



**BOYS & GIRLS CLUBS**  
OF KENNEBEC VALLEY

Sandra M. Prescott Clubhouse

# 2024-2025

**CHILD CARE**

- Infant
- Toddler
- Early Preschool
- Preschool
- K-1<sup>st</sup>
- Grades 2<sup>nd</sup>-5<sup>th</sup>

**TEEN CENTER**

- Teen Center 6<sup>th</sup>-12<sup>th</sup>
- I would like my TC member to participate in CLC (Gr. 6<sup>th</sup>-8<sup>th</sup>)

### 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: \_\_\_\_\_

Is this member a swimmer? YES NO If Yes, what level: Beginner Intermediate Advance

### SCHOOL INFORMATION

Name of School: \_\_\_\_\_ Grade Fall 24' \_\_\_\_\_ Teacher/Team: \_\_\_\_\_

Does the member currently have an educational or behavioral plan (ex. IEP or 504)? Y / N

Does the member require a one-on-one through this plan? Y / N If Yes, please explain \_\_\_\_\_

Are there any strategies that will help make the member successful at the Club? Y / N If Yes, Please explain \_\_\_\_\_

### PARENT/GUARDIAN'S INFORMATION: Please Print

Parent/Guardian Name: \_\_\_\_\_ Do you reside with member: YES NO

If No, Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Do you reside with member: YES NO

If No, Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Is any member of the household currently active military? Y / N If Yes , Branch & Who \_\_\_\_\_

Is any member of the household a military Veteran? Y / N If Y, Branch & Who? \_\_\_\_\_

### EMERGENCY CONTACTS/PICK UP LIST OTHER THAN PARENTS/GUARDIANS LISTED ABOVE

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

PICK UP LIST: (CHILD CARE ONLY) \_\_\_\_\_

### MEDICAL INFORMATION

Does the member have any of following medical issues: (CIRCLE ALL THAT APPLY) ADD/ADHD Asthma Diabetes

Cerebral Palsy/Other Motor Conditions Epilepsy/Seizure Disorders Emotional/Behavioral Disorders NONE

Other: \_\_\_\_\_

Does the member take any medications? Y / N If yes, Please list ALL medications, dosage, and time?

Does the Member have any allergies? Y / N If yes, What? \_\_\_\_\_

Does the member have any dietary restrictions? Y / N If yes, What? \_\_\_\_\_

(A signed note from the member's PCP will be needed for the Club to provide any dietary substitutions.)

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Member's Name: \_\_\_\_\_ Program: \_\_\_\_\_

**CHILD CARE ONLY: INFANT THROUGH 5<sup>TH</sup> GRADE**

The Club has my permission to apply sunscreen on my child? Y / N

Special Instructions: \_\_\_\_\_

My child is up-to-date on their immunization records? Y / N

If No, do you have a catch up plan in place with your child's PCP? Y / N

\_\_\_\_ Intl. *I understand that I must submit the most recent copy of my child's immunization records prior to enrollment in any of the Club's childcare programs. If your child received any NEW shots, please give the Club a copy to keep on file.*

**GRANT/ HOUSEHOLD INFORMATION**

*This information is used for grants, funding and reporting purposes. All of our Clubhouses and programs rely on this information to maintain the services we provide and keeping the cost as low as possible.*

*It is not shared with the public or in the member's program space.*

Is the member a US Citizen? YES NO

How Many People are in the Household? \_\_\_\_\_

Race of Member: White Multi Racial African American Native American Asian Hispanic Hawaiian Other

Ethnicity of Member: Non-Hispanic/Latino Hispanic/Latino

Preferred Language? English Spanish French Other: \_\_\_\_\_

Does anyone in the household receive: SNAP Free Lunch Reduced Lunch

Does anyone in the household receive: SSDI SSI TANF or Day Care Voucher

Member Lives with: Mother Father Both Parents Shared Custody Foster Parent Other Relatives

Household Type: Single Parent Household Two Parent Household Foster Care

Household Income: Under \$46,300 \$46,301-\$60,500 \$60,501-\$74,800 \$74,801-\$89,000

\$89,001-\$103,250 \$103,251-\$117,500 \$117,501-\$120,200 \$120,201-\$122,800 \$122,801-\$125,500

Over \$125,501

**Boys & Girls Clubs of Kennebec Valley  
RELEASES & POLICY INFORMATION**

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.

Intl: \_\_\_\_\_ Signature \_\_\_\_\_

I understand that the Boys & Girls Club of Kennebec Valley may share information about the minor child listed on this application with Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on this membership application form, information provided by the minor child's school or school district, and other information collected by The Club, including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

Intl: \_\_\_\_\_ Signature \_\_\_\_\_

Member's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_ School Yr. \_\_\_\_\_

**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 understand that emergency transportation might be called and I will be responsible for any/all costs of medical attention and treatment which includes transportation.

**EQUIPMENT USAGE**

\_\_\_\_\_ My child has permission to use any/all age-appropriate equipment (this includes all equipment that is used to participate in sporting activities such as soccer, volleyball, basketball etc.) 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.

**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.

**COMPUTER POLICY – 2<sup>ND</sup> GRADES and ABOVE**

\_\_\_\_\_ My child and I have read and understand the Clubs computer policy which is located in the program handbook or on our website.

**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 Club 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.

**CHILDCARE PAYMENT POLICY**

\_\_\_\_\_ Payments will be withdrawn from the account provided to the Club every Friday unless other arrangements have been made with the CFO. This payment is for the upcoming week of service. **Child Care** payments are ONLY processed by ACH Debit Authorization. ACH returned for non-sufficient funds (NSF) will be charged a \$25.00 fee.

**SCHOOL AGE ONLY – Kindergarten - 5<sup>th</sup> 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.

**TEEN CENTER ONLY**

**OPEN DOOR POLICY**

\_\_\_\_\_ I understand that **ALL** Teen Center members will be **Open Door**. Our open door policy states members may arrive and depart from the Club on their own; however, child must sign in and out. Once the member signs out for the day they may not return and The Club is not responsible for the member.

**21<sup>st</sup> COMMUNITY LEARNING CENTER**

\_\_\_\_\_ I would like my Teen Center member (Grades 6-8) to participate in the CCLC program while attending the Club. CCLC is a tutoring program through the department of education where the Club is able to provide small group tutoring with certified teachers and/or students who are in the top 10 percent of their class.

\_\_\_\_\_ I understand that my child **MUST** attend at least **THREE** days a week to keep their tutoring spot in CLC.

**School Year Teen Center is free due to several grant funding sources.**

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

PLEASE PRINT NAME: \_\_\_\_\_

ALL FORMS NEED TO BE COMPLETED AND RETURNED TO THE CLUB WITH PAYMENT TO COMPLETE REGISTRATION

## PARENT/GUARDIAN CONSENT FORM

I, the parent or legal guardian for \_\_\_\_\_ hereby give my permission for my child to participate in the Mentoring Program at the Boys & Girls Club.

I fully understand that the program involves mentors, who shall be selected from the community and will be screened (including a criminal background check) and trained before beginning in the program. A mentor will be expected to spend a minimum of one hour per week with my child on-site at the Boys & Girls Club. The mentor is not allowed to take or meet my child beyond the Club facility.

I understand that my child will participate in an orientation session at the Club in which the program will be explained. The program is planned to last one year and continuation may then be discussed.

I understand that during the course of the mentoring program there may be special group events (incorporating all mentors and youth) and family events planned. I understand that the staff of the Club will provide ongoing monitoring of the mentoring activities.

I give the Boys & Girls Club Mentoring Program Coordinator permission to obtain my child's academic and attendance records from my child's school.

I permit the Mentoring Program staff and the Boys & Girls Club to utilize photographs of my child taken during his/her involvement in the mentoring program and waive all rights of compensation.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Printed name of Parent/Guardian)

Date \_\_\_\_\_

Please sign the permission form and return to the Boys & Girls Club Mentoring Program Coordinator with your registration form.

Thank you!



