close early will be provided in the following ways:

- Facebook

School District Afterschool Activities Canceled

If the School District **cancels all afterschool activities**, all Boys & Girls Club program locations will be open. We ask that on those days you pick up your children as soon as possible. The Club may determine that they will close early on those nights and will notify parents/guardians as soon as that decision is made.

One-on-One Interaction Policy

Definition of One-on-One Interaction



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One-on-one interaction as defined as any private contact or communication (including electronic communication) between any Club participant and an adult, including adult staff, minor staff, volunteers, board members and others who might encounter member during regular programming and activities.

- **Private** contact/communication is any communication, in person or virtual, that is between one youth member and one adult (18 or over) that takes place in a secluded area, is not in plain sight and/or is done without the knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes and hotel rooms. Examples of private contact include but are not limited to:
 - Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
 - One staff member transporting one member in a vehicle.
 - Electronic communications (text, video, social media, etc.) between one member and one adult.
- **Public** contact/communication is any communication or meeting, in person or virtual, that is between at least three individuals, including two staff and one member, one staff and two members or variations of these combinations. Examples of public contact include but are not limited to:
 - Meeting in plain sight of others (e.g. in a quiet corner of an active games room).
 - Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members
 - Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g. group chats)
 - Public places can include but are not limited to buses, airports, shopping malls, restaurants and schools.

Exceptions to Policy

In limited circumstances, exceptions to the one-on-one can be made in the following circumstances:

- When delivering medical or counseling services by a licensed, training therapist or similar professional (i.e. counselors, social workers).
- When the emotional or physical safety of a member is at risk and a private, one-on-one communication is deemed necessary by Club leadership
- In emergency situations, which could create a safety risk, exceptions can be made, i.e., if a member is not picked up by a parent/guardian and leaving them alone at the Club could be a safety risk.

Should exceptions need to be made, the Club shall have policies in place to monitor interactions, including, but not limited to:

- Disclosing the meeting to Club leadership and regularly checking-in with the member and adult during conversations
- Placing time limits on conversations
- Meeting in rooms with clear sight lines (i.e. rooms with windows, glass doors)



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- Documenting the interaction
- In an emergency, disclosing the situation to another staff member being engaging in one-on-one interaction

Behavior Support

Kind, caring and respectful behavior expectations

While attending the Boys & Girls Club, all Club members are expected to show kind, caring and respectful behavior to themselves, other members 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 other people
- **A sense of belonging** - A setting where young people know they fit in and are accepted
- **A sense of power or influence** - A chance for Club members to be heard and to influence decisions

Positive reinforcement

The Boys & Girls Club focuses on engaging Club members through positive reinforcement. The Club provides positive reinforcement through a reward system where members can earn points by displaying positive decision making, showing positive behavior towards themselves and others, and trying new things.

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

Consequences/sent homes

The Boys & Girls Club offers 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 opportunity to consider their actions, fix mistakes when they occur and return to the group strengthened. To ensure that the Club remains a positive and safe learning environment for all members, each member receives up to 3 opportunities upon arriving at the Club to show kind, caring and respectful behavior.

- 1st opportunity – If a member begins to display behaviors that are not allowed at the Club, a staff will give them a reminder of Club expectations and how/why they should adjust



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- 2nd opportunity – If a member continues displaying the same or equivalent behavior, a staff will spend some additional time talking with the member to ensure they understand why their behavior is not acceptable at the Club and work with them to learn and practice more positive behaviors
- 3rd opportunity – If a member continues to show similar behaviors, they may be asked to take a break from programming to talk with the Program Coordinator or the Director until the member understands and is ready to show appropriate and positive behavior

If the issue cannot be resolved, the member may be sent home/suspended from the Club. Sent home/suspensions occur as follows:

- The 1st and 2nd individual send home occurrence – member can come back the next day
- 3rd send home requires a 3-day membership suspension
 - A suspension form will be sent home
- The 4th and 5th individual send home occurrence – member can come back the next day
- 6th send home requires a 1-week membership suspension
 - A suspension form will be sent home
 - A formal meeting with the Program Coordinator/ Director about returning back to programming will occur **prior** to member rejoining Club
- A 7th send home requires a 1-month or longer suspension from current program (after-school/summer)
 - If the frequency of behavior and/or the severity affect the overall safety of other members at the Club, the Program Coordinator/ Director reserve the right to discontinue the member's membership

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

Immediate Action and Support

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, defined as aggressive behavior which subjects a person to unwanted physical contact, is not tolerated.

