



**BOYS & GIRLS CLUB**  
OF THE TRI-COUNTY AREA

# Family Handbook

Updated January 2023

# **GENERAL INFORMATION**

## **Contact Information**

Website: [www.bgctric.org](http://www.bgctric.org)

### **Berlin Site**

344 Broadway Street  
PO Box 254  
Berlin, WI 54923

Fax: (920)361-1629

Phone: (920)361-2717 (to reach the front desk during Club hours please press “o”)

### **Green Lake Site (Green Lake School)**

612 Mill Street  
Green Lake, WI 54941

Phone: (920)229-3455

### **Ripon Site (Summer 2024)**

Todd Wehr/ Willmore Center  
Ripon College Campus  
Ripon, WI

Phone: (920)896-5644

### **Boys & Girls Club of America Mission of the Boys & Girls Club Movement**

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

### **Our Mission**

The Boys & Girls Club of the Tri-County Area improves the lives of children and families.

### **Our Vision**

The Boys & Girls Club of the Tri-County Area will be a generation-changing leading provider of programs emphasizing youth development services and family outreach support to meet the needs of young people ages 6-18 and their families, especially those who need us most.

### **Our Core Values**

Growth

- We will serve as a catalyst for change, encouraging innovation and forward-thinking while serving as an educator and facilitators of opportunity to meet the needs of youth and our community.

Community

- We believe building relationships is key to creating an inclusive environment where youth and their families feel supported, welcomed, and equal as we work toward a common goal of improving lives.

#### Character

- We will serve as compassionate, caring, and kind role models who hold integrity, reliability, respect, and the encouragement of self-expression to a higher standard.

#### Safety

- We believe that providing a place where children are physically and emotionally safe creates the foundation for them to learn, grow, and succeed.

### **Agency Key Objectives**

- Positively impact the lives of the Club members and their families, with emphasis on measurable outcomes, which ensures academic success, good character, citizenship, and a healthy lifestyle.
- Seek opportunities for strategic partnerships and collaborations with other community organizations to meet the critical unmet needs of the youth we serve.
- Create diverse and sustainable revenue streams to provide annual operations, capital improvements, and an ever-growing endowment.
- Create an organization that continually improves, evidenced by a positive public perception, enhanced program services, and impact on youth.
- Recruit and retain Board, staff, and volunteers, resulting in excellence in leadership for the organization.

### **Five Core Services and Youth Development Strategy**

1. The Arts
2. Character and Leadership Development
3. Educational and Career Development
4. Health and Life Skills
5. Sports, Fitness, and Recreation

The Club programs and services promote and enhance the development of youth by instilling a:

- Sense of Competence
  - Feeling there is something youths can do well
- Sense of Usefulness
  - The opportunity to do something of value for other people
- Sense of Belonging
  - A setting where an individual knows they have a place and where they “fit” and is accepted
- Sense of Power or Influence
  - A chance to be heard and to influence decisions

When this strategy is fully implemented, the self-esteem of youth is enhanced and an environment is created, which helps them achieve their full potential.

## **Our Club History**

- 1995 | A discussion began between the Berlin Area School District, Boys & Girls Clubs of America, and the Boys & Girls Club of Oshkosh.
- 1997 | Washington School in Berlin was made available for use to the Boys & Girls Club of Berlin and the site was given operational status by the Boys & Girls Clubs of America. A Board of Directors was formed. Funding included a start-up gift of \$50,000 from an anonymous donor. The Boys & Girls Club of Berlin received part of the 21st Century Grant funding through the Berlin Area School District.
- 2003 | The Boys & Girls Club of Berlin became an official center of the Boys & Girls Club of Oshkosh.
- 2006 | The Berlin Center is serving more than 400 members.
- 2007 | The Berlin Center changed its name to the Boys & Girls Club of the Tri-County Area.
- 2012 | Attendance at the Club grew by 17% and the average daily attendance increased to 120-130 children attending the Club each day.
- 2014 | The Boys & Girls Club of the Tri-County Area publicly announced a capital campaign to construct a new facility.
- 2015 | The new 20,000-square-foot building opened its doors.
- 2018 | Boys & Girls Club of America issued the Boys & Girls Club of the Tri-County Area their own Charter on January 1, 2018 organization.
- 2020 | Opening of the Green Lake Site at Town Square.

## **OUR COMMITMENT TO SAFETY**

### **The Safety and Wellbeing of Young People is Our Number One Priority**

#### **Our Culture of Safety**

The Boys & Girls Clubs of the Tri-County Area continually updates robust safety policies, programs, and training for our staff and volunteers that are designed to promote child safety and protect young people from threats that are present in our society. We implement layers of safety policies and guidelines to keep our kids safe including:

- Criminal history background checks on all employees and volunteers.
- Child abuse prevention training for all our team members.
- Regular, repeated crisis response drills in partnership with local law enforcement
- Our child-to-staff ratio at the club is 1 youth development staff to 18 youth.
- On Field Trips child to staff ratio is 1 youth development staff to 5 youth.

#### **Safety Committee**

The Boys & Girls Clubs of the Tri-County Area has a dedicated safety committee to provide input and guidance on local policies and safety strategies.

Priorities and initiatives in 2020 include:

Updating security cameras and building access technology and hardware

Law enforcement building inspections

Revised internet safety policies

## **Safety Policies**

The Boys & Girls Clubs of the Tri-County Area has comprehensive safety policies in place that protect youth – including, but not limited to, supervision, transportation, communication and prohibiting private one-on-one contact in our positive youth development programs and services.

