



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

# Family Handbook

Revision August 2025

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## **GENERAL INFORMATION**

### **Contact Information**

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

#### **Berlin Site**

PO Box 254  
344 Broadway Street  
Berlin, WI 54923

**Phone: (920)361-2717**

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

612 Mill Street  
Green Lake, WI 54941

**Phone: (920)229-3455**

#### **Ripon Site**

PO Box 344  
209 E. Blossom Street  
Ripon, WI 54971

**Phone: (920)896-6090**

### **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 (BGCTRIC) improves the lives of children and families.

### **Our Vision**

BGCTRIC 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 5-18 and their families, especially those who need us most. Ripon offers licensed childcare for 18months to 6 years of age.

### **Our Core Values**

#### **Growth**

- We will serve as a catalyst for change, encouraging innovation and forward-thinking while serving as an educator and facilitator 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 support 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.

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 are 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.

## **General Club Procedures**

- All members must check in as they enter each day.
- Only members are allowed in our facilities except for special outreach events.
- Members must stay in the facility unless participating in a supervised outside activity. Be proud of your facility. Keep the Club clean.
- The Site staff is not responsible for any toys, electronic equipment, or personal property brought to the Site.
- Bikes are to be parked only in a designated area. They should be locked by the member.
- All injuries or accidents must be reported immediately to the staff.
- Different programs and activities will be available in different areas of the site. Members are encouraged to choose an activity and participate.

**Club purposes** shall include program activities, career development, communication with Club staff and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

## **CLUB BASICS**

### **Participant Policies**

Participation in BGCTRIC is available to all youth aged 5 through 18 years of age who are enrolled in school full-time. Enrollment requires the submission of a completed youth participant application and related forms. Youth participant applications require the signature of a parent or legal guardian for all youth under the age of 18. Email communication or verbal consent to our Site Coordinator, Be Great Graduate Specialist or Workforce Development Coordinator will be accepted for parental/legal guardian consent for our Club participants age 14 and older. Prior to submitting a participant application, young people and their families may request a Club tour with the Site Coordinator or attend a Club Sponsored Community Event that is open to the public as a guest.

### **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 Director of Operations and/or the Site 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.

- No clothing that displays profanity, is sexually suggestive or offensive, promotes gang activity or affiliation, 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

## **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 non-school days when school is not in session following the local Area School District calendar.

### **Summer**

- Summer programs vary by location but will generally run for 10 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 membership form and parents must sign the Parental Permission form: Child Walking Home Authorization. Please let the Site Coordinator or Membership Service Coordinator know of these requests. All children riding the bus to the Club must check-in at the front desk directly from the bus before being picked up by parents.

## **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 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.
- ALL children must arrive immediately after school, or by the time communicated by each site 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
  - Green Lake Site: (920)229-3455
  - Ripon Site (920)896-6090

## **Youth Pick-Up Procedure**

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. Once staff have a clear view of the parent/guardian, they will release 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 will be communicated by each site.

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 Coordinator or front desk first.

### **Late Pick Up**

There is a late fee for those children who are not picked up by closing time. 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).

## **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 pathways.

**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 highlights 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).

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.

### **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 Arts**

The Arts enable youth to develop their creativity and cultural awareness. Youth are challenged to appreciate

#### **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's capacity to engage in positive behaviors that nurture their own well-being, set personal goals, and live successfully as self-sufficient adults.

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.

### **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 was serving more than 400 members.
- 2007 | The Berlin Center changed its name to BGCTRIC.
- 2012 | Attendance at the Club grew by 17% and the average daily attendance increased to 120-130 children attending the Club each day.
- 2014 | BGCTRIC publicly announced a capital campaign to construct a new facility.
- 2015 | The new 20,000-square-foot building opened its doors.
- 2018 | Boys & Girls Clubs of America issued BGCTRIC their own Charter on January 1, 2018.
- 2020 | Open the Green Lake Site at Town Square.
- 2025 | Open the Patricia J. Wood Daycare & Childcare Center at E. Blossom Street.
- 2025 | Open the Ripon Site at 209 E. Blossom Street.

