



**BOYS & GIRLS CLUBS
OF KENNEBEC VALLEY**

**2023-2024 Membership Form
Chelsea / Palermo / Windsor**

Chelsea/ Whitefield - Childcare & CLC

- Before & After School
- After School Only
- Childcare & CLC
- CLC ONLY – Grades 3rd-8th – No Wednesdays

Palermo – Childcare only

- Before & After School

Windsor – CLC ONLY

- CLC Grades 3rd-8th No Wednesdays

MEMBERS INFORMATION

First Name: _____ Middle: _____ Last: _____ Age: _____
 DOB (mm/dd/yyyy): ____/____/____ Gender: Male Female Transgender Non-Binary
 Address: _____ City: _____
 State: _____ Zip: _____ Home Phone: _____ Shirt Size: _____
 Name of School: _____ Grade Fall 23' _____ Teacher/Team: _____

IS THIS CHILD A SWIMMER? YES NO If Yes, what level: Beginner Intermediate Advance

CHILD CARE ONLY: The Club has my permission to apply sunscreen on my child? Y / N

Special Instructions: _____

THE INFORMATION BELOW IS USED FOR GRANTS & BGCKV FUNDING

Is Member US Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO	Race-Nationality: <input type="checkbox"/> African American <input type="checkbox"/> Native American <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Multi-Racial	State Programs: <input type="checkbox"/> SSDI <input type="checkbox"/> SNAP (Food Stamps) <input type="checkbox"/> SSI <input type="checkbox"/> TANF <input type="checkbox"/> Free School Lunch <input type="checkbox"/> Reduced School Lunch <input type="checkbox"/> Day Care Voucher	Household Income: <input type="checkbox"/> Under \$30,000 <input type="checkbox"/> \$30,001-\$40,000 <input type="checkbox"/> \$40,001-\$50,000 <input type="checkbox"/> \$50,001-\$60,000 <input type="checkbox"/> \$60,001-\$70,000 <input type="checkbox"/> \$70,001-\$80,000 <input type="checkbox"/> \$80,001-\$90,000 <input type="checkbox"/> \$90,001 +	Participant Lives with: <input type="checkbox"/> Mother ONLY <input type="checkbox"/> Father ONLY <input type="checkbox"/> Both Parents <input type="checkbox"/> Shared/Joint Custody <input type="checkbox"/> Parent/Step Parents <input type="checkbox"/> Other Relatives <input type="checkbox"/> Foster Care <input type="checkbox"/> Grandparent
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Number of People in Household? _____

PARENT/GUARDIAN'S INFORMATION: Please Print

Parent/Guardian Name: _____ Cell Phone: _____
 Email: _____ Do you Reside with member: YES NO
 If No, Address: _____
 Employer: _____ Work Phone: _____
 Have you ever been Active Military? Y / N If Yes Branch _____ Year Active _____
 Parent/Guardian Name: _____ Cell Phone: _____
 Email: _____ Do you Reside with member: YES NO
 If No, Address: _____
 Employer: _____ Work Phone: _____
 Have you ever been Active Military? Y / N If Yes Branch _____ Year Active _____

EMERGENCY CONTACTS/PICK UP LIST

This is someone who can assume temporary care of your child if we cannot reach you.

Name: _____ Relationship: _____ Phone: _____
 Name: _____ Relationship: _____ Phone: _____
 Name: _____ Relationship: _____ Phone: _____

MEDICAL INFORMATION

Doctor's Name: _____ Phone: _____
 Dentist's Name: _____ Phone: _____
 Allergies / Dietary Restrictions: Please List _____
 Medication: Please List _____
 Reasons for Medication: _____

RELEASE INFORMATION

MEDICAL TREATMENT

_____ I give permission to the Boys & Girls Clubs of Kennebec Valley to seek emergency medical treatment for my minor child if I cannot be reached. I will be responsible for any/all costs of medical attention and treatment. That includes emergency transportation.

SURVEYS AND QUESTIONNAIRES

_____ I, the parent/guardian of the minor child listed on this application, give permission for the Boys & Girls Clubs of Kennebec Valley to survey my child about his or her Club experience and behaviors, skills and attitudes using Boys & Girls Clubs of America's Youth Development Outcome Measurement Tool Kits surveys or other survey instruments.

SCHOOL INFORMATION

_____ I give my permission to the Boys & Girls Clubs of Kennebec Valley and my child's School to exchange information (such as standard test scores, grades, MEDMSID'S and Free/Reduced status) regarding the minor child listed on this application. The purpose of the exchange is to help both organizations do a better job of helping the student be successful in school, in the Boys & Girls Clubs and in life. This release is valid for one year and may be revoked at any time by contacting the Boys & Girls Clubs of Kennebec Valley in writing.

EQUIPMENT USAGE

_____ My child has permission to use any/all age-appropriate equipment while they are attending the Boys & Girls Clubs of Kennebec Valley.

MISCELLANEOUS

_____ I understand the Boys & Girls Clubs of Kennebec Valley is not responsible for lost or stolen items.

_____ I give permission for my child's picture, moving pictures, or any other graphic depiction or likeness, to be used by the Boys & Girls Clubs of Kennebec Valley and its activities.

_____ I give the Boys & Girls Clubs of Kennebec Valley permission to take my child on scheduled field trips such as or including swimming and or wading activities.

_____ I have read this form and completed it to my full potential. I have also read and understand the Boys & Girls Clubs of Kennebec Valley program handbook.

_____ I understand that all BGCKV programs are powered by Project Learn a BGCA program. Project Learn reinforces the academic enrichment and school engagement of young people during the time they spend at the Club.

PAYMENT POLICY

_____ Payments will be withdrawn from account every Friday. This payment is for the upcoming week of service. Payments are done ONLY ACH Debit Authorization. ACH returned non-sufficient funds (NSF) will be charged a \$25.00 fee.

MENTORING PROGRAM SCHOOL AGE ONLY Child Care – Kindergarten -5th Grade

_____ I understand that my school age child will participate in the OJP mentoring program onsite at the Club during the school year.

_____ I understand that the staff of the Club will provide ongoing monitoring during mentor activities.

COMPUTER POLICY

_____ I have read the computer use policy which is located in the handbook. I agreed to let my child use wireless internet at the Club for social and school purposes.

I, the parent/guardian of the minor child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Clubs of Kennebec Valley, and Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organization such as staff, directors or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury and any claim of damages resulting from use of facilities owned or controlled by the above organization, or participation in activities of said organizations either at or away from the Club.

Parent/Guardian Signature: _____ Date _____

PLEASE PRINT NAME: _____

COMPLETED REGISTRATION FORM, 1ST WEEK PAYMENT AND ACH FORM NEED TO BE COMPLETED AND RETURNED BEFORE REGISTRATION IS COMPLETE!

GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS
OF KENNEBEC VALLEY**

Debit Authorization

I (we) hereby authorize the Boys & Girls Clubs of Kennebec Valley, to initiate debit entries to my (our) account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION, to debit the same to such account for payment of child care. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law. I (we) understand the Boys & Girls Clubs of Kennebec Valley will process the debit entry prior to 2:00pm on Thursdays.