## **Safety Training**

Ongoing training and supervision of staff is critical. Our team members are required to participate in a wide variety of child safety training including child abuse and neglect prevention, mandatory reporting, ethics and boundaries, crisis management and response, anti-harassment, physical safety, CPR & First Aid, emergency response, trauma-informed care, transportation, cyber safety, Positive Behavioral Interventions and Supports (PBIS), bullying response and reporting, and medication administration. We also, in partnership with the Boys & Girls Clubs of America, engage leading third-party safety experts to provide guidance for our policies and approaches, including Praesidium, the National Center for Missing & Exploited Children, and the National Children's Advocacy Center.

## **Mandatory Background Checks**

Mandatory criminal background checks are required every year for every staff and board member at the Boys & Girls Clubs of the Tri-County Area. In addition, criminal background checks are required for any volunteer who has direct contact with children. All potential employees and volunteers are also run through the National Sex Offender Registry.

## **Mandatory Employee Reference Checks**

Any employee interested in moving to another Boys & Girls Club is required to have a reference from the previous Club, even if the Clubs are within the same community. All employees are required to have two reference checks completed before hiring.

## **Child Abuse and Neglect**

The primary concern of Club staff is always the safety and well-being of each child. By law, the Boys & Girls Club of the Tri-County Area Board of Directors and all personnel are required to report any youth who appears to be emotionally, physically, or sexually abused or neglected to Child Protective Services, the Green Lake County Sheriff, or the Berlin Police Department. Suspicion of abuse or neglect shall be documented and maintained in a confidential record. Staff receive annual in-service training about indicators of child abuse, or neglect, and reporting procedures.

Also, if Child Protective Services or our local Police Departments request a conversation with one of our Club members, we will comply with that request with no guarantee of notification to the parents/guardians.

## **Required Immediate Reporting**

Boys & Girls Clubs of the Tri-County Area staff and volunteers all serve as mandated reporters. We are required to report any critical incident/safety concern to local law enforcement and/or Child Protective Services. We are also required to report any critical incident to the Boys & Girls Clubs of America within 24 hours.

### **Anti-Bias Statement**

The Boys & Girls Clubs of the Tri-County Area is committed in all areas to providing an inclusive environment that is free from discrimination and harassment. We will not tolerate discrimination and harassment based on an individual's sex, race, ethnicity, national origin, age, sexual orientation, religion, or any other legally protected characteristics. All Club staff, youth members, and volunteers are expected and required to abide by this policy. We strive to engage youth in programs that support the development of cultural competency. Our programs help youth understand and respect their own culture and the cultures of others, where they are able to contribute to a multicultural society and demonstrate acceptance of differences among people.

### **Non-Discrimination**

All people are welcome at the Boys & Girls Clubs of the Tri-County Area regardless of race, religion, sex, national origin, marital status, sexual orientation, gender assignment, political ideology, or ability.

### **Americans With Disabilities Act Policy**

The Boys & Girls Clubs of the Tri-County Area seeks to serve all people. It is our intention to include people of all abilities in our programs in the most integrated setting and wherever it is reasonably possible to do so. (This includes individuals with a physical, mental, or emotional need that substantially limits a major life activity, individuals with a record of such need, or individuals who are regarded as having such needs). Despite our best efforts, it may not be possible in certain circumstances for our Clubs to accommodate the disability or special needs of a child. This could occur in the following examples:

- The individual's disability or special needs present a significant direct threat to the health or safety of others and such risk cannot be eliminated or reduced to an acceptable level; or
- The required accommodation would require a fundamental alteration to programs or otherwise would present an undue burden for the Club.

For some children, special accommodation needs may appear later or may differ over time. Our Boys & Girls Clubs will make ongoing assessments of your child's needs and will require the parent or legal guardian's involvement in this process. Failure to share information about your child that identifies special care, accommodations, or supervision needs may jeopardize the placement of or continued participation by your child in the program. All children are expected to abide by the Code of Conduct or stated behavior expectations. An individual plan of care stating needs is required prior to starting the program.

### **Non-Religious Policy**

The Boys & Girls Clubs of the Tri-County Area is a non-denominational organization and does not promote or facilitate religious activities regardless of where the program is housed. From time to time, however, we will expose children to diverse cultural experiences that may have religious overtones. Children will not be required to participate in any of these activities and alternate activities will be provided upon request. Caregivers are welcome to note your family's religious preferences on the registration form. Our Boys & Girls Clubs allow children to feel comfortable expressing their own religious beliefs and practices without staff promoting their own beliefs.

## **Holiday Celebrations**

The Boys & Girls Clubs of the Tri-County Area is a non-sectarian, multicultural organization. When holidays are recognized it is for their celebration value rather than their religious significance. A way for our employees to honor diversity is by teaching children how different cultures celebrate their holidays. You are welcome to inform us of holidays your family celebrates.

## **Updating Personal Information**

Please notify us in writing if any of the following changes occur, so that we can update records.

- Change in phone numbers, home addresses, or workplaces.
- Change in school, doctor, dentist, health/dental insurance, or emergency contact. Changes in individual's authorization to pick up.
- Changes in allergies, health, or immunization status.

## **Personal Property**

The Club is not responsible for the security or protection of Members' personal items.