**BOYS & GIRLS CLUBS  
OF KENNEBEC VALLEY**

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

**2024-2025  
Program Handbook**

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

## Table of Contents

Administrative Staff Directory .....	4
Clubhouse Locations & Phone Numbers .....	4
Welcome .....	4
Mission .....	4
Club Philosophy .....	4
Program Holiday's .....	5
Shutdown Weeks/Days .....	5
Child Care Licensing Program Descriptions .....	6
<b>Sandra M. Prescott Clubhouse</b>	
Early Childhood Programs	
Early Childhood Curriculums.....	6
Early Childhood Program Hours .....	6
Infant Care .....	6
Toddler Care .....	7
Early Preschool Care .....	7
Preschool Care.....	7
Kindergarten & 1 Grade.....	8
School Age 2 <sup>nd</sup> -5 <sup>th</sup> Grade .....	8
Teen Center.....	9
<b>Chelsea Clubhouse</b>	
Chelsea Child Care .....	10
21 <sup>st</sup> Century Community Learning Center (CLC)-Chelsea Site .....	11
<b>Palermo Clubhouse</b>	
Palermo Child Care .....	11
<b>Whitefield Site</b>	
NEW 21 <sup>st</sup> CCLC Site .....	12
<b>Registration Process &amp; Payment Polices</b>	
Program Orientation .....	12
Translation App .....	12
Registration Process .....	12
Leaving the Program .....	13
Updating Member Information .....	13
How to Enroll in the Remind App .....	13
Payment .....	13
Non-Sufficient Funds (NSF) .....	13
Child Care Assistance .....	13
Child Care Affordability Program (CCAP) .....	14
Transitional Child Care (TCC) .....	14
Scholarships .....	14
Program Fees .....	14
<b>Food Program &amp; Policies</b>	
Food Service Program .....	15
Food Allergies / Replacement Meals .....	15
Food from Home & Treats from Home .....	16
Food and Drink Prepared Onsite .....	16
<b>Club Expectations, Polices &amp; Procedures</b>	
Arrival & Departure .....	16
Appropriate Attire .....	17
Facility Conditions .....	17

Rights of Children/Members .....	17
Behavior Expectations .....	17
Suspension / Dismissal / Expulsion Policy .....	18
Positive method of Member Guidance .....	18
Prohibition of Private One-on-One Interaction Policy .....	18
Supporting Developmental Needs of Members .....	21
Sleep Safe Policy .....	21
Health & Medication .....	21
Head Lice Policy .....	22
Toileting .....	22
Cloth Diapering .....	22
Toys and Personal Items from Home .....	23
Sunscreen Policy .....	23
Bug Spray Policy .....	23
Drug and Alcohol Free Workplace & Facilities .....	23
Smoke Free Policy .....	24
Concealed Weapon .....	25
Transportation to and from School .....	25
Club Vehicles / Transporting Children .....	25
Child Abuse Prevention Policy .....	27
Supervision.....	29
Respect and Safety .....	29
Emergency Operation Plan Policy .....	29
Fire Drills / Emergency Evacuation Plan .....	29
Storm Days, Power Outages and State of Emergency .....	30
Restroom Policy .....	30
Field Trip / Public Restroom Policy .....	31
Water Safety Policy / Field Trip Policy / Emergency Water Plan .....	31
Staff Qualification & Development .....	31
Screening and Onboarding Policy .....	31
Required Training for Staff .....	33
Mandated Reporter .....	33
General Incident Description .....	33
Internal Incident Reporting .....	33
External Incident Reporting .....	34
Incident Investigating .....	34
Injury Reporting .....	34
Technology Policies & Procedure	
Club Member Usage .....	35
Use of Video Surveillance .....	38
Placement & Notification of Video Surveillance .....	38
Access to Video Images .....	38

## Administrative Staff Directory

Chief Executive Officer, Ingrid Stanchfield

[istanchfield@bgckv.org](mailto:istanchfield@bgckv.org)

Chief Financial Officer, Paula Burke

[pburke@bgckv.org](mailto:pburke@bgckv.org)

Teen Center Director & 21<sup>st</sup> CCLC Director, Holly Jordan

[hjordan@bgckv.org](mailto:hjordan@bgckv.org)

Child Care Director, Jessica Phillis

[jphillis@bgckv.org](mailto:jphillis@bgckv.org)

School Age Program Director, Heather Genest

[hgenest@bgckv.org](mailto:hgenest@bgckv.org)

Assistant Child Care Director, Amanda Chapman

[achapman@bgckv.org](mailto:achapman@bgckv.org)

Food Service Director, Niki Prescott

[nprescott@bgckv.org](mailto:nprescott@bgckv.org)

Development Director, Nicole Cooley

[ncooley@bgckv.org](mailto:ncooley@bgckv.org)

Executive Administrative Assistant, Elisha Rice

[erice@bgckv.org](mailto:erice@bgckv.org)

Office Manager, Monica Cavanagh-Boucher

[mcavanaghboucher@bgckv.org](mailto:mcavanaghboucher@bgckv.org)

### Offsite Staff

Palermo Clubhouse Program Director, Katie Miller

[kmiller@bgckv.org](mailto:kmiller@bgckv.org)

Chelsea Clubhouse Program Director, Erica Stanley

[estanley@bgckv.org](mailto:estanley@bgckv.org)

Chelsea 21<sup>st</sup> CCLC Site Director, Meagan Bowdoin

[meagan@bgckv.org](mailto:meagan@bgckv.org)

## Locations

### Sandra M. Prescott Clubhouse

14 Pray Street Gardiner, Maine 04345

Phone (207) 582-8458 Fax (207) 582-7902

### Chelsea Clubhouse – Also 21<sup>st</sup> Century Community Learning Center Site

566 Togus Rd. Chelsea, ME 04330

Child Care Phone (207) 215-4193

CLC Phone (207) 899-8641

### Palermo Clubhouse

501 ME-3 Palermo, ME 04354

Phone (207) 592-1233

### Whitefield 21<sup>st</sup> Century Community Learning Center Site

164 Grand Army Rd. Whitefield, ME 04353

## Welcome

Thank you for choosing the Boys & Girls Clubs of Kennebec Valley to provide care and supervision for your child(ren). BGCKV offers licensed Child Care programs, Teen programming, 21<sup>st</sup> Century Community Learning Center programs and youth sports.

## 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 our members. The Club provides structure and clearly defines acceptable behavior.



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

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

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

**Recognition:** Staff and Club volunteers recognize and support our member's self-worth and accomplishments. Staff encourage members and provide positive reinforcement as they make improvements and experience successes. The Club showcases the achievements of our members.

**Family Support:** We take our responsibility to you and your family seriously and work as a team to provide a safe, positive environment for all Club members. Let's work together to make sure your child(ren) have a safe place, positive adult interactions, 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

Independence Day	Thursday, July 4 <sup>th</sup> , 2024
Labor Day	Monday, September 2 <sup>nd</sup> , 2024
Indigenous Peoples' Day	Monday, October 14 <sup>th</sup> , 2024
Veteran's Day	Monday, November 11 <sup>th</sup> , 2024
Thanksgiving & Day After	Thursday & Friday, November 28 <sup>th</sup> & 29 <sup>th</sup> , 2024
New Year's Eve	Tuesday, December 31 <sup>st</sup> , 2024 <b>CLOSING AT 3PM</b>
New Year's Day	Wednesday, January 1 <sup>st</sup> , 2025
Martin Luther King Jr. Day	Monday, January 20 <sup>th</sup> , 2025
President's Day	Monday, February 17 <sup>th</sup> , 2025
Patriot's Day	Monday, April 21 <sup>st</sup> , 2025
Memorial Day	Monday, May 26 <sup>th</sup> , 2025
Juneteenth	Thursday, June 19 <sup>th</sup> , 2025
Independence Day	Friday, July 4 <sup>th</sup> , 2025

**Full payment is expected for all holiday weeks.**

### Shutdown Weeks/Days

ALL Clubhouses and programs are closed for two weeks per year.

August Shutdown - EVERYONE August 19<sup>th</sup>-23<sup>rd</sup>, 2024

December Shutdown - EVERYONE December 23<sup>rd</sup>-27<sup>th</sup>, 2024

The Chelsea Clubhouse is closed for an additional week due to the facility agreement with RSU 12.  
Chelsea ONLY August 12<sup>th</sup>-16<sup>th</sup>, 2024

The Palermo Clubhouse will be closed two additional days which are the 15<sup>th</sup> & 16<sup>th</sup> of August 2024.

The Club will **NOT** require payment for weeks listed above.