(Financial Institution Name) _____ (Branch)

(Address) _____ (City/State) _____ (Zip)

(Routing Number) _____ (Account Number) (Weekly Payment Amount) \$ _____

Type of Acct: _____ Checking _____ Savings

This authority is to remain in full force and effect until the Boys & Girls Clubs of Kennebec Valley has received a two-week written notification from me (or either one of us) of its termination.

(Print Individual Name) _____ (Signature)

(Print Individual ID Number) _____ (Date)

PLEASE ATTACH COPY OF VOIDED CHECK TO THIS FORM!



**BOYS & GIRLS CLUBS
OF KENNEBEC VALLEY**

**Sandra M. Prescott Clubhouse
Chelsea Clubhouse
Palermo Clubhouse**

**2023-2024
Program Handbook**

Infant, Toddler, Early Preschool, Preschool,
School Age K-5, Teen Center & CLC Programming

**Whatever It Takes to Build
GREAT FUTURES**

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Administrative Staff Directory

Ingrid Stanchfield, Chief Executive Officer istanchfield@bgckv.org
 Paula Burke, Chief Financial Officer pburke@bgckv.org
 Nichola Prescott, Food Service Director nprescott@bgckv.org
 Holly Jordan, Teen Center Director & 21st CCLC Director hjordan@bgckv.org
 Heather Genest, School Age Program Director hgenest@bgckv.org
 Elisha Rice, Executive Administrative Assistant erice@bgckv.org
 Jessica Phillis, Child Care Director jphillis@bgckv.org
 Liang Zhi Lin, Extended Learning Opportunity Director llin@bgckv.org
 Nicole Cooley, Development Director ncooley@bgckv.org
 Monica Cavanagh-Boucher, Office Manager mcavanaghboucher@bgckv.org
 Katie Miller, Palermo Clubhouse Child Care Director kmiller@bgckv.org
 Erica Stanley, Chelsea Clubhouse Child Care Director estanley@bgckv.org
 Rachelle Marable, Windsor 21st CCLC Director rmarable@bgckv.org
 Meagan Bowdoin, Chelsea 21st CCLC Director meagan@bgckv.org

Sandra M. Prescott Clubhouse

14 Pray Street Gardiner, Maine 04345
 Phone (207) 582-8458 Fax (207) 582-7902 Child care license # 394608
 4 stars rating in the Raising Star for ME program

Chelsea Clubhouse – Also 21st Century Community Learning Center Site

566 Togus Rd. Chelsea, ME 04330
 Child Care Phone (207) 215-4193 Child Care License #681986
 2 stars rating in the Raising Star for ME program
 CLC Phone (207) 899-8641

Palermo Clubhouse

501 ME-3 Palermo, ME 04354
 Phone (207) 592-1233 Child Care License #759475

Windsor 21st Century Community Learning Center Site

366 Ridge Rd. Windsor, ME 04363
 Phone (207) 446-9429

Welcome

Thank you for choosing the Boys & Girls Clubs of Kennebec Valley to provide care and supervision for your children. The Club offers a licensed child care program ages 6 weeks to 12 years, a Teen Center program for Middle School and High School students, Tutoring services for grades 3rd through 8th, Boys & Girls Club experience programming for teen ages 14 to 24 and youth sports. Not all Clubhouses offer the same programming. Please check in with the program director at the Clubhouse you wish to attend.

Mission

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

Club Philosophy

The Boys & Girls Clubs of Kennebec Valley's Club philosophy is that children of all ages are entitled to a safe, positive environment, fun, supportive relationships, opportunities and expectations and recognition.

Safe, Positive Environment: Club staff, facilities, programs 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 behavior.

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 more like home, fostering a family atmosphere and creating a sense of ownership for members.

Family Supportive Relationships: Club youth develop meaningful relationships with adults and their peers. Staff members actively encourage such relationships. Staff members display warmth, caring, appreciation, acceptance and guidance in their interactions with members.

Opportunities and Expectations: Club youth acquire physical, social, technological, artistic and life skills. The Club encourages members to develop a moral character while reinforcing high expectations and helping members with school and post-secondary education.

Recognition: The Club recognizes and supports young people's self-worth and accomplishments. Staff members encourage youth and provide positive reinforcement as they make improvements and experience successes. The Club showcases young people's achievements.

Family Support: We take our responsibility to you and your family very seriously and work as a team to provide a safe, positive environment for all Club members. Let's work together to make sure your children have a safe place, positive adults, healthy activities, fun, opportunities to help each other and most of all the love and support they need to grow into happy, healthy adults.

Program Holidays & Shutdown Weeks

Independence Day	Tuesday July 4 th , 2023
Chelsea & Palermo Closure	August 14 th -18 th , 2023
Maintenance Shut Down	August 21 st -25 th , 2023 – All programs
Labor Day	Monday, September 4 th , 2023
Indigenous Peoples' Day	Monday, October 9 th , 2023
Veteran's Day	Friday, November 10 th , 2023
Thanksgiving Weekend	Thursday & Friday, November 23 rd & 24 th , 2023

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Christmas Day	Monday, December 25 th , 2023
Maintenance Shut Down	December 25 th -29 th , 2023 – All programs
New Year's Day	Monday, January 1 st , 2024
Martin Luther King, Jr. Day	Monday, January 15 th , 2024
President's Day	Monday, February 19 th , 2024
Patriot's Day	Monday, April 15 th , 2024
Memorial Day	Monday, May 27 th , 2024
Juneteenth Day	Wednesday, June 19 th , 2024
Independence Day	Thursday, July 4 th , 2024

Payment is expected for all holidays and shutdown weeks.

Program Orientation

We require parents/guardians enrolling children into one of our licensed child care programs to schedule a 30-minute orientation with the Program Director prior to registering. This meeting will help you and your child transition into our programs. Parents/Guardians are welcome to visit their child's program at any time without notice. Our open-door policy fosters trust among parents/guardians and staff. At the orientation meeting all parents/guardians will be expected to provide an up-to-date immunization record for their child up to the age of 12. We only accept children ages 6 weeks and up and we may require a birth certificate to verify the age of the child.

Translation App

The Club will use a Translation App which is found in the Apple Store or Google Play Store to communicate with families that come to the Club or are interested in the Club with English as their second language.

Program Description

The Club is an inclusive childcare program and follows all the Maine State Licensing Rules & Regulations. Staff will make every attempt to make adaptations or modifications necessary to meet the needs of the children. Although we are unable to provide one-on-one staffing for children, we are willing to receive outside services to support the child and work with the providers to support children and families

Early Childhood Programs – Year Round Programs - Sandra M. Prescott Clubhouse ONLY

Early childhood educators at the Boys & Girls Clubs of Kennebec Valley use developmentally appropriate practice and consider the unique needs of all children when planning weekly curriculum. All early childhood programs follow Maine Early Learning Guidelines and a theme based curriculum. Ratios for the classrooms are as follows:

Infant	1 staff to 4 children - 8 children maximum group size
Toddler	1 staff to 5 children - 10 children maximum group size
Early preschool	1 staff to 7 children - 14 maximum group size
Preschool	1 staff to 10 children - 20 maximum group size

Early Childhood Program Hours

Monday through Friday 6:30 am to 5:30 pm

Infant Care ages 6 weeks to around 15 months

Daily Activities include: Playing with age appropriate toys, dabbling with art, imitating and pretending, enjoying stories and books, tasting and preparing food, exploring sand and water, having fun with music and movement, and outside activities.