Bullying policy



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The Boys & Girls Club has adopted a zero-tolerance policy towards any form of bullying. The Club has adopted the Bullying Prevention model put forth by the Wisconsin Department of Public Instruction.

The Club will strive to provide a safe, secure, and respectful environment during all activities, programs, and services offered. Bullying disrupts the Clubs ability to empower all young people to reach their full potential as productive, caring, responsible citizens. It is the Club's expectation that all its staff, volunteers, members, and parents/guardians will 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 or property damage, or which negatively impact the Club's ability to provide a safe and secure place for members.

Bullying behavior can be:

- Physical (e.g. assault, hitting, or punching, kicking, theft)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
Between students and students, students and adults, or 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, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, website postings, including blogs or any other messages via cyberspace
 - Cyber bullying is prohibited in the following settings and/or circumstances:
 - When accessed, created, or communicated using any Club owned computer, digital technology, or system network
 - When sent or passed on through any type of non-Club owned technology or personal electronic device while on Club grounds, or during any activities, programs, or services offered

Addressing and Repairing Situations

Staff cannot be everywhere, but in cases where acts of bullying are witnessed or reported, either from the victim or a third-party, staff will immediately cease the situation, should the act be occurring. Then the staff will begin the process as noted below, if the bullying accusation is found truthful.

- In all cases of reported "bullying"—even before fact-finding based on the allegations—the Club staff will attempt to sort out cases of actual bullying versus isolated cases of brawling, arguments, physical altercations, etc.



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- In cases where alleged “bullying” behaviors are prolonged, continual, and/or combined with oral epithets, racial slurs, or other prohibited behaviors, staff will consider the situation to be a bullying offense
- The Club staff will intervene in all anti-social behavior that is brought to its attention or witnessed; redirection and discussion with each of the participants will occur
- When bullying is witnessed or reported to any Boys & Girls Club employee or volunteer, and the alleged incident is found to be an actual case of bullying, the following will occur:
 - All care will be taken to immediately interrupt any active incident of bullying
 - Employee will make an oral report to the Program Coordinator/ Director within one day of the alleged incident. Fact-finding will occur. Then the following steps will take place:
 - Employee will submit a written report to the Program Coordinator/ Director within 1 day of the alleged incident
 - Promptly after receiving the report, the Program Coordinator/Center will complete an investigation
 - Within 72 hours of the incident, staff will notify parents of the Club’s actions.
- In rare situations where local authorities, school officials, or law officials must be brought into the situation, the Club will proactively involve the appropriate authorities

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.

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 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 Boys & Girls Club Behavior Policy or Employee Handbook.

Unless authorized in advance by a supervisor, 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



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child's immediate concerns and shall 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 communications via phone, text, and/or social media

All persons are prohibited from the access, display, production, possession or distribution of pornography on Club premises or equipment. Any suspected sexual abuse or misconduct will be treated as a serious matter and documented by written incident report within 24 hours. When applicable, the incident will be reported to the appropriate authorities. The Chief Executive Officer/Director of Operations shall provide written directives to maintain the confidentiality of incident reports.

Adult/Illegal Activity

The Boys & Girls Club is committed to providing a safe place for youth of all ages.

No one shall possess, use, threaten the use of, or store a weapon on Club property or at any Club event. Weapons include, but not limited to, guns, knives or swords with blades, explosives, and any chemical whose purpose is to cause harm to people.