## **OUR COMMITMENT TO SAFETY**

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

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

BGCTRIC 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 staff-to-child ratio at the Club is 1 staff to 18 youth.
- On field trips our staff-to-child ratio is 1 staff to 5 youth.

#### **Safety Committee**

BGCTRIC has a dedicated safety committee to provide input and guidance on local policies and safety strategies. The priority of the safety committee is to develop and implement policies and protocols for the protection of all of our Club members and all staff in our buildings. A monthly rotational walk through is performed by a safety committee member to ensure policy and safety standards are being followed

#### **Safety Policies**

BGCTRIC 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 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, Introduction to Behavioral Management from Site Coordinators, 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 through Veriscreen are required every year for every staff and board member at the BGCTRIC. In addition, criminal background checks are required for any volunteer who has direct contact with children.

#### **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, BGCTRIC Board of Directors and all personnel are required to report any youth who appears to be neglected or emotionally, physically, or sexually abused to Child Protective Services, the Green Lake County Sheriff, Fond du Lac County Sheriff, Ripon Police Department, Green Lake Police Department 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** 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**

BGCTRIC 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 BGCTRIC regardless of race, religion, sex, national origin, marital status, sexual orientation, gender assignment, political ideology, or ability.

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

BGCTRIC 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 requested accommodation would require a fundamental alteration to programs or otherwise would present an undue burden for the CI

For some children, special accommodation needs may appear later or may differ over time. BGCTRIC 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 and our stated behavior expectations. An individual plan of care stating needs is required prior to starting the program.

### **Non-Religious Policy**

BGCTRIC 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 Clubs allow children to feel comfortable expressing their own religious beliefs and practices without staff promoting their own beliefs.

## **Holiday Celebrations**

BGCTRIC 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 the Site Coordinator or Membership Service Coordinator in writing or by email 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 a member's personal items.

- Club members should not bring valuable items such as electronics, jewelry, or anything else of significant value to the Club.
- Each 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 USEAGE**

### **Club Member Usage**

The following relevant principles shall apply before a member will be allowed to use Club technology equipment or their personal device:

**Club-owned technology:** Club devices include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images. Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

**Personally owned devices** shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images. Personally owned devices must remain in the members backpack or designated space for the member. If a personal device is to be used, all Club members must ask for permission to use a personal device.

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

**Loss and damage:** Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

**Cyberbullying:** Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

**Authorized use:** Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

**Appropriate use:** Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Inappropriate communication includes but is not limited to the following:

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

**Monitoring and inspection:** BGCTRIC reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. In addition, BGCTRIC reserves the right to inspect and/or review personally owned devices that are brought to the Club. Parents/guardians will be notified before such an

inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

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

This also includes overnight events such as Keystone Conferences and Youth of the Year events.

**Parental notification and responsibility:** While BGCTRIC forbids the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the values of members and/or their families. Because of this, it is not considered practical for BGCTRIC to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information they need to instruct members not to access such materials.

**Digital citizenship:** Club members shall conduct themselves online in a manner that is aligned with BGCTRIC Code of Conduct. The same expectations and guidelines members are expected to follow offline shall also be followed when online. Should a member behave online in a manner that violates BGCTRIC Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

## **VIDEO POLICY**

BGCTRIC has security cameras in program areas, entrances into the building, outside parking lots, playground area, hallways, gym and outside green space. These cameras are operational 24 hours a day and held for backup for 5 consecutive days. If an incident occurs at the Club anywhere on the premises, the Membership Service Coordinator, Site Coordinator, Director of Operations, CEO and local police officers have permission to view camera footage to review the incident. Youth Development staff are not allowed to view video footage.

