

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUB
of the Greater Cook County Area

**PARENT/MEMBER
HANDBOOK**

Welcome to the Boys & Girls Clubs of the Greater Cook County Area

At the Boys & Girls Club, we provide those youth that need us most with a safe place to learn and grow with caring adult professionals. We serve youth from K-12th grades offering a variety of programs with a purpose to meet the interests and needs, of the students, and families, we serve. We strive to work closely with our students, parents, community, and stakeholders to cultivate programs that are representative to the age groups and communities we serve.

Program Location: 1200 N. Hutchinson Ave. Building 5020, Adel, GA 31620

Programs: The Boys & Girls Club of the Greater Cook County Area offers an Afterschool and Summer Program.

Fees: Afterschool Program - \$50 Monthly Summer Program - \$50 Weekly

Club Hours: Afterschool Program – 2:45 p.m. – 6:00 p.m.

 Summer Program – 7:30 a.m. – 5:30 p.m.

| Our Leadership Team Roles and Contact Information | | |
|--|---------------|---------------------------------------|
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COVID Policies

The portions of this handbook that are highlighted in green are areas that are outlining additional measures in place to mitigate the potential exposure to COVID- 19.

Program Plan -

Mission of the Boys & Girls Clubs of the Greater Cook County Area

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

Goal of the Boys & Girls Club:

- To provide a structured, safe, and fun environment, where all members can be engaged in activities that meet each of their needs and interests.

Program Goals of the Boys & Girls Club

- Physically and emotionally safe and sanitary environment.
- Promote adopting a healthy lifestyle by partnering with the Second Harvest of Valdosta, GA and its Kids' Café Program.
- Nurturing and being emotionally supportive for children.
- Meeting the needs of all youth, including those with special needs, when possible.
- Encourage independence according to each youth's needs.
- Provide opportunities for youth to have quiet time, art education, recreational games, academic enrichment, impactful programming, exercise, and cultural awareness.
- Promote self-discipline and guidance
- Allow interaction with people of diverse backgrounds, ages, abilities, and cultures.
- Provide a balance of youth-directed and staff directed activities

To provide experiences, interactions, and activities to aid each youth's development in the following areas:

- Social
- Emotional
- Cultural
- Creative
- Nutrition, self-care
- Fine/Large Motor Skills
- Cognitive thinking
- Problem Solving / Conflict resolution

To provide staff that will:

- Treat youth with dignity and respect
- That is educated, consistent, well trained and patient
- Utilize developmentally appropriate methods in response to youth's behaviors
- Respect youth as individuals

- Understand that physical abuse, verbal abuse, or neglect of any individual within or outside the BGC is strictly prohibited. **To encourage open, frequent communication between parents and staff by.**
- Inviting parents to view student showcases.
- Providing verbal incident and behavior reports when necessary.

Enrollment: Membership ages range from 5 years old (in Kindergarten) through 12th grade. Seats will be filled on a “first come, first serve” basis up to the maximum for the facility. A waitlist will be started once the maximum enrollment is reached. Children involved in the current year will have first priority in the upcoming year.

Administration: The program will be under the guidance and supervision of trained professional staff, which include teachers, paraprofessionals, and youth development professionals.

Early Dismissal Days & School Holidays: When school is dismissed early, all programs will open according to normal business hours and will close according to normal business hours, unless stated otherwise.

The Boys & Girls Club will be closed when the Cook County School System is closed (holidays, teacher-in-service days, fall, spring, Thanksgiving and Christmas breaks, and bad weather days, if school is declared out), unless stated otherwise.

Individuals with Diverse Needs

All children are unique. All children have diverse needs. The BGC will work to include all children in our program pursuant to the ADA act. Unfortunately, our staff and resources do not allow us to keep all youth in our program. Moreover, it would be detrimental to the children we serve as well as those children, that we may ask your child to leave our program to offer services that we cannot serve competently, properly, or adequately. Therefore, the BGC has adopted the following policy.

- The parent/guardian is responsible for arranging a meeting with the Program Director prior to registration to discuss the youth’s unique needs. If the Program Director feels that the Club can adequately serve the youth, the family will be allowed to register the youth.
- If the youth has been registered in our program and **1)** it is later determined that the child should not be in the program **2)** it is later determined that we cannot competently, properly or adequately meet the needs of such youth or **3)** it is later determined that such child’s enrollment in our program poses an unreasonable risk of emotional or physical harm to our staff or other children enrolled in our program, then the Youth Development Professional or other staff having knowledge of the forgoing shall communicate such facts with the Program Director. The Program Director or designee shall conduct an appropriate investigation and refer the matter to the CEO who in turn shall make the final determination. ● If children are dismissed from our program based on this policy, this fact shall be communicated orally to the parent or guardian by the Program Director. The Program Director shall take the opportunity to explain why the youth was dismissed from the program and explain to the parent

how our current discipline and positive guidance policies and procedures were followed. The Director shall confirm his/her conversation in writing and provide the parent or guardian with a copy of this policy. • Any decision approved by the CEO pursuant to this policy shall be final. There is no right of appeal. No youth who has been removed from this program shall later be accepted into our program without the expressed written permission of the CEO.

Specialized care admission procedures shall include:

1. A written plan of communicating with the child for the duration of the child's enrollment.
2. A copy of your child's IEP, 504 Plan, or behavior plan.
3. A trial attendance period for each child not to exceed six (6) weeks to evaluate the appropriateness of the program, adequacy of the physical site, and compatibility of the child with the program

Food and Nutrition

All children who attend our in-person program are provided with nutritious meal during our Afterschool Program. During the Summer Program, we provide a breakfast snack, lunch and dinner. Whereas, if child does not eat the meals or snacks provided, they are allowed to bring their own. This snack/meal is provided by USDA guidelines and outlined meal pattern. This is offered in collaboration with the Second Harvest Food Bank of Valdosta, GA.

