

# PARENT HANDBOOK



**GREAT FUTURES START **HERE.****



[www.bgclubsofkerncounty.org](http://www.bgclubsofkerncounty.org)

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**Introduction**

Welcome to the Boys & Girls Clubs of Kern County! We are excited to have your child(ren) as a member of our club. This handbook is intended to be a helpful, general information guide for parents and members. Inside you will find information on membership, policies, procedures, and general club programs and guidelines. It is not possible to cover every policy, procedure, program, activity, or event in the handbook; therefore, contact your local club for current and specific information. Once you have read the handbook in its entirety, detach and return the last page of the manual with your signature.

**Mission**

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

**Who Are We?**

The Boys & Girls Clubs of Kern County was founded in 1966 as the Boys Club of Bakersfield. We have grown from serving 25 boys to annually providing after school and holiday day camps for over 8,000 school-age children and youth (ages 5 to 17 years) between 3 Club units and 65 school-based sites in Kern County.

The Boys & Girls Club has extensive experience with implementing research-based, outcome-driven youth development programs. These “Best Practice” programs have a proven track record for making a demonstrated positive difference in the lives of youth by addressing risk factors and promoting asset building and protective factors. Over 370 trained youth development professionals of the Boys & Girls Clubs throughout Kern County implement these educational, enrichment and social development programs.

During the year the Boys & Girls Club offers programs and activities that include classes in computer education and robotics, homework assistance, fine arts, dance, drama, health & fitness, STEM Programming, DIY STEM, along with Soccer, Basketball, and Flag Football inter-club leagues, and life skills (SMART Moves, SMART Girls, and Passport to Manhood). Our program is unique in that it offers a variety of character and leadership building opportunities such as Junior Staff, Torch Club and Keystone Teen Program. Furthermore, our staff is trained in a proven youth development strategy that focuses on promoting protective factors and building social bonding.

**Programs**

Program schedules will differ from site to site depending on activities planned for the day or other special events. During the school year homework assistance and educational enrichment activities are scheduled daily along with evidence based program models. The Boys & Girls Clubs will also use proven and nationally recognized programs in five core program areas – Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts and Sports, Fitness and Recreation along with Specialized Initiatives.

**Admission & Registration**

The Boys & Girls Club of Kern County serves children ages 5-17. Parents can register their child(ren) by completing the appropriate Boys & Girls Clubs of Kern County application, parent handbook and paying the registration fee along with the applicable program fees (if required). All paperwork and payments (if required) are required *before your child can participate in the program.*

**All Fees are non-refundable and non-transferable.**

In order to enroll your child(ren) to become a member of Boys & Girls Clubs of Kern County we must have the following:

Enrollment Application

Handbook Acknowledgement Form (back of this handbook)

Fees for Service Documentation

For a list of our current locations, board members, administrative staff, and site managing staff visit: [www.bgclubsofkerncounty.org](http://www.bgclubsofkerncounty.org)

**Payment Policy**

As a non-profit organization, the Club is dependent on prompt payments from all of our families. We ask that all payments be made in advance of a child's participation. Statements will not be sent out. A late fee of \$10.00 per week will be assessed on all delinquent accounts unless prior arrangements have been made with management. Consistent late payments could jeopardize membership in the Boys and Girls Clubs of Kern County. Returned checks will result in a \$25 administration fee.

**Administrative Office**

Boys & Girls Clubs of Kern County

801 Niles Street, CA 93305

(661) 325-3730

info@bgclubsofkerncounty.org

**Hours of Operation**

The after school programs are open from school dismissal until 6:00 p.m. Hours may vary and appropriate notice will be given to families if hours are scheduled to change.

### **Days of Operation**

All campus-based programs are open Monday - Friday following public school calendars during the regular school year. If the school closes for inclement weather, the Boys & Girls Clubs of Kern County will also close. However, for scheduled early dismissals the Boys & Girls Club of Kern County will be opened accordingly. If schools are open all day, but afternoon activities are cancelled due to weather or an emergency our staff will still be at our sites to accommodate students. However, it is imperative that you pick your child(ren) up as soon as possible in such cases. **Please make sure your child(ren) is aware of what they need to do and where they are going for early dismissals and inclement weather.**

All **traditional club houses** are open Monday - Friday and will also follow public school calendars during the regular school year except for the following school breaks: Winter, summer, and spring. Extended hours during breaks are offered at some locations and hours will vary. Please contact your Club for more details regarding the school breaks. If the school closes for inclement weather, the Boys & Girls Club of Kern County will also close.

### **Pick-up & Sign-out**

When picking up a member, the parent or those listed on the registration form for pick-up must come into the Club to get them. Members are not permitted to wait outside of the Club or program location for a ride. Safety of our members is a priority.

All members must be signed out by the individual picking up the member from the program. Members may be picked up only by parents/guardians or those persons listed for pick-up on the registration form. Staff may request a photo ID at any time for any individual picking up a member. Changes to the pick-up list must be made in writing, and given to the Program Director at least 24 hours in advance. All members must be picked up between school dismissal time - 6:00 p.m. or unless the after school program is one of mandatory attendance.