## **EMERGENCY PROCEDURES**

**Emergencies include, but are not limited to, fire, bomb threat, violent intruder or suspicious packages.**

### **Evacuation**

In the case of an emergency that requires an evacuation, a member of the staff will use walkie talkies to inform staff of an evacuation. This will initiate our evacuation plan and staff will guide members to their **SAFE SITE LOCATION**. (see below)

The front desk staff will print out a fire alarm report which includes membership attendees for the day. The Site Coordinator and/or Director of Operations will use our walkie-talkie system with staff for a roll call attendance confirmation & conduct a complete check of the building prior to leaving to ensure all youth and staff have evacuated while staff guide the members to their SAFE SITE LOCATION.

Staff will perform a roll call to ensure all members are in attendance. The Site Coordinator and/or Director of Operations will remain in constant contact with emergency personnel. Staff will guide members back to the Club when permitted by the responding emergency personnel. If staff and Club members are not permitted to re-enter the Club the same day, as the evacuation, families will be updated through our website and social media sites. Parents will be asked to pick children up at the designated sites Safe Site location.

### **Evacuation Safe Site Location, Berlin: St. John's Lutheran School, 146 Mound Street**

Location: Staff will guide members to St. John's Lutheran School for safety and obtain St. John's Lutheran School keys from designated location. The Site Director and/or Director of Operations will conduct a complete check of the building for occupants while staff guide the members to St. John's Lutheran School Gym and contain them in the lower level of the church. If the return to Club is not possible, staff will arrange for parents to pick up their children at St. John's Lutheran School.

### **Evacuation Safe Site Location, Green Lake: Green Lake City Hall, 534 Mill Street**

Location: Staff will guide Club members and staff to the Green Lake City Hall for safety.

### **Evacuation Safe Site Location Ripon: Side entrance of Vizance Insurance 114 E. Blossom Street**

Location: Staff will guide Club members & staff to 114 E. Blossom Street located behind Vizance Insurance (Diedrich Insurance Agency) for safety.

## **Intruder Alert**

### **Berlin & Ripon:**

In the event of a violent intruder, front desk or first responding staff will use our walkie-talkie system to staff at the site. Upon hearing that alert, all program staff will be directed by the Site Coordinator to clear the hallways in their immediate area, lock their door, and move all the children to the interior, back corner of the room. The gym staff will move the children into the storage room, lock the door, and move children away from the door. If that staff feels that the path to the storage closet is unsafe, the children should be taken out the back door, making every effort to keep the children together. The front desk staff will go into the classroom nearest the front desk, lock the door, and move to the interior back corner of the nearest room. The Site Coordinator and/or Director of Operations will respond to the front desk area. Any additional staff in the building at the time will assist the program staff in securing children within their rooms. Program staff will use a cell phone, if available, to contact 911 and use the verbiage "there is an intruder at the Boys & Girls Club." The staff will remain on the phone with the police dispatcher until instructed to end the call. The staff will be expected to

remain calm and keep the children as calm and quiet as possible. An all-clear signal will be delivered in person by the Site Coordinator, Director of Operations or responding police officer. The children's release will follow an all-clear signal.

### **Green Lake:**

Will Follow the Green Lake School District Intruder Policy

### **Intruder Response Guidelines**

- 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 St. John's Lutheran School, 146 Mound Street
  - Green Lake Site: Meet at City Hall, 534 Mill Street
  - Ripon Site: Meet at 114 E. Blossom Street (Side entrance of Vizance Insurance)
- 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

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

#### **Berlin/Green Lake/Ripon**

Advance notice of a tornado can give the Club time to prepare for it. Because this disaster can strike without warning, Club leaders and crisis team members will need to follow a systematic disaster response. In the event of a tornado WARNING, the Site Coordinator will place a sign on the Club door letting parents know that children are safe and will be released when the warning expires. Front desk staff at the Club location will procure an attendance roster and perform roll call. Staff are expected to remain calm and keep members occupied until the threat subsides. An all-clear signal will be given by the Site Coordinator or Director of Operations or responding emergency personnel if present. Children may be picked-up during a tornado watch but will remain in Club Staff care until a warning expires.