If youth have a medical condition that prohibits him/her from having a component required by the Dept. of Agriculture and the Community Food Bank, it is the parent's responsibility to inform us immediately.

Emergency Closings/ Evacuations. ETC.

Inclement Weather / Emergency Closings

We adhere to the inclement weather closures that our school districts follow. This means, that if the school district is closed due to inclement weather, then our program is also closed. We also reserve the right to close the Club for weather-related or other emergencies. You will be notified as soon as a decision is made. Daily refunds will not be given for any weather or emergency closings.

Manmade & Natural Disaster Plan (Earthquake, tornado, hurricane, blizzard)

Children will remain in the building whenever possible. If the Director determines that the building must be evacuated, parents/guardians or emergency contacts will be notified to pick up their children. The Youth Development Professionals will stay with the children until a parent/guardian or emergency contact arrives at the site. **If it is not possible to remain at the site a note will be posted on the front door explaining the whereabouts of the children and staff.**

Fire Evacuation

Fire drills will be administered quarterly. During these fire drills children will not be permitted to collect coats, toys, or any other personal items. As part of their orientation to the Club the children will be taught to stop everything they are doing when they hear the fire alarm and meet their teacher immediately at a designated place. Exits, hallways and other evacuation routes will be clear at all times to permit a prompt and safe exit from the building. Regardless of the apparent size of the fire or the amount of smoke, the staff will promptly lead the children out of the building using the closest and safest exit. Staff and children will not stop to take clothing, toys, etc. The Director will be the last person to leave the building, after checking the bathrooms, hallways, etc. After the staff and children are assembled at the designated meeting area, the Program Director will check attendance records and account for all children. When and if the Fire Department determines it is safe to re-enter the building, staff will lead the children back into the building.

Weapons

Children possessing a dangerous weapon will not be permitted in the center. A dangerous weapon is a gun, knife, razor, karate stick, metal knuckle, or any other object that by the manner it is used or intended to be used is capable of inflicting bodily harm. In cases that clearly involve a gun, or which involve any other weapon used in a threatening manner the police will be called and the child will be subjected to immediate disciplinary procedures including suspension or expulsion from the Club.

Parents/ Guardians

Shared Custody

The Boys & Girls Clubs of The Greater Cook County Area understand that family structures are unique, and we will try our best to work with and accommodate families as much as possible. However, the BGC cannot be put into a position of moderating disputes. This applies even when the Court's order grants joint, shared or whole custody. It is the Boys & Girls Clubs of The Greater Cook County Area's policy to strictly follow any court orders that are presented to us. Under no circumstances will the Club stop a biological parent from picking up a child unless a court order has been given to the Program Director stating it in writing. We will not accept a phone call or written letters from parents regarding custody issues that do not involve court orders.

Parent/Guardian Participation

Parent/ guardian participation and engagement are an extremely important part of our programs. Throughout the year we will host various family and parent events. These are tentatively scheduled in the program calendars; you can view them in the program section of this handbook. Parent participation is encouraged and appreciated.

Procedures for Parent Communication

The Boys & Girls Clubs of The Greater Cook County Area is open for parent/guardian communication. The program encourages parents/guardians to become actively involved in the program. To facilitate communication, the following procedures will be followed:

- 1. Remind App-to share upcoming events, parent workshops, scheduled Club closings, community resources, etc.**
- 2. Less formalized discussions with the Club Director or supervisor in charge are available on a daily basis.**
- 3. Parent Orientation meetings are held periodically. This is open to all program parents.**
- 4. The Program Director and other staff members will make every reasonable effort to address parent concerns in a timely manner. More serious concerns will be given priority. Your patience and cooperation are appreciated.**
- 5. Parents will be notified immediately in the event of an incident or accident depending on the severity of the situation.**
- 6. Parents/Guardians are expected to provide the Club with recently updated information, especially phone number changes.**

We will try our best to use your preferred method for communication; however, we reserve the right to use alternate methods for contacting parents, if needed.

Parent(s) Accessing Building/ Program: When visiting our facilities, parents/guardians must check in at the front desk. In the event of any high risk of Covid-19 and to minimize exposure to the potential spread of COVID-19, we will not allow parents to observe programs or enter the building during pick-up and all staff and members will wear a mask. With guidance of CDC Guidelines, in the event that our county is at low risk of Covid-19, we will not require staff or members to wear a mask during in-club activities. Parents seeking to pick up their child early must enter through the main entrance and wait in a designated area.

Miscellaneous

Dress Code

Students are encouraged to wear comfortable clothes- t-shirts, short/ sweats, and sneakers. Shorts cannot be shorter than the length fully extended arms. **No open toe shoes or flip-flips/slides during our summer program.** No spaghetti straps or crop tops or clothes with inappropriate slogans or messages. Hats are prohibited indoors.

Personal belongings and cellphones

BGC, or BGC staff, ARE NOT responsible for any lost or stolen personal items. We strongly encourage members to guard personal items closely and not leave personal items unattended. **It is a good practice not to bring valuable items to the program.** Participants may have their cell phones at the Club but must be turned off or in their backpacks during programming. Staff are conscious of mobile technology and the importance of staying connected with parents but want to provide an environment that is safe and conducive for all Club members. Utilizing a cell phone for bullying or having parents talk to another child in the program will result in disciplinary action and loss of cell phone privileges at the program. Members are not permitted to charge personal devices, as they become a tripping hazard.