Per the **Open Door Policy**, the Boys & Girls Clubs of Kern County Staff cannot retain members who do not wish to remain at the program. Parents should instruct their child to remain at the program if they do not wish them to leave. *Members who leave during program times will not be permitted to return during that day.*

### **Late Pick up Policy**

Should a parent/guardian arrive late for pickup, for any reason, the following Late Pickup Policy will be in effect:

- **First incident:** A friendly reminder of the program hours will be given.
- **Second incident:** A fee of \$1.00 per minute will be charged, per member, for every minute past 6:00 p.m. according to the program location's clock. The fee is due immediately. Members may not return to the program until the late fee is paid in full.
- **Continual late pickup:** If parent/guardian continues to pick up after program hours, the member's spot in the program will be jeopardized.

**If your child(ren) has not been picked up 15 minutes after closing, the Department of Social Services and the Police Department will be notified.**

In order for us to appropriately release your child to the correct parent/guardian we must be given all appropriate paperwork, such as custody papers, if a parent is not allowed to pick up the child.

### **Snacks**

The Boys & Girls Clubs of Kern County provides snacks/supper for each member. Members are allowed to bring their own snack from home as long as it is stored in an appropriate lunch/snack container. Members will only be allowed to eat snacks brought from home during the designated snack/supper times. If for some reason the Boys & Girls Clubs of Kern County is no longer able to provide supper/snack, an advanced notice will be given out to all affected families. Please make sure that any allergies or intolerances to foods are noted in the appropriate section on the enrollment application. During summer months additional meals/snacks will be provided. Please check with your program site to see what meals are being served.

### **Homework**

Members in the Boys & Girls Clubs of Kern County will be offered homework assistance during the programs designated time. It is important that parents understand that while given a chance to work on homework, homework may not be completed or corrected within the designated time, as staff often does not have time to check everyone's homework thoroughly. It is ultimately the parent's responsibility to check with their child on all matters dealing with homework and school projects.

### **Personal Belongings**

The Boys & Girls Clubs of Kern County is not responsible for lost, stolen or damaged belongings. We request that members not bring extra items with them to the program. (For Example: Cell Phones, Game boys, IPOD/CD players, fantasy game cards, dolls, toys, etc.) ***These items will be confiscated and returned to the parent at the end of the day. This includes cell phones.*** The site is equipped with phones to place emergency calls.

### **Dress Code**

**The Boys & Girls Clubs dress code is established to maintain grooming and hygiene, prevent disruption, and promote the health and welfare of our children. Any disruptive mode of clothing or appearance that adversely impacts the quality of the Club the environment is not permitted.**

**The following modes of dress or grooming are prohibited at Boys & Girls Club:**

#### **CLOTHING:**

- All clothing that displays logos or images that promote drug use, alcohol, violence, profanity, or racism must be turned inside out, replaced, or covered
- Revealing shorts or skirts (shorts should be worn under skirts so a child can participate in all activities). The Program Director will have the final decision on determining the appropriate length.
- Pants, shorts, and skirts worn below the waist ("sagging" garments are not acceptable)
- Pajamas Underwear as outerwear, exposed underwear (appropriate undergarments will be worn at all times)
- T-shirts that excessively expose the midriff or cleavage See through shirts (e.g., thin or mesh)
- Sandals, flip flops or open toe shoes (children should wear appropriate shoes to engage in healthy physical activity) Bare feet
- Chains on clothing or wallets
- Any inappropriately worn or mode of clothing that is too revealing.

**The Program Director will have the final decision on determining if clothing violates the Boys & Girls Club dress code.**

**This expectation also applies to parents/guardians or guests who attend Boys & Girls Clubs of Kern County functions.**

### **Sickness or Injury**

If a member has a fever of over 100.3 F degrees, or has a communicable disease (including head lice, COVID-19), he or she will not be permitted to attend the program that day. A parent or guardian will be notified to immediately pick-up the member).

**If notified of a child's illness, a parent or an authorized contact person must sign out a child as soon as possible.**

In case of an accident or injury, Boys & Girls Clubs Staff are trained in basic first aid and CPR. Emergency responders will be called for serious injuries. A parent will be notified promptly, and the child will be transported to the nearest hospital accompanied by a staff member. In the membership application, parents/guardians authorize the Boys & Girls Clubs of Kern County to obtain immediate medical care if an emergency occurs when the parent/guardian cannot be located right away.

Objections to emergency medical care should be made in writing by parents and/or guardians. This written statement should include the objection and the reason for the objection. Parents/guardians are responsible for medical costs that may be incurred in cases of emergency.

Parents/guardians agree to inform the Boys & Girls Clubs of Kern County office program location within 24 hours or the next business day after the child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases, which must be reported immediately.

Children should engage in usual preventive actions to avoid infection, including cleaning hands often using soap and water or alcohol-based hand sanitizer, avoiding people who are sick, and staying up to date on vaccinations, including influenza vaccine. The National Child Traumatic Stress Network offers a Parent/Caregiver guide for COVID-19 with more helpful information for families. Please see our Injury and Illness Prevention Plan for more details and information on Injury and Illness.