**Berlin & Green Lake** staff will calmly escort members to the gym hallway and bathrooms.

**Ripon** will calmly escort Club members to the basement near the Unmet needs room or basement laundry hallway.

## **Missing Child or Abduction**

A member of the Club is regarded as missing per the following:

- He or she leaves the Club, off site event or field trip without the knowledge of the staff.
- He/she is lost or does not return to the group at the end of a field trip or outing.
- The Club has been notified by the parents/guardians that the child is missing.

In the case of missing child, experienced Club leaders will advise members to take the following action immediately:

- Communicate with parents/guardians and police if necessary.
- Suggest they file a missing person report and ask them to call you as soon as the child is found.
- Assign a staff member to work with the parents/guardians to provide additional information or follow-up assistance as needed.

## **CLUB CLOSINGS, INCLEMENT WEATHER & UTILITY OUTAGES**

### **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 BGCTRIC'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.

### **Holidays**

BGCTRIC 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)

### **School Year**

During the school year if the Berlin Area School District, the Green Lake Area School District or the Ripon Area School District close for the day, or there is early dismissal due to inclement weather, the BGCTRIC will do our best to open from 7:00 a.m. - 4:30 p.m. However, if the weather is extreme, BGCTRIC 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 school districts may close completely or close early. Please watch our social media pages and parent email communication from the Club.

### **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 field trip is cancelled or postponed, the Site Coordinator or Membership Service Coordinator will send parents an email with an update of the day's events or schedule change. 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.

### **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.

### **FEES & PAYMENTS**

BGCTRIC 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 Coordinator for more information.

The annual membership fee applies for youth aged 5 years old through 12 years old and is \$25.00 per child. A teen membership fee is charged for youth aged 13 years old through 18 years old. All non-sufficient fund charges will be added to the family's account.

Fees for youth 5 years old and older may 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 three Club sites (Berlin/Green Lake/Ripon)
- Summer program fees
- Field trip fees

#### **Payment Schedule Berlin/Ripon**

|                                     |   |
|-------------------------------------|---|
| Membership Fee (Annually)           | \$25.00 per child   |
| Fall Semester (Sept-Dec) *          | See Site Care Pricing Guide   |
| Spring Semester (Jan-May) *         | See Site Care Pricing Guide   |
| Fall Semester Non-School Day Only   | See Site Care Pricing Guide   |
| Spring Semester Non-School Day Only | See Site Care Pricing Guide   |
| Summer Program (June-Aug)           | To Be Determined (billed weekly with a full payment discount option) (1 week of vacation leave allowed per child) |

#### **Payment Schedule Green Lake**

|                           |                       |
|---------------------------|-----------------------|
| Membership Fee            | \$25.00 per child-    |
| Fall Semester (Sept-Dec)  | \$65.00 (No discount) |
| Spring Semester (Jan-May) | \$65.00 (No discount) |
| Summer Program (June-Aug) | To Be Determined      |

**\*10% discount** will be applied for families that pay the \$200.00 semester invoice in full.

\*Non-School days follow the Clubs school districts calendar of non-school days. Care availability will be communicated to parents from each Site's Coordinator.

Families will receive invoices via PayPal or ProCare/Tuition Express.

The annual membership fee of \$25.00 for each child 5 years old-18 years old is due at the time of application and renewal. Special events, non-school days, service, or activity fees are due in advance of the service rendered. Semester fees and weekly summer fees may apply.

Semester and summer payments may be made in full or on an agreed-upon payment plan. BGCTRIC has a failed payment fee policy. Any questions or concerns please speak to the Site Coordinator. Any fees incurred by the Club for rejected payments will be passed on to the family from the insufficient funds.

### **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.

### **Scholarships**

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

### **Military Discount**

BGCTRIC provides a 30% discount on membership fees for military families

- Must be the parent/guardian of the child(ren) applying for memberships
- Discount does not apply to Weekly Summer Fees, Non-school days or 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.