## Child Care Licensing Program Descriptions

BGCKV's early childhood program, K-1, School Age, Chelsea and Palermo Clubhouses are inclusive Child Care programs that follow all Maine State Licensing Rules & Regulations as well as rules and regulations set forth by Boys & Girls Clubs of America (BGCA). Staff will make every attempt to make adaptations or modifications necessary to meet the needs of the children when possible. The Club is unable to provide one-on-one staffing for any child at any of our locations. We will do our best to work with parents/guardians and/or outside agencies to support the child's needs while in our care.

### **Sandra M. Prescott Clubhouse**

#### **Early Childhood Programs (6 weeks - Preschool) – Year-Round Programming**

##### **Early Childhood Curriculums**

Early childhood educators at BGCKV's Sandra M. Prescott Clubhouse use developmentally appropriate practice and consider the unique needs of all children when planning the weekly curriculum. Our infant and toddler programs use Creative Curriculum Infants, Toddlers and Twos to create a more individualized lesson plan. Most infants and toddlers develop at different paces which is why we strive to nurture everyday moments with our youngest learners. This curriculum builds daily routines and creates meaningful learning experiences.

Our two preschool programs use the Pre-K for ME curriculum. This research-based, whole child curriculum meets the requirements of Chapter 124: Public Preschool Program Standards and is developmentally appropriate for preschool children. Pre-K for ME is intended to support any preschool teacher in providing a rich, play-based, intentional curriculum that is aligned to Maine's Early Learning and Development Standards as well as the Head Start Early Learning Outcomes Framework. Pre-K for ME builds social-emotional, executive function, language, literacy, math, and vocabulary skills. In addition, students' conceptual knowledge around a variety of topics is enhanced an important component for school success.

##### **Early Childhood Program Hours**

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

##### **Infant Care ages 6 weeks to around 18 months**

###### *Group Ratio*

1 Staff to 4 children / Group Max 8 Infants

###### *Daily Activities*

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.

###### *Daily Schedule*

Bottles are fed on demand of the child and/or the request of the parents/guardians. Table foods are offered upon the parent/guardian request. Menus are available once the child reaches solid food stage. The Club provides breakfast, lunch and an afternoon snack. Naps are on demand of the children and/or at the parent/guardian request. When the weather permits our infants can use our outside space designed especially for them. Throughout the day our infants participate in other activities to aid in their development and develop routines.

*The Club provides*

Breakfast, lunch and a snack for infants at finger food stage and up.

*Parents/Guardians 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.

**Toddler Care ages around 15 months up to 3 years**

*Group ratio*

1 staff to 5 children / Group Max 10 Toddlers

*Daily Schedule*

Children participate in open learning during drop off time. Breakfast is offered around 7:30 am. After breakfast staff focus on toilet learning, self-help skills, developing routines and good hygiene skills throughout the day along while participating in activities that are developmentally appropriate. To improve their gross motor skills the toddlers go outside (weather pending) or to the gym daily. Lunch is served before rest time and an afternoon snack is provided once everyone is awake. The afternoon consists of age-appropriate activities and open learning. Toilet learning and diapering takes place every two hours throughout the day or sooner if necessary.

*Parents/Guardians provide*

Diapers, wipes & extra clothes and any specialty food we are unable to provide.

**Early Preschool Care ages 2 ½ years up to 4 years**

*Group Ratio*

1 staff to 7 children / Group Max 14 Children

*Daily Schedule*

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

*Parents/Guardians provide*

Diapers, wipes & extra clothes and any specialty food we are unable to provide.

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

*Group Ratio*

1 staff to 10 children / Group Max 20 Children

*Daily Schedule*

The Preschool Program provides a variety of fun and educational activities to help your child feel comfortable learning and playing in a larger group setting. Children participate in open learning during drop off time. Breakfast is offered 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 arts & crafts, music & movement, games, dramatic play, prewriting, and other literacy activities are offered each day. Children go outside and/or have gym time each day. Lunch is

offered at 11:00 am followed by a rest time which ends around 2:30 pm. After rest time a snack is provided. Additional outside time 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 child use only bathroom in the classroom and available when needed. We ask parents to bring a change of clothes and any specialty food we are unable to provide.

## **Kindergarten & 1 Grade-Year-Round Program**

### *Group ratio*

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

Full Day Care 6:30 am to 5:30 pm

### *Program Description*

The K-1 program provides a transitional space for children who are in their early years of school. The Club has created a space where members can participate in a variety of enrichment activities, exploring & playing outside, and enjoying occasional gym time after school. Our K-1 program is a year round program, payment is expected each week unless a two-week notice has been provided from the parent/guardian. MSAD 11 provides transportation to and from school and parents/guardians provide transportation home before the close of the day. The K-1 program runs before & after school, on no school days, early release days and most snow days. Before school breakfast is offered and after school a small meal or snack is offered. On no school days lunch is also provided. After school is released for the summer vacation occasionally the K-1 group attends field trips and enjoy water play outside. Spaces are limited in our K-1 program and residents of Gardiner, South Gardiner, West Gardiner, Randolph and Pittston have priority over all other towns.

## **School Age Program Grades 2-5 - Year-Round Program**

### *Group ratio*

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

Full Day Care 6:30 am to 5:30 pm

### *Program Description*

Children who are enrolled in 2<sup>nd</sup> through 5<sup>th</sup> grade make up our school age program. Our school age program is a year-round program and payment is expected each week unless parents/guardians provide the Club with a two-week notice. Children participate in outside activities, gym time, homework help, arts and crafts and other enrichment activities. The Club offers breakfast before school and a small meal or snack after school. Lunch is provided on full days of care. Transportation is provided to and from school for all the MSAD 11 schools. Parents/Guardians need to provide transportation home from the Club. Throughout the year members occasionally go on field trips to a variety of places. Parents/Guardians are provided with a monthly calendar to keep them informed of all the events and activities. Spaces are limited in our school age program and residents of Gardiner, South Gardiner, West Gardiner, Randolph and Pittston have first priority over all other towns.

## Teen Center - Grade 6<sup>th</sup> to 12<sup>th</sup> (School Year & Summer Programming)

### School Year Programming

#### *Group Ratio*

1 Staff to 20 Children Maximum

#### *Normal Program Hours*

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

Scheduled Early Release Days 11:00am to 5:30pm

School Workshop Days/Vacation Weeks (Feb. & Apr.) 6:30am to 5:30pm

#### *Program Description*

The Clubs Teen Center is made up of youth entering 6<sup>th</sup>-12<sup>th</sup> grade. Registration is required for ALL members. The Teen Center is considered a drop in center and is **NOT** part of our licensed Child Care. The Teen Center is funded by several grants which makes it possible for all our Teen Center members to have a FREE membership for the 2024-2025 school year.

MSAD 11 provides transportation to the Club for students who attend Gardiner Regional Middle School. Gardiner Area High School is conveniently located behind the Sandra M. Prescott Clubhouse which allows students to walk to the Club once school is released. The Teen Center opens on the first day of school and runs until the last day. A monthly calendar is available for parents/guardians at the sign in desk which is located inside the Teen Center. Important information about upcoming activities, schedules changes and anything that needs to be relayed to parents/guardians is on the monthly calendar. The Club offers a small meal or afternoon snack to all members after school. Information is also sent out on the Remind App.

Members in grades 6<sup>th</sup>-8<sup>th</sup> can participate in the 21<sup>st</sup> Century Community Learning Center (CLC) program which is a grant funded program through the Department of Education. CLC offers students additional services, activities, and tutorial help in the areas of math, sciences, and literacy with certified teachers and students in the top 10% of their class from area high schools. Members that want/need to participate in CLC **MUST** attend at least **THREE** days a week to keep their tutoring spot. Members will be removed from the CLC program if they do not attend regularly.

The Club closes promptly at 5:30 pm. All members must be picked up by or have made other arrangement to get home. All Teen Center members have an open door checkout policy. This means that members can sign themselves out and leave the Club when they want. The Club does require all members to sign in and out with their scan card and communicate with a member of staff each day when they are leaving. Once a member has sign out, they may not return and must leave the property. Members cannot hang out in the parking lot or the lobby once they have signed out.

#### *Additional Closures for the Teen Center during the School Year*

The Teen Center is **CLOSED** on all non-scheduled early release days, no matter the reason. It is also **CLOSED** on all storm/snow days. The teen center might also be closed additional days that other Club programming isn't. Please check the monthly calendar before sending any Teen Center member on no school days.