- Club members should not bring valuable items such as electronics, jewelry, or anything else of significant value to the Club.
- Each Boys & Girls Club keeps personal items whose owner cannot be identified and that have been left behind in a "lost and found" location. After 4 weeks items that have not been claimed may be donated to other families or to another organization.

## **Technology Usage**

The Boys and Girls Club of the Tri-County Area recognizes the safety purpose that youth and parents/guardians have in providing youth with cellular phones and other two-way communication devices. During Club hours, members are generally prohibited from using cell phones, electronic paging, two-way communication, or gaming devices while in the Club or attending Club activities. Members must store electronic devices in their personal belongings in the off or silent mode so as not to disrupt the environment. The Boys and Girls Club of the Tri-County Area is not responsible for the loss, theft, or damage to any electronic device.

The Directors of individual Club Sites are authorized to establish rules and acceptable use guidelines for limited, non-disruptive use of an electronic communication device in the Club or during Club activities for safety, medical, vocational, or other legitimate uses. The inappropriate use of any electronic device (Chromebook, cell phone, camera, etc.) while at the Club is subject to disciplinary action. Students may not share or post personal information about or images of any other Club member or staff member without permission from that member or staff. The inappropriate use of cameras or electronic communication devices includes but is not limited to use in areas where one would reasonably expect privacy (locker rooms, bathrooms, etc.), to engage in cyber-bullying, placing cell phone calls, or sending text messages that ridicule, threaten or harass another member. A phone is available at the front desk at each location for member usage with staff permission.

Social Media interaction between staff and youth refers to social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, and Instagram, among others. Social media also covers any other online (public or private) forums, blogs, comment feeds, etc. that an employee may participate in. Youth Development staff may not interact with youth on social media. Parents are

encouraged to contact our club via our social media platform, phone call, email, or private message if there are questions or concerns.

## **Emergency Procedures**

### **Fire**

In the case of an emergency that requires an evacuation, a member of the staff will use the intercom to inform staff of the evacuation. This will initiate staff to guide members to All Saints Catholic School for safety. Front desk staff will print out a fire alarm report from the KidTrax program and All Saints School keys from the designated location. The Site Director and Director of Operations will conduct a complete check of the building for occupants while staff guide the members to All Saints School and contain them in the lower level of the church. Staff members will check the entire building prior to leaving to ensure all youth have evacuated. Staff will then perform a roll call to ensure all members are in attendance. The Site Director and Director of Operations will remain in constant contact with emergency personnel. Staff may guide members back to the Club when permitted by the responding emergency personnel. If the return is not possible, staff will arrange for parents to pick up their children at All Saints School.

### **Tornado (Extreme Weather)**

Advance notice of a tornado can give the Club time to prepare for it. Because this disaster can strike without warning, however, Club leaders and crisis team members will need to follow a systematic disaster response. In the event of a tornado, staff will guide members to the gym hallway and bathrooms. The front desk staff will print a Fire Alarm Report from KidTrax and perform a roll call. Staff will be expected to remain calm and keep members occupied until the threat subsides. An all-clear signal will be given by the Site or Director of Operations or responding emergency personnel if present.

The following guidelines should be followed:

- ***Calm and reassure Club members.***
- ***Check the roster*** to make sure everyone is present.
- ***Take members to a designated safe area*** as soon as possible. It is important to closely supervise all individuals and keep them together in groups and away from dangerous places. Make sure you know where this is located. Please verify the location with the supervisor.
- ***Assess the medical condition of all members.*** Provide first aid as needed.
- ***Make sure everyone is wearing shoes.***
- ***Turn on the radio and listen for instructions*** from public safety agencies.
- ***Do not use the telephone*** except for emergency use.
- ***Record the names of each Club member and the adult who retrieves him or her from the Club.*** Do not leave the evacuation or the safe area until the parents/guardians have retrieved all members.



## Intruder

- Run
  - Leave Belongings behind
  - Help others escape, if possible
  - Follow instructions of Club staff, teachers, and police officers
  - Call 911 when it is safe to do so
  - Berlin Site: Meet at All Saints Catholic School
  - Green Lake Site: Meet at City Hall
- Hide
  - If running is not possible, find a place to hide where the intruder won't see you
  - Protect yourself
  - Hide behind large items (desk, table, cabinet)
  - Be in a space where you can lock the door
  - Silence cell phone
  - Turn off any source of noise (radio, phone, television, etc.)
  - Stay quiet
  - Call 911 when it is safe to do so
- Fight
  - Stay calm
  - Throw items at the intruder

## **CLUB BASICS**

### **Participant Policies**

Participation in the Boys & Girls Clubs of the Tri-County Area is available to all youth aged 6 through 18 years of age who are enrolled in school full-time. Enrollment requires the submission of a completed participant application and related forms. Participant applications require the signature of a parent or legal guardian for all youth aged 13 or younger. Young people aged 14 or older are encouraged to also have their application signed by a parent or legal guardian, but it is not required. All participant registrations shall run/be valid for one year from the date of submission. Prior to submitting a participant application, young people may attend a Boys & Girls Club program ONE TIME as a guest.

### **Hours of Operations**

#### School Year

- We offer after-school programs, teen programming, open gym, and much more. Hours of operation vary based on location and program. Please see your local Club site or visit our website at [www.bgctric.org](http://www.bgctric.org) for more information.