## **Medications**



Policy prohibits staff members of the Boys & Girls Clubs of Kern County to administer prescription or over-the-counter medications of any kind. This includes skin cream, sunscreen, and insect repellent. If your child requires emergency medication, such as an inhaler or EpiPen, you and your child's physician will be required to fill out our Administration of Medicine release form that can be given to you by the Program Director. All medicine must be in its original packaging. All emergency medications are locked in a storage cabinet at your child's site. **(Medicines that are out of date or not in the clearly labeled original container will not be permitted.)** If a situation arises that your child should need emergency medication, the staff will then allow him/her access to their emergency medication and allow him/her to administer the medication themselves. **Boys and Girls Clubs of Kern County staff will not administer medication to a child.** Parents will be notified immediately when a child needs access to their emergency medication.

### **Parental Notification**

It is very important that we have up-to-date contact information for parents/guardians and emergency contacts. If your phone number or address changes, you are required to let us know as soon as possible. The phone numbers provided on the application are the only way we have to notify parents in case of an accident or other emergency. Emergency situations, which require the Boys and Girls Clubs of Kern County to close or evacuate the building, make it necessary for staff to contact each parent and/or guardian. Please make sure staff members can do that efficiently by providing updated information.

### **Emergencies and Disaster Plan**

In the event of a fire, natural disaster, or man-made disaster, staff will evacuate all members using the posted exit routes. The appropriate authorities as well as parents and/or guardians will be contacted. Should parents and/or guardians be unavailable, those listed under "emergency contact" information on the application will be called. A written copy of the Emergency Preparedness Plan is posted at each site. Please see the Program Director to request a copy.

### **Reporting Policy**

As a youth service provider we are required by law to immediately report suspicion of child abuse or neglect to the Child Protective Services unit of the Department of Social Services.

### **Staff Ratios and Lines of Authority**

We have trained, qualified Activity Leaders to run our programs and supervise Club members. Our staff to child ratio will not exceed one program leader for every twenty members ages 5-18. In addition, there is a Program Director available at each site. The Program Director is responsible for overseeing program quality and staff. Activity Leaders implement the education and educational enrichment activities. Activity Leaders report to the Program Director, and Program Directors report to the organizations Area Program Director & Safety and then to the Director of Operations.

### **Facility Space**

Members in the Boys & Girls Clubs will be allowed to enter only those areas designated for use during programming hours.

### **Transportation**

Some of the traditional Clubhouse units do have the ability to transport members from their school to the Boys & Girls Club. Please inquire with the specific traditional Clubhouse to see if transportation is available. The Boys & Girls Clubs of Kern County also offers field trips by way of Boys & Girls Club designated vehicles. A permission form will need to be signed by parent/guardian before all events take place. A Boys & Girls Club t-shirt must also be worn for the duration of all field trips.

### **Day Camps**

Please make sure you pay attention to site announcements for details about our Day Camps that are offered during non-school days. Fees associated with the Day Camps must be paid prior to the week that your child will be attending. All fees associated are non-transferable and non-refundable as this inhibits planning, purchasing supplies, and having the correct ratio of staff to students. Although times and activities change during the summer, adherence to the expectations in this handbook still apply.

### **Behavior**

The Boys & Girls Clubs of Kern County has a zero tolerance policy regarding violence, bullying, and acts of aggression. Not following the rules will result in a loss of privileges. Continuing to break the rules will result in suspension and repeat suspensions will result in a loss of membership.

Members who fail to follow these guidelines can and will be dismissed from attending the program. Under extreme circumstances (For example: intentional injury to another child or staff member), the Program Director has the discretion to suspend a child immediately, without advance notice.

### **Code of Conduct**

In order to promote the child's physical, intellectual, emotional, and social well-being and growth, Boys and Girls Clubs of Kern County members will be expected to follow the Code of Conduct:

- We agree to play fairly and to be honest
- We agree to be respectful of Boys & Girls Club team members and volunteers.
- We agree to say only good things about others.
- We agree to be respectful of other Club members and their property.
- We agree to take care of our Boys & Girls Club and equipment.
- We agree to use proper language.
- We agree to applaud the efforts of other members.
- We agree running is only permitted in a gymnasium or designated areas.
- We agree to listen and be respectful at all times.
- We agree appropriate dress is required at all times.
- We agree drugs, alcohol, and weapons are prohibited.

### **Zero Tolerance Policy**

The Boys & Girls Clubs strives to provide a safe and positive environment for all members. The safety of our members is our primary concern and therefore we have no tolerance for fighting or bullying. If a child acts out in an aggressive manner with the intent of harming another member he/she will be suspended. We understand each altercation is different and some incidents are more severe than others; therefore, our discipline may vary depending on each individual incident.

The Boys & Girls Clubs of Kern County reserves the right to search all persons and carry-in items such as backpacks and gym bags. Any person who refuses to submit to such a search will not be allowed admission into the Clubs.

**These guidelines apply to members, as well as parent(s), guardian(s) and any other person authorized to pick up a child(ren) while they are at any Boys and Girls Clubs of Kern County locations. Failure to comply with these regulations may result in a ban from Club facilities and functions.**

### **Discipline Procedures\*\*\***

The Boys & Girls Clubs of Kern County handles behavioral problems on an individual basis. It is the responsibility of parents/ guardians to let us know if members have developmental delays so that we have information to better understand the child's behavior. If the behavior is ongoing or extreme, the member will be sent to the Program Director for further guidance. Depending on the circumstance the Program Director has the option of sending the member home and/or suspending the Club member from the program and disregarding the following procedures.