Developing routines: Hellos and good-byes, diapering, eating and mealtimes, naptime, and getting dressed.

Boys & Girls Clubs of Kennebec Valley reserves the right to change any of these policies, as necessary. REVISED 7/18/2023

Daily Schedule: All bottles are fed on demand of the child and the request of the parents/guardians Table foods are offered as followed: Breakfast is offer from 7:30 am to 8:30 am, Lunch is offered from 11:00 am to 12:00 pm, and snack at 3:00 pm. Naps are on demand while other activities are offered throughout the day.

We provide: Breakfast, lunch and snack for infants at finger food stage and up.

Parents provide: Breast milk/formula, bottles & nipples (enough for each feeding for the day), diapers, wipes, extra clothing for each day, cereal, stage foods and any specialty foods the Club is unable to provide through our food program.

Program Cost: \$220.00 per week for residents of Gardiner, South Gardiner, West Gardiner, Pittston and Randolph. \$245.00 per week for all other towns.

Sleep Safe Policy

All infants under the age of one must sleep on their backs in a crib or pack n' play without any objects such as nut not limited to blankets, bumpers, stuffed animals or bibs. If your child falls asleep in a bouncer or a swing staff with move the child to their crib or pack n' play. If the child awakes up during the transition they will make every attempt to get the child back to sleep.

Toddler Care ages around 15 months to 3 years

Daily Routine: Children participate in opening learning during drop off time. Breakfast begins at 7:30 am and can be served as late as 8:30 am. Staff focus on toilet learning, self-help skills and hand washing throughout the day along with participating in activities from an age appropriate curriculum. Children go outside (weather pending) or to the gym daily for gross motor time. Lunch is offered at 11:00 am.

Followed by nap time which ends at 2:30 pm. An afternoon snack is provided after nap.

Afternoons consist of age appropriate activities and open learning. Toilet learning and diapering takes place every 2 hours throughout the child's day or sooner if necessary.

Parents provide: Diapers, wipes & extra clothes and any specialty food we do not provide through our food program.

Program Cost: \$200.00 per week for resident of Gardiner, South Gardiner, West Gardiner, Pittston and Randolph. \$225.00 per week for all other towns.

Early Preschool Care ages 2 1/2 to 4 years

Activities include: Children participate in opening learning during drop off time. Breakfast begins at 7:30 am and can be served as late as 8:30 am. Circle time is done around 9:00 am to prepare the children for the day. Staff focus on toilet learning, self-help skills and pre-writing skills throughout day along with participating in activities from an age appropriate curriculum. Children go outside (weather pending) or to the gym each day for gross motor time. Lunch is offered at 11:00 am. Followed by nap time which ends at 2:30 pm. An afternoon snack is provided after nap. Afternoons consist of age appropriate activities and open learning. Toilet learning and diapering takes place every 2 hours throughout the day or on demand based on the child's needs. The goal of the early preschool program is to prepare children to become a full-time preschool student.

Parents provide: Diapers, wipes & extra clothes and any specialty food we do not provide through our food program.

Program Cost: \$195.00 per week for residents of Gardiner, South Gardiner, West Gardiner, Randolph and Pittston. \$220.00 per week for residents of all other towns.

Preschool age 3 to 5 years (Must be fully toilet trained)

The Preschool Program provides a variety of fun and educational activities to help your child feel comfortable learning and playing in a group setting. Children participate in open learning during drop off time. Breakfast begin at 7:30 am and can be served as late as 8:30 am. Daily circle time is around 9:00 am where children prepare to start their day. Daily centers such as cooking, arts & crafts, music & movement, games, dramatic play, prewriting, and other literacy activities are offered each day. Outside and/or gym time is provided each day. Lunch is offered at 11:00 am followed by a rest time. After rest time snack is provided. Outside or opening learning is offered for the afternoon. All children must be fully toilet trained to be enrolled in our Preschool program. There is a bathroom in the classroom and available when needed. We ask parents to bring a change of clothes and any specialty food that isn't provided through our food program.

Program Cost: \$185.00 per week for residents of Gardiner, South Gardiner, West Gardiner, Randolph and Pittston. \$210.00 per week for residents of all other towns.

School Age Programs - Year Round Program – Sandra M. Prescott Clubhouse

Our school age program is part of our licensed childcare. The Club is an inclusive program and follow all Maine State Licensing Rules and Regulations. The school age program is broken into two groups K-1 and 2-5. Each group has their own program space and staff. Staff plan and implement daily activities. Children also participate in outside activities and gym time as much as possible. Breakfast is served from 7:00 am to 8:00 am daily and a meal or snack is provided after school. On vacation/snow or workshop days' lunch is also provided. During summer weeks' members may attend field trips and participate in extra onsite activities.

Ratio for each group is:

Kindergarten- 1st Grade 1 staff to 13 children
2nd Grade – 5th Grade 1 Staff to 13 children

Program Hours

School Days 6:30 am to 8:30 am / 3:00 pm to 5:30 pm
Early Release Days 6:30 am to 8:30 am / 12:00 pm to 5:30 pm
Vacation/Snow/Workshop Days 6:30 am to 5:30 pm

School Year Cost: \$110.00 per week for residents of Gardiner, South Gardiner, West Gardiner, Randolph and Pittston. \$135.00 per week for residents of all other towns. Fee will remain constant as long as school is in session. The first full week once school is out will be considered summer.

Summer Cost: \$145.00 per week for residents of Gardiner, South Gardiner, West Gardiner, Randolph and Pittston. \$170.00 per week for residents of all other towns. The first full week once school gets out through August shut down week you will be charged the summer cost.

Teen Center - Grade 6th to 12th – Sandra M. Prescott Clubhouse

The Club's Teen Center program is not a licensed child care program.

Program Hours

Monday through Friday 2:00 pm to 5:30 pm

*** Teen Center hours are extended on scheduled early release days and some workshop/no school days. Please check monthly calendar before sending your child on those days.

A monthly calendar is available for all program activities, schedules, and events. Middle school members can participate in the 21st Century Community Learning Center program. The 21st Century Community Learning Center offers students (grades 6-8) additional services, activities, and tutorial help in the areas of math, sciences, and literacy with certified teachers and top students from area high schools. The Teen Center has an Open Door policy for all members which allows members to sign themselves out of the building without an adult, however members **must** sign in and out with their scan card and with a staff. Once they sign out they may not return for the day and must leave the property. We ask that members do not hang out in the parking lot or the lobby.

Teen Center Closure Days

The Teen Center is CLOSED on all storm days and non-scheduled Early Release Days due to storms, power outages, or any other type of emergency. The Teen Center follows the MSAD 11 school calendar. The last day of the Teen Center for the school year is the last day of school.