#### Non-School Days

- We offer programming for the full day on most days when school is not in session following the Berlin Area School District. Early release program days during the school year generally will run from 11:22 a.m. until 5:30 p.m. Non-school day programming during the school year will generally run from 7:00 a.m. until 5:00 p.m.

## Summer

- Summer programs vary by location but will generally run for 10 hours a day, for 10-11 weeks at all Club sites. Please ask your local Club site staff or visit our website at [www.bgctric.org](http://www.bgctric.org) for more information.

## Drop Off & Pick Up

It is the responsibility of the parent/guardian to make travel arrangements to and from the Club. Club staff are not allowed to give members a ride. If a member is to walk home, it must be noted on the pickup policy form or checked on the membership form. Please let the Site Coordinator know of these requests.

## Youth Drop-Off Procedure

- School Year: Upon arrival 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 18-25 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 their designated Club Site to inform Club staff of a child's reason for absence.
  - Berlin Site: (920)361-2717 Ext. 0
  - Green Lake Site: (920)229-3455
  - Ripon Site (920)896-5644

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 the 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 identification to staff if they are picking up your child. Designated pick-up times are:

- Summer: 3:00 p.m. - close
- School year: 4:45 p.m. - close

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.

All members must be signed out at the front desk before they are allowed to leave the building at any time. All persons authorized to pick up your child must be listed on their emergency contact release. If a member is to be picked up by someone who is not listed on their emergency contact release or ride home with another club member, please notify the site director first.

### **Club Closures**

The Boys & Girls Clubs of the Tri-County Area will be closed on the following days.

- New Year's Eve & Day (day or days may be adjusted depending on the day of the week)
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving (Friday after Thanksgiving TBD)
- Christmas (Christmas Eve & Christmas Day – days adjusted depending on what day of the week they fall)

### **Inclement Weather, Utility Outages, & Club Closings**

#### **School Year**

During the school year if the Berlin Area School District or the Green Lake Area School District close for the day, or there is early dismissal due to inclement weather, the Boys & Girls Club will do our best to open from 7:00 a.m. - 4:30 p.m. However, if the weather is extreme, the Boys & Girls Clubs of the Tri-County Area may choose to close for the safety of all. If the school district or school principal calls off after-school activities due to inclement weather, Clubs operating within those schools will also close completely or close early.

#### **Summer**

In case of inclement weather, all Club activities will move indoors and any scheduled field trips or other outdoor activities may be canceled or postponed. If a Severe Weather Warning is issued, Club participants will not be allowed to leave the Club without being picked up by a caregiver until the warning expires. Caregivers are requested to consider remaining in a safe place instead of traveling to the Club during times of severe weather warnings. Caregivers who do choose to come to the Club are also requested to consider the relative safety of remaining at the Club as opposed to traveling during a severe weather outbreak.

#### **Utility Outages (electrical, gas, water)**

For the safety of our members, each Boys & Girls Club will close if a utility outage occurs. Caregivers will be notified if an outage occurs during open hours and will be expected to come to pick up their child as soon as possible. Updates on a Club's status will be posted on the organization's Facebook page and website.

#### **Notice of a Club Closing**

Caregivers and members can find the latest information about whether a Club will be open or closed due to inclement weather on the Boys & Girls Clubs of the Tri-County Area's Facebook site, its website, and at times on local television news station "school closing" lists. Caregivers who have given the organization a cell phone number or email address may also be notified via a text/email alert system.

## **Dress Code**

Proper dress is the responsibility of Club participants and their parents/guardians. Rules pertaining to appropriate participant attire are necessary to maintain good decorum and a favorable academic atmosphere. The Site Director and/or Coordinator will use their discretion to make appropriate decisions regarding the appropriateness of each member's dress and possible consequences for violation of this policy. Members wearing inappropriate clothing will be asked to change or turn their shirts inside out. Participants are not permitted to wear clothing that is inappropriate for the Club setting. Clothing that displays profanity, is sexually suggestive, or offensive, promotes gang activity or affiliation, or promotes alcohol, tobacco, or drug use is not appropriate. Short shorts, backless or strapless shirts, tube tops, muscle shirts, and midriff shirts are not appropriate. Clothing should always completely cover the torso from above chest cleavage to mid-thigh.

- No items of clothing where undergarments are exposed
- Footwear must be worn while at the Club
- Hair painting and dying are not allowed to happen at the Club. If you do this at home and come with your hair dyed, that is allowed
- Clothing or accessories that are disrespectful are not permitted

## **FEES**

The Boys & Girls Clubs of the Tri-County Area strives to ensure that financial limitations never prevent youth from full participation in our programs and services. Financial aid is available for all costs associated with Club registration and participation. Please contact your Club's Site Director and/or Coordinator for more information.

The annual registration fee applies for youth aged 6 years old through 12 years old and is \$25.00 per child. Registration for youth aged 13 years old through 18 years old is waived.

For many participants, the registration fee will be the only charge associated with their participation in daily Boys & Girls Club positive youth development programs. For others, there are some other fees for youth 6 years old and older that vary by Club and may include charges associated with program participation, transportation, special events or field trips, and special services. Examples include, but are not limited to:

- Semester participation fees at our two Boys & Girls Club sites (Berlin and Green Lake)
- Summer program fees
- Field Trip Fees

## **Refund Policy**

All membership and program service fees are non-refundable unless otherwise approved by the CEO/Director of Operations on a case-by-case basis.