## **HEALTH & MEDICAL CARE**

### **Minor First Aid**

- Boys & Girls Club staff are permitted to administer band aides, ice packs, and bandages. Club staff may only apply spray sunscreen and insect-repellent & 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.

### **Disclaimer**

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

### **Medication Policy**

BGCTRIC staff 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 BGCTRIC staff 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. BGCTRIC 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 BGCTRIC staff 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 Site Coordinator 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, time of administration, 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, Club 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 Club 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. Club 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 Club will facilitate the administration of approved OTC medication but will not dose medication or directly administer it to the child. Club 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 Club 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 Club 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 Club. Parents must sign a waiver allowing Club 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 Club 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. The Club will work with the County as needed.

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, has Hepatitis, is exposed to any other communicable disease 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.

All respiratory illnesses follow the same recommendations of staying home when sick and returning to normal activities once symptoms have improved and Club members or staff are fever free for at least 24 hours.

### **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 become ill with a headache, stomachache, cold- or flu-like symptoms, he/she must be picked up immediately by a parent or guardian 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 BGCTRIC, 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. Ripon families will use SSM Health Ripon.

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 “Physical Incident Report” 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.

***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 will stand 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. 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 Site Coordinator. If an active infestation of head lice and/is confirmed, the Site 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 Club reserves the right to refuse to accept any medication for any reason, and will not assist in the administration of that medication.

## **ADULT & YOUTH EXPECTATIONS**

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 or 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 Site Coordinator or 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 on BGCTRIC property and include adults and/or youth, will result in immediate contact with the Berlin Police Department for Berlin Site, Green Lake Police Department for the Green Lake Site & Ripon Police Department for the Ripon 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 always follow all Club transportation rules when traveling in a Club owned vehicle or a contracted vehicle during Club sponsored outings.. 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. BGCTRIC will follow state law requirements for child safety in car seats and booster seats.

## **APPENDIX ITEMS & ACKNOWLEDGEMENT**

Administration of Medication Consent Form - Parent/Guardian  
Media Release SFSP  
Behavior Management – Code of Conduct  
Anti-Bullying Form (signature required)  
Acknowledgement Form (signature required)

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 Laws 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.

## 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, BGCTRIC 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, Green Site, Ripon Site at 8:30am Breakfast & 11:30am lunch, 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 helps fill the void for many families created when school breakfasts & lunches are not available,” said BGCTRIC Inc., Amy Pollesch, Director of Operations. “Helping families meet the nutritional needs of their children as we help eliminate food insecurity is the strength of this program and a commitment of our organization.”

**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, audiotope, 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](http://www.ascr.usda.gov/complaint_filing_cust.html), (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, BGCTRIC 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.

**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.

Listed below are the USDA Income Eligibility Guidelines in effect from July 1, 2025, through June 30, 2026

### **CACFP/SFSP Income Eligibility Guidelines**

| <b>Household Size</b>                             | <b>Monthly Income Level</b><br><i>Effective July 1, 2025,<br/>through<br/>June 30, 2026</i> |
|---|---|
| 1   | \$2321  |
| 2   | \$3151  |
| 3   | \$3980  |
| 4   | \$4810  |
| 5   | \$5639  |
| 6   | \$6468  |
| 7   | \$7298  |
| 8   | \$8127  |
| For each<br>additional<br>household<br>member add | + \$829   |

## **DISCIPLINARY POLICIES FOR CLUB MEMBERS AND GUESTS**

Universal Behavioral Expectations include:

- Teach members to problem solve
- Use positive verbal feedback to members
- Relationships govern behavior
- Focus on restorative practices and positive behavior supports
- Specific feedback on expected behavior and consequences
- Teach members to collaborate with others

**Our expectation is to identify the function of the behavior to determine ways to manage behavior through the teaching of replacement behaviors.**