Gang activity is not allowed on Club grounds. This includes, but 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 the 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.

In rare situations where local authorities, school officials or law enforcement must be brought into a situation, the Club will act as an intermediate and notify the appropriate authorized family contacts.

Supervision Policies

Supervision

The Boys & Girls Club is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over). To ensure appropriate supervision, staff and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one staff (18 or over) are present with supervising members.
- Must always maintain proper supervision ratios.
- Must be trained on appropriate supervision tactics and behavior patterns.



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- Must ensure that all youth staff and volunteers are supervised by an adult (18 or over) staff member
- Immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents or critical incidents.
- Never use electronic devices such as cell phones, iPads or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy

Staff to Youth Ratios

All Club activities shall be under continuous supervision by an appropriate adult (18 or over) and reasonable ratios shall be maintained when supervising youth (**never to exceed 1 staff to 20 youth**).

Ratios are based on the organization's experience, standards set by Club leadership and/or standards set by local agencies or authorities. Required minimum ratios are below:

Type	Adults	Youth
Drop-in	1	20
Instructional	1	15
Group Clubs	1	12
Teams	1	15
Day Trips	1	8
Overnight	1 (with minimum of 2 adults present)	6
Swimming	1 lifeguard (with a minimum of 2 additional adults supervising)	20 swimmers

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:

- Issuing restroom passes or keys
- Prohibiting mixed age groups (children, teens and adults) from sharing a restroom
- Limiting the number of restroom users at one time or multi-user restrooms with single stalls that can be secured from the inside
- Positioning staff near restroom entries
- Implementing a restroom inspection and monitor schedules
- Designing restrooms to eliminate doors but maintain privacy
- When using restrooms at public facilities during field trips, a minimum of three youth will be escorted by one staff member, who will wait outside the main entrance of the restroom

The Boys & Girls Club is committed to providing a safe environment and enforces the following restroom



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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 walk-throughs and inspections set by Club leadership.

Staff shall:

- Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members
- Abide by all staff codes of conduct
- Enforce the Organizations' 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, restroom conduct incidents and report them to Club leadership as soon as possible.

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 Boys & Girls Club 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 feasibly achievable
- **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 an accommodation is being provided. Club staff will work with parents/guardians to understand specific or individualized 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 subject 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 applicable state law

Factors to be considered include:



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

Private agency

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

Health 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 Boys & Girls Club staff are CPR and First Aid Certified and are permitted to administer: band aides, ice packs, bandages and other first aid supplies.

- Club staff cannot physically apply sunscreen and insect repellent lotions/creams
- The Club is not responsible for reactions or improper usage of sunscreen, insect repellent, or any item that is borrowed from or used by Club members
- Guardians must advise the staff of any Club member's medical condition by completing the medical information portion of the membership form and updating information as needed
- In case of emergency guardians 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
- Guardians must notify the Club and keep children home when youth:
 - Has had a fever of 100 degrees or more, and should remain at home for 24 hours after the temperature returns to normal without medication to keep the temperature down
 - Has vomited or has had diarrhea, and should remain at home for 24 hours after it has stopped
 - Has a persistent cough
 - Has any rash or fever
 - Has open or draining skin sores
 - Has inflamed or draining eyes or ears
 - Have a contagious illness



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- Club members who develop symptoms of a contagious illness while at the Club must be picked up within **30 minutes** of notification and are not eligible to return 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 medications can be scheduled outside Club hours. In the event that this is not possible, designated staff will administer medication. The Clubs medication form must be filled out by a guardian to completion. **You may request our medication form at your Club site's front desk.**
- The prescription medication must be supplied in the original pharmacy-labeled bottle with Club members name indicating the correct dosage and frequency of administration
- All medications will be stored in a secured/locked area at the Club and documented each time medication is administered
- Medications not on record with staff and found in a Club member's possession will be confiscated and parents/guardians will be called
- Unused portions of medication after the completion of the school year / summer or when discontinued will be disposed of after 7 days if not picked up by the parent/guardian
- Guardians are responsible for ensuring a sufficient supply is on hands at all times