## **Payment Schedule**

The annual registration fee (\$25.00 for each child 7 years old-12 years old is due at the time of application and renewal. Special hours, service, or activity fees are due in advance of the service rendered. Semester fees and weekly summer fees may apply.

## **Scholarships**

No child will be denied services for inability to pay. Scholarships are available upon request.

## **Military Discount**

The Boys & Girls Club of the Tri-County Area provides a 30% discount for military families.

Must be the parent/guardian of the child(ren) applying for memberships.

Discount applies to Membership Fees, Weekly Summer Fees, and Semester Fees.

Does not apply to field trips.

**MUST SHOW ID, ACCEPTABLE FORMS OF ID INCLUDE:**

ACTIVE MILITARY: ID card

VETERANS: DD214 paperwork (discharge paperwork that is government-issued)  
or vet indication on driver's license.

## **Late Pick Up**

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 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(ren) prior to closing time, it is the responsibility of the parent/guardian to coordinate alternate arrangements for pick up and to contact Club staff to let them know who will be picking up the child(ren).

## **HEALTH/MEDICAL CARE**

### **Minor First Aid**

- Boys & Girls Club staff are permitted to administer band aides, ice packs, and bandages. Club staff cannot physically apply sunscreen and insect-repellent lotion.
- 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.

### **Medication Policy**

The Boys & Girls Club (BGC) will not administer prescription medication without the 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.

## **Medical Conditions**

Caregivers must advise staff of any medical problems a member has or has had by completing the health history portion of the participant application form and adding information as needed.

## **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 the 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 member 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.

## **Medication on Field Trips**

Previously registered medication will be sent on field trips for those children attending. A child needing to bring a new medication, whether over-the-counter (OTC) or prescription must register it with the Club (i.e. Benadryl). Those approved medications will be brought on the field trip and kept on the physical person of the BGC staff. Staff, again, will not administer medication but will facilitate to the best of their abilities to support the needs of the child.

## **Over-the-Counter Medication**

We encourage parents to give OTC medication prior to drop-off when possible. In the event that children need to take OTC medicine throughout the day, the Club will facilitate that in the same capacity it manages prescription medication. BGC staff will not administer OTC medicine without the authorization of a parent/legal guardian. Physician authorization is not required. With proper approval by the appropriate parent/guardian, the BGC will facilitate the administration of approved OTC medication but will not dose medication or 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/or physician. The BGC will, however, make an effort to assist members in remembering to take medication and to review the appropriate dosage. OTC medication will be signed-in and stored in the same way as prescription medication.

## **Sunscreen/Bug Spray**

The BGC provides insect repellent and sunscreen for field trips and outdoor activities at its discretion. It is understood that the strength of such products used to protect kids is also at the discretion of the BGC. Parents must sign a waiver allowing BGC staff to apply such protectants

to their child. Parents wanting to provide their own sunscreen and/or repellent may do so by registering those products as OTC medication with BGC management.

### **Communicable Disease Control**

Parents/guardians must notify Club staff if a Club member is diagnosed with a communicable disease and has been in the Club facility, in a Club vehicle, or on a field trip. A communicable disease is a serious illness that is capable of being transmitted to other persons. Staff will closely watch exposed Club members for signs of similar symptoms and all parents/guardians will be notified of the dates of exposure, incubation periods, symptoms, and treatment recommendations for any disease Club members have been exposed to. This is done by posting signs and email communication with Club families. We will not give out any information relating to the identity of the Club members who have the illness.

In order for a Club member to be readmitted into the program, parents/guardians must provide a statement from their physician indicating the health of the Club member and that they are no longer contagious.

If we are informed that a Club member is HIV positive or has Hepatitis, we will only inform staff working directly with that youth. We will advise staff on safety precautions that need to be taken when dealing with blood spills, fecal matter, or any other advice given by the parent/guardian. We will protect the identity of the Club member in all ways possible.

### **When a Club Member Becomes Ill While at the Club**

A comfortable area in isolation will be provided for the care of Club members who become ill with a headache, stomach ache, cold- or flu-like symptoms while at the Club. The Club member will be provided a mat with a sheet and/or blanket. The Club member's parent or emergency contact person will be notified and asked to pick up the youth as soon as possible. Club members must be symptom-free for 24 hours before returning to the Club. If a Club member vomits, he or she must be picked up by a parent/guardian or other authorized individual immediately. There are no exceptions. If a Club member has a urine or bowel movement in his/her pants, the parent/guardian or authorized individual will be called to pick up the youth. If it becomes a regular occurrence that the youth urinates or defecates in his/her pants, membership will be terminated until the problem is resolved.

If a member is on a Club-sponsored field trip when they vomit or becomes ill with a headache, stomachache, cold- or flu-like symptoms, he/she must be picked up immediately from the location of the field trip. There are no exceptions.

### **When a Club Member Experiences an Accident or Injury**

If a Club member is injured on- or off-site while in the care of the Boys & Girls Club, staff will take whatever steps necessary to obtain emergency medical care. We will protect the identity of the injured Club member whenever possible. These steps may include, but are not limited to, the following:

- Attempt to contact a parent/guardian by phone
- Attempt to contact the designated responsible persons (emergency contacts) by phone as noted on the youth's Membership Form when a parent cannot be reached

If we cannot get in touch with the parents/guardians or the emergency contacts, we will do any or all of the following:

- Contact your physician or medical center for assistance
- Call an ambulance or paramedic
- Take youth to the designated emergency hospital in the company of a staff member. The Club will use ThedaCare Medical Center - Berlin unless told otherwise.