Daily release of children

Parents/Guardian or other designees (with prior written consent) must enter the facility and sign their child(ren) out of the program each day. It is the Boys & Girls Clubs of the Greater Cook County Area's policy that any person signing the child out must be at least 18 years of age. Staff will verify the person picking up the child(ren) and will request a state ID to verify the identity of the person. Children will not be released to anyone not approved by the parent/ guardian under any circumstances.

Television Viewing Policy

The Boys & Girls Clubs of the Greater Cook County Area provides an activity focused learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration. The Club follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits. As such, children who are enrolled in our Program, television time is limited to 180 minutes per week and no more than 60 minutes at a time. Computer use is limited to 30-45-minute increments per child, except for those who are completing homework, schoolwork, or supervised enrichment activities.

Office Landline Phone: Members are not allowed to use the main office telephone except in the case of an emergency. Parents who call and wish to speak to the Supervisor must wait until the Supervisor has free time to speak. Staff are not permitted to leave groups to discuss situations with parents.

Electronic Devices/ toys: Members are not allowed to bring any electronic devices (Nintendo, iPad, tablets or any other electronic device) from home. We expect all such devices to remain at home. Members are not permitted to charge personal devices, as they become a tripping hazard.

Social Media-Policy

The Boys & Girls Clubs of the Greater Cook County Area utilizes social media, as many others do, to showcase, promote, and inform our community and member families of the great things happening within our Clubs. We understand that issues may arise through our use of social media, and we must take every precaution to ensure that the anonymity and safety of those who are in the photos and videos we post, remain as such. The Boys & Girls Clubs of the Greater Cook County Area ensures that the following policies are in place, and enforced, for all social media posts (**we utilize only Facebook**) done by the organization and staff.

Boys & Girls Clubs of The Greater Cook County Area ensures that:

1. The organization will not post any photos or videos of any member without written consent from a parent/guardian, as evident by the organization's media release permission form.
2. The member's full name will NEVER be used in any post unless written consent for that individual photo/video is given from the parent.
3. Once a child has left our licensed program, we will not use any new photos of this member. Only photos/videos of currently enrolled members will be used.
4. Use of social media networking or other websites are prohibited while staff are watching kids.
5. Only designated staff will take pictures or video of members, as directed by the CEO or Marketing Manager.

Boys & Girls Clubs of the Greater Cook County Area requests the following from Parents & Staff:

1. Posting photographs or videos of children other than your own, is strictly prohibited, including but not limited to, photographs or videos of children obtained through handheld devices, computers, video monitoring systems, childcare monitoring apps, or any other electronic device or transmission.
2. Vulgar or abusive language, disparaging remarks, and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is strictly prohibited.
3. Sharing and commenting on posts made by the organization's social media profiles (i.e., Facebook, Twitter, Instagram) is encouraged and appreciated. However, failing to comply with the regulations of our social media Policy in its entirety, is strictly prohibited.

The Boys & Girls Clubs of the Greater Cook County Area will use social media (i.e., Facebook, Twitter, Instagram) to further inform parents and guardians of upcoming events, club closures, and more. Be sure to follow us on Facebook, twitter and Instagram, and abide by our organization's social media Policy, as it is in place to ensure the safety and confidentiality of all our members.

Philosophy on Discipline

Discipline: The Club uses a system of written incident reports to help children adhere to the rules. The rules we have will be strictly enforced for the safety of everyone who is attending or working at our Club. If a member is disruptive, disrespectful, or abusive to other members or staff they will be disciplined, and an incident report will be written. The Program Director or someone he/she designates will talk to the member to determine if some form of discipline or suspension is necessary. Staff may give the member a verbal warning, give a short “break” from activities or request a conference with the parent/guardian to discuss the behavior. We will depend heavily on parent/guardian support to help us enforce the rules of the Club, but occasionally we must suspend or expel a member based on the seriousness of the offense, or if a member is too frequently breaking the rules. Parents must pick up their children when a third offense or major offense has occurred.

Code of Conduct & Positive Discipline Policy

The Boys & Girls Clubs of the Greater Cook County Area’s definition of discipline is “to hold youth accountable for their behavior and help members solve problems and gain a greater understanding about the consequences of their actions, but not as punishment or control.”

In order for us to be most effective in providing positive guidance and discipline Club staff will:

- ✓ Work to build supportive relationships built on trust and understanding with all Club members.
- ✓ Welcome and greet all members by name as they enter the Program.
- ✓ Spend quality time with members.
- ✓ All communication signals, both verbal and nonverbal, will be caring, affectionate and warm.
- ✓ Staff will commit to participating actively with members through fun structured programs and activities.
- ✓ Club staff will be a positive role model for youth during program hours.
- ✓ Be attentive and listen to members when situations occur and work towards an understanding.
- ✓ Set high expectations for every member to model positive behavior.
- ✓ Club staff will work collaboratively to develop strategies for helping youth who are experiencing challenges.

Our positive discipline program is designed to teach young people to become responsible, respectful, and resourceful citizens. It is based on the premise that “discipline must be taught, and that discipline teaches.” It aims at developing mutually respectful relationships and requires

Club staff to employ kindness and firmness at the same time, and to be neither punitive nor permissive. Holding youth responsible is very important in our positive discipline premise. We will hold all youth accountable for their behavior to help them learn self-discipline and in turn self-awareness.

When the need to discipline a child arises Club staff will work with members to:

Recognize that they did something they were not supposed to do.

Reconcile by apologizing to all affected parties and finally.

Resolve the issue by sticking to the established agreement so that it does not happen again.