Emergency Treatment

In the event of an 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 Program Coordinator/Director. If an active infestation of head lice is confirmed, contact will be made with the parent/guardian and inform that their child(ren) have crawling head lice and/or that lice eggs/nits have been observed attaching to the base of the hair shaft near the skin. Club members must be picked up and treatment info 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 or nits are found. The Club recommends utilizing one of the following options for treatment: head lice treatment spray/shampoo, coconut oil, mayonnaise, or tea tree oil.

If a Club member is suspected and confirmed of having fleas, parent/guardians will be contacted and pick-up will be required. The Club member may return once they no longer have fleas present.

If Club member is found to have a tick(s), parent/guardians will be called to notify their primary contact. Club staff will not attempt to remove ticks found to ensure safe removal.



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Reporting procedures

The Boys & Girls Club strives to maintain a safe and secure environment to all Club members. We ask parents/guardians and Club members to immediately report any potentially dangerous situations to their Program Coordinator/Center Director. All reported situations will be investigated as soon as possible. If the complaint is in regards to the Center Director, the next level of authority, the Director of Operations and/or the Chief Executive Officer (715-514-5115) should be contacted. Reports or 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 & 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. PM snacks are provided each day from 3:00-4:30pm with a second snack at the Menomonie Center and a dinner at all other Clubs served between 5:30-6:30pm.

Breakfast, AM snack and lunch (12:00-1:00pm) and a PM snack are provided on days when the Club is open from 7:30-6:00pm for full day programming. The Menomonie Center utilizes the school breakfast and lunch as part of its partnership.

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 in their own food without prior permission from the Center 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.

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 responsibility to check the front desk and complete the necessary permission slips to attend. Parents/guardians will be



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

Permission slips requiring payment must be submitted same day with the form. Extensions on permission slip 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.

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 Center Director/Program Coordinator shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the Center Director/Program Coordinator shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the members.
- Club personnel shall seek to assure that parents 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, Club and community

Check-in/Check-out

A visitor is defined as any 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 when arriving or leaving the Club to check-in by signing and providing their information on a visitor clipboard
2. Notices shall be displayed at the building entrance indicating that all visitors are required to register with the front desk. All visitors shall be requested to wear an appropriate form of identification when on Club premises

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, scheduled performance by a team or group, other adult participants in organized and Club approved activities are exempt from requirements stated above.

Visitors to Activity Areas



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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 Center Director/Program Coordinator, most commonly during the provision of confidential services.

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

- Remaining in a designated place or seat
- Refraining from speaking to members while the class or activity is in session
- Refraining from entering or leaving the area while an activity is underway
- Requiring that the dress and grooming of the visitor be consistent with the dress code for the members and employees within the building
- Requiring that the visitor 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(s)
- Designating particular routes of travel in the building or upon 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 needs to be provided. Non-custodial parents with visitation permission must be included in the membership application. Club space will be provided for visit and a phone call will be made to notify the custodial parent
- The Center Director/Program Coordinator have 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 authorities shall 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 Boys & Girls Club will conduct background checks in accordance with the following policy:

Boys & Girls Club will conduct criminal background checks of all employees including minors, board members, 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



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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 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. It is the policy of Boys & Girls Club that an employee or volunteer will be automatically **ineligible** for employment or volunteer service, if such individual:

- Refuses to consent to a criminal background check
- Makes a false statement in connection with such criminal background check
- Is registered or is required to be registered on a State or National sex offender registry
- Has been convicted of a felony consisting of:
 - Murder
 - Child abuse
 - A crime against children, including child pornography
 - Spousal abuse
 - A crime involving rape or sexual assault
 - Arson
 - Physical assault or battery
- Has been convicted of a drug related offense committed within the last five years

With respect to convictions for crimes not listed above, any applicant with such a conviction shall be evaluated on an individual basis to determine whether they should be excluded from consideration based on the conviction. In so doing, the Boys & Girls Club shall consider the following factors:

- Nature and gravity of the offense
- Time that has passed since the offense or completion of sentence
- Facts and circumstances surrounding the offense or conduct
- Number of offenses for which the individual was convicted
- Age of the individual at the time of conviction or release

All personal data, background check data and adverse action letters shall be treated as confidential and maintained in a secure location.