**Under extreme circumstances (i.e. intentional injury to another child or staff), the Program Director has the discretion to remove a child immediately without advance notice. Please refer to the Zero Tolerance Policy.**

### **Infraction I**

Infraction I is defined as any minor disruptive behavior such as yelling, running, being out of your assigned area, cursing, sitting on tables, misuse of club equipment, or showing inappropriate signs of affection.

Age	Occurrence 1	Occurrence 2	Occurrence 3	Scale
5-8	Warning & Taught Proper Behavior	Constructive Task	Suspended for One Day	Daily
9-11	Warning & Taught Proper Behavior	Constructive Task	Suspended for One day	Daily
12-17	Warning & Taught Proper Behavior	Constructive Task	Suspended for One day	30 Days from First Occurrence

### Infraction II

Infraction II is defined as any behavior that disrupts Club activities or disrespects Club staff, or members. Behavior in this category includes but is not limited to outright defiance, cursing or disrespecting staff, intimidation, encouraging or instigating a fight, horse playing, confrontations without harm, and minor vandalism.

Age	Occurrence 1	Occurrence 2	Occurrence 3	Scale
5-8	Warning & Taught Proper Behavior	Constructive Task	Suspended for One Day	Weekly
9-11	Warning & Taught Proper Behavior	Constructive Task	Suspended for Two Days	Weekly
12-17	Warning & Taught Proper Behavior	Constructive Task	Suspended for Two Days	30 Days from First Occurrence

### Infraction III

Infraction III is defined as any behavior that endangers members, staff, or Club facilities. Behavior in this category includes but is not limited to repairable vandalism, minor theft, fighting, and outright threats. Please see our Zero Tolerance Policy.

Age	Occurrence 1	Occurrence 2	Occurrence 3	Scale
5-8	Taught Proper Behavior & Constructive Task	Suspended for One Day	Suspended for One Week	30 Days from First Occurrence
9-11	Taught Proper Behavior & Constructive Task	Suspended for Three Days	Suspended for Two Weeks	30 Days from First Occurrence
12-17	Taught Proper Behavior & Constructive Task	Suspended for Two Weeks	Suspended (Length Determined by Program Director)	30 Days from First Occurrence

### **Infraction IV**

Infraction IV is defined as any infraction that is criminal or damaging to Club, Club members, or staff in a permanent or long standing way. Behavior that is included in this category consists of participating or being involved in a mob assault (banking), weapon possession, major theft, drug possession, threat to staff or major vandalism. Accompanying discipline action in Infraction IV will be a police report. Please see our Zero Tolerance Policy.

<b>Age</b>	<b>Occurrence 1</b>	<b>Occurrence 2</b>	<b>Occurrence 3</b>	<b>Scale</b>
5-8	Suspended for 30 Days	Suspended for Three Months	Permanently Suspended	30 Days from First Occurrence
9-11	Suspended for Remainder of School Year	Permanently Suspended	N/A	30 Days from First Occurrence
12-17	Suspended for Remainder of School Year	Permanently Suspended	N/A	30 Days from First Occurrence

*\*\*\*The information presented indicates the general nature and level of behavioral problems in these classifications. It is not designed to contain, or to be interpreted as a comprehensive inventory of all behavior, actions, or disturbances. All behavioral problems are handled on an individual basis and are confidential.*

### **Data Collection**

Upon signing up with the Boys and Girls Clubs of Kern County I give my permission to the Boys & Girls Clubs of Kern County to collect information via online or written surveys, questionnaires, interviews, and focus groups from the minor child listed on this application. Any and all information received will be kept strictly confidential. Data gathered through these means will be summarized in the aggregate and will exclude all references to any individual responses. The aggregated results of these analyses may be shared with Club staff, Boys & Girls Clubs of America (BGCA), funders, and other community stakeholders to evidence program effectiveness and/or Club impact on our members.

### **School Information**

Upon signing up with the Boys and Girls Clubs of Kern County I give my permission to the Boys & Girls Clubs of Kern County and \_\_\_\_\_ School District to exchange information 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 beyond. This release is valid for one year and may be revoked at any time by contacting \_\_\_\_\_ School District or the Boys & Girls Club in writing.

### **Data Sharing**

I understand that the Boys & Girls Clubs of Kern County 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 Boys & Girls Clubs of Kern County, including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

### **Technology**

As a member of the Boys & Girls Club, your child will have access to the Internet. While precautions are being taken, it is possible that s/he may access inappropriate sites. The Boys & Girls Club will have rules and consequences at the Club for such behavior; however we will not be responsible for the consequences of such access.

### **SAFETY**

At the Boys & Girls Clubs of Kern County, Child safety is our number 1 priority. Ensuring child safety is fundamental to the mission of the Boys & Girls Clubs of Kern County. The Safety and Well-being of Young People is Our Number One Priority We work every day to create a safe, fun environment so kids can have every opportunity to be successful in life. We have ZERO tolerance for inappropriate behavior of any kind, including child sexual abuse or misconduct, and we put resources behind that stance.

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

- Prior to working with children, all youth development professionals must pass a background and reference check.
- As part of our "onboarding" process, all staff must successfully complete Praesidium Sexual Abuse Prevention training along with other relevant safety training prior to working with children.
- We have an established structured Board-Led Safety Committee that meets regularly to address and evolve safety policies, procedures, and strategies.