In the event of injury, bleeding to the head, or injury to the head, the youth must be picked up by a parent or approved individual. If a parent is unable to pick-up the child, the Club will transport the youth to the nearest medical facility. Under no circumstance will the Club release an injured child under the age of 16 into the care of another minor.

All staff members are trained and certified in CPR, first aid, and using an AED defibrillator. Minor wounds will be cleaned with antibacterial soap and water only and protected.

Parents/guardians will be notified of an incident by note or a call from Club staff depending on severity. The Club is not allowed to apply any lotions unless a medical slip has been completed and is on file at the Front Desk. All accidents will be recorded on an Injury Report Form and kept on file in our administration office. All records of accidents will be reviewed by the Club's CEO to determine that all possible preventative measures have been taken to preclude further incidents.

If an accident or injury occurs while youth are on a Club sponsored field trip, we will follow the same steps as listed above. When youth leave the Club, staff will take along the emergency information regarding each of the youth on the trip including Membership Forms containing this information, parent phone numbers, and emergency contact information. A first aid kit will also be taken along on field trips containing band-aids, rubber gloves, gauze, hand soap and paper towels.

### **COVID-19 Exposure**

If a youth is exposed to COVID-19, Club staff will consult with the local health department for guidelines and quarantine next steps. Please understand that our Club policies may be different from CDC guidelines or your child's school. For the most up-to-date policies and procedures please see the front desk.

***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."*

### **Wet Hair Club**

The Club's Wet Hair program helps members meet their personal hygiene needs and learn skills to become more independent. Youth who are in the program can shower and wash their clothing at the Club, receive haircuts, and work one on one with our Club staff to learn about healthy hygiene habits and to receive clean clothing and hygiene products they need. Components of youth hygiene may require closer personal relationships with youth development staff in an



appropriate, reasonable, and sensible way while teaching youth about his/her personal health and hygiene. Staff stands in youth bathroom entrances in sight of cameras. Each youth in the program will be encouraged to shower a minimum of two times each week. There are a total of two locked showers. A staff member will have the key to each youth shower, promoting a safe atmosphere for each youth. Staff members are required to uphold all guidelines in protecting youth in this program, including precautions regarding confidentiality, respect, and general safety.

### **Lice**

If a Club member is suspected of having head lice, they will be checked by the Family Support Coordinator. If an active infestation of head lice and/or is confirmed, the Family Support Coordinator will contact the parent/guardian and inform them that their child(ren) has 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. If there are nits present (i.e., no active lice), Club members may remain at the Club sites. Families experiencing repeated outbreaks of head lice will be offered additional assistance through referrals to community partners.

### **Disclaimer**

The BGC reserves the right to refuse to accept any medication for any reason, and will not assist in the administration of that medication.

## **BEHAVIOR MANAGEMENT**

### **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 the 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.

### **Behavior Expectations**

Club participants will be...

- Be Mindful
- Be Kind
- Be Respectful
- Be Responsible
- Be Safe

### **Adult & Youth Expectations/Behavior**

Club members are expected to participate fully in programming and behave according to the rules in this handbook. The Club reserves the right to refuse, suspend or terminate the membership of any youth if their behavior or attitude is disrespectful to staff, volunteers, or other members, or if their behavior does not allow them to function with others appropriately in our programs. Club participation is a privilege, not a right. If a major issue arises, staff will attempt to discuss the issue with a family member; however, staff may choose to terminate

participation prior to that discussion. Youth who choose not to follow rules and expectations will not be able to participate in our program.

Adults and youth are expected to present themselves in a mature and respectful manner. They will be asked to leave the premises if said parent's/guardian's behavior is disrespectful toward staff, volunteers, and/ or in front of our members.

It is not acceptable for adults or youth to argue with a staff member's decision in a public setting. It is also not acceptable to use rude or inappropriate language with any of our staff, volunteers, or other Club participants. Failure to comply with this is a reason for the Club staff to exclude parents/guardians from entering the building or may include terminating the membership of the youth. If a parent has an issue they need to discuss, they should make an appointment with the Director of Operations to have a discussion in an appropriate and respectful manner. Until this meeting occurs, the parent/guardian may have another family member/adult pick up their child.

Physical altercations that take place outside of the building, and include adults and/or youth, will result in immediate contact with the Berlin Police Department for Berlin Site and Green Lake Police Department for the Green Lake Site and be handled strictly by police, not Club staff.

#### Examples of Unacceptable Behavior

- Harassing/threatening Club members, staff, or volunteers
- Use of inappropriate language and gestures
- Inappropriate touching, hitting, and fighting (includes play fighting)
- Presenting a danger to oneself or other Club members, staff, or volunteers
- Bringing weapons or dangerous articles to the Club
- Bringing alcohol, drugs, vaporizers or tobacco, or drug paraphernalia to the Club
- Vandalism of Club property
- Going into off-limit areas of the Club
- Disobeying rules established for field trips and vehicle-rider safety
- Leaving the group setting without permission
- Stealing
- Repeatedly ignoring or disobeying staff or volunteers' direction
- Refusal to be a willing and active participant in Club programs

#### **Bully Free Zone**

The Club is a bully-free zone and strives to provide a safe, positive, and respectful environment for all members in our facilities, on Club grounds, in our vehicles as well as at offsite Club sponsored activities and field trips. Bullying has a harmful social, physical, and psychological impact on bullies, victims, and bystanders. The Club consistently and vigorously addresses bullying. If your child is the target of bullying behavior or was witness to an incident of bullying at the Club, they are strongly encouraged to reach out to any Club staff to report the incident.