Methods of correcting inappropriate behavior within the Club consists of the following:

1. Redirection of activities: to change the focus of a child's behavior
 2. Individualized attention: to help the child to deal with a particular situation
 3. Break: the removal of a child from the area of activity, for a few minutes, so that he/she may gain self-control. Break shall be used as a last resort in disciplining any child that is misbehaving.
 4. Attention to good behavior: to respond and to reinforce positive behavior, acknowledge or praise the child when behaving well to let him/her know that we approve of what he/she is doing.
 5. Discipline will not involve isolating a child without supervision, or without holding food or attention.
- No child shall be subjected to corporal punishment, emotional neglect, abusive language, ridicule, or any behavior that would intimidate, frighten or endanger a child or his/her self-image

Positive Discipline is a manner to teach youth self-discipline and confidence. Positive discipline is concerned with how a member is behaving in the present and how they can make decisions to positively impact their behavior in the future. Its success depends on youth understanding what is expected and what is appropriate for them to do. This approach implies that members must understand limits and boundaries, including Club rules and codes of conduct. This also implies that they understand the consequences for violations of rules.

NON-NEGOTIABLE RULES:

- 1. ACTS OF PHYSICAL AGGRESSION TOWARDS SELF, OTHERS AND STAFF.**
- 2. PURPOSEFUL DESTRUCTION OF CLUB OR SCHOOL PROPERTY.**
- 3. BULLYING OF ANY KIND.**

Disciplinary Actions

Minor offenses include:

- Having inappropriate items.
- Interrupting or interfering with the work of others (disruptive talking, pestering etc.).
- Making rude or disrespectful comments to other members.
- Minor or major in nature inappropriate behavior towards staff.
- Engaging in any other disrespectful or disruptive behavior which is relatively minor in nature.
- Inappropriate display of affection.
- Foul language, running inside the building, repeating infractions based on

policies/guidelines.

Minor Consequence

First Offense

1. Private conversation with member, verbal warning, and explanation of offense.
2. Write up – Pink Slip Incident Report.

Second Offense

1. Write up – Pink Slip Incident Report.
2. Private conversation with member (second verbal warning)
3. Private phone call or meeting with parent

Third Offense

1. Write up- Pink Slip Incident Report.
2. In person meeting with parent/ guardian and student
3. Suspension or expulsion from program

PARENT AND STUDENT CODE OF CONDUCT

- I WILL BE RESPECTFUL OF OTHER MEMBERS, VOLUNTEERS AND GUESTS.
- I WILL BE RESPECTFUL TO ALL STAFF.
- I WILL WORK TO TAKE CARE OF CLUB/SCHOOL PROPERTY AND OTHER MEMBERS' PROPERTY.
- I WILL NOT BRING, CREATE, OR IMITATE WEAPONS AT THE CLUB: GUN, KNIVES, WEAPONS OF ANY KIND.
- I WILL FOLLOW ALL GUIDELINES SET BY THE BOYS & GIRLS CLUBS OF THE GREATER COOK COUNTY AREA.

Guidance on Discipline Policy

- All members must check in at the Main Office. No child will be allowed to leave the building without a parent or guardian signing them out or unless otherwise noted by the completed permission to walk home.
- The Program follows a “zero tolerance” policy for the following actions: profanity, fighting, theft, damage to equipment and sexual harassment. These actions will result in suspension or permanent expulsion.
- Use of business/school phones are prohibited.
- All food and drinks must be consumed in a designated area; trash should be put in the waste bins. Persistent offenders will face possible suspension. Food or drink in the gymnasium or auditorium is strictly prohibited.
- Gum chewing is not permitted in the program.
- Boys & Girls Club staff are not available to supervise youth either before or after announced program hours.
- Personal items (regardless of value) should be left at home. The Boys & Girls Clubs of The Greater Cook County Area is not responsible for the personal items of youth attending the program.
- For safety reasons, members must remain in areas where staff members are present. Participants are not allowed in unauthorized areas for any reason.
- Club members are not allowed in any office area unless told by Club staff.
- Hats, caps, beanies, bandanas, or any head covering item cannot be worn while inside the program unless for specific purposes (religion or health reasons)
- All members must treat staff, fellow participants, guests and adults with respect. Youth should inform staff when others are mistreating them.
- Everyone should be careful when using all equipment.
- Youth and their parents may be held financially responsible for the replacement of damaged equipment.

Expulsion

Unfortunately, there are some situations in which we must expel a child from our program either on a short term or permanent basis. We want to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this program.

Immediate causes for expulsion:

- The child is at risk of causing serious injury to other children, staff, or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children

Child's Actions for Expulsion:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums / angry outbursts
- Ongoing physical or verbal abuse to staff or other children; Bullying
- Biting

Steps toward Expulsion

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.

The parent/guardian will be informed regarding the length of the expulsion period.

The parent/guardian will be informed about the expected changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (up to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

Medication**Policy & Procedures on Administering Medication**

Purpose: This policy was written to encourage communication between the parent, the child's health care provider and the childcare provider to assure maximum safety in the administering of medication to the child who requires medication to be provided during the time the child is in childcare.

Intent: Assuring the health and safety of all children in our Clubs/Programs is a team effort by the childcare provider, family and health care provider. This is particularly true when medication is necessary for the child's participation in childcare. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.

GUIDING PRINCIPLES AND PROCEDURES

1. Whenever possible, it is best that medication be given at home. Dosing of medication can be done so that the child receives medication prior to coming to childcare, and again when returning home or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require

that the child be on a particular medication for 24 hours before returning to childcare. This is for the protection of the child who is ill as well as the other children in childcare.

