



# Boys & Girls Club of the Tri-County Area

## Policies & Procedures

In an effort to help prevent the spread of COVID-19, we have been working closely with medical professionals and our local health department, in addition to following CDC guidelines as we prepared and trained staff to care for your child(ren). The following policies and procedures have been put in place for the safety of all. Please review these procedures with your child prior to his/her first day of attendance.

### Child(ren) Drop Off Procedure/Wellness Checks (Precautionary for COVID-19)

**School-year:** Upon arrival off of the school bus, children will immediately enter the Club and be directed to their home-base where they will remain with their peers based on grade level for the remainder of the program day. Children will be in groups of no more than 20-25 students.

**Summer:** Upon arrival in the Club parking lot, parents/guardians will be directed to form a single file line in a drive-thru fashion to drop off their children. Parents/guardians should remain in their vehicles and only the youth should exit the vehicle and enter the building. Staff will monitor entryways during designated drop off times.

- Children must be symptom free of respiratory infections, such as cough & shortness of breath, diarrhea/vomiting, loss of smell/taste, fever, etc.
- Child(ren) will then be directed to their designated program area.
- ALL children must arrive immediately after-school, or by 8:30 am on non-school days, in order to receive care for the day.
  - Parents/guardians must call the Club (920)361-2717 Ext. "0" to inform Club staff of a child's reason for absence.

### Child(ren) Pick Up Procedure

Parents/guardians will pull up at the front entrance in a single file line/drive-thru fashion to help with verification and safety for the release of children. Parents/guardians will call the front desk upon arriving at the Club and will be asked to identify themselves and the child they are picking up. Parents/guardians should remain in their vehicles, must be visible to staff through front entry doors, but will not come inside. Once staff have a clear view of the parent/guardian, they will walk the child(ren) to the vestibule/sidewalk to be released into parent/guardian's care. Staff will monitor the child(ren) until they arrive in the vehicle. It is important for anyone who is listed as an emergency contact to bring and provide Photo ID to staff, if they are picking up your child.

Designated pick up times are:

- Summer: 3:00 - 5:00 pm
- School-year: 4:45 - 5:30 pm

If children need to be picked up early for an appointment, please inform the Front Desk staff in advance via phone call or email. It is important for children to be present during program time; it is expected your child is staying for the full experience most days, and at a minimum 3 days per week.

Updated 08/31/21



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### Fees

**Annual Registration Fee:** The annual registration fee for participation is \$25/per child. Annual registration fees expire August 31st of each year, and must be renewed annually.

**School-year Fees:** \$50/child per semester or \$100/child per school-year

\*Due in September & January

\*Sparks Club Scholarships available upon request (K-5th)

**Summer Fees:** \$65/child per week

We charge per week, not per day. This means that it is the same cost whether your child comes 3 days or 5 days. Payments are required weekly, even if your child does not plan to attend for a given period of time due to scheduled family activities. Payment is due the Friday prior to the following week for your child to participate. The ONLY time a weekly fee will be waived is IF your child is directed to self-isolate per guidance from the Green Lake County Health Department related to contact-tracing through the Club; one weekly fee will be waived.

Payments will not be accepted in person. Payments can be made online. In the event that a parent/guardian cannot make payments online, checks can be sent in with the child at drop off. Partial scholarships are available to any family who cannot afford the fees associated with care. An application and verification of income will be required to determine eligibility directly related to household income and number of dependents.

### Late Pick Up Policy

There is a late fee for those children who are not picked up on time, at closing. That fee is \$10.00 for the first 15 minutes a child is picked up late and \$1.00 for each minute thereafter. Given the limited capacity of the staff and the undue burden late pickups will cause, this policy will be strictly enforced. We sincerely appreciate your understanding.

If an emergency situation arises preventing the parent/guardian from picking up the child prior to closing time, it is the responsibility of the parent/guardian to coordinate alternate arrangements

for pick up and to contact Club staff ASAP to let them know who will be picking up the child.

### Volunteers, Guests, & Mentors

For the health and safety of all, visitors into the building will be limited at this time. Parents/guardians will continue to pick up and drop off children outside of the Club's front entry. Visitors, including mentors, will only be allowed entry with pre-arranged appointments with staff, or youth. Doors will remain locked during program hours and the Club phone number will be posted at the Front Entry for individuals wishing to speak to Club staff.



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### If Children Become Ill With Symptoms of ANY Type While at the Club

If children begin to show signs of sickness, including, but not limited to developing a fever greater than 100.4, respiratory infection symptoms, etc. they will be sent home immediately. The child will be separated from other children in a designated room and allowed to rest until they are picked up. Staff who are assigned to supervise them while they wait will practice social distancing and use PPE (personal protective equipment, ie. mask, gloves). Staff will always err on the side of caution, which means even if you believe it is allergies your child will likely be sent home until symptom free. This is for the protection and safety of all. Parents/guardians should have a back up plan for care in the event a child is sent home from the Club sick and cannot return until symptom free.