#### *February & April Vacation Weeks*

The monthly calendar for February and April will provide information on extra activities, departure and arrival time for field trips, and/or extra fees associated with vacation weeks. Not all vacation

weeks are free. If a fee is required, the fee needs to be paid prior to attending. The Club offers breakfast, lunch and an afternoon meal or snack on days that teens are at the Club for full days.

## **Summer Programming**

### *Group Ratio*

1 Staff to 20 Children Maximum

### *Program Hours*

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

### *Program Description*

The Club offers an eight-week summer program. The summer program is a separate program from the school year program. A separate summer registration form is required which is available Mid-May. Teens can pick and choose weeks. Each week is themed with at least two field trips to a variety of places around central Maine. The summer schedule is available Mid-May with the registration form. Any changes to the schedule will be relayed through the Remind App.

The weekly fee includes all field trips, activities, breakfast, lunch and an afternoon snack. The summer program is limited to 50 members each week and spots are filled on a first come first serve basis. The Club has a limited number of scholarships for families in need. Applications are available in the front office. The Club also accepts payments from the State of Maine Child Care Subsidy program for qualifying families.

Teens entering 9<sup>th</sup> grade and above are eligible to participate in the Club's Counselor in Training program (C.I.T.). These members volunteer in one of three program spaces; school age, K-1 and Teen Center. As a C.I.T members get on the job training while receiving community service hours.

The Club closes promptly at 5:30 pm in the summer as well. All members must be picked up by a or have made other arrangement to get home. The Club has an open door checkout policy for our teens, this means that teens can sign themselves out at any time. The Club does require all members to sign in and out with their scan card and communicate with a member of staff each day when they are leaving. Once a member has sign out, they may not return and must leave the property. Members cannot hang out in the parking lot or the lobby once they have signed out.

## **Chelsea Clubhouse**

### **Chelsea Child Care – Age 5 to Age 12**

#### *Group Ratio*

1 Staff to 13 Children

#### *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

Full Day Care 6:30 am to 5:30 pm

#### *Program Description*

Chelsea Child Care is a licensed Child Care for students that attend Chelsea and Whitefield Elementary school. This is a **YEAR-ROUND** program; payment is expected each week unless a two-week notice has been submitted by the parent/guardian.

Chelsea students can attend both before and after school while Whitefield students can only attend after school due to busing. RSU 12 provides transportation from Whitefield Elementary to

the Chelsea Clubhouse on school days. All other days' parents/guardians need to provide transportation to and from the Club.

During program hours' youth participate in a variety of activities such as arts & crafts, STEAM activities, gym time and outside time depending on the time of year and weather. Once school is released for summer vacation, they participate in additional summer activities. A monthly calendar for June, July and August is provided to parents/guardians which lists all activities so members can come to prepared.

As a part of a licensed Child Care program, it follows all the rules and regulations set forth by Child Care Licensing and BGCA. To check availability please contact the Chelsea Program Director.

## **21<sup>st</sup> Century Community Learning Center (CLC)– Camp Chelsea**

### *Group Ratio*

1 Staff to 13 Children Maximum

### *CLC Hours of Operation*

School Year Monday- Friday (NO WEDNESDAY's) 2:30 pm to 4:30 pm

Summer Weeks Monday-Thursday 8:00 am to 12:00 pm

### *Program Description*

CLC is available to Chelsea Elementary students in grades 2<sup>nd</sup>-8<sup>th</sup>. The Chelsea CLC program offers both a school year program and a summer enrichment program. This is a 21<sup>st</sup> Century Community Learning Center grant funded program through the Department of Education.

During the school year CLC is offered on Mondays, Tuesdays, Thursdays and Fridays. Students that need extra help with homework and want to participate in enrichment activities can register for CLC. Students receive a snack after school before CLC begins which is provided by RSU 12.

The summer CLC program runs for 6 weeks. Students attend field trips, participate in a variety of activities and help bridge the gap from one school year to another. Summer programming is offered Monday-Thursday 8:00 am to 12:00 pm. Lunch is provided to CLC members during summer weeks. For more information about the summer program speak with the CLC program director.

Separate registration forms are required for each of the CLC programs. If the registration form is not complete your child cannot be able to attend.

## **Palermo Clubhouse**

### **Palermo Child Care – Age 5 to Age 12**

#### *Group Ratio*

1 Staff to 13 Children

#### *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

Full Day Care 6:30 am to 5:30 pm

#### *Program Description*

The Palermo Clubhouse is a licensed Child Care program for youth ages 5 to 12 that attend Palermo Consolidated School. This program follows all the rules and regulations set forth by State of Maine Child Care Licensing as well as all the rules and regulations set forth by BGCA. The Palermo

Boys & Girls Clubs of Kennebec Valley reserves the right to change any of these policies, as necessary. REVISED 7/23/2024

Clubhouse is a YEAR-ROUND Child Care program that offers care before and after school, early release and workshop days. Parents/Guardians can choose just after care or before & after care. The Club provides an afternoon snack on school days and breakfast and lunch on no school days. To register for the Palermo Clubhouse please check in with the Program Director. During the summer weeks members participate in field trips, water games and a variety of other activities. A calendar of all activities is available towards the end of school.

## **NEW Whitefield CLC Site**

### **21<sup>st</sup> Century Community Learning Center (CLC)**

#### *Group Ratio*

1 Staff to 13 Children *Maximum*

#### *CLC Hours of Operation*

School Year Monday- Friday (NO WEDNESDAY's) 2:30 pm to 4:30 pm

#### *Program Description*

Whitefield CLC is a NEW program for the 2024-2025 school year. It is located at Whitefield Elementary School and is available to Whitefield students in grades 2<sup>nd</sup>-8<sup>th</sup>. Programming is offered on Mondays, Tuesdays, Thursdays and Fridays. Whitefield CLC is offered during the school year only. If Whitefield CLC members want to attend summer programming they will have to attend the CLC program at Chelsea Elementary School. This is a grant funded program offered through the Department of Education.

All students participate in small group tutoring and enrichment activities with local teachers and high school students that are in the top ten percent of their class. Students will receive a snack after school before programming starts. All students must be registered before attending. Forms are available on BGCKV's website or at the Whitefield school.

## **Registration Process & Payment Policies**

### **Program Orientation**

BGCKV requires parents/guardians who are enrolling children into one of our licensed Child Care programs to schedule a 30-minute orientation with the Program Director prior to child(ren) starting. This meeting will help parents/guardians and the child(ren) transition into the program. Parents/Guardians are welcome to visit the Club 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(ren) up to the age of 12. Families that are enrolling infants at the Sandra M. Prescott Clubhouse may also be required to provide a birth certificate to verify the age of the child.

### **Translation App**

The Club uses the Translation App which is found in the Apple Store or Google Play Store. This app is used to communicate with families that come to any of our Clubhouses or are interested in any Club programming with English as their second language.

### **Registration Process**

Please check with the program director or the front office before enrolling into any Club program. All member information received is kept confidential and kept in a secure place.

1. Complete all forms in the registration packet, which includes registration form, computer use policy form (if applicable), program forms (if applicable), and ACH form (if applicable).



2. All original (no fax/email) completed forms must be submitted to the front office/program director before a member can start. Faxes and emails are only accepted when putting a child on the Club's wait list.
3. Child Care programs require a 30-minute registration meeting with the 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 members starting under the age of 6 months.
6. Enroll in the Remind App for program communication from Club staff.

### Leaving the Program

When withdrawing a member from any Child Care program at any of our locations, we require parents/guardians to complete a two week notice form. Payment will be withdrawn each week unless a two week notice form 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 later and/or to participate in any sports programs affiliated with the Club.

### Member Information

The Club must be notified of any changes to phone numbers, address, emergency contacts and/or pertinent information as soon as possible. It is important to keep all members' information up to date in the event of an emergency and/or other Club purposes.

### 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 by contacting the program director.

Staff and parent's/guardians communication is done mostly through the Remind App. Parents/Guardians can also communicate with staff during drop off and pick up time or by phone.

### Payments

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

### Non-Sufficient Funds (NSF)

All returned ACHs for non-sufficient funds (NSF) will be charged a \$25.00 fee upon your weekly fee. NSF will not be tolerated and may result in termination from Club programming.

### Child Care Assistance

The two most commonly utilized and accepted assistance programs are the Child Care Affordability Program (CCAP) and Transitional Child Care (TCC). Please refer to each program description below. Families are encouraged to apply for either program if they are income eligible.