3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to give medication in childcare" form is attached to this policy and will hereafter be referred to as permission form. All information on the permission form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the childcare provider.

4. Examples of over-the-counter medications that may be given include:

- Antihistamines
- Decongestants
- Non-aspirin fever reducers/pain relievers
- Cough suppressants
- Topical ointments such as sunscreen

5. All medications will be stored:

- Inaccessible to children
- Separate from staff or household medications.
- Under proper temperature control
- A small lock box will be used in the refrigerator to hold medications requiring refrigeration.

6. For the child who receives a medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.

7. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.

8. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center. Samples of these forms are attached to this policy and include:

- Permission to give medication in childcare.
- Universal child health record
- Emergency contact sheet
- Medication administration log

9. Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and picked up from the center. Parents/Guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

10. Parent/Guardian will sign all necessary medication related forms that require their signature, and particularly in the case of an emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

11. Parent/Guardian will read and have an opportunity to discuss the content of this policy with the Director or the Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signature page for this policy including single copies of the records referenced in this policy.

Attendance Policy

For students to benefit from the program, daily attendance and punctuality is required and expected. **We prefer for members to attend 3 or more days a week.** Attendance is taken when students first arrive as well as in each activity they participate in daily. Additionally, students are expected to participate in all components of the program. If a student exits the school building on their own, he/she will not be permitted to attend the program for that day and his/her parents will be notified (student may be suspended from program).

Sample Schedule



BOYS & GIRLS CLUB
of the Greater Cook County Area

Sample Afterschool Program Schedule

Cadets

Kindergarten & 1st Grade

| | |
|-------------|--|
| 2:50 – 3:00 | Check-In Bathroom Break |
| 3:00 – 3:20 | Dinner |
| | Power Hour Homework, Moby Max, Etc. |
| 4:20 – 5:30 | <u>Programming</u> Monday – Literacy Enrichment Tuesday – Character Education Wednesday – S.T.E.A.M. Thursday – Positive Action Friday – Positive Action & Fun Friday |
| 5:30 – 6:00 | GA Shape/Free Time |

Any time that you are done with an activity early and would like to do Georgia Shape, please feel free to do so.



BOYS & GIRLS CLUB
of the Greater Cook County Area

Sample Summer Program Schedule

Cadets

| | |
|---------------|--------------------|
| 8:30 – 9:00 | Breakfast |
| 9:15 – 10:00 | Morning Power Hour |
| 10:00 – 10:45 | Programming |
| 10:45 – 11:15 | GA Shape |
| 11:15 – 11:30 | Bathroom Break |
| 11:30 – 11:50 | Lunch |
| 11:50 – 1:30 | Programming |
| 1:30 – 1:45 | Snack |
| 1:45 – 3:30 | Programming |
| 3:30 – 3:50 | Dinner |
| 3:50 – 4:00 | Restroom |
| 4:00 – 5:00 | Join Juniors |

COVID Policies and procedures

Cohorts

Students attending our program will be grouped into cohorts as much as possible. These cohorts will remain the same for the duration of the program. Grouping students into cohorts allows us to minimize the potential spread of COVID-19. Staff will be assigned to individual cohorts or groups and should not mix with other groups when possible. Groups should not be mixed during daily activities, including during the beginning and end of the day. • Groups will maintain, at least, a ratio of 1:20.

- Outdoor play should take place in shifts and groups should not mix, even outdoors, unless there is adequate space between each group.

- o for example, two groups could occupy each side of a large field, however, two groups should not occupy a small playground at the same time. Providing staff breaks / utilizing subs or floaters:

- When a floater or sub is brought in to provide breaks, they must wash their hands immediately upon entering and upon leaving the space, wear a face mask/covering at all times.

- When utilizing floaters, consider timing when bringing in staff who are not normally part of a group to minimize close interactions with youth.

- o for example, give staff their lunch break during reading, outside, or movie time, or another activity that does not require close contact, so they can supervise the group while remaining six feet from youth.

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Boys & Girls Clubs of the Greater Cook County Area has put in place preventative measures) to reduce the spread of COVID-19; however, **we cannot guarantee** that you or your child(ren) will not become infected with COVID-19. Further, attending Boys & Girls Clubs of the Greater Cook County Area could increase your risk and your child(ren)'s risk of contracting COVID-19.

By enrolling your child and attending the Boys & Girls Club of the Greater Cook County Area program(s) you are acknowledging the contagious nature of COVID-19 and voluntarily assume the risk for your child(ren). You also understand that your child may be exposed to or infected by COVID-19 by attending Boys & Girls Clubs of the Greater Cook County Area and that such exposure or infection may result in personal injury, illness, permanent disability, and up to including death. You understand that the risk of becoming exposed to or infected by COVID-19 at

Boys & Girls Clubs of the Greater Cook County Area may result from the actions, omissions, or negligence of myself and others, including, but not limited to, employees, volunteers, and program participants and their families.

You voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to your child(ren) or self (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at Boys & Girls Clubs of the Greater Cook County Area. By enrolling and attending the BGC/GCCA program you are releasing covenant not to sue, discharge, and hold harmless Boys & Girls Clubs of the Greater Cook County Area, its employees, Board of Directors, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. You acknowledge and understand and agree that by enrolling and attending the program you are releasing any Claims based on the actions, omissions, or negligence of Boys & Girls Clubs the Greater Cook County Area, its employees, Board of Directors, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in Boys & Girls Clubs of the Greater Cook County Area.