#### **Transportation Policy**

Members must follow all Club transportation rules at all times. Members must be seated and buckled, use inside voices, and keep their hands and feet to themselves at all times. Members must keep their hands and all body parts inside the van and not out the windows. Before exiting the vehicle, each member is responsible for cleaning up after themselves and disposing of all garbage.

## **CLUB PROGRAMMING**

### **Five Key Elements for Positive Youth Development**

**Safe, Positive Environment:** Club staff, facilities, program, and age-appropriate settings create stability, consistency, and a sense of physical and emotional safety for members. The Club provides structure and clearly defines acceptable behaviors.

**Fun:** The club generates fun for members. Members develop a strong sense of belonging through connections they establish with staff and peers. Staff members make the Club feel at home, fostering a family atmosphere and creating a sense of ownership for members.

**Supportive Relationships:** Club youth develop meaningful relationships with peers and adults. Staff members actively cultivate such relationships to ensure that every member feels connected to one or more adults and peers. Staff members demonstrate warmth, caring, appreciation, acceptance, and proper guidance in their connections with members.

**Opportunities and Expectations:** Club youth acquire physical, social, technological, artistic, and life skills. Clubs encourage members to develop a moral character and behave ethically. Staff members establish and reinforce high expectations and help young people do well in school and pursue post-secondary education.

**Recognition:** Clubs recognize and support young people's self-worth and accomplishments. Staff members encourage youth and provide positive reinforcement as they make improvements and experience success. The Club showcases young people's achievements.

### **Core Program Areas**

Program focus areas are based on both the interests of youth and their physical, emotional, cultural, and social needs. We find the impact is greatest when we have consistent staff, as well as youth participating until at least 5:00 p.m. When youth stay until 5:00 p.m., they have the opportunity to participate in a full hour of academic support programs (homework help, tutoring, hands-on activities connected to the school day, and more). We would like you to consider allowing your child/ren to be involved in the after-school program until 5:00 p.m. as many days as possible.

Research demonstrates that high-quality afterschool programs can improve a variety of student outcomes. Participation in high-quality afterschool programs is linked to improvements in academic achievement, student engagement, work-study habits, and social-emotional development. Children indicate that they have higher aspirations for their future, including greater intentions to complete high school and attend college. In addition, children develop new interests and skills and improve their school attendance.

### **Character and Leadership Development**

Character and Leadership Development empowers youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, and respect their own and others' cultural identities.

### **Education and Career Development**

Education and Career Development enable youth to become proficient in the basic educational disciplines, apply learning to everyday situations, and embrace technology to achieve success in a career.

### **Health and Life Skills**

Health and Life Skills develop youth people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals, and live successfully as self-sufficient adults.

### **The Arts**

The Arts enable youth to develop their creativity and cultural awareness. Youth are challenged to appreciate visual arts, performing arts, and creative writing.

### **Sports, Fitness, and Recreation**

Sports, Fitness, and Recreation enable youth to develop positive use of leisure time, skills for stress management, appreciation for the environment, and social skills.

## **APPENDIX**

Administration of Medication Consent Form - Parent/Guardian

Anti-Bullying Form

Media Release SFSP

## AUTHORIZATION TO ADMINISTER MEDICATION – CHILD CARE CENTERS INSTRUCTIONS FOR USE

**Use of form:** This form is mandatory for licensed family child care centers to comply with DCF 250.07(6)(f)1.a. Failure to comply may result in issuance of a noncompliance statement. This form is voluntary for group child care centers, day camps, and certified providers; however, completion of this form meets the requirements of DCF 251.07(6)(f)1.a., DCF 252.44(6)(e)1.a., and DCF 202.08(4)(f)2.b. Wis. Admin. Codes. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions:** When a parent is requesting that the provider administer prescription or non-prescription medication to a child in care, this form shall be completed and signed by the parent or guardian before any medication is administered. A separate form shall be used for each medication. Place the form in the child's file when the medication is no longer required / authorized. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

### **CERTIFIED CHILD CARE OPERATORS**

This form is voluntary for certified providers; however, completion of Page 1 *Medication Information and Authorization* and Page 2 *Documentation of Medication Administration – Certified Child Care Providers* meets the requirements of DCF 202.08(4)(f)2.b., Wis. Admin. Codes.

Have the child's parent or guardian complete and sign Page 1 *Medication Information and Authorization*. Record administration of the authorized medication in the spaces provided on Page 2 *Documentation of Medication Administration – Certified Child Care Providers*. Lines should not be skipped.

### **LICENSED FAMILY CHILD CARE CENTERS:**

Page 1 *Medication Information and Authorization* is mandatory for licensed family child care centers to comply with DCF 250.07(6)(f)1.a. Failure to comply may result in issuance of a noncompliance statement.

Have the child's parent or guardian complete and sign Page 1 *Medication Information and Authorization*.

Page 2 *Documentation of Medication Administration – Certified Child Care Providers*, is only for use by certified child care providers. It is not used by Family Child Care Centers because medication administration must be documented in the center medical log book on the day that the medication is administered.