**Safety Policies:** The Boys & Girls Clubs of Kern County has comprehensive safety policies in place that protect youth – including, but not limited to, supervision, transportation, communication and prohibiting private one-on-one contact.

Safety Policies attached:

Keeping Track of Our Members

Active Supervision

Interactions Policy

CPR/First Aid & AED Policy & Procedures

BATHROOM PROCEDURES

### PARENT HANDBOOK ACKNOWLEDGEMENT FORM

- I have read and understand the LATE PICK-UP POLICY. I understand and agree that there will be a late fee and that all late fees are to be paid in full prior to the child returning back to the program. I also understand that continuous late pick-ups will jeopardize my child(drens) participation in the program.
- I have read and understand the all Program & Safety Policies and Procedures *for children and adults* stated by the Boys & Girls Clubs of Kern County. I understand that my child and I will need to abide by all rules set forth while at the Club or a Club event.
- I have read and understand the Data Collection, School Information, and Data Sharing releases. I give permission to the Boys and Girls Clubs of Kern County as it relates to the Data Collection, School Information, and Data Sharing as stated in this parent handbook.
- The Boys & Girls Clubs of Kern County agrees to notify the parents/guardians whenever the child becomes ill and the parent/ guardian will arrange to have the child picked up as soon as possible.
- The parent/guardians authorize the Boys & Girls Clubs of Kern County to obtain immediate medical care if any emergency occurs when the parent/guardian cannot be located immediately. If there is an objection to seeking emergency medical care, a statement should be obtained from the parents or guardians that states the objection and the reason for the objection.
- The parents/guardians agree to inform the Boys & Girls Clubs of Kern County within 24 hours or the next business day after their child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases, which must be reported immediately.
- I realize that the Boys & Girls Clubs of Kern County is not responsible for injuries that occur to my child at the Club. Parents should carry their own medical insurance and are responsible for medical costs that may be incurred in cases of emergency.
- As a non-profit organization, the Club is dependent on prompt payments from all of our families. We ask that all payments be made in advance of a child's participation. Statements will not be sent out. A late fee of \$10.00 per week will be assessed on all delinquent accounts unless prior arrangements have been made with management. Returned checks will result in a \$25 administration fee. Upon receipt of any returned checks the Boys & Girls Clubs of Kern County will not accept other checks written and will only accept cash, credit card or money orders.

**By signing this document, I am acknowledging to have received and read a copy of the Parent Handbook and understand and agree to comply with the policies and procedures outlined within. I have reviewed these policies and procedures with my child.**

Parent (Print Name): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Child(ren): \_\_\_\_\_

Afterschool Site: \_\_\_\_\_ Summer Site \_\_\_\_\_



**BOYS & GIRLS CLUBS**  
OF KERN COUNTY

## **CHILD SAFETY**

### Keeping Track of Our Members

After school programs play a critical role in helping youth feel not only physically safe, but emotionally safe as well. The ability to know what children are in the program each day is one of the first of many steps in ensuring that our members are safe. Daily attendance tracking takes place at all Boys & Girls Clubs of Kern County after school programs. However, the way in which the attendance is tracked, can differ based on location. Please make sure you are familiar with the way your location signs its members in and out of the program. Below you will find the Clubs policies when it comes to keeping track of our members.

#### **How do children enter and leave the custody and care of the Club?**

Members will arrive to the club either by walking, personal transportation, club vehicles or public transportation. Staff will be located so they can greet students upon arrival.

For members to be dismissed at an ASES funded site they must be identified by the parent/guardian that completed the application process. During the application process it is required that the parent/guardian identifies adults 18 and up to be allowed to pick up students. When an individual comes to pick up a student; staff will confirm that the adult is cleared to pick up that student by confirming the individual has been identified by the parent/guardian on the documentation provided in the application process. If the staff is unsure of the identity of the individual picking up the student an ID must be presented.

If a student is a walker they will be identified as such during the application process. A list will be created of students identified as walkers and they will be dismissed all at the same time and cleared to leave by the supervisor on the floor or a staff identified by the supervisor.

For a student to be picked up by an individual not identified on the application or to be switched from a walker to a pick up or vice versa the parent/guardian will need to come in and update their forms. It cannot be done over the phone.

*From a traditional Clubhouse our students will follow the open door policy:*

All Club information will reflect our "Open Door" policy statement. "As defined by the State of California, Department of Social Services, Community Care Licensing Division, we are required to maintain an open door policy which allows members to arrive and leave the facility at their own leisure. We are not a licensed day care center, but a private recreation program. We are responsible for the safe and proper use of the facility and equipment and obligated to create an environment in which our participants behave appropriately. If it is the parent's desire that their child remain at the program site until picked up by a designated person, the responsibility for this lies solely with the parent and child. The Club and staff will NOT be held liable should any child leave the premises without permission. Please contact the Program Director with questions."

All parents/guardians will be notified of our policy at the time of registration and be required to sign a statement of understanding on the enrollment form.