Monitoring of Club Members and Staff

- Club members will be monitored for above symptoms throughout their time at the club. Non-contact thermometers are available to check temperature if a member is suspected of having a fever.
- In the event that a member becomes symptomatic while at the club, the member will be isolated.
- Club member's parent/guardian or emergency contact will be contacted for immediate pick-up.
- In the event that a staff member becomes symptomatic while at the club, they will stop all child-care duties and isolate immediately until they can go home as soon as possible.
- If any symptoms in staff or club members become severe, 911 will be called and dispatch will be notified that COVID-19 symptoms are present.

Reporting Confirmed Cases

If the club is informed of a staff or club member who tests positive for COVID-19, or shares a home with someone who test positive, the following steps will be taken:

- o The club will implement its plan to communicate with families about the positive case while maintaining privacy of infected individuals.

Policy regarding closure due to positive COVID-19 Case at site

In the event of a positive COVID-19 case among members and/or site staff in the same cohort, the cohort will quarantine immediately for up to 5 days (or as instructed by the County Health department). Additionally, potentially infected areas will be deep cleaned via electrostatic disinfection. Upon notification of a positive case, the local health authority will be contacted, and we will follow their guidelines on when we can reopen a site or program.

Policy Regarding Temporary Isolation and Treatment of Sick or Injured Campers and/or Staff Members (Non COVID related)

Illness Policies and Isolation Procedures

Staff will actively monitor children throughout the day for symptoms including fever, cough, shortness of breath, diarrhea, nausea, vomiting, etc. Children who appear ill or are exhibiting signs of illness must be separated from the group and isolated until able to leave the center. A staff will use a non-contact thermometer if a child is suspected of having a fever of 100.0 F or above.

- If a child appears to have severe symptoms, we will call 911 immediately then call a parent/guardian.
- The isolated child will be made comfortable and properly supervised by staff wearing PPE until pick up. At that time, a determination will be made if parents need to be notified or if an ambulance needs to be called based on severity of symptoms or injury.

Transmission Prevention of COVID-19 (and other transmissible illnesses)

Program Design Strategies

- Members will participate in all programming within pods, which will remain composed of the same students
- Thorough cleaning and sanitization of spaces and surfaces will occur throughout the day and in the evening.

Handwashing

Hand-washing procedures are posted in restrooms and at all hand-washing stations. If handwashing is not available, hand sanitizer will be. Hand washing procedures that are communicated to the children adhere to the following steps: wash hands with warm water and soap for 20 seconds, drying hands, and turning off the water with a paper towel. These precautions are in place to help reduce the occurrence of infectious disease. Children will be asked to wash hands during transitions.

Staff will ensure that campers wash their hands thoroughly with liquid soap and warm running water:

- Before eating meals and snacks
- After using the restroom
- After contact with bodily fluids

Hand Sanitizer Policy

Hand sanitizer will be used when hand washing is unavailable. A dime-sized amount of various commercially available, FDA- approved hand sanitizers, containing at least 60% alcohol, will be used topically on hands only.

Cleaning Procedures

To maintain a clean program space, we follow these practices: surfaces are washed with soap and water and rinsed by sanitizing the surface with a licensing approved solution. At the end of each session staff will use electrostatic sprayers or wipes to disinfect all the rooms and commonly used areas (such as bathrooms).

Policy Regarding COVID-19 BATHROOM Procedure

All groups will have a designated time to use the restroom. The bathroom will be cleaned after every group uses the restroom. If a child needs to use the restroom at any time besides their designated time they will be accommodated.

Physical Distancing

In following the CDC Guidelines, in the case the Cook County is placed in a High-Risk area, clubs will practice physical distancing of at least six feet of distance between youth and should consider the size of their rooms when determining group sizes to ensure physical distancing is possible. Create space between youth using visual markers and reduce the amount of time they are close with each other, even within their cohort groups. In certain circumstances, youth must still maintain six feet of distance:

- In common areas.
- During meal and snack times.
- During activities when increased exhalation occurs, such as signing, shouting, playing instruments or when performing physical activity. These activities should move outdoors or to a large, well-ventilated space whenever possible.

Practical tips to maintain physical distancing:

- Limit the number of youths in each program space.
- Increase the distance between youth during table work and meals.
- Youth should have their own set of items to limit the sharing of supplies or equipment.
- Maintain six feet of distance and reduce time standing in lines.
- Increase fresh air as much as possible. Use the ventilation system and/or open windows were safe.
- Go outside more.

The CDC guidance for cleaning and disinfection should be followed.

- Other groups within the childcare facility can continue to function, with daily and vigilant screening for illness occurring, and social distancing, personal and environmental hygiene measures strictly adhered to.
- If cases occur in multiple groups within the facility, then all childcare operations within the facility need to be suspended (see Closure section).
- The ability to keep groups small and static can be helpful in identifying close contacts and may aid in determining if a facility wide closure is necessary.

Policies for the Protection of Youth

Prohibition of Private One-on-One Interaction Policy

Boys & Girls Clubs of the Greater Cook County Area is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization prohibits all one-on-one interactions between Club members and staff and volunteers (including board members). All staff and volunteers must abide by the following:

- Ensure all meetings and communications between members and staff or volunteers are never private (see definition below).
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member or volunteer and a single member.
- Never transport one Club member at a time. This includes transportation in Club or leased vehicles.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional. All exceptions shall be documented and provided to Club leadership in advance.

If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to Club leadership as soon as practicable, and ideally before engaging in one-on-one interaction.

ONE-ON-ONE INTERACTION POLICY GUIDANCE

The following guidance should be used when implementing related policies and procedures.