- Parents/guardians will be called to pick up the child ASAP.
- Parents/guardians will be directed to call their health care provider to discuss the child's symptoms and possible need for evaluation.
- In order for an ill child to return one of three things must happen:
  - The Club receives a signed medical physician's note stating the symptomatic child was seen in-person and the child is cleared to return to the Club.
  - The symptomatic child is tested and receives a negative PCR Covid-19 test. The Club will not accept rapid test results; only PCR test results will be accepted. A negative test result must be provided to Club staff prior to the child's return.
  - The symptomatic child remains out of Club programming for 10 consecutive days.
- Children who have had contact with or reside with a family member with a pending COVID-19 test and do not have symptoms, no action is necessary. If they are showing signs of illness, the child or staff member should self isolate.
  - If a child or staff member has had contact with someone with a confirmed case of COVID-19, they must go home immediately and self quarantine for 14 days and call their health care provider.

### If There is a Positive Case of COVID-19 at the Club

If there is a positive case of COVID-19 among a child or staff member, the facility will close immediately and the Club will await directions for reopening from the Green Lake County Health Department. The facility will be thoroughly cleaned and disinfected. Parents/guardians should be ready for changes and prepare for possible shutdowns, quarantines, and other precautionary or responsive measures that may leave a family without care for up to 14 days.

- Parents/guardians will be notified of the positive test for COVID-19 and the need for closure of the facility and informed of what symptoms to watch for in their children.
- The child or staff member that has a positive test will be directed about home isolation from their health care provider. The Green Lake County Health Department will be notified and will investigate all contacts.
  - A positive test for COVID-19 will likely result in an entire group being required to self-isolate for 14 days. Parents/guardians should be aware of this in advance.



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### **Masks**

Staff are required to wear masks in the presence of children and in all program areas during program hours while the Club is open. Children will be required to wear a mask while indoors, including in the gym. Parents/guardians are asked to provide a mask for their child. In the event that a family cannot provide a mask for their child, the Club will provide one.

- As of April 19, 2021 children *will not be required* to wear masks outside. Staff will still be encouraging social distancing as children engage in outdoor activities.
- Children with underlying health conditions will be encouraged to wear a mask at all times, but it will ultimately be the parent/guardian's decision. Please discuss with staff.

### **Expectations for children and families during out-of-care time**

Parents/guardians should let Club staff know immediately if anyone at home is showing respiratory infection symptoms, such as fever, persistent cough, shortness of breath, or chills; if anyone in the household has traveled to areas where COVID-19 has been present in high numbers; if anyone in the household is pending test results for COVID-19, or has tested positive. Please do NOT send your child(ren) if they have a persistent cough or symptoms of potential illness. The Club will let families know if staff or children are symptomatic at the Club and if the Green Lake County Health Department issues any further directions to us as a result of pending tests.

### **Phones & Personal Property**

The Club discourages bringing personal items from home, unless absolutely necessary. Necessary items should be clearly marked with the child's name and will be sanitized upon entry, depending on the item. All personal belongings, including cell phones, tablets, Chromebooks, personal electronics and other property brought into the Club are the responsibility of the child. The Club does not have a secure location to store these items and cannot be held responsible for any damaged, lost, or stolen items. Personal electronics usage is limited to schoolwork purposes only. Club staff reserve the right to search any personal property if there is a safety concern.

### **PBIS Behavior & Club Expectations**

The Club follows the PBIS (Positive Behaviors & Supports) framework. Our three core behavior expectations include: safety, respect, and responsibility. The Club reserves the right to refuse, suspend, or terminate membership of any youth due to disrespectful or unsafe behavior to staff, volunteers or other members, or if their behavior does not allow them to function with others appropriately in our programs.

### **Child Abuse & Neglect Reporting**

All Boys & Girls Club of the Tri-County Area employees serve as Mandated Reporters, and are required to participate in child abuse training upon hire, and annually thereafter.



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### Medication Policy

The Boys & Girls Club (BGC) will not administer prescription medication without authorization of a parent/legal guardian and physician. With proper approval by the appropriate parent/guardian and physician, the BGC will facilitate the administration of approved medication but will not determine the specific dosage to be administered nor will staff directly administer it to the child. BGC staff are not trained medical professionals and will not make any judgments or discretionary decisions outside the approved limits and approved dosages of the parent and acting physician. The BGC will, however, make an effort to assist members in remembering to take medication and to review the appropriate dose before consuming.

### Holding & Storing Medication

All medication must be registered with the front desk. Proper documents must be completed and signed by the parent or legal guardian and must be accompanied by proper doctor authorization. The BGC center director must inventory quantities and authorize the storage of all new medications and any changes to a member's medication needs. Medication must be labeled with the child's first and last name, name of medication, dosage, route, doctor's name, and expiration date and be in original containers.

Medication will be kept in a locked cabinet, unless requiring refrigeration, with access limited to authorized personnel only. All medication will be checked in/out each time it is accessed and the authorized on-duty staff members will initial, date and sign each time medication is provided to members.

### Emergency Medication

In the event that a child needs life saving medication or treatment, BGC staff will act in the child's best interest and attempt any life-saving efforts, including the administration of prescribed emergency medication. Examples of such medications include, but are not limited to: Glucagon injections, rescue inhalers (such as Albuterol), Epi Pens, and emergency seizure medication. We

will ALWAYS call 911 after administering Glucagon, Epi-pens, or emergency seizure medications. Per state law, members with proper authorization are allowed to carry rescue inhalers on their person.

*Wisconsin's Good Samaritan statute for emergency medical care states the following: "Any person who renders emergency care at the scene of any emergency or accident in good faith shall be immune from civil liability for his or her acts or omissions in rendering such emergency care."*

**Upon review of these policies & procedures please sign and return the *COVID-19 Policies & Procedures Acknowledgement.***