**Staff Expectations and Examples of Universal Behavioral Support for All members:**

1. Staff create an environment of respect and rapport that is positive and supportive.
  - i. Examples: use respectful language, class contract, mission statement, staff speaks to members individually, embedded ongoing social skill lessons, members help each other
2. Staff work with members to create positively stated classroom expectations.
  - i. Examples: classroom procedures are posted on wall, children are involved in creation of classroom expectations, “Are you doing it the Be Great way?”, body basics
3. Staff are reflective and evaluate their own teaching of social skills and positive behaviors based on needs of members.
  - i. Examples: Use of data to determine areas of concern, Club wide assemblies with social skill lessons, re-directions, re-teaching, modeling of expected behaviors
4. Staff classroom environment provides for efficient learning routines and ensures effective management of time, space, and materials
  - i. Examples: Classroom jobs are created and implanted, schedule is reviewed and preferred, procedures for classroom routines are clearly defined, posted, and practiced.
5. Staff classroom environment ensures management of expected behavior
  - i. Examples: Classroom procedures are posted, furniture arrangement is appropriate to the learning activities
6. Staff response to member misbehavior is consistent, proportionate, and respectful to members is effective
  - i. Examples: Self-calming techniques are modeled and taught to members, replacement behaviors are taught, practiced, reviewed, and supported.

Good behavior is essential to creating a learning environment that is positive, supportive, safe, and effective. To create this environment, the following principles for conduct have been set for the Center:

- Practice the golden rule - treat others the way you would like to be treated.
- This is your Club - help keep it in good shape.
- Use appropriate language.
- When the staff asks for your attention, stop, look and listen.
- Run only in the gym or outside play
- Keep your hands, feet and other objects to yourself.

These rules are explained to all members and reviewed periodically so that expectations are clear. These rules are stated in a positive manner and, of course, can also be stated negatively. It is not possible to list all of the unacceptable behaviors at the Club, but the following are examples of actions that are not allowed and will result in disciplinary steps:

- Use of inappropriate language and gestures.
- Inappropriate touching, hitting and fighting.
- Presenting a danger to oneself or other members, staff and volunteers.
- Bringing weapons or dangerous articles.
- Bringing alcohol, drugs or tobacco.
- Vandalism of Center property.
- Going into off-limit areas.
- Disobeying rules established for field trips and vehicle rider safety.
- Leaving the group setting without permission.
- Stealing.
- Harassing members, staff and/or volunteers.
- Repeated ignoring or disobeying of staff or volunteer directions.

When infractions of BGCTRIC Inc. rules occur, they will be dealt with in the following ways: programming break, exclusion from activity, working off the infraction, removal from Site, suspension, or expulsion.

### **Programming Break**

Program breaks are used to give the child an opportunity to sit out of an activity and "rest" a moment until he/she is calm enough to rejoin the activity. Program breaks will be in a designated area determined by each Site Coordinator. The amount of time will be determined by the seriousness of the infraction but will not exceed 10 minutes.

### **Exclusion from Activity**

This is another measure, more stringent than a program break. A member must behave responsibly at the Site or he/she cannot participate in all Site privileges. Staff members may exclude the child from their department for a definite time period. After consultation with the Site Coordinator or the Director of Operations, the child may be excluded from other activities as well (such as field trips, etc.). Specifications will be discussed with the child, including time limits (for example, if art materials are misused, the child would not be permitted to participate in the art program the next day).

## **Removal from Facility**

If at any time a child's actions warrant immediate removal from the Site, staff may, in consultation with the Site Coordinator or Director of Operations, contact the parents/guardians immediately to come and pick the child up or if the member came to the Site on his/her own, ask the member to leave.

## **Suspension**

Repeated violations of the Site rules and/or a serious infraction will lead to suspension. Suspension is at the discretion of the Site Coordinator or Director of Operations, and its length will be determined by the seriousness of the infraction. Suspension signifies that the member is not displaying Site cooperation and that membership in the Site is being jeopardized.