Definition of one-on-one interaction

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

- **Private** contact/communication is any communication, in person or virtual, that is between one youth member and one adult (18 or over) that takes place in a secluded area, is not in plain sight and/or is done without the knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes, and hotel rooms. Examples of private contact include but are not limited to:
 - Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
 - One staff member transporting one member in a vehicle.
 - Electronic communications (text, video, social media, etc.) between one member and one staff member or volunteer.
- **Public contact/communication** is any communication or meeting, in person or virtual, that is between at

least three individuals, including two staff and one member, one staff and two members or variations of these combinations. Examples of public contact include but are not limited to:

- o Meeting in plain sight of others (e.g., in a quiet corner of an active games room).
- o Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
- o Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats).
- o Public places can include but are not limited to buses, airports, shopping malls, restaurants, and schools.

Impact on mentoring programs

Mentorship is a key component of Boys & Girls Club programming and has tremendous positive impact on members. Prohibition of one-on-one interaction does not have to negatively affect mentor programs and/or relationship building. Mentors can adjust their practices to include:

- Holding mentor and coaching sessions in areas where other staff and/or members are present or can see you – for example, in large rooms where meetings are visible but not heard.
- Copying parents, staff, or other members (when appropriate) on written and/or electronic communications.
- Scheduling meetings during Club hours and at the Club site.
- Documenting interactions between mentors and youth.

Impact on partnerships with local mentoring organizations

- All local mentors are required to abide by Club policies, including background check requirements and prohibition of one-on-one interaction.
- External mentors are required to abide by all Club safety policies and procedures.
- A written agreement should be in place to determine how and when the external organization assumes custody and responsibility of the member; these procedures should be clearly communicated to parents or guardians.
- Every interaction between mentor and youth will be documented and maintained

Impact on travelling to off-site events and activities

- When travelling to external events such as Keystone, Youth of the Year or other off-site events, the one-on-one policy shall continue to be followed.
- Should the Club take responsibility for transporting members to and/or from an event, one staff member should not transport one single child at any time in a vehicle. Accommodations shall be made to ensure at least three people (two staff and one member or one staff and two members) are together when traveling. As an alternative, public transportation may be used (e.g., taxi, Uber, public transport).
- If this arrangement presents staffing or budget challenges, consider the following:
 - o Inviting parents or guardians to attend and/or chaperone their child.
 - o Including additional youth (e.g., Junior Youth of the Year) and/or staff in travel plans.
 - o Coordinating with other Clubhouses or nearby organizations to travel together.
 - o Travelling with additional staff or members.
- Parents and guardians should also provide written consent in each instance in which a member travels to any off-site event. NOTE: Parents or guardians are never allowed to provide consent for one-on-one interaction.
- Similar practices should be in place when coordinating field trips.

Impact on transportation to and from the Club

- When transporting members to and/or from a Club-sponsored event or activity, single members should not be transported alone with one staff person.
- Consider the following to accommodate single children:
 - Modify bus or van routes so single children are not picked up first or dropped off last.
 - Use a bus aide if available.
 - Pick up and drop off children in groups.
 - Modify staff schedules to ensure multiple staff are present.

Exceptions to policy

Exceptions to the one-on-one policy can be made under the following circumstances:

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

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

- Disclosing the meeting to Club leadership and regularly checking in with the member and adult during conversations.
- Placing time limits on conversations.
- Meeting in rooms with clear sight lines (e.g., rooms with windows or glass doors).
- Documenting the interaction.
- In an emergency, disclosing the situation to another staff member before engaging in one-on-one interaction.

Supervision and Facilities Policy

SUPERVISION

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

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one adult staff (18 and over) is present when supervising members.
- Must always maintain proper supervision ratios.
- Must be trained on appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.
- Must never use electronic devices such as cell phones, PDAs or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

RESTROOM USAGE

Boys & Girls Clubs of the Greater Cook County Area

is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- There will be either a designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time.
- Club will either have single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside.
- When using restrooms at public facilities during field trips, a minimum of three youth will be escorted by one staff member, who will wait outside the main entrance of the restroom.

RESTROOM MONITORING

Restrooms shall be regularly monitored by designated staff according to a schedule set by Club leadership. Monitoring includes walk-throughs, inspections and/or any (but not necessarily all) of the best practices outlined below:

- Implementing procedures to limit the number of children using restrooms at the same time.
- Prohibiting younger children and teens from sharing a restroom.
- Positioning staff near restroom entries to maintain auditory supervision of space.
- Designing or renovating multi-user restrooms to eliminate outer doors, while maintaining privacy with individual stalls.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify Club leadership of the incident.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible in compliance with the Club's Incident Reporting Policy.

ENTRANCE AND EXIT CONTROL

All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of operation, along with a system to monitor and track everyone who is in the facility.

All exit doors shall have an audible alarm to discourage unauthorized use to exit or enter the facility.

Only designated adult staff (18 or over) shall be authorized to possess keys and/or badges to open any facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

FACILITY CONDITION

All program spaces shall have clear lines of visibility and be monitored by adult staff when in use. Areas that are not in use shall remain locked and only accessible by adult staff.

All interior and exterior spaces, hallways, stairs, and stairways shall be monitored, maintained, well-lit, clean, and free of hazards and obstructions. All storage closets and other unused spaces are to be locked during operational hours.

Damages to facilities shall be repaired in a reasonable manner. Damages that pose imminent risk to the health and safety of members, staff or volunteers shall be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, Club leadership shall determine whether temporary or permanent closure of the facility may be required. Any damage to a facility that results in an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

FOOD AND DRINK

Any distribution, preparation, or consumption of food and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on site, required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.

Incident Management Policy

Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubhouses. Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff, volunteers, members, and others who visit Clubhouses.