**BOYS & GIRLS CLUBS**  
OF KERN COUNTY

### **CHILD SAFETY**

Keeping Track of Our Members

In the event a child does leave the program or fieldtrip site without permission, Boys & Girls Club employees must make every effort to contact the parent/guardian and emergency contacts on the enrollment forms. Staff will contact the police/sheriff in the event that emergency contacts cannot be reached. The staff will then inform the Director of Operations and/or the Executive Director of this incident and file a formal written report.

### **CHILD SAFETY QUESTIONS**

If anyone has any questions or concerns regarding child safety, please contact Sabrina Cazares at [scazares@bgclubsofkerncounty.org](mailto:scazares@bgclubsofkerncounty.org).

### **SAFETY TEAM MEETINGS**

The Safety Team meets the third Thursday of every even month at 10:00 am at the Armstrong Youth Center (801 Niles St.). Any employee who is interested in attending these meetings voluntarily is more than welcome, and even encouraged, to attend. Just show up, no advanced notice is required. Come help make your workplace a safer place to be.



## CHILD SAFETY

### Active Supervision

Boys & Girls Club staff have a great responsibility in providing care and bringing about positive experiences for youth. Afterschool programs play a critical role in helping youth develop their intrapersonal and interpersonal skills, often by engaging them in activities in which they interact with their peers. Such activities require afterschool program staff to carefully supervise children and youth in order to manage risk and ensure the young people's safety. Relationship building, mentoring and educating are also part of such supervision.

Staff members are expected to implement active supervision and the following behavior management techniques.

#### **Active Supervision**

- Children should never be left alone unsupervised. If you need to leave your area please arrange for the appropriate coverage.
- Staff should constantly be moving when observing children: looking up and down, right and left, over and under, inspecting and viewing all aspects of the equipment, the facilities, and the activities.
- Make sure to travel by areas (e.g. hallways, restrooms, storage areas) and activities that are known to be a challenge.
- Always monitor for appropriate and inappropriate behavior being certain to praise or correct as necessary.
- Make sure program areas are organized so that children are in view at all times. Maintain open lines of sight so one can view the area with no blind spots.
- Make sure to listen. Specific sounds or the absence of them may signify reason for concern. Staff who are listening closely to children immediately identify signs of potential danger.
- To the best of your ability, anticipate children's behavior. Staff should use what they know about each child's individual interests and skills to predict what he/she will do. They create challenges that children are ready for and support them in succeeding. But, they also recognize when children might wander, get upset, or take a dangerous risk. Staff who know what to expect are better able to protect children from harm.
- All Staff need to hold youth accountable for their actions, behaviors, and words. All children should be in tune with the program's expectations, respect both people and property, and engage in activities during the scheduled time.

#### **Behavior Management**

Our goal is to provide a safe and positive place for children while they enjoy and participate in the activities and core programs that we provide. We want to take this opportunity to familiarize you with the steps that our organization will implement when faced with behavior challenges, as well as how we strive to create a motivating environment for child(ren) that encourages positive growth, behavior and/or development. The success of our program is dependent on a team effort between children, parents, volunteers, and staff.

The following are guidance-methods which are part of our commitment to children:

- Verbal Praise
- Rewards and Incentives
- Club Recognition and Public Recognition



**BOYS & GIRLS CLUBS**  
OF KERN COUNTY

**CHILD SAFETY**  
Active Supervision

- Positive Feedback to Parents and Families

When dealing with behavior challenges, the staff will implement the following:

- Verbal Warnings
- Redirection
- Constructive Tasks
- Age Appropriate Time Outs
- Written and/or Verbal Progress Reports
- Parents Referral and/or Suspension Expulsion

The Boys & Girls Club is dedicated to making sure of staff members and members are safe at all times. Please take the time to review this memorandum and sign of the given lines below, by signing below you acknowledge and understand the information covered in the Interactions Memorandum above. If you have any questions, please speak with your immediate supervisor for clarification.

**CHILD SAFETY QUESTIONS**

If anyone has any questions or concerns regarding child safety, please contact Sabrina Cazares at [scazares@bgclubsofkerncounty.org](mailto:scazares@bgclubsofkerncounty.org).

**SAFETY TEAM MEETINGS**

The Safety Team meets the third Thursday of every even month at 10:00 am at the Armstrong Youth Center located at (801 Niles Street). Any employee who is interested in attending these meetings voluntarily is more than welcome, and even encouraged, to attend. Just show up, no advanced notice is required. Come help make your workplace a safer place to be.



**BOYS & GIRLS CLUBS**  
OF KERN COUNTY

## CHILD SAFETY

### Interactions Policy

The Boys & Girls Clubs of Kern County encourages its staff members to create Mentor/Role Model relationships with their members. These relationships create a respect between staff and member that enhance the opportunity to drive impact throughout the after- school programs. Staff members closely involved with students must understand the difference between appropriate and inappropriate interactions. Staff members must engage in appropriate interactions with students at all times and be aware of avoiding interactions which could appear inappropriate.

Appropriate interactions are those that create a safe environment in which students may grow, learn, seek help in solving conflicts and develop social skills. Inappropriate interactions cross the boundaries separating student from adult needs and could create a relationship that becomes peer- to-peer rather than adult-to-child. Offenders may be judged by students and others to be the “best” staff members, are often popular with students, and frequently recognized for contributions. Staff members who have regular one-to-one contact with students or who work in co-curricular activities can be more at risk for inappropriate interactions or student allegations of inappropriate interactions.