Program Cost: \$100.00 for the school year for members who attend MSAD 11 middle and high school. \$50.00 per week for members attending all other schools.

Vacation and Summer Weeks

During some vacation and all summer weeks there will be a weekly fee of \$145.00. Please see monthly calendar for this information. All members who want to attend our summer program must complete an additional registration form which is available in the beginning of May. Members can choose which weeks to attend in the summer. Date of our summer programming changes based off of MSAD 11's school calendar.

Program Cost: \$145.00 per week for teens attending the summer program and residing in Gardiner, South Gardiner, West Gardiner, Randolph and Pittston. \$170.00 per week for teens attending the summer program who reside in all other towns.

21st Century Community Learning Center

CLC offers certain students additional services, activities, and tutorial help in the areas of math, sciences, and literacy with certified teachers and top students from area high schools for free. The Club currently has three CLC sites. All participants who attend any of our CLC sites need to be fully registered before your child can attend programming. Registrations forms are available at all three of our Clubhouses as well as online. Below are our three locations and other information that pertains to each site.

Locations:

Sandra M. Prescott Clubhouse: Teen Center members in grades 6th-8th. Riverview students grades 3rd-5th (If your child attends Riverview Elementary your child does not have to be enrolled in our child care program to participate in CLC.) CLC is offered Monday-Thursday from 2:30pm to 4:30pm for students in grades 6th-8th. Riverview students CLC is offered Monday-Thursday 3:30pm to 5:30pm. CLC Participants enrolled in grades 3rd-5th cannot attend on Friday's, Early Release Days or any non-school day.

Chelsea Clubhouse: Whitefield and Chelsea students in grades 3rd-8th. Whitefield students will be transported by RSU 12 from Whitefield Elementary to the Chelsea Clubhouse. Students can be

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picked up from there or be bused home. Members enrolled in our Child Care program at the Chelsea Clubhouse can also attend CLC. CLC is offered on Mondays/Tuesdays and Thursdays/Fridays from after school until 4:30pm during the school year. All non-child care members cannot attend on Wednesdays. During the summer it is offered Mondays through Thursday from 8:00am to 12:00pm. Busing is available during our summer weeks. Please check the calendar for special dates and times of program.

Windsor 21st CCLC Site: Palermo and Windsor students in grades 3rd-8th. Palermo students will be transported by RSU 12 from Palermo Elementary to the Windsor Elementary school where our program is located. Students can be picked up from there or be bused home. CLC is offered on Mondays/Tuesdays and Thursdays/Fridays from after school until 4:30pm during the school year. During the summer it is offered Mondays through Thursday from 8:00am to 12:00pm. Busing is available during our summer weeks. Please check the calendar for special dates and times of program.

Chelsea Clubhouse – Licensed Child Care - YEAR ROUND PROGRAM

Our Chelsea Clubhouse serves students age 5 to age 12 that attend Chelsea and Whitefield schools. The Club offers after care, before & after care and summer care. You will be charged accordingly regardless what you marked on the registration form. The Chelsea Clubhouse is a licensed childcare (license number 681986) located at Chelsea Elementary School. To check availability please contact the Chelsea program director. Spaces are limited due to the Club having to follow all rules and regulations set forth by Maine State Child Care Licensing and Boys & Girls Clubs of America. Students who attend Whitefield elementary can only register for after care due to busing. RSU 12 provides transportation from Whitefield Elementary to Chelsea Elementary during the school year. Parents/Guardians need to provide their own transportation home before the close of the day which is at 5:30 pm.

Hours of Operation

Monday-Friday 6:30 am to 8:00 am / 2:30 pm to 5:30 pm (Wed. 1:30 pm to 5:30 pm)

*** Morning hours are extended for school delays

Summer/Vacations/No School Days 6:30 am to 5:30 pm

Summer Closure - The Chelsea Clubhouse is shut down for **two** weeks prior to school starting. Summer 2023 closures will be August 14th – 25th. Members will be not charged for the 1st week, but fall payment will be withdrawn for the second week.

Program Cost:

School Year After Care: \$75.00 per week

School Year Before & After Care: \$110.00 per week

Summer & Vacation Weeks: \$145.00 per week

Program cost are for residents of Chelsea and Whitefield residents. All other town will be assessed an additional \$25.00 per week fee.

Fees will remain the same throughout the entire school year even vacation weeks. The first full week after school is released fee will switch to the summer cost.

Palermo Clubhouse – Licensed Child Care - YEAR ROUND PROGRAM

The Palermo Clubhouse serves students age 5 to age 12 that attend Palermo school. The Club offers before & after care and summer care. Our child care program year round. You will be charged accordingly regardless what you marked on the registration form. The Palermo Clubhouse is a licensed childcare program (license number 759475) located right in the school. To register for the

Palermo Clubhouse please check in with the Program Director. Spaces are limited due to the Club following all the rules and regulations from Maine State Licensing and Boys & Girls Clubs of America.

Hours of Operation

Monday-Friday 6:30 am to 8:00 am / 2:30 pm to 5:30 pm (Wed. 1:30 pm to 5:30 pm)

*** Morning hours are extended for school delays

Summer/Vacations/No School Days 6:30 am to 5:30 pm

Summer Closure - The Palermo Clubhouse is shut down for **two** weeks prior to school starting. Summer 2023 closures will be August 14th – 25th. Members will be not charged for the 1st week, but fall payment will be withdrawn for the second week.

Program Cost:

Before & After Care: \$110.00 per week

Summer Care: \$145.00 per week for 5 days and \$90.00 per week for 3 days.

Program cost are for residents of RSU 12 students. All other town will be assessed an additional \$25.00 per week fee.

Fees will remain the same throughout the entire school year even vacation weeks. The first full week after school is released fee will switch to the summer cost.

One on One Interaction

Staff and volunteers are prohibited from having one on one interactions with members at any time. This includes but not limited to in person during work hours as well as outside work hours, transportation in personal vehicles, on social media, text and phone calls. When transporting members in a Club vehicle another Club member or staff must accompany each other to eliminate one on one interaction. The exception to the policy is if the members is a sibling, child or family member of the staff or volunteer.

Rights of Children/Members

All children/members attending the Club have the following rights:

1. Children/members must be free from emotional, physical, and or sexual abuse, neglect and exploitation.
2. Each child/member has a right to freedom from harmful actions or practices that are detrimental to the child's/member's welfare, and to practices that are potentially harmful the child/member.
3. Each child/member has a right to an environment that meets the health and safety standards in this rule.
4. Each child/member must be provided services without discrimination to race, age, national origin, religion, disability, sex, sexual orientation or family composition.
5. Children/members must be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Club.
6. Each child/member has the right to the implementation of any plan of service that has been developed for that child/member in conjunctions with community or state agencies by the Club.
7. Each child/member has the right to developmentally appropriate activities, materials, and equipment.
8. Children/members with disabilities have a right to reasonable modifications to Club and child care policies.