## Child Care Affordability Program (CCAP)

CCAP has recently changed the qualifications for Child Care assistance from 85% of Maine's Median Income to 125%. If you are a parent/guardian who is working, in school, in a job training program, or a guardian that is the age of 65 with retirement documentation your family might qualify. See income guidelines below.

Effective 07/01/2024			
FAMILY SIZE	ANNUAL INCOME	MONTHLY INCOME (ANNUAL/12)	WEEKLY INCOME (ANNUAL/52)
1	\$68,067.35	\$5,672.28	\$1,308.99
2	\$89,011.15	\$7,417.60	\$1,711.75
3	\$109,954.95	\$9,162.91	\$2,114.52
4	\$130,898.75	\$10,908.23	\$2,517.28
5	\$151,842.55	\$12,653.55	\$2,920.05
6	\$172,786.35	\$14,398.86	\$3,322.81
7	\$176,713.31	\$14,726.11	\$3,398.33
8	\$180,640.27	\$15,053.36	\$3,473.85
9	\$184,567.23	\$15,380.60	\$3,549.37
10	\$188,494.20	\$15,707.85	\$3,624.89

1. You can apply online:

<https://www.maine.gov/dhhs/ocfs/support-for-families/child-care/paying-for-child-care>

2. Call (207) 624-7999 or 1-877-680-5866 or

3. Email [Patti.Shellenbarger@maine.gov](mailto:Patti.Shellenbarger@maine.gov) or

4. Visit your local DHHS office for more information.

The Club has CCAP applications in the front office of the Sandra M. Prescott Clubhouse and completed provider forms which is required when the application is submitted.

## Transitional Child Care (TCC)

You may qualify for Transitional Child Care (TCC) if you have received TANF in the last 12 months. If you are receiving or have applied for assistance the CFO must receive notification from the program BEFORE your child attends, unless you plan to pay weekly fee until funding has been received.

Contact for TCC: Phone (207) 778-8429; Email: [Farmington.DHHS@maine.gov](mailto:Farmington.DHHS@maine.gov)

## Scholarships

The Club receives funding from United Way of Kennebec Valley for scholarships. Scholarships are awarded to families in need that have exhausted all other avenues for acquiring assistance. The Club has limited amount of scholarships available each fiscal year. Please ask for an application if you are requesting assistance. Application packets must be fully completed in order to be processed.

## Program Fees

The following fees are for residents of Gardiner, West Gardiner, South Gardiner, Randolph and Pittston. All other towns are accessed an additional \$25.00 fee per week.

### Sandra M. Prescott Clubhouse

Infant \$275.00 per week

Toddler \$250.00 per week

Early Preschool \$250.00 per week

Preschool \$267.00 per week

School Year K-5<sup>th</sup> Grade \$135.00 per week

Full-Time Care K-5<sup>th</sup> Grade \$180.00 per week (this fee applies after the 1<sup>st</sup> full week school is release for summer)

Teen Center School Year FREE

Teen Center Summer \$180.00 per week

### Chelsea & Palermo Clubhouse

Before & After Care \$135.00 per week

After Care \$90.00 per week - Does not include before school or school delays.

Full-Time Care \$180.00 per week (this fee applies after the 1<sup>st</sup> full week school is release for summer)

## Food Programs & Policies

### Food Service Programs

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](mailto: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.

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 Sandra M. Prescott is an open summer feeding site.

### Food Allergies / Replacement Meals

Parents/Guardians must notify the Child Care Director and/or the Food Service Director as soon as possible if a member has or develops a food allergy. The Club requires a Dietary Restriction and Substitution Statement form with a physician's signature to be completed 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 parents/guardians on any or all occasions.

We ask that parents/guardians inquire about any other allergies in the classroom or building before sending the member with a replacement meal/snack. Refrigeration is not available for members. Please make sure that all meals/snacks are properly stored in a lunchbox/container with an ice pack if needed. Infant and Toddler meals need to be packaged in a closed container with a label that has the member's names and date it was prepared. These meals can be refrigerated in the classrooms. Monthly menus are available for all locations.

### **Food from Home & Treats from Home**

On occasion individual programs have holiday parties or classroom celebrations where parents/guardians are asked to bring in special treats. We ask as much as possible for treats to be prepackaged. This prevents treats with unknown ingredients being brought into the classrooms which protects members with allergies. Please make sure that anything brought in is approved by the Child Care Director, Head Teacher or Program Director.

### **Food and Drink Prepared Onsite**

BGCKV Sandra M. Prescott Clubhouse prepares and distributes food/drink for consumption. This site shall comply with all applicable food service sanitation and public health codes. All dangerous kitchen utensils such as knives are properly and securely stored. If such utensils are in program spaces, they are properly and securely stored as well.

## **Club Expectation, Policies and Procedures**

### **Arrival & Departure**

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

- Accurate attendance records. The Club uses an electronic attendance system at all locations. Scan cards are made available to members at the SMP Clubhouse. Please use them upon arrival and departure.
- All entries and exits to the all our locations are controlled and monitored by an adult staff member over the age of 18 during all hours of operation.
- Entrance to the Clubs are through the front doors of the building or by a designated door which parents/guardians are made aware of. All Child Care members need to be walked into the building and to the program space.
- Parents/Guardians must dress appropriately while at the Club. Please see appropriate attire policy below.
- If your child(ren) will be absent from Child Care, please call the Club. We are required by the State of Maine Child Care Subsidy Program to report 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 a Child Care program may not leave the building by their self or with someone who is not listed on the member's registration form. A phone call or written permission from the parents/guardians will be expected when someone new is picking up.
- Only adults over the **age of 18** may sign a child(ren) out.
- All programs close promptly at 5:30 p.m. 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 local police will be called.

Boys & Girls Clubs of Kennebec Valley reserves the right to change any of these policies, as necessary. REVISED 7/23/2024

- Do not park in handicap parking spaces if you do not have a handicap license plate.
- Do not allow children to use the handicap entrance and exit buttons unless they are handicapped.

### **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 the 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/place that members are attending required bathing suits. 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.

### **Facility Conditions**

All program spaces shall have clear line of visibility and be monitored by staff during hours of operation. Areas that are not in use will remain locked and only accessible by authorized staff.

All interior and exterior spaces, hallways are monitored, maintained, well-lit, clean and free of hazards and obstructions. All storage closets and other unused spaces are 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 from an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

### **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 to the child/member.
3. Each child/member has a right to an environment that meets the health and safety standards set forth by the State of Maine Child Care Licensing and BGCA.
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 conjunction 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 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 receive a verbal warning to discontinue disruptive behavior. A verbal description of acceptable behavior is provided at this time.
2. Members receive an appropriate break in a place away from the situation, but within sight of staff.
3. If disruptive behavior continues, member will be removed from the activities being offered. Parents/Guardians 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, parents/guardians will be called to come and remove member from the program immediately.
5. If all the above steps have been exhausted multiple times, a meeting will be set for parents/guardians, member and the program director to discuss the member's continued attendance in Club programs.
6. The Club has ZERO tolerance of drugs, alcohol, tobacco and violence. Immediate dismissal may occur as a result of any of these issues at the Club, on fieldtrips, sports or Club functions.

## 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. Nonpayment
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 all Club programs. If the decision is made to dismiss or expel the child/member from BGCKV programming, they cannot attend any other Clubhouse or CLC programs.

## 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.

## Prohibition of Private One-on-One Interaction Policy

BGCKV 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, staff, and volunteers (including board members). All staff and volunteers are required to abide by the following:

Boys & Girls Clubs of Kennebec Valley reserves the right to change any of these policies, as necessary. REVISED 7/23/2024

- Ensure all meetings and communications between members and staff or volunteers are never private.
- 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 volunteers 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 professionals. 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.

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

Staff and any non-Club member volunteers including board members may have pre-existing relationships with Club members of any age, youth workers, or youth volunteers these relationships must be disclosed to the Club and a disclosure statement must be completed.

### ***Impact on Mentoring Programs***

Mentorship is a key component of Club programming and has a positive impact on youth. Prohibition of one-on-one interactions does not have to negatively affect our mentor program and/or the ability to build relationships with youth. Mentors can adjust by doing the following:

- Conducting mentoring sessions in areas where other staff and/or members are present or can see you
- Copying parents, staff or other members when appropriate on written and/or electronic communication.
- Schedule all meetings during Club hours and only at Club sites.
- Documenting interactions between mentors and members

### ***Impact on partnerships with local organizations***

- All local organizations are required to abide by Club policies, including background check requirements and prohibition of one-on-one interaction.
- 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/guardians.
- All interactions between mentor and member will be documented and maintained.