## **BEHAVIOR MANAGEMENT**

### **Club Expectations**

BGCTRIC holds the safety of all Club members as a top priority. All Club members are expected to daily follow the Member Code of Conduct, respecting other members, the Club, staff & volunteers, as well as themselves. Our three core behavior expectations include safety, respect, and responsibility. Parents will be informed when a single severe or multiple violations occur within a day, a week or a month. 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. The Boys & Girls Club of the Tri—County Area follows a 1 adult to 18 Club members. Our Club does not support a 1 to 1 ratio for the safety of our staff and our Club members.

## **MEMBER CODE OF CONDUCT**

**Please Respect...**



### **Other Members**

- ☒ I will play fair and demonstrate good sportsmanship.
- ☒ I will practice patience and wait my turn.
- ☒ I will use kind, considerate and inclusive words.
- ☒ I will not touch other club members or their belongings.

### **The Club**

- ☒ I will sign into Club at the Front Desk.
- ☒ I will put things back where they belong.
- ☒ I will pick up after myself and leave Club spaces better than the way I found them.
- ☒ I will eat & drink in designated areas only.
- ☒ I will be careful not to damage furniture, games, and other parts of the Club
- ☒ I will avoid areas of the Club that do not have adult staff present or that I am not supposed to be in.
- ☒ I will check out with the front desk staff when I leave the Club.
- ☒ I will remember the Club is here for me and my friends, so I will treat it well!

### **Staff & Volunteers**

- ☒ I will listen to staff and volunteers and follow their directions.
- ☒ I will show respect when talking with Club staff and volunteers.
- ☒ I will put my cell phone away during programming and only use them with staff permission.
- ☒ I will remember that staff and volunteers are here to help, so I will go to them if I ever have a problem or need to talk.

### **Yourself**

- ☒ I will keep track of my personal belongings and leave items of value at home (e.g. valuable items, handheld video games, large amounts of money).
- ☒ I will dress appropriately and wear appropriate shoes.
- ☒ I will open myself up to all the programs available at the Club.
- ☒ I understand that my actions have consequences, positive and negative.
- ☒ I will have fun while at the Club while prioritizing my development (working on homework, etc) and try to make myself proud everyday!

### **Technology**

- ☒ If I bring a personally owned technology device, I agree that it will remain in my backpack or designated personal cubby space.
- ☒ I will not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy my peers or others in my community.
- ☒ I will ask staff for permission to use my personal technology device and will respect the answer and timeframe given by a staff member for usage.
- ☒ If I bring a personally owned technology device, I agree that it will remain out of sight- in specifically designated areas, determined by site. For more details ask a staff member.



## Anti-Bullying/Code of Conduct Contract

I, \_\_\_\_\_, will actively work to end bullying and to promote kindness, acceptance, and safety at BGCTRIC. I have read the Member Code of Conduct and agree to uphold the Member Code of Conduct expectations.

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

- Celebrate 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 and uphold the Club's Code of Conduct expectations. Should I fail to meet the terms of this contract, the Site Coordinator may do whatever is in my best interest and the best interest of safety for other Club members and staff regarding the situation (this may include suspension from the Boys & Girls Club or a mandatory meeting with my parents).

Youth Name: \_\_\_\_\_  
Youth Print or Sign

Signed: \_\_\_\_\_  
Parent/Guardian

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



## **FAMILY HANDBOOK ACKNOWLEDGMENT AND RECEIPT**

I hereby acknowledge receipt of the Family Handbook of BGCTRIC.

I understand and agree that it is my responsibility to read and comply with the policies in the handbook & support the Code of Conduct expectations with the child(ren) I have enrolled.

The handbook may not be modified orally without documentation.

No person associated with the Club may modify the Family Handbook or Club policies orally or in writing without the approval and signature of the Director of Operations.

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Name in Print

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Signature of Parent or Guardian

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Date