Behavior Expectations

All members of the Club and staff deserve a positive and safe environment. All members regardless of age and staff are expected to show respect for others and their belongings by accepting the following Code of Conduct.

Code of Conduct

1. Members receives a verbal warning to discontinue disruptive behavior. A description of acceptable behavior is provided at this time.
2. Members received an appropriate break in a place away from the situation, but within sight of the staff.
3. If disruptive behavior continues, members will be removed from the activities being offered. Parent/Guardian will be given a written incident report, at the end of the day, outlining the disruptive behavior.
4. If the member's behavior is extremely disruptive or unsafe parent/guardian will be called to come and remove member from the program immediately.
5. If all of the above have been exhausted, a meeting will be set for parents/guardian, member and program director to discuss the member's continued attendance in Club programs.
6. Zero tolerance of drugs, alcohol, tobacco and violence, immediate dismissal may occur as a result of any of these issues at the Club, on Club trips or Club family functions.

Positive methods of Member Guidance

All staff members must use positive methods of member guidance which encourage self-control, self-direction, self-esteem, communication of wants and needs, and cooperation with others. Member guidance must meet the individual needs of each child.

Constructive methods include:

1. Conflict resolution
2. Encouraging the use of language skills
3. Redirecting
4. Providing choices
5. Using praise or positive reinforcement
6. Recognizing a member's strengths
7. Allowing members to take supervised breaks away for the group when needed.
8. Reminding members of expectations using positive, clear language
9. Teaching self-regulation
10. Modeling appropriate behavior, and allowing for individual differences.

Supporting Developmental Needs of Members

Referrals may be made for social, emotional, and developmental needs of members.

The following are steps that need to be taken if a referral is requested for a member.

1. The staff member and parent/guardian will have a joint verbal conversation about concerns they may have for the member. If it is in agreement the supervisor will make a referral.
2. Classroom staff are responsible for reporting concerns about any member's emotional, social, cognitive, or physical development to their supervisor.
3. After the referral is made the parent/guardian would be contacted by CDS (Child Development Services) or any other agency that they referral was made too, to discuss what options, screenings, and evaluations would be available to support the member's needs.
4. Classroom teacher and/or supervisors will attend the follow-up meetings is necessary to help the member with recommended services.

Suspension / Dismissal / Expulsion Policy

The Boys & Girls Clubs of Kennebec Valley reserves the right to dismiss or suspend enrollment of any member for the following reasons:

1. Behavioral problems that continue after being properly addressed. See Code of Conduct.
2. Non payment
3. Failure to comply with **ANY** policies in this handbook.

The decision to suspend, dismiss or expel a member from the Club will be made at a mandatory meeting convened by the Program Director and/or the Chief Executive Officer. Failure to attend this meeting will result in immediate termination of any and all Club memberships and/or participation in all Club programs or services. If the decision is made to dismiss or expel the child from BGCKV programming they CAN NOT attend any of our Clubhouses or CLC programs. Which includes but not limited to Sandra M. Prescott Clubhouse, Chelsea Clubhouse/CLC, Palermo Clubhouse and Windsor CLC. Parents/Guardians can contact the Club to reassess the situation after a reasonable amount of time and/or proof of behavior change has taken place.

Health & Medication

Health

1. Please keep our staff informed of the health and well-being of your child.
2. After exhibiting diarrhea, vomiting or a fever, the member may not attend or will be sent home if happens while at the Club. Keep your member home for at least 24 hours after their symptoms have passed.
3. Members should be fever free and symptom free for 24 hours without fever-reducing or any other medicine before returning to the Club.
4. A fever is defined as 100.4° F.
5. A note from the member's physician declaring the member is well and free of communicable disease may be required to return to the program at the Director's request.
6. If your member becomes ill while with us, we will contact you or the emergency contact person on registration card if you cannot be reached to pick up.
7. A health policy form will be completed by all programs part of our licensed child care programs when a member leaves the Club due to an illness both the staff and the parent/guardian must sign the form.

Medication

1. If a member needs to take medication during our hours of operation Club staff will administer prescription medication and over the counter medication with written consent from the member's doctor upon parent's/guardian's request.
2. These medications must be in the original container labeled with the physician's directions and the member's name.
3. Parents/Guardians must complete and sign a medication authorization form. If this form is not complete, the medication cannot be given to the member.
4. When medication is administered to the member staff record dose, time, and initials of the staff administering the medication on the back of the medication authorization form.
5. No over the counter medication will be given such as Tylenol, cough liquid, etc. without written consent from the member's physician.
6. All medications will be stored out of reach and in a locked area and will be administered by an adult regardless the age of the member.

Head Lice Policy

All cases of head lice need to be reported to the staff in your program as soon as you have identified the problem. The name of member will be kept confidential. All members that have head lice or nits will be sent home until they are free of both. Upon returning to the Club an experienced staff will check the member before they are allowed to return to any Club programs. ALL members must be free of nits and live lice before returning to the Club.

Payment

All child care payments are made by ACH (Automatic Clearing House). The weekly payment through debit authorizations are withdrawn directly from your account on Friday mornings. The payment withdraw from your account is for the upcoming week of service. Any changes to your ACH need to be made **two weeks** in advance. Please contact the Chief Financial Officer to make any changes to ACH.

Non-Sufficient Funds (NSF)

All returned ACHs for non-sufficient funds (NSF) will be charged a \$25.00 fee on top of the returned amount.

Program Fees – As of July 1, 2023

Infants	\$220.00 per week
Toddlers	\$200.00 per week
Early Preschool	\$195.00 per week
Preschool	\$185.00 per week
After School	\$75.00 per week – Chelsea Clubhouse ONLY
Before & After School	\$110.00 per week
Summer Cost	\$145.00 per week / \$155.00 per week starting summer of 2024
Teen Center	\$100 per school year – Sandra M. Prescott Clubhouse ONLY

These program fees apply to partner towns of Gardiner, West Gardiner, South Gardiner, West Gardiner, Randolph, Pittston, Chelsea, Whitefield, Windsor, Palermo and Somerville. All other towns will be assessed an additional \$25 per week for all child care programs. The Teen Center located at the Sandra M. Prescott Clubhouse will be charged \$50.00 per week for all other towns in place of the one-time school year fee.

All Child Care fees are now year-round; 52 weeks of payments are expected. This includes the two weeks the Club is CLOSED for maintenance.

***** Please see Chelsea & Palermo sections for additional information on different fees for offsite programming.**

ACH is the only form of payment accepted for child care, summer and vacation payments. Teen Center payments can be made by cash or check. The ACH form is included in the registration packet.

Registration Process

Some programs at the Club have a waitlist. Please check with Program director or the front office before enrolling into a program. All member information received is kept confidential.

1. Complete all forms in the registration packet, which includes registration form, program forms, ACH, and Food Program Eligibility form.

2. All original (no fax/email) completed forms must be submitted to the front office before a member can start. Faxes and emails are only accepted when getting on to the Clubs wait list.
3. Some programs require a 30-minute registration meeting with program director prior to your member attending.
4. Submit verification of updated immunization records for all members 12 and under.
5. Submit birth certificate for all member's starting under the age of 6 months.
6. If your member has support staff from an outside agency complete the Child Care Assistant Personnel form.
7. Enroll in the Remind App for communications from Club staff.