Examples of **APPROPRIATE** interactions with members include, but not limited to:

- Maintains appropriate personal space
- Maintains appropriate eye contact
- Appropriate comments regarding academics and school activities
- Staff/student appropriate communication are understood by the general population
- Conversations with students that support their academic growth; student’s perspective is focus of conversation
- Consistently abiding by the Code of Ethics and the Policy and Procedures for the protection of minors.
- Staff/student relationship is centered on academics, school events and activities
- Maintains fair and equal treatment of all students.
- Extracurricular and co-curricular activity leaders maintain clear standards around gender issues and harassment
- Handshakes, high-fives, positive affirmation, encouragement and verbal praise is appropriate, professional behavior
- Refer serious student problems to the appropriately trained professional.
- Notifies administration if suspicion that student has romantic feelings towards a staff member

Examples of **INAPPROPRIATE** interactions with members include, but not limited to:

- Invades personal space; physical proximity that is too close
- Maintain intense eye contact
- Comments that are personal or physical in nature (e.g., “you have great legs,” “you should wear that sweater more often,” “what big muscles you have”) or may have sexual overtones; condoning inappropriate topics for discussion; condoning verbal comments with sexual overtones; flirting



**BOYS & GIRLS CLUBS**  
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**CHILD SAFETY**

Interactions Policy

- Staff/student communication has implied messages and inside under-standing not commonly understood by the general population
- Conversations where students disclose personal and confidential information so that the student becomes the confidant of the adult; staff revealing personal information that could make the student uncomfortable; adult becomes focus of conversation
- Spending time alone with student beyond educational expectations; meeting with student off campus
- Staff/student relationship maintained outside school events, manifested by taking a student to lunch off site, gift giving, outside social activities, transporting a child alone and/or in a private vehicle, or receiving/writing personal communication, this includes all forms of social media.
- Pattern of covering for or providing excuses for particular students, writing passes repeatedly for favored students to cover tardiness or absences
- Leaders of extracurricular and co-curricular activities encourage atmosphere of loose and inappropriate boundaries around gender and harassment issues
- Shoulder massage, lingering touches, squeezes, requested affection; hugs, kisses or invitations to “give me a hug,” “give me a kiss,” touches on private parts of bodies
- Touching students who may misinterpret the touch due to individual circumstances, cultural standards or developmental stage
- Full frontal hugs, piggyback rides, touch, pull, push or strike a student in anger.
- Name calling, racial insults or ethnic slurs
- Shaming or belittling, telling secrets and asking students to keep secrets
- Using harsh language that may frighten, threaten, intimidate or humiliate the student. Making derogatory remarks about the student or his/family
- Failing to notify administration of a student that has suspected romantic feelings toward a staff member
- Converses with students via electronic communication, this includes all social media
- Photographing students while at school or in catechetical programs without the proper consent.
- Discusses personal issues with students via text messaging, social networking sites, email, hand written notes and conversations.

Boys & Girls Club is dedicated to making sure of staff members and members are safe at all times. Please take the time to review this memorandum and acknowledge that you understand the information covered in the Interactions Memorandum above. If you have any questions, please speak with your immediate supervisor for clarification.

**CHILD SAFETY QUESTIONS**

If anyone has any questions or concerns regarding child safety, please contact Sabrina Cazares at [scazares@bgclubsofkerncounty.org](mailto:scazares@bgclubsofkerncounty.org).



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**CHILD SAFETY**  
Interactions Policy

**SAFETY TEAM MEETINGS**

The Safety Team meets the third Thursday of every even month at 10:00 am at the Armstrong Youth Center located at 801 Niles Street, in Bakersfield. Any employee interested in attending these meetings is more than welcome, and even encouraged, to attend. Just show up, no advanced notice is required. Come help make your workplace a safer place to be.



**BOYS & GIRLS CLUBS  
OF KERN COUNTY**

**CPR/First Aid & AED Policy & Procedures**

Boys & Girls Clubs of Kern County's (BGCKC) first priority is the safety of our children and employees to ensure a safe Club environment. In alignment with this priority, BGCKC will require every employee to be CPR, First Aid & AED certified **effective January 1, 2023**. All new hires will complete CPR/First Aid & AED training for certification as part of their onboarding and training process. **Failure to obtain certification within 2 weeks of employment with BGCKC will result in disciplinary action up to and including termination.**

Please consult with a BGCKC Safety Compliance Officer if you have any questions concerning the recommendations contained in the guidelines. These guidelines should not delay calling 9-1-1 in the event of an emergency.

**Guidelines to follow:**

**In the event of an illness or injury that requires the immediate attention of a health-care professional staff will:**

- Team Member will notify Program Director/Site Coordinator
- Contact emergency medical services.
- Give the child first-aid treatment or CPR or AED when needed.
- Contact the child's parents.
- Ensure supervision of other children in the group.