Log the dates and times medication was administered in the center medical log book. Blanket authorizations that exceed the length of time specified on the label are prohibited; no medication intended for use by a child in the care of the center may be kept at the center without a current medication administration authorization from the parent. For more information, see the document *Center Medication and Injury Log – Directions for Use* available from the Child Care Information Center website as part of the Appendix J Resource List.

### **LICENSED GROUP CHILD CARE AND DAY CAMPS:**

Page 1 *Medication Information and Authorization* is voluntary for group child care centers and day camps; however, completion of this form meets the requirements of DCF 251.07(6)(f)1.a. and DCF 252.44(6)(e)1.a., Wis. Admin. Codes.

Have the child's parent or guardian complete and sign Page 1 *Medication Information and Authorization*.

Page 2 *Documentation of Medication Administration – Certified Child Care Providers*, is only for use by certified child care providers. It is not used by Group Child Care Centers because medication administration must be documented in the center medical log book on the day that the medication is administered.

Log the dates and times medication was administered in the center medical log book. Blanket authorizations that exceed the length of time specified on the label are prohibited; no medication intended for use by a child in the care of the center may be kept at the center without a current medication administration authorization from the parent. For more information, see the document *Center Medication and Injury Log – Directions for Use* available from the Child Care Information Center website as part of the Appendix J Resource List.

# Anti-Bullying Contract

I, \_\_\_\_\_, will actively work to end bullying and to promote kindness, acceptance, and safety at the Boys & Girls Club of the Tri-County Area.

I understand the goals of our Club are to . . .

- Celebrate diversity and recognize the uniqueness of individuals
- Provide a safe environment where everyone feels they belong
- Prevent bullying and be proactive in stopping it, whether online or in-person

I will do my part by. . .

- Respecting staff and my peers
- Respecting Club property and the personal belongings of my peers
- Including everyone in activities
- Always treat others the way I want to be treated
- Being an UPstander, not a bystander - when I know of bullying I will take action and tell someone

I agree to be an ACTIVE participant in preventing bullying in our Club. Should I fail to meet the terms of this contract, the Site Coordinator may do whatever is felt to be in my best interest regarding the situation (this may include suspension from the Boys & Girls Club or a mandatory meeting with my parents).

Signed: \_\_\_\_\_

Youth

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian

## Media Release - Summer Food Service Program

(For sponsors that are *not* camps and that establish program eligibility by geographic area)

Stressing the importance of offering nutritious meals to children during the summer months, the Boys & Girls Club of the Tri-County Area Inc. (All Sites, Berlin, Green Lake & Ripon) announces the sponsorship of the Summer Food Service Program.

The Summer Food Service Program (SFSP), which is funded by the U.S. Department of Agriculture (USDA) and is administered by the Wisconsin Department of Public Instruction, provides nutritious meals to children during the summer, when free and reduced-price school meals are typically unavailable. Free meals will be made available to children 18 years of age and under. Persons over 18 years of age who are determined by a state or local public educational agency to be mentally or physically disabled and who also participate in a public or private non-profit school program during the regular school year may receive free meals as well.

The following locations will be serving the free meals this summer Berlin Site, 11:30am lunch, 2:30 pm snack, Green Lake Site, 11:30am lunch, 2:30 pm snack, and Ripon Site, Breakfast 8:30 am, 2:30 pm snack. Meals are provided to eligible children regardless of race, color, national origin, age, gender or disability and there will be no discrimination in the course of meal service.

“This program fills a void created when school lunches are not available,” said The Boys & Girls Club of the Tri-County Area Inc., Mindy Collado, Director of Operations. “Helping parents meet the nutritional needs of their children is the strength of this program.”

**Non-discrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **Non-Pricing Media Release - Summer Food Service Program**

(For camps and other SFSP sponsors that do not establish program eligibility by geographic area)

Stressing the importance of offering nutritious meals to children during the summer months, the Boys & Girls Club of the Tri-County Area Inc. announces the sponsorship of the Summer Food Service Program at 344 Broadway Street, Berlin, WI 54923 (Berlin Site), 612 Mill Street, Green Lake (Green Lake Site), and 400 Union Street, Ripon (Ripon Site).

The Summer Food Service Program (SFSP) is funded by the U.S. Department of Agriculture (USDA) and is administered by the Wisconsin Department of Public Instruction. Meals will be available at no separate charge to enrolled children who are 18 years of age and under and to persons over 18 years of age who are determined by a state or local public educational agency to be mentally or physically disabled and are also participating in a public or private non-profit school program during the regular school year.

The amount of reimbursement received by a Summer Food Service Program sponsor is based upon the household incomes of the enrolled children. Children who are members of households receiving Foodshare, FDPIR, W-2 (Wisconsin Works - Cash Benefits Only) benefits are automatically eligible to receive free meal benefits at eligible program sites.



Listed below are the USDA Income Eligibility Guidelines in effect from July 1, 2015, through June 30, 2016

### SFSP Income Eligibility Guidelines

<b>Household Size</b>	<b>Monthly Income Level</b> <i>Effective July 1, 2016, through June 30, 2017</i>
1	\$ 1,832
2	2,470
3	3,108
4	3,747
5	4,385
6	5,023
7	5,663
8	6,304
For each additional household member add	+ 642

**Non-discrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have

speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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