GENERAL INCIDENT DESCRIPTION

Safety incidents can include but are not limited to:

- Inappropriate activity between adults (18 and over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of abuse;
- Bullying behavior;
- Inappropriate electronic communications between adults (18 or over) and youth;
- Minor and major medical emergencies;
- Accidents, including slips and falls;
- Threats made by or against staff, volunteers and/or members;
- Physical assaults and injuries, including fights;
- Missing children;
- Criminal activity, including theft and robbery; and
- Other incidents as deemed appropriate by Club leadership.

Safety incidents include those that occur during Club programs, on Club premises and/or during a Club- affiliated program or trip.

INTERNAL INCIDENT REPORTING

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete an incident report, and submit the incident to Club leadership.

The following information shall be included on an Incident Report:

- Date and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (youth and staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

EXTERNAL INCIDENT REPORTING

Boys & Girls Clubs of the Greater Cook County Area follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws (including those around licensing, for licensed organizations) for the protection and safety of youth. Types of incidents reported include but are not limited to:

- Inappropriate activity between adults (18 or over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of child abuse;
- Any form of child pornography;
- Criminal activity, including assault, theft, and robbery; or

- Children missing from the premises.

INCIDENT INVESTIGATION

Boys & Girls Clubs of the Greater Cook County Area takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident.

Federal, state, and local criminal and or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation.

In the event that an incident involves an allegation against a staff member, volunteer or Club member, the Club shall suspend that individual immediately (employees with pay) and maintain the suspension throughout the course of the investigation.

BGCA CRITICAL INCIDENT REPORTING

Each Member Organization shall immediately report any allegation of abuse or potential criminal matter to law enforcement. In addition, each Member Organization shall report the following critical incidents to BGCA within 24 hours:

- a. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any child by a current employee or volunteer; or any Club-related instance by a former employee or volunteer.
- b. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
- c. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- d. Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury, or death; or a mental health crisis with a child requiring outside care.
- e. Any instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct, harassment, or exploitation (Club-related or not) involving any staff member; or any Club-related instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct harassment or exploitation against a volunteer or visitor.
- f. Any failure to comply with requirements set forth by childcare licensing agencies or organizations.
- g. Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- h. Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds.
- i. Any criminal or civil legal action involving the organization, its employees, or volunteers, as well as any changes in the status of an open organization-related legal action.
- j. Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Clubs of America brand.
- k. Any other incident deemed critical by the Member Organization.

Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or the organization being placed on provisional status.

Boys & Girls Clubs of the Greater Cook County Area is committed to providing a safe use of technology and online safety for members, staff, and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

Technology Acceptable Use Policy

CLUB MEMBER USAGE

Before a member will be allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices shall 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.

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.

Club purposes shall include program activities, career development, communication with experts 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.

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.

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.

Monitoring and inspection: Boys & Girls Clubs of the Greater Cook County Area reserves the right to monitor, inspect, copy, and review any personally owned device that is 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.

Loss and damage: Members are responsible for keeping devices with them at all times. 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.

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.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

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

If a member is told to stop sending communications, that member must cease the activity immediately.

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.

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

Monitoring and inspection: Boys & Girls Clubs of the Greater Cook County Area reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs of the Greater Cook County Area 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, but the member may be barred from bringing personally owned devices to the Club in the future.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Clubs of the Greater Cook County Area 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: Members are responsible for keeping the personal device with them at all times. Staff are not responsible for the security and/or condition of the member's personal device. Furthermore, the Club shall not

be liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Parental notification and responsibility: While the Boys & Girls Clubs of the Greater Cook County Area Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for Boys & Girls Clubs (of the Greater Cook County Area) to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs of the Greater Cook County Area Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner

that violates the Boys & Girls Clubs of the Greater Cook County Area 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.

Club-owned-and-operated technology: 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.

Digital citizenship and technology safety training: All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

STAFF AND VOLUNTEER USAGE

Before a staff member can use Club technology equipment or a personal device, he/she shall read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices: Shall 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.

Personally owned devices: Shall include any and all staff-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.

Club Purposes: Shall include but are not limited to the delivery of program activities, accessing sanctioned training or career development opportunities, communication with experts and/or authorized Club staff and for Club purposes or management of other Club activities, such as member check-in or incident reporting. Staff are expected to act responsibly and thoughtfully when using technology resources. Staff bear the burden of responsibility to ask their supervisor when they are not sure of the permissibility of a particular use of technology prior to engaging in that use.

Authorized use: 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 personally owned devices in locker

rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate use: Staff 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 personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: Boys & Girls Clubs of the Greater Cook County Area reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may disciplinary action up to and including termination

Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of the staff 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.

Any inappropriate or unauthorized use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment 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:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or sexual content or disrespectful language or images typed, posted, or spoken by staff or members.
- Information that could cause conflict.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking 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 staff member is told to stop sending communications, he/she must cease the activity immediately.

Staff must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online.

Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others. This behavior is cyberbullying, which is defined as bullying that takes place using existing or emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club staff, Club members 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.
- Use of embarrassing pictures, videos, websites, or fake profiles.

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.

Monitoring and inspection: Boys & Girls Clubs of the Greater Cook County Area reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may be subject to disciplinary action up to and including termination.

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. Boys & Girls Clubs of the Greater Cook County Area 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. Staff must follow Club procedures to access the Club's internet service.

Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of any staff 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.

Password and access: To prevent unauthorized access, devices must lock themselves and require authentication using the strongest features available on the device. A minimum standard would require a typed password of at least six characters or numbers, though some devices utilize fingerprint or other biometric technologies.