### ***Impact on traveling to off-site events and activities***

- When traveling to 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 (1:2 or 2:1 ratio) are traveling together. As an alternative, public transportation may be used.
- If this arrangement presents staffing or budget challenges, consider the following:
  - Inviting parents/guardians to attend and/or chaperone their child.
  - Include additional youth
  - Coordinate with other Clubhouses or nearby organizations to travel with
- Parents/Guardians are required to provide written consent in each instance that members travel to any off-site event. NOTE: Parents/Guardians are NEVER allowed to provide consent for one-on-one interactions
- The same practices listed above are in place when on scheduled field trips.

### ***Impact on transportation to and from the Club***

- If the Club needs to transport a member to/and from a Club event/activity a single member should not be transported with one staff person.
- The Club will consider the following to accommodate a single member:
  - Modify the route of pick up and drop off to make sure a single member isn't first or last.
  - Modify staff schedules to ensure multiple staff are present.
- Pick up and drop off in groups

### ***Exception to One-on-One Policy***

- 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 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 the conversation.
- Placing time limits on the conversation.
- 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.

### **Supporting Developmental Needs of Members**

For the Club to support the developmental needs of children/members of all ages the Club requests that any child/member with an IEP or IFSP submit a copy upon registration for the child/member file. This will help staff better understand the child/member emotional and/or mental capacity.

Children/members enrolled in public school who require additional aid during school hours need to speak to program directors before registering. The Club may require the child/member to have additional support while at the Club. The Club does not provide additional aid for any child/member.

The Club can refer a child under the age of 5 for social, emotional, and developmental needs. 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. With parent/guardian permission 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 the referral was made to, to discuss what options, screenings, and evaluations would be available to support the member's needs.
4. Classroom teachers and/or supervisors will attend the follow-up meetings if necessary to help the member with recommended services.

### **Sleep Safe Policy**

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

### **Health & Medication**

#### **Health**

1. Please keep our staff informed of the health and well-being of your child/member.
2. After exhibiting diarrhea, vomiting or a fever, the child may not attend or will be sent home if happens while at the Club. Keep your child/member home for at least 24 hours after their symptoms have passed.
3. Child/member 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 child's/members physician declaring the child/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 a parent/guardian or an emergency contact person on registration form if the parent/guardian cannot be reached.
7. A health policy form will be completed by program staff when a child/member leaves the Club due to an illness. Both the staff and the parent/guardian must sign the form.

### Medication

1. If a child/member needs to take medication (prescription or over the counter) while attending Club programming the parents/guardians must complete a Medication Authorization Form. No medications will be administered or stored at the Club without a completed form.
2. All medications need to be in the original box/container. Over the counter medications need to also have the original instructions and the expiration date. No exceptions!
3. **Prescription medications** must have members full name, name of medication, date prescribed, expiration date, doctor's information, dosage and time medication needs to be given. A doctor's note is not needed for prescription medication.
4. **Over the counter medications** must be labeled with the member's full name and be accompanied by a note from the child's/member's primary care physician. The doctor's note must include the name of medication, reason for medication, duration that the member will be taking the medication, dosage, and time that the medication needs to be given. Written instructions cannot exceed amounts indicated on the label for the age of the child/member no matter what the doctor's note says.
5. Each time medication is administered by an adult staff over the age of 21 the staff record dose, time, and initial the back medication authorization form for our records and parents/guardians upon request.
6. Expired medications cannot be administered.
7. No medications or medical equipment may be kept with the member.
8. All medications are kept in a secured locked area out of reach of children/members.

### Head Lice Policy

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

### Toileting

Any child/member enrolled in the Preschool through Teen Center programs must be completely toilet trained to enroll. This includes Chelsea, Palermo and Whitefield locations. If an accident were to occur, the parents/guardians may be called to come to the Club and take care of the situation.

### Cloth Diapering

Cloth diapers are welcome at the Club. Parents/Guardians must provide enough diapers for each diaper change daily. The Club changes diaper 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 parents/guardians 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 parents/guardians. Diapers must fit properly to prevent leakage. Soiled diapers/wipes must go home daily. After 3

Boys & Girls Clubs of Kennebec Valley reserves the right to change any of these policies, as necessary. REVISED 7/23/2024

times of the diapers being left in the classroom parents/guardians will be asked to use disposable diapers & wipes.

### **Toys and Personal Items from Home**

We ask that all children/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 from home while in our care. The Club is not responsible for any lost or stolen items while in our care.

### **Sunscreen Policy**

All children/members 6 months 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 an aerosol spray due to some children's health conditions.

### **Bug Spray Policy**

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

### **Drug and Alcohol Free Workplace & Facilities**

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 workplace and facilities. The unlawful or improper use of drugs – including medical and recreational marijuana, controlled substances or alcohol in the workplace – presents a danger to everyone. The organization also has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988.

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.
- Employees, members, parents and volunteers are prohibited from attending the Club or Club events while under the influence of alcohol and/or illegal or unauthorized drugs.
- Employees are prohibited from reporting to work or working when the employee is 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 employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees taking any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or a reasonable accommodation can be made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made.
- Members 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.
- Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace, including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities.
- Membership, employment or volunteering with the organization is conditional up full compliance with the forgoing of the drug- and alcohol-free policy. Any violation of this policy might result in disciplinary action, up to and including discharge.

- Employees must notify their supervisor and/or Club leadership immediately of any criminal drug or alcohol violation.

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 workplace policy, including but not limited to the inspection of organization-issued spaces, desks or other suspected areas of concealment, as well as an employee's, volunteers and Club members personal property when the organization has reasonable suspicion to believe that they have violated this policy.

### **Smoke Free Policy**

The Club 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 Club 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 Club 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 tobacco products:

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, buildings or contracted activity spaces except by law enforcement officers.

### **Transportation To and From School**

MSAD 11 and RSU 12 provide transportation to and from school if needed. Any child/member 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 child/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.

### **Club Vehicles/Transporting Children**

The Club prohibits the transportation of any child/member in their private vehicles at any time. To maintain and increase the longevity of vehicle usage, the following procedures have been developed for the designated drivers of vehicles owned by Boys & Girls Clubs of Kennebec Valley. Every driver is responsible for protecting the Club's investments and ensuring Club members continue to benefit from our transportation resources.

The Club has vehicles which are used for a variety of Club programs and activities. The van schedule will be posted at the front desk monthly. This should be checked before planning use of the van to avoid conflicts. Anyone driving the van must be pre-approved through the CEO, have a recent driving record on file and be put on the Club's insurance policy.

Every driver must comply with the following provisions. Any staff member who disregards or is negligent in enforcing these policies will be subject to disciplinary action, including possible termination of employment.

Listed below are procedures that must always be followed when using the vehicle:

#### **DRIVERS:**

- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization, be over 25 and hold a valid driver's license for at least three years
- All schedule field tips must be pre-approved by the CEO or another member of the administration appointed by the CEO.
- Must keep an updated list of all youth who are transported to and from the Clubhouse and Club related activities.
- Must confirm that no children are left in a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be signed daily to ensure compliance.
- Must complete mileage log each trip the vehicle is used.

- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- Must complete a safety check list before members enter the vehicle. This needs to be completed and signed each trip. Check list includes tire inflation, leaking fluids, mirror position, licensing plates, inspection sticker, first aid kit, light and wiper functions, gas gage, the cleanliness of the interior of the vehicle and the appearance of the outside of the vehicle
- Must submit written reports detailing issues or incidents involving transportation of members to and from the Clubhouse or to and from Club-related activities.
- Must only transport members in official Club vehicles.
- Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in the vehicle.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities.
- **NO FOOD OR DRINKS** are consumed or allowed in Club vehicles. Trips that are over 30 min. ONLY WATER will be allowed.
- Must ensure that all passengers have proper restraint (seatbelts, booster seats, etc.) in accordance with the law.
- Must operate vehicles within the law and are personally responsible for any legal or financial consequences from traffic citations.
- There is NO smoking, vaping, juuling of any kind in any Club vehicle.
- Every driver is responsible for the conduct and behavior of all passengers. Remember that the Clubs name is on the outside of the vehicle.
- Engines are to be stopped and ignition keys removed when parking, refueling, or leaving the Club vehicles. Vehicles must be locked when unattended to avoid criminal misconduct.
- Members will NEVER be left unattended in Club vehicles.
- Keys will be returned to the Club after each trip.
- REMEMBER YOUR SAFETY AND THE SAFETY OF YOUR PASSENGER DEPENDS ON YOUR ALERTNESS!