**In the event a child becomes ill while in our care, staff will:**

- Team Member will notify Program Director/Site Coordinator
- Contact the parent to pick up the child;
- Care for the child apart from other children;
- Give appropriate attention and supervision until the parent picks the child up;
- Give extra attention to hand washing and sanitation

**In the event of an injury that requires minor first aid attention, staff will:**

- Team Member will notify Program Director/Site Coordinator of incident
- Ensure supervision of other members in the group.
- Trained Program Director/Site Coordinator will follow first aid protocol by using gloves and performing first aid in designated area

**In the event CPR is administered:**

- Team Member will notify Program Director/Site Coordinator
- Trained Team Member will administer standard CPR procedures using face mask with one-way valve and filtered.
- Incident/Accident report is completed and submitted

**CHILD SAFETY QUESTIONS**

If anyone has any questions or concerns regarding child safety, please contact the Safety Department at [Safety@bgclubsofkerncounty.org](mailto:Safety@bgclubsofkerncounty.org).

**EMPLOYEE INJURY INSTRUCTIONS**

**IF AN EMPLOYEE GETS INJURED:**

- Notify Site Coordinator/Supervisor immediately.
- Site Coordinator/Supervisor will fill out an Incident/Accident Reporting Form.
- Site Coordinator will call April at the Boys & Girls Clubs of Kern County @ 325-3730 immediately complete and Incident/Accident Report Form.
- The Boys & Girls Clubs of Kern County will notify the doctor and will provide further instructions.
- Site Coordinator will contact their supervisor and make them aware.

If anyone has any questions or concerns regarding injury or illness at the workplace, please contact the Safety Department at (661) 325-3730. All reports will be confidential, and an incentive will be given for any claim found.

**SAFETY TEAM MEETINGS**

The Safety Team meets the third Thursday of every even month at 10:00 am virtually. Any employee who is interested in attending these meetings voluntarily is more than welcome, and even encouraged, to attend. If you would to join, please reach out to the Safety Team. Come help make your workplace a safer place to be.



## **BATHROOM PROCEDURES**

Recognizing that bathrooms are a “High Risk” area for our children and the health, welfare, and safety of our members is our top priority, we are committed to enforcing policies and procedures for bathroom monitoring, usage, and coverage.

The following policies and procedures have been developed and will continue to be updated to prevent and address behaviors that can take place in bathrooms such as bullying, sexual misconduct, fighting, and vandalism. Below is a list of bathroom procedures that must be included at all BGCKC program locations. The Site Coordinator/Program Director is responsible for their staff/volunteers and children adhering to all bathroom procedures.

### **Bathroom Procedure Requirements**

- All staff will have read and signed off on bathroom policies.
- Programs must have a system that will track bathroom usage (example: sign in/out sheets, virtual reception, etc. which will be filed for review).
- If more than one staff member is responsible for the sign in/sign out sheet used, a communication plan must be developed by the location. This communication plan will be used so staff will know which kids and how many are in the bathroom before sending more children in.
- Children should be sent to the bathroom one at a time (example: there should only be one student in the bathroom at a time regardless of number of stalls). If any locations that are needing to make adjustments to the 1 student per bathroom procedure must be approved by BGCKC Executive Director.
- If there are scheduled group bathroom breaks, staff members should be positioned outside the door of the bathroom actively listening for any problems.
- At no time should a staff member use or enter a youth bathroom when children are present (unless because of an emergency - example: a fight or a child is injured). Instead, staff will open the door and announce they will be entering and everyone should finish their business.
- Staff members will have a weekly discussion with their children regarding restroom expectations and etiquette. The discussion is to include:
  - Health danger of hanging out in or taking food into the restroom – “Did you know that germs fly 5 feet in the air when a toilet is flushed?”
  - Only one student is to be in a stall at a time.
  - Members will use quiet voices (“inside voices”).
  - Members will leave stalls unlocked after use.
  - Members will keep all areas and fixtures as clean as possible and will not use excessive toilet paper.
  - Members will wash and dry hands appropriately after using the restroom.
  - Use: water appropriately, a reasonable amount of soap, hand dryers appropriately, hand sanitizer if hand washing is not an option.
  - Members will refrain from playing or climbing and will respect the privacy of others at all times.





- Students will report problems to the closest adult: “If you see something, say something.”
  - Children have the right to use the restroom without being bothered or having their space invaded.
  - Review of how members should ask to use the restroom.
- 
- Restrooms should be checked by staff hourly (cleanliness, member safety, etc.)
  - Staff will actively monitor for children running to the restroom, loitering in the vicinity of the restroom, groups approaching the restrooms, loud voices in or outside the restroom, and any audible or visual indicators that there is a problem in or around the restrooms.
  - Post the rules for restroom use outside the restroom doors and/or wherever ruled of conduct are posted.
  - Staff will report any incidents, suspicious behavior, reports made by children/other staff/volunteers/parents or concerns regarding restroom use, policies, and procedures to their supervisor immediately.
  - Any and all issues will be documented and reviewed.
  - In the event of an emergency, immediate action will take place including, but not limited to, involving the authorities, filing a CPS report, notifying parents, notifying BGCA, notifying the Board of Directors, and notifying insurance carriers.

#### **Other Suggestions for Bathroom Usage Strategies**

If appropriate, use bathroom passes that include the rules on one side of the pass. If possible, limit use to one child at a time. If possible, schedule restroom breaks during snack/meal breaks with staff positioned outside the restroom to control traffic and use; however, use a system that will allow a member to use the restroom outside of the scheduled time frame using one or more strategies above.