How to Enroll in the Remind App

1. Download Remind App from the Google Play or the App store.
2. Open App and Create an account if you don't already have one.
3. In top left corner find the menu and Click on + add class and enter in classroom code.

OR

4. Text your classroom code to 81010 and follow instructions.

Your classroom codes can be found in your child's classroom/program space or contacting the program's director.

Staff and parent/guardian communication is done mostly through the remind app.

Parents/Guardians may also speak with staff during drop off and pick up time, but this give both parents/Guardian and staff another way to communicate throughout the day.

Childcare Assistance

If a family has member ages 12 and under or 13 and older who have an IEP or 504 plan and in need of assistance with the cost weekly cost the Club accepts most state funded programs. The most commonly utilized and accepted are the Child Care Subsidy Program (CCSP) and Transitional Child Care (TCC). You may qualify for Transitional Child Care (TCC) if you have received TANF in the last 12 months, or been open TCC in the last 30 days, have earnings at the time TANF closed, and are working now. If you are receiving or have applied for assistance the CFO must receive notification from the program BEFORE your child care start unless you plan on self-paying until funding has been received.

Contact the Child Care Unit: (207)624-5200; Email: Childcare.dhhs@maine.gov; or visit your local DDHS office for more information.

If you are a parent who is working, in school, in a job training program, or a guardian that is the age of 65 with retirement documentation? See income guidelines to the below: If income eligible, you may be potentially eligible for the Child Care Subsidy Program.

Family Size	Weekly Income
1	\$690.48
2	\$902.94
3	\$1,115.39
4	\$1,327.85
5	\$1,540.30
6	\$1,752.76
7	\$1,792.59
8	\$1,832.43
9	\$1,872.26
10	\$1,912.10

(please note this chart changes annually)

There are three ways to apply for CCSP:

1. You can apply online:
<https://www.maine.gov/dhhs/ocfs/ec/occhs.step.htm>
2. Call (207) 624-7999 or 1-877-680-5866 or
3. Visit your local DHHS office for more information.

Scholarships

United Way of Kennebec Valley scholarships are available on a limited, first come, first served basis. Scholarships are determined based on financial need. Please ask for an application if you need assistance. Application packets must be complete in order to be processed.

Storm Days, Power Outages and State of Emergency

Child Care programs (infant through 5th Grade) will be open on storm days unless power outages or treacherous road conditions warrant closure. Closure announcements will be made on 92 Moose, WABK, Channel 6, Channel 13, remind app and our Facebook page by 6:00 a.m.

Members are still obligated to pay for storm days.

Teen Center and 21st Century Learning Centers are closed on storm days.

If a power outage, severe storms, public health issue such as COVID-19 or other emergency occurs while during our hours of operation, the Club will remain open until parents/guardians can pick up. The Club reserves the right to close for any reason deemed an emergency.

Child and Adult Care Food Program (CACFP) & At-Risk Meal Program

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 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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.

USDA is an equal opportunity provider, employer, and lender.

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

If you wish to file a discrimination complaint electronically, please select **File a Complaint** and complete an intake questionnaire. Before completing this process, it may be helpful to review relevant links under Guidance. If you are not sure how the Maine Human Rights Act may apply to, you please

review the publication "What It Is! How It Works!". Maine is an equal opportunity provider and employer.

Food program applications must accompany registration cards for all members, even if the applicant does not meet income eligibility for the food program.

Food Allergies

Parents/Guardians need to notify the front office, Child Care Director or the Food Service Director as soon as possible if a member has a food allergy. The Club must have a completed Dietary Restriction and Substitution Statement with a physician's signature before the Club can provide alternate meals. Alternative meals will not be provided by the Club if food substitutions are by choice. Meals and snacks can be provided by parent/guardian on any or all occasions.

Food from Home & Treats from Home

Nutritious meals from home can be brought to the Club and eaten in replace of any Club meal. Some members enrolled in our programs have food allergies. Please check with program staff before sending your member with any food. Members enrolled in our Early Preschool through Teen Center that bring a meal from home, please make sure that it is stored properly in a lunchbox, container or bag with an ice pack. We do not offer refrigeration for meals from home for Early Preschool through Teen Center members. For infant and toddler programs meals need to be packaged in a closed container with a label that has the members name and the date it was prepared. We are able to refrigerate meal until meal time for the infant and toddler members. All meals brought to the Club need to be fully prepared and ready to be served. Club staff does not prepare any food from home. All treats for special occasions and Holiday parties are welcomed at the Club. Please check with staff before bringing anything in for Holiday parties or special occasions for classroom allergies.

Summer Food Service Program

The Summer Food Service Program (SFSP) was established to ensure that children continue to receive nutritious meals when school is not in session. The U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) administers the SFSP at the national level and the State of Maine Department of Education at the State level. This program reimburses a portion of the expenses related to providing a healthy lunch and afternoon snack to all children age 18 and under. The Boys & Girls Clubs of Kennebec Valley is an open summer feeding site.

Drug and Alcohol Free Environment

The Club is committed to providing a safe environment for members, staff and volunteers. To further ensure their safety, the organization maintains a drug- and alcohol-free Clubhouse. The unlawful or improper use of drugs – including medical and recreational marijuana, controlled substances or alcohol in the workplace – presents a danger to everyone.

- Members, staff and volunteers are prohibited from attending the Club or Club events while under the influence of alcohol and/or illegal or unauthorized drugs.
- Members, staff and volunteers are prohibited from reporting to the Club or Club events when other members, staff and volunteers are using any legal drugs or alcohol; exceptions can be made in accordance with state law when the use is pursuant to a doctor's orders and the doctor has advised the member, staff and volunteers that the substance does not adversely affect the member, staff or volunteer's ability to safely perform his or her job duties.
- Members, staff and volunteers are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol at the Club or Club events.

Boys & Girls Clubs of Kennebec Valley reserves the right to change any of these policies, as necessary. REVISED 7/18/2023

- Membership, employment and volunteering with the organization is conditional upon full compliance with the foregoing the drug- and alcohol-free policy. Any violation of this policy might result in disciplinary action, up to and including discharge.

Boys & Girls Clubs of Kennebec Valley further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free policy, including but not limited to the inspection of organization-issued spaces, desks or other suspected areas of concealment, as well as a member, staff and volunteers personal property when the organization has reasonable suspicion to believe that someone has violated this policy.

Smoke Free Policy

The Boys & Girls Clubs of Kennebec Valley is dedicated to providing its employees, members, and visitors with a safe and healthy environment. BGCKV is a 100% smoke and tobacco-free campus, effective since 2003.

The Boys & Girls Clubs of Kennebec Valley recognizes that smoking and the use of tobacco products on our grounds is detrimental to the health and safety of everyone. This institution supports an environment where employees, members and visitors are not exposed to the harmful effects of secondhand smoke and are supported in efforts to live tobacco-free. Therefore, **the Boys & Girls Clubs of Kennebec Valley** has adopted a 100% tobacco-free campus policy, that exceeds state law (22 M.R.S.A. § 1580-A).