#### **VEHICLE:**

- Each Club vehicle should meet all local, state and federal inspection and licensing requirements.
- Each vehicle should be inspected as outlined before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly.
- Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance should be maintained.
- Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.
- Each vehicle must have a complete first-aid kit that satisfies state licensing requirements.
- Each vehicle must have a working and current fire extinguisher that satisfies state licensing requirements.
- Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.
- The vehicle must be clean and well maintained and exterior physical damage must be repaired promptly.

#### **In case of vehicle accident, please adhere to the following steps listed below in order**

The steps to take for both minor and major accidents are the same; in the case of a major accident, however, the driver of the vehicle may have to ask a passerby for help in evacuating the



vehicle, setting out flares and/or traffic cones and contacting the police, etc. The appropriate steps are as follows:

- Check for immediate danger that could cause immediate harm, fire, further accidents, etc. Take care of these immediate dangers first.
- Call 911 for police and medical help immediately.
- Determine the extent of the injuries and prioritize the need for treatment. Begin emergency first aid as needed. Place an older Club member or another adult in charge of the uninjured passengers. Do not move injured individuals unless they are in danger.
- Calm Club members as much as possible by remaining composed. Try to remain calm and keep your emotions and voice under control.
- Turn on emergency flashers and send another adult or passerby to place emergency triangles or flares approximately 100 feet behind the vehicle.
- In all circumstances, all staff must stay with the members.
- Write down information on the other driver, if another vehicle is involved.
- Call the CEO as soon as possible.
- If towing is needed, call AAA if the police or emergency personnel haven't already.

In case of vehicle breakdown:

1. Pull off the road to a safe spot and place flares and markers.
2. Remove all passengers from the vehicle and escort them to a safe place away from the road.
3. Call for help. We have AAA roadside assistance

### **Child Abuse Prevention Policy**

The priority of Boys & Girls Clubs of Kennebec Valley is the physical and emotional safety of its members, staff and volunteers. BGCKV maintains a zero-tolerance policy for child abuse. BGCKV implements policies and procedures for members, employees, volunteers, visitors or any victims of sexual abuse or misconduct to report any suspicions or allegations of abuse.

**One-on-One Contact Prohibitions:** BGCKV prohibits isolated one-on-one interaction between Club participants and staff or volunteers, including board members. This includes prohibiting one-on-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means.

Expectations may only be made when delivering approved medical or counseling services by a licensed, trained therapist or similar professional according to professional guidelines. All staff and volunteers, including minor staff (under age 18), are strictly prohibited from meeting Club participants outside of any Club-sponsored activities. The only exception to this rule is if the Club participant is a child or sibling of a staff member or volunteer.

**Child Abuse** is when an adult or another child, whether through action or by failing to act, causes serious emotional or physical harm to a child. Sexual abuse or misconduct may include but is not limited to:

- Any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.
- Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.

- Inappropriate activities, advance, comments, bullying, gestures, electronic communications, or messages (e.g., by email, text, or social media).

**Grooming** is when someone builds an emotional connection with a child to gain their trust for the purpose of sexual abuse, sexual exploitation, or trafficking. Grooming behaviors many include but not limited to:

- Targeting specific youth for special attention, activities, or gifts.
- Isolation youth from family members and friends physically or emotionally. This can include one-on-one interactions such as sleepovers, camping trips and day activities.
- Gradually crossing physical boundaries, full-frontal hugs that last too long, lap sitting or other “accidental” touches.

### ***PHYSICAL INTERACTIONS***

Every staff member/volunteer at the Club is required to maintain appropriate physical contact with all members. Appropriate and inappropriate interactions include but not limited to the following:

Appropriate

- Side hugs
- Handshakes
- High-five and hand slapping
- Holding hand with young children in an escorting situation

Inappropriate

- Full-frontal hugs or kisses
- Showing affection in isolated area
- Lap sitting
- Wrestling or piggyback/shoulder rides
- Tickling
- Allowing youth to cling to an adult’s leg

### ***VERBAL INTERACTIONS***

All staff and volunteers are required to maintain appropriate verbal interactions with all youth at the Club. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate

- Positive reinforcement
- Child-appropriate jokes
- Encouragement
- Praise

Inappropriate

- Name Calling
- Inappropriate joke
- Discussing sexual encounters or personal issues
- Secrets
- Profanity or derogatory remarks
- Harsh language that may frighten, threaten or humiliate members

### ***ABUSE AND SAFETY RESOURCES***

BGCKV prominently displays BGCA-approved collateral that shares ethics hotline, crisis textline and safety helpline information with members, staff, volunteers, and families. We also share all safety policies with parents and guardians upon receiving a membership application.



## Supervision

The Club must abide by regulations set forth by Child Care Licensing and Boys & Girls Clubs of America. BGCKV is committed to providing a safe environment. All Club activities and programs spaces are always under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over). To ensure appropriate supervision staff:

- 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
  - Infant (6 wks. to 18 mon.) 1 Staff to 4 Children – Max Room Size 8
  - Toddler (12 mon. to 2 ½ yrs.) 1 Staff to 5 Children – Max Room Size 10
  - Early Preschool (2 ½ to 4 yrs.) 1 Staff to 7 Children – Max Room Size 14
  - Preschool (3 to 5 yrs.) 1 Staff to 20 Children – Max Room Size 20
  - School Age (Kindergarten or age 5 to 5<sup>th</sup> Grade or age 12) 1 Staff to 13 Children
  - Teen Center (6<sup>th</sup> gr. to 12<sup>th</sup> gr 1 Staff to 20 Children
- Must be trained in appropriate supervision tactics and behavior patterns.
- 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 member unless for Club purposes, as defined in the Acceptable Technology Use Policy.

## 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 Operation Plan Policy

The Club has created and maintains an Emergency Operations Plan (EOP). This plan covers all critical incidents that might happen at the Club. It includes the following:

- Fire
- Severe Weather
- Bomb Threat/Threatening Calls
- Suspicious package
- Intruder/Gunman
- Violent Behavior
- Missing Child
- Emergency Closure
- Power Outages

The EOP also covers all the training schedule and reporting procedures for staff, volunteers, and members as well the drill schedule for practicing in the event of an emergency. The Club has shared the EOP with the local fire department and the local police department.

## Fire Drills / Emergency Evacuation Plan

Monthly fire drills are conducted 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. All drills are logged and kept in a designated area. The following steps must be followed when performing a drill.

1. Security company must be notified before the fire drill is conducted.

2. Alarm can be pulled, triggered in the fire panel or another alarm used to alert the members.
3. Staff shut lights off, close windows, get attendance sheets, emergency kits and shut the door as they exit their classrooms or space.
4. Staff make sure that all kids in attendance in their classrooms are cleared from the building and in the safe zone and accounted for.
5. Assigned staff members will complete a building check.
6. Once the building is cleared in the fire panel silent the alarm and put the alarm back into place.
7. Inform staff and kids that it is safe to re-enter the building.
8. Call the Security company back so they can reset the system.

If there was an actual emergency and the building needed to be evacuated parent/guardians would be informed as soon as all members, staff and anyone else inside the building are in a safe location. Each Clubhouse has a designated SAFE ZONE offsite if relocation is necessary. If any Clubhouse or site needs to relocate further away, MSAD 11 or RSU 12 transportation would be use to for transportation. Emergency information may be transmitted through the Remind App or telephone.

All fire extinguishers and emergency lights on the premises are checked monthly after the drill is complete.

### **Storm Days, Power Outages and State of Emergency**

Child Care programs (infant through 5th Grade) will be open on storm days as much as possible. Closure will only occur if there is a power outage, treacherous road conditions, public health emergency and or the safety of members are at stake.

All closure announcements will be made through the Remind App and our Facebook pages by 6:00 a.m.

Members are obligated to pay for storm days.

Teen Center located at the Sandra M. Prescott Clubhouse and all 21<sup>st</sup> Century Learning Centers are closed on storm days.