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



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The Boys & Girls Club 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 technology resources.

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 text, upload and download content and/or media, and transmit or receive messages or images. Personally owned devices are permitted for use during Club recreational time for and in approved locations for Club members.

If you would like your child(ren) to participate in this program, please read and discuss the following 'Acceptable Technology Use Policy' with them.

Acceptable Technology Use Policy

Any parent/guardian who wishes that their child(ren) use Club-owned or a personally-owned electronic device within the Boys & Girls Club must read and sign this agreement and submit to Club staff.

- In order to utilize the technology resources at the Boys & Girls Club, Club members and parents/guardians must review the 'Acceptable Technology Use Policy' and sign the last page of the Policy & Procedure handbook. This is considered a legally binding agreement
- When using a personally owned device the Club member will take full responsibility for their device and keep it with them at all times. Club members may not lend their device to any other Club members or staff. The Club is not responsible for the security of the device or loss/damage/theft of a personally owned device
- Club members should only use their devices during Club recreational time or during approved Club sanctioned programs/events
- Club members may not use Club owned or personally owned devices to record, transmit or post pictures, video or other information of/about a person or persons at the Club. Nor can any images, video or other information recorded at the Club be transmitted or posted at any time without the expressed permission of Club staff. Members may not use a personal or Club owned device to harass, threaten, demean, humiliate, embarrass or annoy their peers or others. This behavior is cyberbullying
- The Club reserves the right to monitor all traffic on its wired and wireless networks
- The Club reserves the right to inspect a Club member's personal device or Club owned devices. Parents/guardians will be notified and allowed to be present before any such inspections take place. Parents/guardians are free to refuse to allow Club staff to inspect a device, however, that Club member may be barred from bringing personally owned devices to the Club in the future. This decision will be at the Club's discretion



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- Club members must comply with staff requests to shut down or turn off the devices when asked. Not doing so may result in the member being barred from using Club equipment and bringing personal devices in the future
- The Club expressly prohibits use of electronic devices in locker rooms and/or restrooms and other areas where there is an expectation of privacy
- If a Club member is not following the guidelines listed, the parent/guardian will be contacted and asked to pick up the personal device at the end of the day
- Violations of any Club policies, administrative procedures or Club rules involving a Club member's personally owned device may result in the loss of use of the device at the Club and/or disciplinary action

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.



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Great Futures Guide Signature Page

My child(ren) _____ and I _____
(insert names of Club members) (Parent/Guardian name)

have read and understand that by signing this form we take responsibility for all information, expectations, policies and procedures included in joining the Boys & Girls Clubs of the Greater Chippewa Valley organization.

Parent/Guardian Name

Parent/Guardian Signature

Member Name

Member Age

Date

Please initial that you have read and agree to each section:

- Membership Policy – Page 4** _____
- Family Communication – Page 6** _____
- One-on-One Interaction Policy – Page 7** _____
- Behavior Policy – Page 8** _____
- Illegal Activity – Page 12** _____
- Supervision Policy – Page 13** _____
- Disability Inclusion Policy – Page 14** _____
- Health Policy – Page 15** _____
- Meal Program – Page 17** _____
- Activities/Field Trips Away from Club – Page 17** _____
- Visitor Conduct Policy – Page 18** _____
- Electronics Policy – Page 20** _____
- Acceptable Technology Use Policy – Page 20** _____

This gives permission and understanding for a Club member using Club and personal devices

Signature Page must be signed on an annual basis