This policy prohibits all smoking and the use of all tobacco:

In all **Boys & Girls Clubs of Kennebec Valley** owned, leased and affiliated buildings.

On all **Boys & Girls Clubs of Kennebec Valley** owned or leased grounds.

At all **Boys & Girls Clubs of Kennebec Valley** sponsored events– both indoor and outdoor.

In all **Boys & Girls Clubs of Kennebec Valley** owned, leased or rented vehicles.

In all personal vehicles parked on **Boys & Girls Clubs of Kennebec Valley** owned, leased and affiliated property. At all events hosted or organized by **Boys & Girls Clubs of Kennebec Valley**.

The smoke and tobacco-free campus policy applies to all employees and visitors including organizers of, and attendees at, public events, including but not limited to, conferences, meetings, lectures, social events and/or cultural events using **Boys & Girls Clubs of Kennebec Valley** owned, leased and affiliated property are required to abide by **Boys & Girls Clubs of Kennebec Valley's** smoke and tobacco-free policy.

DEFINITIONS

“Smoking” means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or joint, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy. Non-smoked marijuana products including, but not limited to, edibles and dabs are also included in this policy.

“Tobacco” is defined as all tobacco-derived or containing products, including but not limited to, cigarettes, cigars, little cigars, cigarillos, bidis, kreteks; all smokeless and dissolvable tobacco products, including but not limited to, dip, spit/spit-less, chew, snuff, snus and nasal tobacco; and any product intended to mimic tobacco, containing tobacco flavoring or delivering nicotine, including but not limited to, electronic nicotine delivery systems, e-cigarettes, e-cigars, ehookahs, vape pen or any other product name or descriptor. Or the use of any other type of tobacco or nicotine product for the purpose of circumventing the prohibition of tobacco in this policy. This does not include products specifically approved by the US Food and Drug Administration (FDA) for the purpose of cessation or nicotine replacement therapy.

PROCEDURES

This policy will be communicated through tobacco-free signs posted at all property entrances and throughout the facility, through employee education, including being written into training manuals and new employee orientation. Everyone is required to comply with **Boys & Girls Clubs of Kennebec Valley** tobacco-free policy. Enforcement of this policy will follow the standard procedures of the facility. Information regarding tobacco treatment resources, such as onsite counseling and the Maine Tobacco Helpline (1-800-207-1230), will be made available for tobacco users who are interested in quitting.

Concealed Weapons

The Club does not allow any concealed weapons on Club grounds or in our buildings used by anyone or place affiliated with BCGKV except by law enforcement officers.

Transportation to and from school

MSAD 11 and RSU 12 provide transportation. Members are the responsibility of MSAD 11 or RSU 12 from the time they board the bus until they are dropped off at school or at the Club.

In the event a member doesn't return to the Club on the bus as planned, the following will occur:

1. MSAD 11 and RSU 12 transportation will be contacted to see if the member was dropped off at a different location.
2. Parents/Guardians will be contacted to clarify that the child should have gotten off the bus at the Club.

Arrival & Departure

Your member has the right to be safe and protected, therefore we require:

- Accurate attendance by Club staff. The Club uses electronic attendance system; scan cards are made available to all members. Please use them upon arrival and departure.
- Entrance to the Club's is through the front doors of the building or by a designated door which parents are made aware of. All child care (infant through 5th grade) members need to be walked to the building and to the program space.
- Parents/Guardians are asked to be dressed appropriately while at the Club.
- If your member enrolled in a child care program and they will not be attending for any reason, please call the Club and inform the Club of their absence. We are required by the State of Maine Child Care Subsidy Program to report two unexplained absences within one month.
- Please turn off your vehicle when dropping off and picking up. We do not want anyone getting injured by an unattended vehicle.
- Any member that is registered in any of our child care programs may not leave the building by him/herself or with someone who is not listed on the member's registration form. A phone call or written permission from the parent will be expected when a situation should arise.

- Only adults over the **age of 18** may sign a child in and out.
- All programs close promptly at 5:30 p.m. If other pick up arrangements have been made a signed and dated note from the member's parent/guardian is required. The person may need to provide identification such as a driver's license or state I.D.
- Late pick up is not an option. Late pick up will result in immediate termination from Club programs.
- As a licensed child care we DO NOT have the right to refuse pick up by a parent/guardian unless there is a court order.
- If a parent/guardian picks up a member and appears to be under the influence of drugs and/or alcohol authorities will be called.

Respect and Safety

All members and staff at the Boys & Girls Clubs of Kennebec Valley deserve a positive and safe environment. All participants are asked to show respect for others and their belongings.

Emergency and Important Information

The Club must be notified of any changes to emergency numbers and/or pertinent information as soon as possible. It is important to have up to date phone numbers and information in the event of an emergency. The Club's emergency operations manual is available to any parent to review.

Fire Drills / Emergency Evacuation Plan

Fire drills are preformed monthly at all Clubhouses as well as two evacuation emergency drills annually to help members and staff practice how to transition safely out of the building in the event of an emergency. If there was an actual emergency and we needed to evacuate the building parent/guardians would be informed as soon as the children and staff are in a safe location. Each Clubhouse has a designated SAFE ZONE offsite if members and staff need to be relocated. If any Clubhouse or site need to relocate to a location further away, MSAD 11 or RSU 12 transportation would be use to move to a safer location. Emergency information may be transmitted through the Remind App or telephone.

Toys and Personal Items from Home

We ask that all members leave toys and personal items at home. Child Care members (K-5) may not use cell phones, mp3 players/iPods, DS's or any other such electronic devices while in our care. The Club is not responsible for any lost or stolen items while in our care.

Sunscreen Policy

All members 6mo and up will be sun screened when going outside unless parents/guardians specify on the registration form. The Club does provide sunscreen but parents/guardians can provide their own if preferred as long as it is not aerosol/spray on sunscreen due to some children's health conditions.

Bug Spray Policy

Members can apply bug spray before arriving at the Club, but not while in attending any the Club or participating in Club programming. Please leave all bug sprays at home. This helps with maintaining a healthy environment for all of our members who have lung and respiratory problems.

Field Trip Restroom Policy

When members are on field trips and they need to use the bathroom they will be accompanied by a staff with at least three members. Staff will stay near the entrance of the bathroom to maintain

audio supervision and until all the members have exited the bathroom. If a member has to use the restroom while the bus is in transit they will need to wait until the bus driver can get off the next exit or next available restroom. The bus will not pull over to the side of the road nor are members allowed to urinate in containers on the bus. If a member has an accident on the bus it will be dealt with as quietly as possible.