If a power outage, severe storms, public health issue 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.

### **Restroom Policy**

#### **USAGE**

BGCKV is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults. There will be a designated adult restroom and procedures to ensure adults and minors never utilize a restroom at the same time. There is a designated adult restroom at all facilities. All bathrooms regardless of the Clubhouse have single-user restroom or multi-user restrooms with single stalls that can be secured from the inside. Only one member is permitted to use the restroom at a time to prevent any one-on-one interactions.

#### **MONITORING**

All 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 outlines 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.

Staff observing unacceptable restroom conditions or incidents shall:

Boys & Girls Clubs of Kennebec Valley reserves the right to change any of these policies, as necessary. REVISED 7/23/2024

- Immediately notify the 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.

### **Field Trip/Public Restroom Policy**

When members are on a field trip or need to use a public bathroom there will be at least 3 members and a staff to prevent one on one interaction between staff and members. Members shall never enter the restroom alone unless it is a single-stall restroom that is empty. One member will enter the single-stall restroom at a time. If the public restroom has multiple stalls Club members will enter the restroom using the rule of three and staying together. Staff are permitted to enter the bathroom as well but they should stay close to the entrance of the restroom maintaining supervision. When possible, staff will monitor the restroom before used by members to ensure that it is free of other adults.

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 into a place where there is a 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 ratio. 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.

### **Staff Qualifications & Development**

All Club staff meet the qualifications set forth by Child Care Licensing Guidelines, Boys & Girls Clubs of America.

Part-time Child Care staff are also required to complete 18 hours of professional development trainings. Full-time Child Care staff are required to complete 30 hours. These hours must be completed annually.

### **Screening and Onboarding Policy**

BGCKV is committed to selecting and retaining effective staff and volunteers to serve our youth. As part of the selection process and in accordance with state background check regulations, background checks and screening procedures are conducted in accordance with this policy.

### **BACKGROUND CHECKS**

BGCKV conducts criminal background checks of all employees, including minor; board members and others who serve on a standing committee; including partners and minors, who have direct repetitive contact with minors.

Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

- Verify the person's identity and legal aliases through verification of a social security number.
- Provide a national Sex Offender Registry search.
- Provide a comprehensive criminal search that includes a national search.
- Provide a comprehensive local criminal search that includes either a statewide or county level criminal search, depending on jurisdiction (a current list of jurisdictions can be found at [www.bgca.net/childsafety](http://www.bgca.net/childsafety)).
- Include any additional background check criteria required by organizational policies, funding or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry or credit checks.

Such checks will be conducted prior to employment and at regular intervals not to exceed twelve months.

All background check finding shall be considered when making employment and volunteer decisions, and BGCKV will not employ potential staff or engage potential volunteers if such individual:

- a. Refuses to consent to a criminal background check.
- b. Makes a false statement in connection with such criminal background check.
- c. Is registered, or is required to be registered, on a state or national sex offender registry.
- d. Has been convicted of a felony consisting of:
  1. Murder
  2. Child Abuse
  3. Domestic Violence
  4. Abduction or human trafficking
  5. A crime involving rape or sexual assault
  6. Arson
  7. Weapons
  8. Physical assault or battery
  9. Drugs possession, use or distribution in the last five years
- e. Has been convicted of any misdemeanor or felony against children, including child pornography.

### ***INTERVIEWING***

The Club conducts in-person behavioral-based interviews with every candidate for employment or program volunteer services.

### ***REFERENCE CHECKS***

BGCKV conducts reference checks on any potential employees or volunteers with direct repetitive contact with young people. Should candidates for employment have previous experience with a Boys & Girls Club, information on the candidate's eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs for which the candidate worked prior to extending an offer for employment or volunteer services. Additionally, BGCKV will provide reference materials when asked by other Member Organizations.

## Required Training for Staff

BGCKV conducts and reports through a BGCA-approved process the following training for all staff and volunteers with direct repetitive contact with youth. These trainings need to be completed before providing services, and annually thereafter.

1. BGCA-approved child abuse prevention
2. BGCA-approved mandated reporting
3. BGCA-approved grooming prevention
4. All the policies, including all safety policies for BGCKV

Child Care staff must also complete a Health & Safety training as well as CPR & 1<sup>st</sup> Aid.

## Mandated Reporter

As required by the State of Maine Child Care Licensing and Boys & Girls Clubs of America, if staff or volunteers have a strong reason to suspect or become aware child abuse and/or neglect, the situation must immediately report it to a supervisor. The Staff and the supervisor will report 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 and have been trained through an approved training set forth by BGCA. A copy of the State of Maine Care Licensing Regulations regarding abuse and neglect are available in the front office.

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)

Boys & Girls Clubs of Kennebec Valley reserves the right to change any of these policies, as necessary. REVISED 7/23/2024

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

### External Incident Reporting

As stated above all staff are mandated reports and follow all BGCA and state rules and regulations.

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 Investigating

The Club 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.

If 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.

### Injury Reporting

#### Serious Injury

In the case of a serious injury such as but not limited to deep abrasions that require stitches or broken bones, parents will be called first. If the parent seeks medical attention from a licensed provider for their child immediately or later the Club needs to be notified within 24 hours of being seen. The Club is required to inform Child Care Licensing.

#### Critical Injury

In the case of a critical injury such as but not limited to a member having unknown seizures, head injury, unknown breathing or heart issues that requires medical care by a licensed provider or a death of a child at any of our facilities first emergency personnel would be called.

Parents/Guardians will be called next to inform them of the situation. Child Care Licensing and BGCA must be notified within 24 hours of the injury or death.

The Club must also notify BGCA via the critical incident portal if any of the following arises:

- 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.

Boys & Girls Clubs of Kennebec Valley reserves the right to change any of these policies, as necessary. REVISED 7/23/2024



- e. Any instance or allegation of abuse, including physical, emotional or sexual abuse; sexual misconduct; harassment; or exploitation (Club-related or not) alleged against any staff member; or any Club-related instance or allegation of abuse, including physical, emotional or sexual abuse; sexual misconduct; harassment; or Club-related exploitation against a volunteer or visitor.
- f. Failure of an inspection by a childcare licensing agency or organization.
- g. Any instance or allegation of a 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 Club brand.
- k. Any other incident deemed critical by the Member Organization.

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

## Technology Policies & Procedures

The Club is committed to providing the 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.

### 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 form and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

**Club devices** shall include 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 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:** BGCKV 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:** BGCKV reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, BGCKV 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. BGCKV 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 BGCKV 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 BGCKV 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 BGCKV 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 Clubs 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.

**Member and Staff/Volunteers technology responsibility:** Any person hired by the Club or volunteers for the Club is prohibited from having any private or isolated meeting or communication with a member via any technological platform such as but not limited to texting, video chat and social media between only a staff member or volunteer and a single member.

## Use of Video Surveillance

The Club recognizes that maintaining the safety and security of Club members, staff, volunteers and Club property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by Club staff, it provides an additional layer of protection.

## Placement & Notification of Video Surveillance

Cameras are installed in and around Club facilities, property and vehicles. The system provides constant monitoring 24/7.

Video surveillance equipment will not be used or installed in areas where Club members, staff, volunteers, or parents/guardians have a reasonable expectation of privacy, such as locker rooms and restrooms.

The Club will determine the operation schedule of any video surveillance equipment in its discretion.

Video monitors are not in areas that enable public viewing.

The Club shall notify Club members, parents/guardians, staff and the public that video surveillance systems are present by signs prominently displayed in appropriate locations throughout the facilities and grounds and provide any other notification or consent as requires by applicable law.

## Access to Video Images

The use of video surveillance equipment on Club grounds shall be supervised and controlled by the CEO. The actual recording equipment will be maintained in an area that is locked and secure to only be accessed by authorized personnel. Live video monitoring may randomly occur as needed.

Video data is recorded and stored digitally. Video recording data is considered confidential and secure. Access to live and recorded video data is **strictly limited** to authorized Boys & Girls Clubs personnel. These authorized personnel are trained in video surveillance policy and how video data should be used during any official investigation.

Video recording data may be used as evidence that a Club member, parent/guardian, staff member, volunteer, or other person has engaged in behavior that violates State or local law, polices, and/or Club rules. Video footage is subject to production by a valid subpoena or other court order.

**The Boys & Girls Clubs of Kennebec Valley reserves all rights to update or amend any and all policies as deemed necessary.**