Water Safety Policy / Field Trip Policy / Emergency Water Plan

During summer days or in hot weather members can participate in water play which include but not limited to water table, wading pools, slip and slide, water slides, or attend a field trip to the beach. Parents will have advanced notice of the location and times if any member attends a field trip. All members that participate in water play while onsite will be supervised by a staff who is water safety certified. All beach trips must have a lifeguard on duty either provided by the Club or by the beach that is not counted in the childcare ratio or members cannot attend. While members are participating in any kind of water play staff must check the water safety checklist before entering the body of water. Once a month both staff and members will complete a water evacuation drill. If an emergency does occur during water play staff will alert the members with an emergency alarm. The members will then evacuate the water and proceed to their safety area. The safety area is located where towels and other belongings are kept during water play. If the emergency causes members to relocate to another safety area staff will lead members back to the bus or to an area away from the grounds. Once the members are safe families will be notified. Child care members are asked to wear Club shirts while on field trips at all times.

Toileting

All members enrolled in our Preschool through Teen Center programs must be completely toilet trained in order to enroll. If an accident were to occur, the parent/guardian may be called to come to the Club and take care of the situation.

Cloth Diapering

Cloth diapers are welcomed at the Club. Parents/Guardians must provide enough diapers for each diaper change daily. The Club changes diapers every 2 hours. There must be a supply of disposable diapers/wipes for back-up in the classroom. If the staff does not have enough supplies needed for the day, the parent/guardian will be called to bring in what is needed. All cloth diapers/wipes need to be placed in an appropriate diaper bag supplied by the parent/guardian. Diapers must fit properly to prevent leakage. Soiled diapers/wipes must go home daily. After 3 times of the diapers being left in the classroom parents/guardians will be asked to use disposable diapers & wipes.

Restroom Policy

Sandra M. Prescott Clubhouse

Youth and adult restrooms are clearly labeled throughout the building. Adults and volunteers are not permitted to use the same bathrooms as members. Classrooms have one or more single-user bathrooms. One member is permitted to use the bathroom at a time. Members must use the bathroom in their program space, they are not permitted to use bathrooms in other program areas. Teens and younger children are prohibited from using the same bathroom. When participating in Club activities outside of your child's program space members will be taken to the appropriate bathroom in groups of at least 3 members and a staff to prevent one on one interaction between staff and members. Staff monitor bathrooms regularly to maintain a clean, safe environment and to enforce this policy. If staff observe unacceptable restroom conditions or an incident it will immediately be reported to a supervisor and appropriately documented.

Chelsea & Palermo Clubhouse

Members use the designated youth bathroom that they do during school hours. Staff limit the number of members that use the bathroom at a time to no more than three. Program staff monitor the bathroom door to maintain auditory supervision of the space. Staff, volunteers and other adults are not permitted to use the same bathrooms as members. Staff monitor bathrooms regularly to maintain a clean, safe environment and to enforce this policy. If staff observe unacceptable conditions, it will be reported to the Director so they can inform the school. If an incident occurs, it will be documented and reported to the Child Care Director as soon as possible.

Staff Qualifications

The Club conducts criminal background checks on all our employees, including minor employees and all volunteers. The Club will not employ or engage potential volunteers that refuse to consent to the background check, make false statements in connection with the background check, is registered or require to register on a state or national sex offender registry, has been convicted of any misdemeanor or felony against children, including child pornography, has been convicted of a felony consisting of: murder, child abuse, domestic violence, abduction or human trafficking, a crime involving rape or sexual assault, arson, weapons, physical assault or battery, or drug possession, use or distribution in the last five years. Our staff are required to be CPR and 1st Aid certified. All staff are required participate in a number of training hours each year. Some courses are through Maine Roads to Quality, Care Courses, outside agencies and BGCA. Fulltime employees of our child care programs are required to participate in 30 hours of training while part-time staff are required to complete 18 hours. All Club staff are required to participate in child abuse prevention, mandated reporting and grooming prevention trainings when they are hired and annually thereafter as well as reviewing all of our safety policies. All of our staff meet the qualifications set forth by the Department of Health & Human Services Licensing Guidelines, Boys & Girls Clubs of American as well as registering with Maine's Professional Development Network.

Child Abuse and Neglect

As required by the State of Maine Child Care Licensing, if staff or volunteers have a strong reason to suspect child abuse and/or neglect, the situation will immediately be reported to a supervisor who is responsible for reporting the incident to the State of Maine Department of Protective Services with or without prior parental notification as well as reporting the incident to BGCA within 24 hours via the critical incident portal. Parental notification will depend on the nature of the situation. All staff are mandated reporters of suspected cases of child abuse and neglect. A copy of the State of Maine Care Licensing Regulations regarding abuse and neglect are available in the front office.

Report of Child Death and Serious Injury

In the case of a serious injury that requires medical care by a licensed provider or a death of a child at our facility first emergency personnel would be call followed by the parent/guardian next the Club must notify the Department of Child Care Licensing followed by BGCA within 24 hours via the critical incident portal.

Leaving the Program

When withdrawing a member from any Club program, we require parents/guardians to complete a two week notice form. All child care programs are year round regardless of location. Payment will be adjusted and withdrawn from account unless a two week notice to withdraw from child care is completed. Payment is expected for the last two weeks of care even if your member does

not attend. When leaving the Boys & Girls Clubs of Kennebec Valley, you must be in good standing to enroll at a later date and/or to participate in any sports programs affiliated with the Club.

Appropriate Attire

All members and parents/guardians need to wear appropriate attire while at the Club or Club events. All programs go outside throughout the year and need to come to the Club prepared for whatever that weather is. We understand that not all members are comfortable in bathing suits while on field trips or onsite shorts and t-shirts can be worn in place unless the facility that we are attending does not allow. Members should not wear long pants and sweatshirts on a hot summer day. There are many health risks that accompany over and under dressing. Members may be sent home if they do not come prepared or if they are not willing to change into appropriate clothing.

Computer Use

Wireless internet is available for some of our members. Failure to comply with The Club's policies and these rules may result in loss of computer and Internet access privileges, disciplinary action, and/or legal action.

Electronic Device Use is a Privilege, Not a Right. This includes the use of personal cell phones while at the Club.

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 this Technology Acceptable Use policy. 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 restrooms and other areas where there is an expectation of privacy.

Video Games & Movies: Teen Center and older members of the Club have access to video games and movies. Video games will be rated T for Teens or under. No movie rated over PG-13 will be viewed while at the Club or at Club events.

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 Kennebec Valley 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 Kennebec Valley reserves the right to monitor, inspect, copy and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs of Kennebec Valley 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 Kennebec Valley 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 Kennebec Valley 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 Kennebec Valley 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 Kennebec Valley 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 Kennebec Valley 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.

Video Surveillance Policy

The Sandra M. Prescott has video surveillance throughout the building and around the exterior of the building. There are no cameras in bathrooms or classrooms. All footage is property of the Club and not available to parents/guardians, members or volunteers. The footage is used for Club purposes and emergency personal if needed.

Club Sports Programs

Fall

Youth Soccer—Age 3 through 6th Grade

Spring

Youth Lacrosse—Kindergarten through 8th Grade

Youth Softball—Age 6 through 12

All sports forms will be posted on the Club website.

Registration announcements will be posted on Facebook.

The Boys & Girls Clubs of Kennebec Valley reserves the right to amend or add policies under special circumstances. Parent/guardians will be given written notice of all policy changes.